



Brainerd HRA Board of Commissioners Meeting
Wednesday, January 24th, 2024 @ 1:00pm
Brainerd HRA Office Conference Room
324 E River Road, Brainerd, MN

*"Our mission is to provide affordable housing and redevelopment opportunities
to strengthen our neighborhoods and community."*

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. REVIEW AND APPROVE AGENDA
4. Annual Meeting (*Attachment 1*) Pg. 3
 - a. Election of Officers
 - b. Review Bylaws
 - c. Review and adoption of meeting calendar
5. APPROVAL OF MINUTES (*Attachment 2*) Pg. 10
 - a. Approval of Minutes from Regular Board Mtg. on December 20th, 2023
 - b. Approval of Minutes from Work Session on December 20th, 2023
6. NEW BUSINESS
 - a. Designation of Official Depository (*Attachment 3*) Pg. 14
 - b. Designation of Powers (*Attachment 4*) Pg. 16
 - c. Employee Policy Manual Update (*Attachment 5*) Pg. 20
7. BILLS & COMMUNICATIONS
 - a. Financial Report (*Attachment 6*) Pg. 24
 - b. HCV Report (*Attachment 7*) Pg. 54
 - c. Housing Management Report (*Attachment 8*) Pg. 58
 - d. Rehab Programs Report (*Attachment 9*) Pg. 66
 - e. Executive Director Report (*Attachment 10*) Pg. 72
8. COMMISSIONER COMMENTS
9. NEXT MEETING: Wed. February 28th, 2024
10. ADJOURN

Rebekah Kent-Ehlebracht, term expiring 12/31/23
Gabe Johnson, term expiring 12/31/24
Allie Verchota, term expiring 12/31/24
Michael Duval, term expiring 12/31/25
Wayne Erickson, term expiring 12/31/25
Janet Decker, term expiring 12/31/26
Kevin Yeager, term expiring 12/31/27

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To: Brainerd HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: January 24, 2024
 Re: Annual Meeting

Typically at annual meetings, all new or reappointed members are given the oath of office, the board elects officers, bylaws are reviewed, and a meeting schedule is established for the upcoming year.

Oath of Office Update - Kent-Ehlebracht Reappointment

There is one commissioner position that is up for renewal for 2024 as commissioner Kent Ehlebracht's term expired on 12/31/23. Ms. Kent-Ehlebracht has submitted her application to the City for the review by the Mayor and we are currently awaiting this reappointment which could occur on or after 1/16/24. Per state statute, a commissioner whose term has expired may serve in their position until they are reappointed, or another member is appointed to replace them. If Ms. Kent-Ehlebracht is reappointed we will proceed with the oath of office at our January meeting.

Election of Officers

According to the Brainerd HRA Bylaws, the chair, vice chair and secretary/treasurer shall be elected at the annual meeting of the HRA.

The 2023 slate of officers and commissioners is as such:

Rebekah Kent-Ehlebracht, Chair, term expiring 12/31/23

Gabe Johnson, Vice Chair term expiring 12/31/24

Michael Duval, Secretary/Treasurer, term expiring 12/31/25

Allie Verchota, term expiring 12/31/24

Kevin Yeager, term expiring 12/31/27

Wayne Erickson, term expiring 12/31/25

Janet Decker, term expiring 12/31/26

Review Bylaws (Attachment 1b)

Staff is not recommending any changes to the bylaws at this time.

Review Meeting Schedule (Attachment 1c)

The meeting schedule is attached.

Action Items: Elect HRA chair, vice chair and secretary/treasurer.

BY-LAWS

BY-LAWS OF THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF BRAINERD, MINNESOTA

Adopted 02-21-2001
Revised 06-20-2001
Revised 09-24-2003
Revised 06-09-2005
Revised 03-24-2010
Revised 07-25-2012
Revised 07-23-2014
Revised 07-29-2015
Revised 06-26-2019

ARTICLE I – THE AUTHORITY

Section 1.1. Name of the Authority. The name of the Authority shall be the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota (hereinafter, the “Authority”), and its governing body shall be called the board of Commissioners (hereinafter, the “Board”).

Section 1.2. Seal of Authority. The seal of Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 1.3. Office of the Authority. The offices of the Authority shall be at 324 East River Road in Brainerd, Minnesota.

ARTICLE II – ORGANIZATION

Section 2.1. Officers. The officers of the Authority shall consist of a Chair, a Vice Chair, a Secretary/Treasurer, and an Executive Director. The Chair, Vice Chair, and the Secretary/Treasurer shall be members of the board and shall be elected at the annual meeting of the Authority.

Section 2.2. Chair. The Chair shall preside at all meetings of the board.

Section 2.3. Vice Chair. The Vice Chair shall preside at any meeting of the Board in the absence of the Chair and may exercise all powers and perform all responsibilities of the Chair if the Chair cannot exercise or perform the same due to absence or other inability.

Section 2.4. Chair Pro Tem. In the absence or inability of the Chair and the Vice Chair at any meeting, the Board may appoint any remaining Commissioner as Chair Pro Tem to preside at such meeting.

Section 2.5. Secretary/Treasurer. The Secretary/Treasurer shall oversee the keeping of all minutes of the Board and shall oversee the maintenance of all records of

the Authority. He or she shall be responsible for the oversight and recording and maintaining of accurate records of the meetings of the Board and of all official actions, official, financial and otherwise, taken by or on behalf of the Authority.

Section 2.6. Executive Director. The Executive Director shall be appointed by resolution and shall serve at the pleasure of the Board of Commissioners, shall be the chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe.

Section 2.7. Resident Commissioner. One Resident Commissioner shall hold an Authority Board position. The nature of selection shall be governed by federal regulation and Minnesota state statute, with ratification from the City of Brainerd consistent with other Board Commissioners. The term of the Resident Commissioner and their authority shall be consistent with the other Commissioners serving on the Board.

ARTICLE III – PROCEDURES OF THE BOARD OF COMMISSIONERS

Section 3.1. Annual Meeting. The annual meeting of the Board shall coincide with the regular meeting of January in each year.

Section 3.2. Regular Meetings. The Board shall hold regular meetings on the fourth Wednesday of each month, commencing at 1:00 o'clock P.M., Central Time or at such other time as the Board and Executive Director may determine, and be held at the principal office of the Authority, or at such other location as the Board and Executive Director may determine.

Section 3.3. Special Meetings. Special meetings of the Board may be called by the Chair, or in the event of the Chair's absence or inability, by the Vice Chair at any time, upon seventy-two hours prior notice exclusive of Saturdays, Sundays, and holidays to all Commissioners and the Executive Director. Upon the same notice, any two Commissioners may also call special meetings of the Board. The Executive Director shall post notice of any special meeting in the principal office of the Authority no less than seventy-two hours prior to such special meeting exclusive of Saturdays, Sundays, and holidays.

Section 3.4. Quorum. A quorum of the Board shall consist of a simple majority of Commissioners. In the absence of quorum, no official action may be taken by, or on behalf of, or in the name of the Board or the Authority. Commissioners can attend any regular, special, or annual meetings and participate in any manner allowed by MN Statute 13D.

Section 3.5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by at least a simple majority of all commissioners present. Resolutions may but need not be read aloud prior to vote taken thereon and may but

need not be executed after passage. All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 3.6. Rules of Order. The most recent edition of Robert's Rule of Order shall govern the Meetings of the Board.

Section 3.7. Order of Business. The order of business will be determined by the Chair.

Section 3.8. Manner of Voting. The voting on all questions coming before the Authority shall be by voice vote, recorded into the official minutes. A roll call vote can be instituted for a particular vote at the discretion of the Chair.

Section 3.9. Attendance. Commissioners shall be expected to attend all meetings except with an excused absence. Any Commissioner who misses three consecutive meetings without an excused absence is considered to have resigned from the Board of Commissioners

ARTICLE IV – AMENDMENTS

Section 4.1. Amendments to By-Laws. The By-Laws of the Authority shall be amended only with the approval of a simple majority of a quorum of the Commissioners of the Authority at a regular or a special meeting.

ARTICLE V – MISCELLANEOUS

Section 5.1. Fiscal Year. The fiscal year of the Authority shall be the calendar year.

Section 5.2. Execution of Contracts. All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be executed by the Chair and/or Executive Director or other authorized signatory of the Authority as prescribed by the Chair and/or Executive Director.



324 East River Road
Brainerd, MN 56401

Phone: 218/828-3705
Fax: 218/828-8817

Brainerd HRA Board Meeting Schedule for 2024

Board meetings are typically held on the fourth Wednesday of each month at 1:00 p.m. in the conference room at the Brainerd HRA office, 324 East River Road, Brainerd, MN.

MONTH	DAY	DATE
January	24	01-24-24
February	28	02-28-24
March	27	03-27-24
April	24	04-24-24
May	15	05-15-24*
June	26	06-26-24
July	24	07-24-24
August	28	08-28-24
September	25	09-25-24
October	23	10-23-24
November	20*	11-20-24**
December	18	12-18-24**

*Date changed for MN NAHRO Conference

**Date changed due to holiday.

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Brainerd HRA BOARD MEETING MINUTES Wednesday, December 20th, 2023

A regular meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the City of Brainerd, Minnesota, was held in person at Brainerd HRA Board Meeting Room at 1:00 p.m., Wednesday, December 20th, 2023.

1. **CALL TO ORDER:** Chair Kent-Ehlebracht called the meeting to order at 1:00 p.m.
2. **ROLL CALL:** Present: President Rebekah Kent-Ehlebracht, Secretary/Treasurer Michael Duval, Wayne Erickson, & Allie Verchota. Absent: Vice President Gabe Johnson, Kevin Yeager, and Janet Decker.

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Rehab Specialist Kristin Miller, Housing Manager Shannon Fortune, & Rehab & Maintenance Director John Schommer. Absent: None

3. REVIEW AND APPROVAL OF AGENDA:

Moved and seconded by Commissioners Erickson and Duval to approve the agenda as presented for the December 20th, 2023, board meeting. Through a vote, all commissioners were in favor, and none were opposed. The minutes were approved.

4. READING AND APPROVAL OF MINUTES:

Moved and seconded by Commissioners Duval and Verchota to approve the minutes from the November 15th, 2023, board meeting. Through a vote, all commissioners were in favor, and none were opposed. The minutes were approved.

5. NEW BUSINESS:

a. Accounts Receivable Write-Off

Commissioner Duval moved to write-off uncollectible Accounts Receivable for 2023. Commissioner Verchota seconded the motion. Upon a vote, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

b. Shared Services Agreement between Brainerd HRA and the Crow Wing County HRA

Commissioner Duval moved to Authorize the Executive Director to execute Resolution 2023-12 the updated shared services agreement between the Crow Wing County HRA and the Brainerd HRA. Commissioner Erickson seconded the motion. Upon a roll call vote (Verchota, Erickson, Duval, & Kent-Ehlebracht), all commissioners voted in favor of the motion, and none were opposed. The motion carried.

c. Earned Sick and Safe Time Policy

Commissioner Erickson moved to Approve Resolution No. 2023-11 adopting the Earned Sick and Safe Time (ESST) Policy Commissioner Verchota seconded the motion. Upon a vote roll call vote (Verchota, Erickson, Duval, & Kent-Ehlebracht), all commissioners voted in favor of the motion, and none were opposed. The motion carried.

6. BILLS & COMMUNICATIONS:

a. Financial Report

Financial information for November 2023 was presented by Karen Young

Commissioner Erickson moved to Authorize the Acceptance of Brehmer Banks RFP Proposal. Commissioner Duval seconded the motion. Upon a roll call vote (Erickson, Duval, & Kent-Ehlebracht), all commissioners voted in favor of the motion, with the exception of Verchota abstaining, and none were opposed. The motion carried.

Commissioner Duval moved to approve November payments as presented. Commissioner Verchota seconded the motion. Upon a vote, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

b. HCV Report

Presented by Shannon Fortune

c. Housing Management Report

Presented by Shannon Fortune

d. Rehab Programs Report:

Presented by John Schommer

e. Executive Director Report

Presented by Eric Charpentier

7. Commissioner Comments:

Michael Duval – Is going to get more insight at the Planning Commission Meeting regarding garages needing to be included on properties of new constructed home.

8. Next Meeting: Wednesday, January 24th, 2023

9. ADJOURN:

Commissioner Erickson made a motion to adjourn to the Work Session meeting. Commissioner Duval seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and the meeting was adjourned at 2:05 p.m.



Brainerd HRA Board of Commissioners Work Session BOARD MEETING MINUTES Wednesday, December 20th, 2023

A work session meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the City of Brainerd, Minnesota, was held in person at Brainerd HRA Board Meeting Room at 2:00 p.m., Wednesday, December 20th, 2023.

1. **CALL TO ORDER:** Chair Kent-Ehlebracht called the meeting to order at 2:05 p.m.
2. **ROLL CALL:** Present: President Rebekah Kent-Ehlebracht, Secretary/Treasurer Michael Duval, Wayne Erickson, and Allie Verchota. Absent: Vice President Gabe Johnson, Kevin Yeager, and Janet Decker.

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Housing Manager Shannon Fortune, and Rehab & Maintenance Director John Schommer.

3. **DISCUSSION ITEMS:**

2024 Priority Projects for Housing and Redevelopment – Discussion

Executive Director Charpentier walked through seven projects presented to the Board that could impact the housing stock in Brainerd by utilizing the discretionary funds available for 2023 and 2024 – totaling \$151,000. The projects presented consisted of:

1. Outlot F
2. Wright Street Extension
3. Tax Forfeit Property
4. Andrew Street Extension
5. Whippoorwill Lane
6. Land Trusts
7. Trailside Park

The projects were presented in order of staff prioritization and the board was asked to discuss their ranking of the projects presented. After much discussion, the Board directed staff to revisit a combination of three projects at the January meeting – Outlot F and Tax Forfeit Property/Land Trusts.

4. **ADJOURN:**

Commissioner Erickson made a motion to adjourn the meeting. Commissioner Duval seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 3:20 p.m.

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To: Brainerd HRA Board Members

From: Karen Young, Finance Director

Date: January 17, 2024

Re: Designation of Official Depository

Pursuant to Minnesota Statute 118A.02, the Brainerd HRA Board shall designate as a depository of its funds, one or more financial institutions. At this time, the official depository is Bremer Bank.

Action Requested: Approve the designation of Bremer Bank as the official depository.

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: January 18, 2024
Re: Designation of Powers or Duties

As we worked with attorneys at the law firm Ratwik, Roszak and Maloney to update our Employee Policy Manual, we added language in the policy to designate certain powers relating to the hiring and firing of employees to the Executive Director. This additional language aligns with the hiring and firing procedures of the Agency and by incorporating this language into a resolution formally makes this Board delegation to the Executive Director. This designation is allowed pursuant to Minn. Statute 469.012, subd. 1c.

Action Requested: Approve Resolution No. 2024-01 approving the Designation of Powers or Duties to the Executive Director.

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HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF
BRAINERD
RESOLUTION NO. 2024-01

DESIGNATION OF POWERS OR DUTIES

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd, pursuant to Minn. Stat. § 469.012, subd. 1b, has the power to employ an executive director, technical experts, and officers, agents, and employees, permanent and temporary, that it requires; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd, pursuant to Minn. Stat. § 469.012, subd. 1c, has the power to delegate to one or more of its agents or employees the powers or duties it deems proper; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd deems it proper to delegate certain powers or duties relating to the hiring and firing of employees to its Executive Director.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the HRA as follows:

1. The Board of Commissioners, pursuant to Minn. Stat. § 469.012, subd. 1c, delegates to the Executive Director the power and duty to hire and fire all employees within the Housing and Redevelopment Authority in and for the City of Brainerd other than the position of Executive Director. The Board of Commissioners maintains the power and duty to hire and fire the Executive Director.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Brainerd.

Dated: _____

Rebekah Kent-Ehlebracht, Chair

Dated: _____

Eric Charpentier, Executive Director

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: January 17, 2024
Re: Employee Policy Manual

An Employee Policy Manual states the terms, conditions, privileges, and responsibilities of employment and establishes the culture of the Agency. It is governed by both Agency need/preference and by many complex state and federal laws that affect the employment relationship from application to post-employment. As such, a policy manual should be updated from time to time to reflect the changing needs of the Agency and for law changes. Our last update was in December 2018.

We contracted with the law firm Ratwik, Roszak & Maloney to draft the updated policy. A redline copy of the Employee Policy Manual was emailed with the board packet and due to the size of the Manual was not included in the packet.

Some of the main changes reflected in this update include:

- The Earned Sick and Safe Time (ESST) Policy approved by the board at the December meeting is included in this Policy Manual.
- Amended sick leave accruals to accommodate ESST leave.
- Executive Director authority to hire and terminate employees is defined.
- Addition of Cannabis language.
- The Communications and Computer Use Policy was removed as we have a stand-alone policy.
- Addition of language regarding termination/separation of employment in good standing.
- Legal updates as recommended by Ratwik, Roszak & Maloney.

Action Requested: Approve Resolution No. 2024-02 amending the Employee Policy Manual.

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD
RESOLUTION NO. 2024-02

EMPLOYEE POLICY MANUAL

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd has in place an Employee Policy Manual that states the terms, conditions, privileges and responsibilities of employment and also establishes the culture of the Agency; and

WHEREAS, the Employee Policy Manual is governed by both Agency need/preference and by many complex state and federal laws that affect the employment relationship from application to post-employment.

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd has reviewed and updated its previously established Employee Policy Manual; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the HRA as follows:

1. The Employee Policy Manual is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Brainerd.

Dated: _____
Rebekah Kent-Ehlebracht, Chair

Dated: _____
Eric Charpentier, Executive Director

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: January 17, 2024
Re: January Financial Report

Please find attached the financial information for December 2023.

Year-end Financial Statements and Ratios

The December ratios and financial statements do not fully reflect all yearend entries and adjustments. The final yearend entries and adjustments will be recorded prior to the audit and REAC submission. Therefore, the financial information is subject to change due to necessary year-end adjustments.

2023 Levy Payment

In December we received the second half 2023 tax settlement of \$66,598.56 as reflected in the General Fund financial statements. Year to date, we received \$153,616.06 in levy payments. The 2023 tax levy was estimated at \$155,981.

We also received a deposit of \$24,390.15 in Tax Increment Financing (TIF) for the Downtown TIF District.

Audit Schedule

The 2023 audit schedule has been set with CliftonLarsonAllen (CLA). The Brainerd HRA audit is scheduled for the first week of February. The Crow Wing County HRA audit and Brainerd South compilation are scheduled for the third week in February. The Agency unaudited financial statements are due to the Real Estate Assessment Center (REAC) by February 29th, and the unaudited Brainerd South financial statements are due to REAC by March 31st.

Valley View

We received \$347,400 in property funds from DW Jones in December. An additional reserve of \$1,184.63 is set aside for potential NSF (non-sufficient funds) on recent deposits. We received the unadjusted year-end financials from DW Jones. We are currently in the process of adjusting those for Mahoney auditors. Mahoney will coordinate with us and DW Jones to facilitate a comprehensive, online-only audit, as there is no fieldwork scheduled. Starting next month, we will include Valley View financials in our regular reporting.

Action Requested: Motion for approval of December payments as presented.

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December 2023 Operating Account Balances

Property/Program	December 2022	November 2023	December 2023
General Fund	\$518,292.20	\$465,866.71	\$545,319.45
Housing Rehab Program	\$227,567.76	\$262,343.03	\$253,522.55
Bridges	\$47.70	\$8,110.04	\$44.56
Crow Wing County HRA	\$1,919,545.17	\$941,329.25	\$1,221,903.71
Public Housing	\$669,373.83	\$942,339.78	\$849,413.30
Valley View	\$0.00	\$0.00	\$347,400.00
Brainerd South	\$50,155.07	\$33,619.76	\$42,762.78
Housing Choice Voucher	\$16,569.19	\$11,604.03	\$38,196.63
Total	\$3,401,550.92	\$2,665,212.60	\$3,298,562.98

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Brainerd Housing & Redevelopment Authority

2023 Ratios

(and December, 2022)

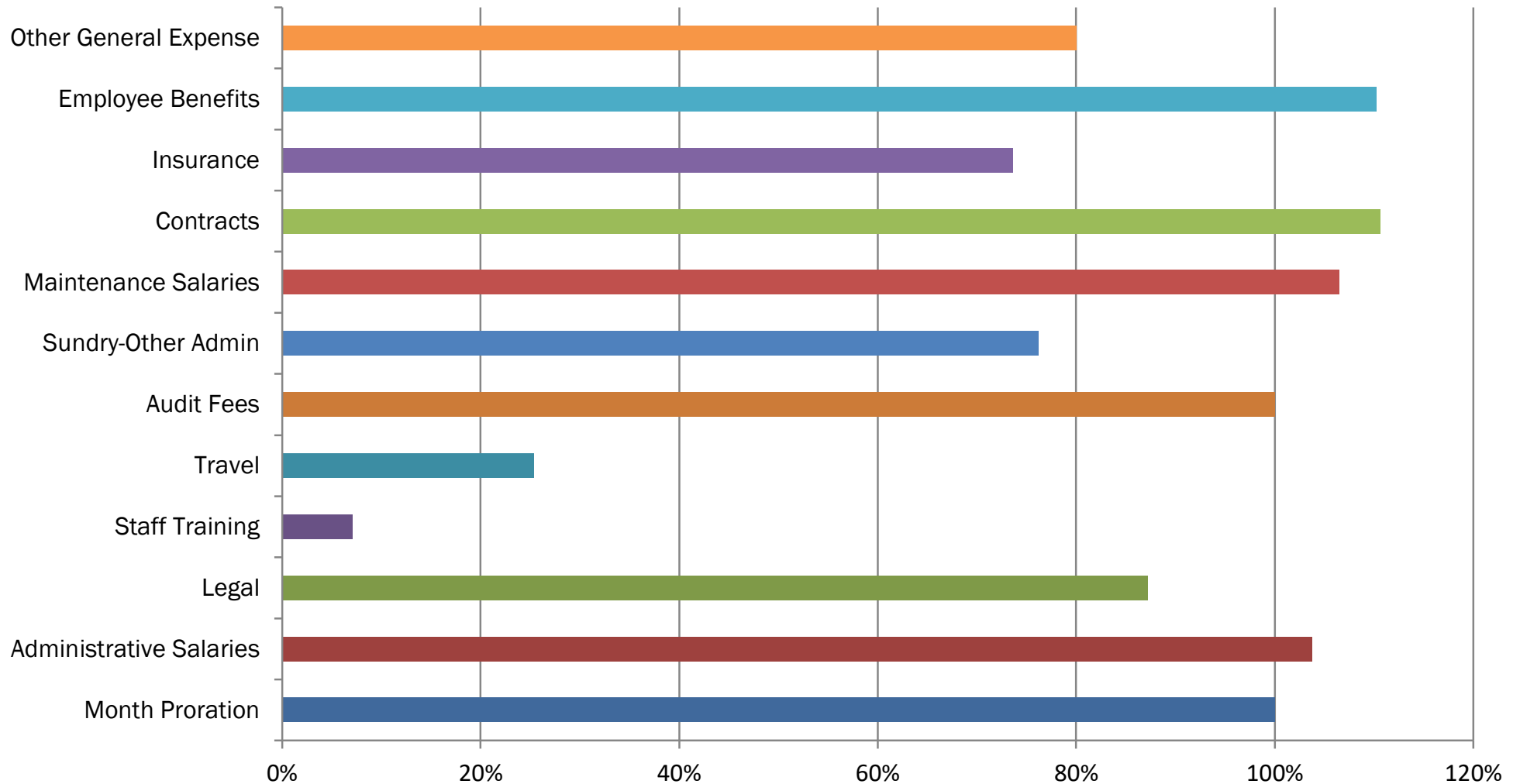
FASS Ratios	Max Pts	Scoring	Dec 2022 After YE JE, B4 audit	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec 2023
Quick Ratio	12	QR <1 = 0, QR >2 =12	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring													
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5%= 5, TAR >2.5% =0	5.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	2.00	2.00	2.00	2.00	5.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Total Points	25		25.00	20.00	20.00	20.00	20.00	20.00	20.00	22.00	22.00	22.00	22.00	22.00	25.00
Total of Above Ratios	50		50.00	45	45	45	45	45	45	47	47	47	47	47	50

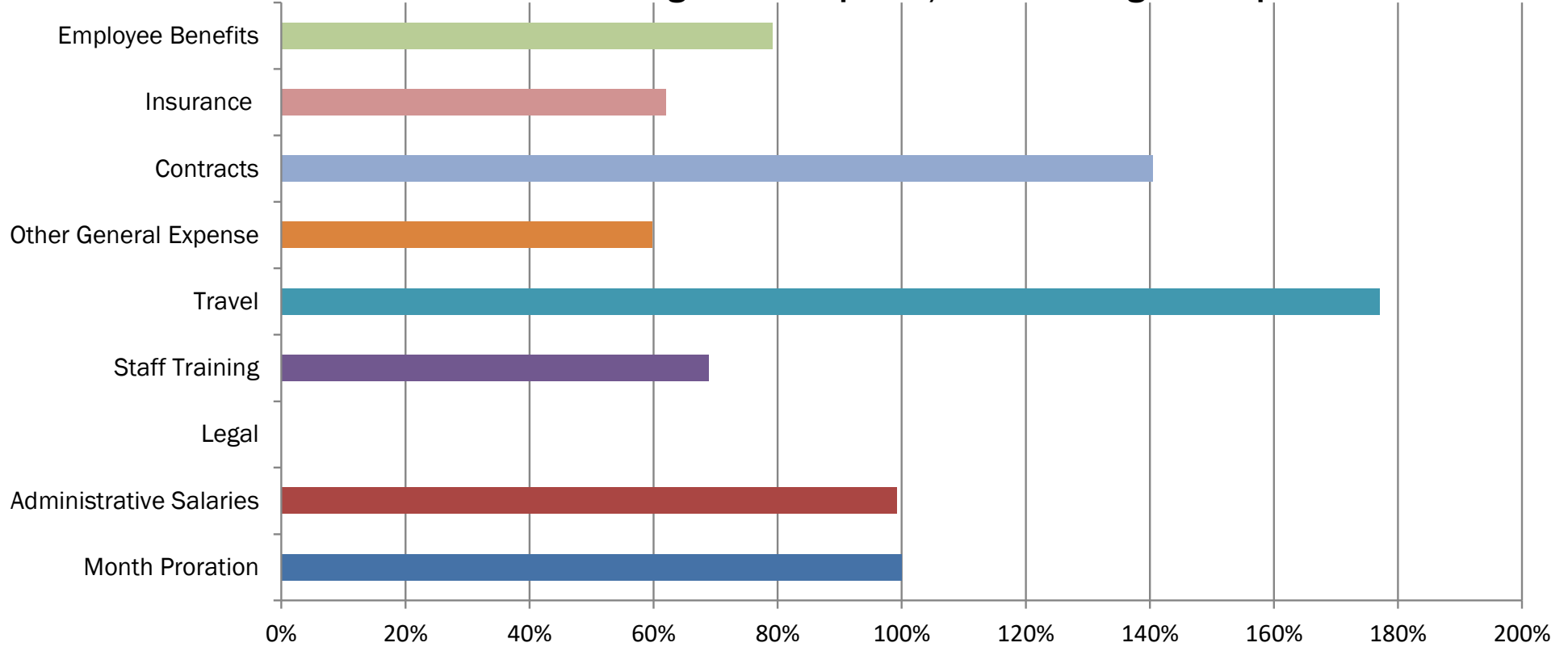
Capital Fund Ratios	Max Pts	Scoring													
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0

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December 2023 YTD General Fund Expense/Annual Budget Comparison



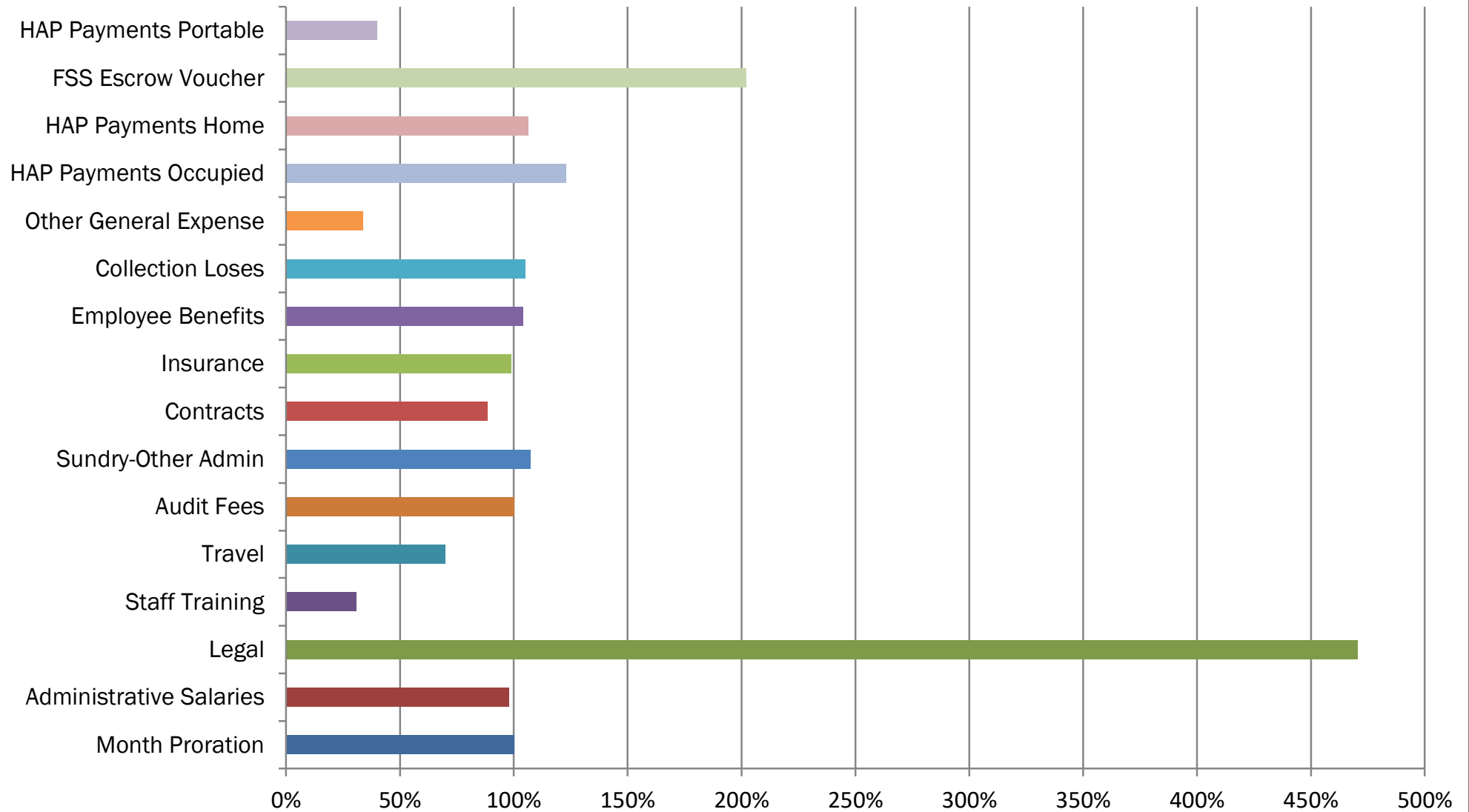
December 2023 YTD Housing Rehab Expense/Annual Budget Comparison



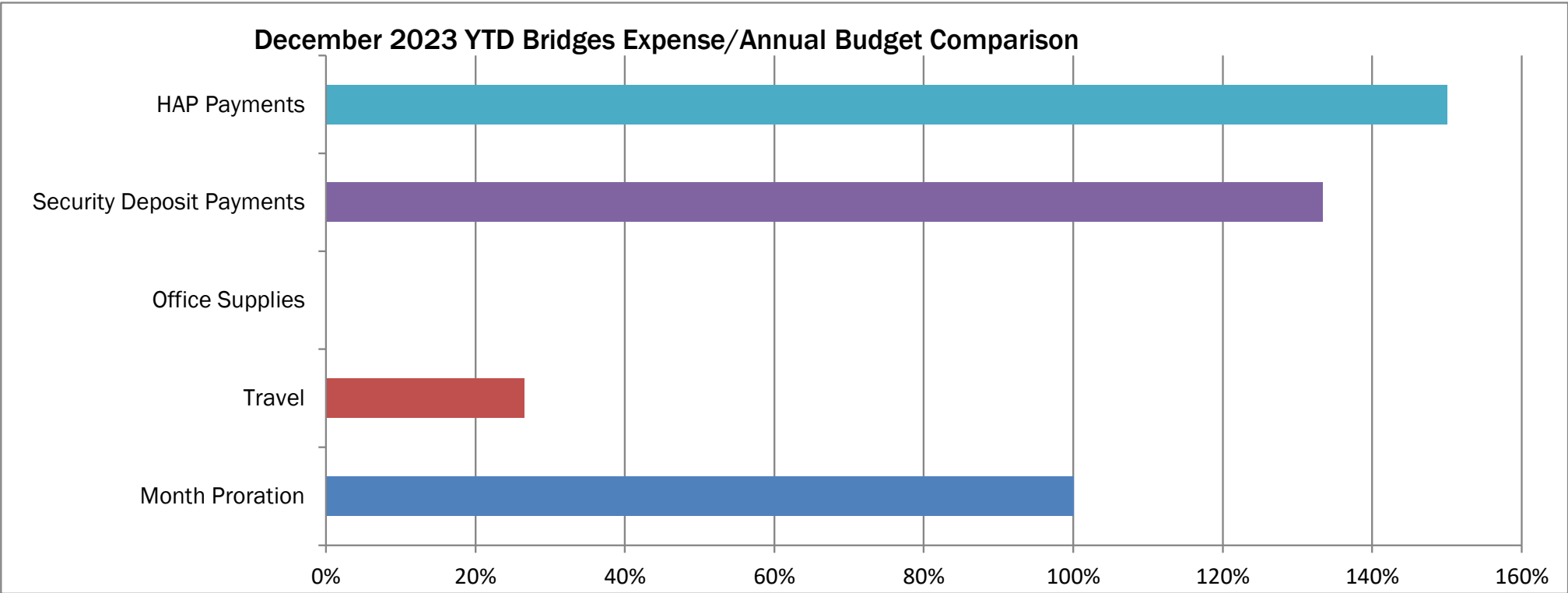
Contract Costs: Minnesota Housing loans project costs.

Travel: Minnesota Housing projects have increased along with project distances.

December 2023 YTD Housing Choice Voucher Expense/Annual Budget Comparison

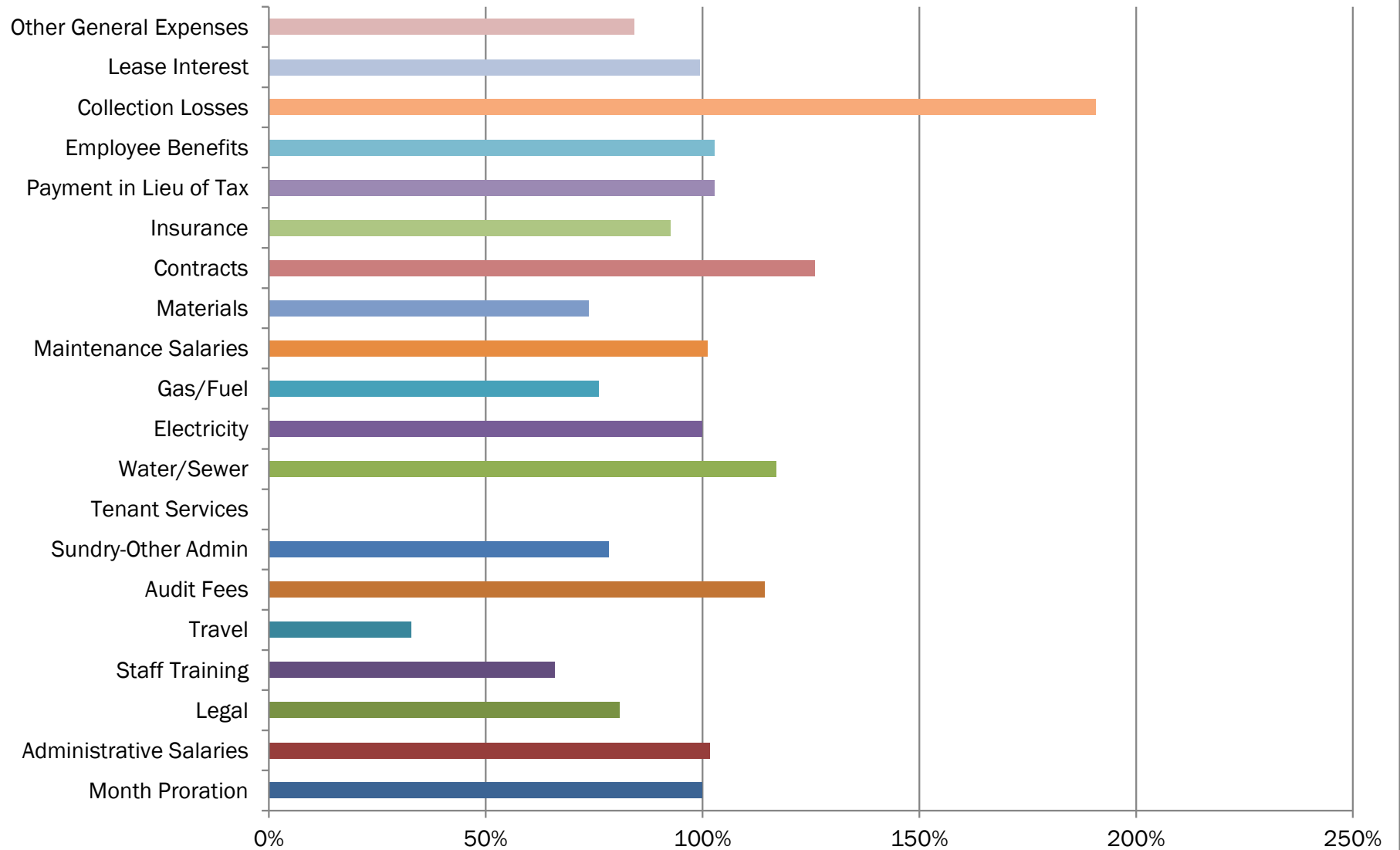


Legal: Due to Human Resources issues.



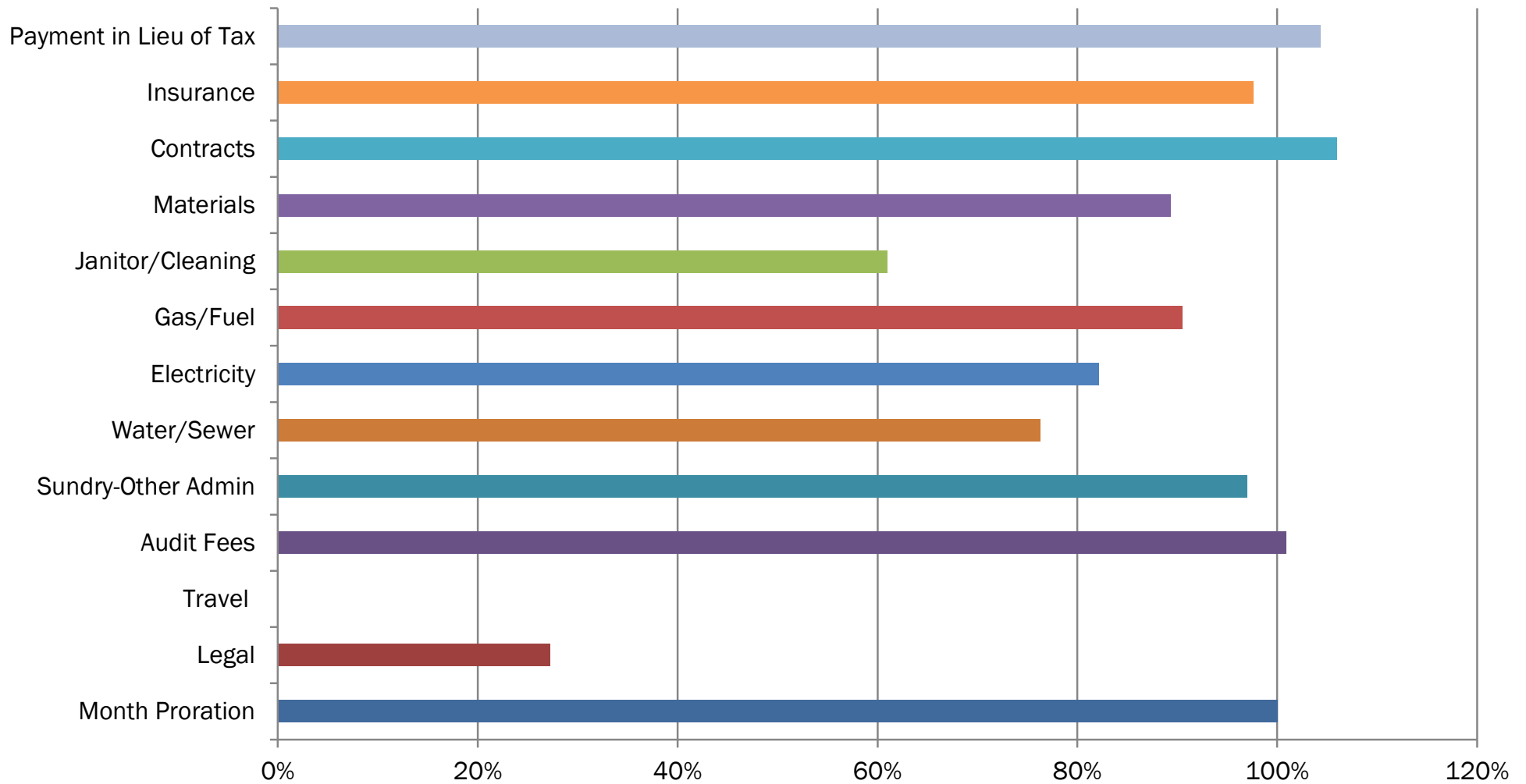
Security Deposit Payments: Paid five security deposits.
HAP Payments: Increased due to higher voucher utilization.

December 2023 YTD Public Housing Expense/Annual Budget Comparison



Audit Fees: Extra charges from the new lease requirements.
 Contract Costs: Snow Removal, Exterminating, Boiler Repairs.

December 2023 YTD Brainerd South Expense/Annual Budget Comparison



Contract Costs: Snow Removal and Unit Turn Flooring Costs. Laundry Room Repairs.

Date: 1/18/2024
Time: 9:44:07 AM
joe

**Brainerd HRA
General Fund Operating Statement
December, 2023**

Page: 1
Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-16,569.17	-196,900.29	-184,770.00	-12,130.29
Interest Income	-1,917.80	-10,661.97	-300.00	-10,361.97
Operating Transfer In	-9,150.00	-9,150.00	-6,750.00	-2,400.00
Other Income	-69,964.95	-161,681.55	-182,731.00	21,049.45
Loan Interest Revenue	-9,772.77	-9,772.77	-9,660.00	-112.77
TOTAL INCOME	-107,374.69	-388,166.58	-384,211.00	-3,955.58
EXPENSE				
Administrative				
Administrative Salaries	32,812.62	228,784.44	220,545.00	8,239.44
Legal	1,973.12	3,749.62	4,300.00	-550.38
Staff Training	48.00	352.50	5,000.00	-4,647.50
Travel	13.76	126.86	500.00	-373.14
Auditing Fees	0.00	7,950.00	7,950.00	0.00
Sundry-Other Admin	514.23	6,548.20	8,600.00	-2,051.80
Total Administration	35,361.73	247,511.62	246,895.00	616.62
Maintenance				
Maintenance Salaries	2,699.64	15,653.16	14,700.00	953.16
Contracts	618.70	10,246.40	9,260.00	986.40
Total Maintenance	3,318.34	25,899.56	23,960.00	1,939.56
General				
TIF Expense	0.00	36.50	130.00	-93.50
Insurance	485.16	5,043.81	6,850.00	-1,806.19
Employee Benefits	21,937.60	108,700.39	98,625.00	10,075.39
Other General Expense	0.00	20,011.68	25,000.00	-4,988.32
Total General	22,422.76	133,792.38	130,605.00	3,187.38
TOTAL EXPENSE	61,102.83	407,203.56	401,460.00	5,743.56
Net Income/Loss	-46,271.86	19,036.98	17,249.00	1,787.98

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Housing Rehab Operating Statement December, 2023

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-45,249.05	-401,961.51	-324,500.00	-77,461.51
Grant Admin Revenue	-7,107.87	-14,681.71	-18,750.00	4,068.29
TOTAL INCOME	-52,356.92	-416,643.22	-343,250.00	-73,393.22
EXPENSE				
Administrative				
Administrative Salaries	7,327.21	94,571.60	95,260.00	-688.40
Legal	0.00	0.00	200.00	-200.00
Staff Training	915.85	3,448.34	5,000.00	-1,551.66
Travel	388.45	2,124.98	1,200.00	924.98
Other Admin Exp	37.50	3,512.65	5,870.00	-2,357.35
Total Administration	8,669.01	103,657.57	107,530.00	-3,872.43
Maintenance				
Contracts	42,822.00	252,812.80	180,000.00	72,812.80
Total Maintenance	42,822.00	252,812.80	180,000.00	72,812.80
General				
Insurance	0.00	371.78	600.00	-228.22
Employee Benefits	2,578.52	33,050.59	41,720.00	-8,669.41
Total General	2,578.52	33,422.37	42,320.00	-8,897.63
TOTAL EXPENSE	54,069.53	389,892.74	329,850.00	60,042.74
Net Income/Loss	1,712.61	-26,750.48	-13,400.00	-13,350.48

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**Brainerd HRA
HCV Operating Statement
December, 2023**

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-137,728.00	-1,915,456.00	-1,500,000.00	-415,456.00
Admin Fees Earned	-40,069.34	-407,546.78	-332,234.00	-75,312.78
Interest Income	-30.22	-441.20	0.00	-441.20
Other Income	-1,548.63	-22,170.95	-29,550.00	7,379.05
TOTAL INCOME	-179,376.19	-2,345,614.93	-1,861,784.00	-483,830.93
EXPENSE				
Administrative				
Administrative Salaries	16,705.50	212,345.41	217,230.00	-4,884.59
Legal	2,545.13	12,705.32	2,700.00	10,005.32
Staff Training	24.00	1,543.73	5,000.00	-3,456.27
Travel	303.93	1,049.98	1,500.00	-450.02
Accounting & Audit Fees	0.00	5,300.00	5,300.00	0.00
Sundry-Other Admin	875.07	6,109.04	5,700.00	409.04
Total Administration	20,453.63	239,053.48	237,430.00	1,623.48
Maintenance				
Contracts	3,774.24	19,144.79	21,640.00	-2,495.21
Total Maintenance	3,774.24	19,144.79	21,640.00	-2,495.21
General				
Insurance	537.32	6,267.87	6,335.00	-67.13
Employee Benefits	18,116.40	120,081.39	115,355.00	4,726.39
Collection Losses	0.00	2,623.00	2,500.00	123.00
Other General Expense	0.00	568.50	1,690.00	-1,121.50
Total General	18,653.72	129,540.76	125,880.00	3,660.76
HAP Payments				
HAP Payments Occupied	133,551.00	1,698,283.00	1,380,000.00	318,283.00
HAP Payments - Port In	480.00	4,330.00	0.00	4,330.00
HAP Payments Home	2,689.00	31,891.00	30,000.00	1,891.00
FSS Escrow Voucher	11,510.00	121,168.00	60,000.00	61,168.00
HAP Payments Portable	0.00	12,015.00	30,000.00	-17,985.00
Total HAP	148,230.00	1,867,687.00	1,500,000.00	367,687.00
TOTAL EXPENSE	191,111.59	2,255,426.03	1,884,950.00	370,476.03
Net Income/Loss	11,735.40	-90,188.90	23,166.00	-113,354.90

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Bridges Program
Bridges Operating Statement
December, 2023

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-8,733.00	-83,218.00	-55,800.00	-27,418.00
Admin Revenue	-1,095.00	-9,263.00	-7,200.00	-2,063.00
Operating Transfer	9,150.00	9,150.00	6,750.00	2,400.00
Total Income	-678.00	-83,331.00	-56,250.00	-27,081.00
EXPENSE				
Administrative				
Travel	10.48	106.14	400.00	-293.86
Office Supplies	0.00	0.00	50.00	-50.00
Total Administration	10.48	106.14	450.00	-343.86
General				
Security Deposit Pmts	0.00	4,000.00	3,000.00	1,000.00
HAP Payment to Landlords	8,733.00	79,218.00	52,800.00	26,418.00
Total General	8,733.00	83,218.00	55,800.00	27,418.00
TOTAL EXPENSE	8,743.48	83,324.14	56,250.00	27,074.14
Net Income/Loss	8,065.48	-6.86	0.00	-6.86

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**Brainerd HRA
Public Housing Operating Statement
December, 2023**

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-73,048.00	-840,806.00	-837,380.00	-3,426.00
Excess Utilities	0.00	-3,694.00	-3,900.00	206.00
Operating Subsidy	-31,403.00	-377,315.00	-324,300.00	-53,015.00
Investment Interest	-2,614.29	-14,027.22	0.00	-14,027.22
Other Income	-42,094.79	-126,643.95	-93,050.00	-33,593.95
Insurance Proceeds	-20,472.25	-382,244.23	0.00	-382,244.23
Other Income Tenants	-4,917.53	-28,820.61	-23,750.00	-5,070.61
Lease Revenue	-12,386.34	-149,975.00	-102,750.00	-47,225.00
Capital Fund Income	0.00	-509,973.00	-66,000.00	-443,973.00
Laundry Income	-1,972.25	-21,619.50	-19,780.00	-1,839.50
TOTAL INCOME	-188,908.45	-2,455,118.51	-1,470,910.00	-984,208.51
EXPENSE				
Administrative				
Administrative Salaries	36,521.48	333,494.87	328,020.00	5,474.87
Legal	2,776.25	10,514.45	13,000.00	-2,485.55
Staff Training	533.00	9,228.41	14,000.00	-4,771.59
Travel	123.14	329.27	1,000.00	-670.73
Accounting & Audit Fees	0.00	15,152.50	13,250.00	1,902.50
Sundry-Other Admin	1,552.45	17,585.19	22,420.00	-4,834.81
Total Administration	41,506.32	386,304.69	391,690.00	-5,385.31
Tenant Services				
Rec Public and Other	0.00	0.00	4,950.00	-4,950.00
Total Tenant Services	0.00	0.00	4,950.00	-4,950.00
Utilities				
Water/Sewer	15,726.56	98,518.69	84,165.00	14,353.69
Electricity	11,368.81	85,542.85	85,650.00	-107.15
Gas/Fuel	4,260.00	46,038.08	60,450.00	-14,411.92
Total Utilities	31,355.37	230,099.62	230,265.00	-165.38
Maintenance				
Labor	18,065.72	171,207.48	169,360.00	1,847.48
Materials	2,883.79	22,142.05	30,000.00	-7,857.95
Contracts	25,093.76	271,124.56	215,190.00	55,934.56
Casualty Loss	0.00	18,384.63	0.00	18,384.63
Total Maintenance	46,043.27	482,858.72	414,550.00	68,308.72
General				
Insurance	8,993.74	102,175.86	110,250.00	-8,074.14
Payment in Lieu of Tax	1,827.41	29,831.49	29,000.00	831.49
Employee Benefits	38,411.03	232,620.24	226,255.00	6,365.24
Collection Losses	12,390.59	12,390.59	6,500.00	5,890.59
Lease Interest	60.44	362.85	365.00	-2.15
Other General Expense	133.95	4,731.11	5,610.00	-878.89
Total General	61,817.16	382,112.14	377,980.00	4,132.14
TOTAL EXPENSE	180,722.12	1,481,375.17	1,419,435.00	61,940.17
Net Income/Loss	-8,186.33	-973,743.34	-51,475.00	-922,268.34

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**Brainerd South Operating Statement
 December, 2023**

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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-24,178.00	-279,816.00	-273,300.00	-6,516.00
Rental Supplement	-4,601.00	-54,176.60	-57,000.00	2,823.40
Investment Interest	-1,994.29	-14,575.25	-750.00	-13,825.25
Other Income	-4,649.51	-15,515.14	-10,720.00	-4,795.14
Laundry Income	-725.75	-8,613.35	-8,000.00	-613.35
TOTAL INCOME	-36,148.55	-372,696.34	-349,770.00	-22,926.34
EXPENSE				
Administrative				
Legal	0.00	1,361.32	5,000.00	-3,638.68
Travel	0.00	0.00	100.00	-100.00
Accounting & Audit Fees	0.00	6,142.00	6,090.00	52.00
Sundry-Other Admin	4,160.69	48,647.99	50,150.00	-1,502.01
Total Administration	4,160.69	56,151.31	61,340.00	-5,188.69
Utilities				
Water	1,337.69	14,734.92	19,320.00	-4,585.08
Electricity	423.64	4,437.26	5,400.00	-962.74
Gas/Fuel	1,980.59	22,839.99	25,230.00	-2,390.01
Total Utilities	3,741.92	42,012.17	49,950.00	-7,937.83
Maintenance				
Labor	2,142.00	17,367.75	28,500.00	-11,132.25
Materials	1,987.28	25,695.09	28,750.00	-3,054.91
Contracts	3,379.11	67,500.42	63,700.00	3,800.42
Total Maintenance	7,508.39	110,563.26	120,950.00	-10,386.74
General				
Insurance	3,359.54	36,603.17	37,500.00	-896.83
Payment in Lieu of Tax	989.98	11,478.52	11,000.00	478.52
Total General	4,349.52	48,081.69	48,500.00	-418.31
TOTAL EXPENSE	19,760.52	256,808.43	280,740.00	-23,931.57
Net Income/Loss	-16,388.03	-115,887.91	-69,030.00	-46,857.91

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Brainerd HRA
SSRP Operating Statement
December, 2023

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	Current Period	Current Year	Year Budget	
INCOME				
650-000-3696.000 Grant Revenue	-5,000.00	-5,000.00	0.00	
TOTAL INCOME	-5,000.00	-5,000.00	0.00	
EXPENSE				
650-000-4130.000 Legal	682.00	682.00	0.00	
650-000-4424.000 Inspections	0.00	450.00	0.00	
650-000-4430.000 Contracts Costs	10,452.87	10,452.87	0.00	
650-000-4591.000 Closing Costs	0.00	1,096.00	0.00	
TOTAL EXPENSE	11,134.87	12,680.87	0.00	
NET INCOME(-) OR LOSS	6,134.87	7,680.87	0.00	

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**December 2023
Prior Year
Comparative Operating Statements**

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**Brainerd HRA
General Fund Operating Statement
December, 2023**

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
General Fund Operating INCOME				
Management Fees	-196,900.29	-184,770.00	-174,795.91	-173,422.90
Interest Income	-10,661.97	-300.00	-1,303.25	-31.41
Operating Transfer In	-9,150.00	-6,750.00	-6,850.00	-9,129.00
Other Income	-161,681.55	-182,731.00	-175,534.37	-172,669.37
Loan Interest Revenue	-9,772.77	-9,660.00	-12,752.85	-8,415.78
TOTAL INCOME	-388,166.58	-384,211.00	-371,236.38	-363,668.46
EXPENSE				
Administrative				
Administrative Salaries	228,784.44	220,545.00	168,219.44	150,796.89
Legal	3,749.62	4,300.00	491.05	2,674.85
Staff Training	352.50	5,000.00	1,610.36	41.25
Travel	126.86	500.00	171.56	24.42
Auditing Fees	7,950.00	7,950.00	6,900.00	6,900.00
Sundry-Other Admin	6,548.20	8,600.00	8,844.02	6,512.23
Total Administration	247,511.62	246,895.00	186,236.43	166,949.64
Maintenance				
Maintenance Salaries	15,653.16	14,700.00	1,928.29	6,834.30
Contracts	10,246.40	9,260.00	10,297.24	2,008.35
Total Maintenance	25,899.56	23,960.00	12,225.53	8,842.65
General				
TIF Expense	36.50	130.00	85.60	88.40
Insurance	5,043.81	6,850.00	4,346.92	6,140.17
Employee Benefits	108,700.39	98,625.00	59,951.31	71,449.47
Other General Expense	20,011.68	25,000.00	3,949.60	3,750.00
Total General	133,792.38	130,605.00	68,333.43	81,428.04
TOTAL EXPENSE	407,203.56	401,460.00	266,795.39	257,220.33
Net Income/Loss	19,036.98	17,249.00	-104,440.99	-106,448.13

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Housing Rehab Proj Operating PY
Housing Rehab Operating Statement
December, 2023

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Housing Rehab Operating INCOME				
Other Income	-401,961.51	-324,500.00	-340,467.52	-304,565.15
Grant Admin Revenue	-14,681.71	-18,750.00	-9,284.01	-5,218.01
TOTAL INCOME	-416,643.22	-343,250.00	-349,751.53	-309,783.16
EXPENSE				
Administrative				
Administrative Salaries	94,571.60	95,260.00	82,903.68	83,200.13
Legal	0.00	200.00	1,871.00	105.00
Staff Training	3,448.34	5,000.00	745.27	0.00
Travel	2,124.98	1,200.00	1,429.75	966.56
Other Admin Exp	3,512.65	5,870.00	3,361.90	5,970.46
Total Administration	103,657.57	107,530.00	90,311.60	90,242.15
Maintenance				
Contracts	252,812.80	180,000.00	161,129.61	120,209.63
Total Maintenance	252,812.80	180,000.00	161,129.61	120,209.63
General				
Insurance	371.78	600.00	552.29	507.32
Employee Benefits	33,050.59	41,720.00	37,409.71	32,717.99
Total General	33,422.37	42,320.00	37,962.00	33,225.31
TOTAL EXPENSE	389,892.74	329,850.00	289,403.21	243,677.09
Net Income/Loss	-26,750.48	-13,400.00	-60,348.32	-66,106.07

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**Brainerd HRA
HCV Operating Statement
December, 2023**

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-1,915,456.00	-1,500,000.00	-1,460,157.00	-1,459,828.00
Admin Fees Earned	-407,546.78	-332,234.00	-307,313.72	-272,054.00
Interest Income	-441.20	0.00	-105.58	-2.39
Other Income	-22,170.95	-29,550.00	-23,489.74	-45,182.76
TOTAL INCOME	-2,345,614.93	-1,861,784.00	-1,791,066.04	-1,777,067.15
EXPENSE				
Administrative				
Administrative Salaries	212,345.41	217,230.00	199,836.47	177,256.06
Legal	12,705.32	2,700.00	0.00	3,701.37
Staff Training	1,543.73	5,000.00	2,189.81	404.00
Travel	1,049.98	1,500.00	1,222.45	371.28
Accounting & Audit Fees	5,300.00	5,300.00	3,650.00	3,650.00
Sundry-Other Admin	6,109.04	5,700.00	5,469.71	3,789.96
Total Administration	239,053.48	237,430.00	212,368.44	189,172.67
Maintenance				
Contracts	19,144.79	21,640.00	28,195.47	4,959.61
Total Maintenance	19,144.79	21,640.00	28,195.47	4,959.61
General				
Insurance	6,267.87	6,335.00	6,117.39	6,245.93
Employee Benefits	120,081.39	115,355.00	93,420.91	91,674.18
Collection Losses	2,623.00	2,500.00	1,973.00	2,174.00
Other General Expense	568.50	1,690.00	1,301.28	1,103.44
Total General	129,540.76	125,880.00	102,812.58	101,197.55
HAP Payments				
HAP Payments Occupied	1,698,283.00	1,380,000.00	1,405,252.00	1,350,778.00
HAP Payments - Port In	4,330.00	0.00	0.00	0.00
HAP Payments Home	31,891.00	30,000.00	32,038.00	34,984.00
FSS Escrow Voucher	121,168.00	60,000.00	55,302.99	29,398.98
HAP Payments Portable	12,015.00	30,000.00	26,658.00	29,719.00
Total HAP	1,867,687.00	1,500,000.00	1,519,250.99	1,444,879.98
TOTAL EXPENSE	2,255,426.03	1,884,950.00	1,862,627.48	1,740,209.81
Net Income/Loss	-90,188.90	23,166.00	71,561.44	-36,857.34

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Bridges Program PY
Bridges Operating Statement
December, 2023

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Bridges Operating INCOME				
HAP Received MHFA	-83,218.00	-55,800.00	-50,531.00	-52,805.00
Admin Revenue	-9,263.00	-7,200.00	-6,960.00	-6,090.00
Operating Transfer	9,150.00	6,750.00	6,850.00	9,129.00
Total Income	-83,331.00	-56,250.00	-50,641.00	-49,766.00
EXPENSE				
Administrative				
Travel	106.14	400.00	85.82	196.00
Office Supplies	0.00	50.00	16.80	16.36
Total Administration	106.14	450.00	102.62	212.36
General				
Security Deposit Pmts	4,000.00	3,000.00	2,960.00	3,660.00
HAP Payment to Landlords	79,218.00	52,800.00	47,571.00	49,145.00
Total General	83,218.00	55,800.00	50,531.00	52,805.00
TOTAL EXPENSE	83,324.14	56,250.00	50,633.62	53,017.36
Net Income/Loss	-6.86	0.00	-7.38	3,251.36

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**Brainerd HRA
Public Housing Operating Statement
December, 2023**

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Public Housing Operating INCOME				
Dwelling Rental	-840,806.00	-837,380.00	-806,334.00	-760,721.00
Excess Utilities	-3,694.00	-3,900.00	-3,870.99	-3,680.00
Operating Subsidy	-377,315.00	-324,300.00	-326,151.00	-376,539.00
Investment Interest	-14,027.22	0.00	-1,212.03	463.64
Other Income	-126,643.95	-93,050.00	-110,833.97	-214,844.47
Insurance Proceeds	-382,244.23	0.00	0.00	0.00
Other Income Tenants	-28,820.61	-23,750.00	-27,205.76	-16,348.40
Lease Revenue	-149,975.00	-102,750.00	-152,621.51	0.00
Capital Fund Income	-509,973.00	-66,000.00	-74,082.03	-917,281.30
Laundry Income	-21,619.50	-19,780.00	-20,187.25	-19,379.75
TOTAL INCOME	-2,455,118.51	-1,470,910.00	-1,522,498.54	-2,308,330.28
EXPENSE				
Administrative				
Administrative Salaries	333,494.87	328,020.00	298,291.60	296,801.12
Legal	10,514.45	13,000.00	11,302.95	14,462.42
Staff Training	9,228.41	14,000.00	6,258.10	3,033.77
Travel	329.27	1,000.00	173.88	37.52
Accounting & Audit Fees	15,152.50	13,250.00	11,541.51	11,050.00
Sundry-Other Admin	17,585.19	22,420.00	23,105.69	18,855.83
Total Administration	386,304.69	391,690.00	350,673.73	344,240.66
Tenant Services				
Rec Public and Other	0.00	4,950.00	0.00	222.04
Total Tenant Services	0.00	4,950.00	0.00	222.04
Utilities				
Water/Sewer	98,518.69	84,165.00	92,976.02	79,538.05
Electricity	85,542.85	85,650.00	81,384.16	77,218.76
Gas/Fuel	46,038.08	60,450.00	58,344.45	39,083.02
Total Utilities	230,099.62	230,265.00	232,704.63	195,839.83
Maintenance				
Labor	171,207.48	169,360.00	185,824.51	182,260.47
Materials	22,142.05	30,000.00	46,062.07	17,767.96
Contracts	271,124.56	215,190.00	284,889.31	172,589.67
Casualty Loss	18,384.63	0.00	0.00	0.00
Total Maintenance	482,858.72	414,550.00	516,775.89	372,618.10
General				
Insurance	102,175.86	110,250.00	99,951.22	103,499.86
Payment in Lieu of Tax	29,831.49	29,000.00	28,016.87	27,626.80
Employee Benefits	232,620.24	226,255.00	184,290.01	223,251.10
Collection Losses	12,390.59	6,500.00	13,248.88	4,141.66
Lease Interest	362.85	365.00	66.49	0.00
Other General Expense	4,731.11	5,610.00	1,133.95	14,467.57
Total General	382,112.14	377,980.00	326,707.42	372,986.99
TOTAL EXPENSE	1,481,375.17	1,419,435.00	1,426,861.67	1,285,907.62
Net Income/Loss	-973,743.34	-51,475.00	-95,636.87	-1,022,422.66

Date: 1/18/2024
Time: 9:45:13 AM
joe

**Brainerd South Operating Statement
December, 2023**

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Brainerd South Operating				
INCOME				
Dwelling Rental	-279,816.00	-273,300.00	-258,339.00	-252,207.00
Rental Supplement	-54,176.60	-57,000.00	-55,524.00	-51,170.00
Investment Interest	-14,575.25	-750.00	-1,858.96	125.19
Other Income	-15,515.14	-10,720.00	-25,355.90	-24,375.32
Laundry Income	-8,613.35	-8,000.00	-7,742.75	-8,101.37
TOTAL INCOME	-372,696.34	-349,770.00	-348,820.61	-335,728.50
EXPENSE				
Administrative				
Legal	1,361.32	5,000.00	8,792.45	16,653.01
Travel	0.00	100.00	0.00	0.00
Accounting & Audit Fees	6,142.00	6,090.00	5,512.50	5,250.00
Sundry-Other Admin	48,647.99	50,150.00	45,175.14	49,190.00
Total Administration	56,151.31	61,340.00	59,480.09	71,093.01
Utilities				
Water	14,734.92	19,320.00	17,043.27	17,889.79
Electricity	4,437.26	5,400.00	5,578.02	5,257.62
Gas/Fuel	22,839.99	25,230.00	27,272.58	18,687.42
Total Utilities	42,012.17	49,950.00	49,893.87	41,834.83
Maintenance				
Labor	17,367.75	28,500.00	4,811.12	14,726.91
Materials	25,695.09	28,750.00	20,321.94	20,869.90
Contracts	67,500.42	63,700.00	80,365.59	52,424.07
Total Maintenance	110,563.26	120,950.00	105,498.65	88,020.88
General				
Insurance	36,603.17	37,500.00	35,387.60	34,365.51
Payment in Lieu of Tax	11,478.52	11,000.00	10,095.81	10,244.48
Total General	48,081.69	48,500.00	45,543.04	46,091.78
TOTAL EXPENSE	256,808.43	280,740.00	260,415.65	247,040.50
Net Income/Loss	-115,887.91	-69,030.00	-88,404.96	-88,688.00

Brainerd Housing and Redevelopment Authority

Payment Summary Report

December 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/15/2023	1034	Creo Block	\$87.12
12/15/2023	1035	Eric Charpentier	\$120.52
12/15/2023	1036	John Schommer	\$195.86
12/15/2023	1037	Ryan Barnett	\$50.44
12/15/2023	1038	Taylor Crocker	\$13.10
12/29/2023	1039	Carrie Burrell	\$10.48
12/29/2023	1040	Creo Block	\$204.03
12/29/2023	1041	Eric Charpentier	\$125.76
12/29/2023	1042	Jessica Mulroy	\$11.14
12/29/2023	1043	John Schommer	\$271.85
12/29/2023	1044	Ryan Barnett	\$130.35
12/29/2023	1045	Taylor Crocker	\$11.79
12/5/2023	2244	Payroc LLC	\$267.63
12/2/2023	2245	90 Degree Benefits Inc.	\$22,857.66
12/14/2023	2246	Health Savings Accounts	\$3,939.94
12/14/2023	2247	Harpers Payroll Service	\$10,386.29
12/14/2023	2248	Harpers Payroll Service	\$90.20
12/14/2023	2249	Security Benefit	\$5,232.55
12/14/2023	2250	Minnesota State Retirement System	\$1,899.10
12/22/2023	2251	Health Savings Accounts	\$2,833.47
12/28/2023	2252	Harpers Payroll Service	\$10,865.29
12/28/2023	2253	Harpers Payroll Service	\$95.60
12/28/2023	2254	Security Benefit	\$5,519.99
12/28/2023	2255	Minnesota State Retirement System	\$1,899.39
12/14/2023	25908	Ace Hardware	\$15.42
12/14/2023	25909	Brainerd Public Utilities	\$12,769.85
12/14/2023	25910	Capital One Commercial	\$76.78
12/14/2023	25911	CenturyLink	\$111.70
12/14/2023	25912	Cintas	\$306.52
12/14/2023	25913	Culligan	\$129.50
12/14/2023	25914	Dacotah Paper Co	\$273.40
12/14/2023	25915	Driver & Vehicle Services	\$14.00
12/14/2023	25916	Granite Pest Control, LLC	\$1,209.00
12/14/2023	25917	Hagman Inc.	\$1,134.00
12/14/2023	25918	Handyman's, Inc.	\$196.74
12/14/2023	25919	Harpers Time & Attendance Division	\$58.50
12/14/2023	25920	Void	\$0.00
12/14/2023	25921	Housing Auth Risk Retention Group	\$23,458.00
12/14/2023	25922	Housing Insurance Services Inc.	\$81,578.84
12/14/2023	25923	Integrity Woodwork LLC	\$1,135.00
12/14/2023	25924	Kennedy & Graven, Chartered	\$1,144.00
12/14/2023	25925	Life Insurance Company of North America	\$237.36
12/14/2023	25926	MN Elevator, Inc.	\$876.24
12/14/2023	25927	MRI Software LLC	\$175.00
12/14/2023	25928	Mike Jones	\$47.16
12/14/2023	25929	Void	\$0.00
12/14/2023	25930	Office Shop	\$1,188.48
12/14/2023	25931	PDQ Supply Inc.	\$170.55
12/14/2023	25932	Paper Storm	\$52.00
12/14/2023	25933	Picks Septic & Excavating LLC	\$8,698.00
12/14/2023	25934	Quick Construction, Inc	\$80.00
12/14/2023	25935	Ratwik, Roszak & Maloney, P.A.	\$99.00
12/14/2023	25936	Runyan Well Drilling	\$7,460.00
12/14/2023	25937	Seward and Sons Construction	\$26,650.00
12/14/2023	25938	Sherwin Williams	\$47.36
12/14/2023	25939	Strike Painting & Finishing	\$950.00
12/14/2023	25940	T-Mobile	\$131.87
12/14/2023	25941	VSP	\$42.70
12/14/2023	25942	Waste Partners, Inc.	\$3,199.44
12/14/2023	25943	Wex Health	\$8.50
12/14/2023	25944	Xtona	\$1,130.00
12/14/2023	25945	Yde's Major Appliance	\$330.00
12/14/2023	25946	Home Depot Supply	\$687.40
12/28/2023	25947	Ace Hardware	\$44.95

Brainerd Housing and Redevelopment Authority
Payment Summary Report
December 2023

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To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Jan-17-2023
Re: Housing Choice Voucher Report

HCV Report

- Through December, our Unit Months Leased (UML) is 100% and HAP utilization is 98%.
- Please see attached report.

Bridges Report

- We have 13 families on the program with a monthly HAP payment of \$8,733.00
- Please see attached report.

Family Self-Sufficiency (FSS) Report

- We have 53 families on the program and 26 families currently escrowing a total of \$11,510.00 per month.
- Please see attached report.

New Rental Assistance Specialist

We have hired Kaitlyn Rhoda as our new Rental Assistance Specialist. Kaitlyn will be joining the team on Jan-29th.

No Action Requested; Discussion Items

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Bridges Program December 2023

Summary

- Tenants leased up in units: 13
- Participants issued a Voucher & searching for a unit: 2
- Notified: 5
- Participants receiving HCV voucher: 0
- Participants giving up Bridges voucher: 1
- Tenants Residing Counties:
 - Cass County: 1
 - Morrison: 0
 - Aitkin: 0
 - Crow Wing: 10
 - Todd:
 - Wadena:

Total HAP Payment: \$8,733.00

Additional Info: Bridges tenant was terminated end of December for leaving unit and owes landlord back rent .

Family Self-Sufficiency Program December 2023

Summary

- Active FSS participants: 53
- Tenants going OFF for month: 0
- Tenants going ON for month: 0
- New tenants ESCROWING: 1
- Total number of FSS participants escrowing monthly: 26
- Total amount of escrow: \$11,510.00
- Total combined amount of monthly escrow:
\$168,365.10
-

Update: nothing to report

June Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	325
December Move-ins	0
December Move-outs	1
December Vouchers - looking for housing	21
December Vouchers - first day of month	298
Average Vouchers to date	326
Unit Months Leased	100%
HAP Utilization through 12/31/2023	98%
HAP Payments	\$132,079

Reasons For Leaving Program

Voluntarily Left	1
Terminated	0
Port	0

Revenue

Housing Assistance Payment (HAP)	\$137,248
December HUD Administrative Fee	\$23,829

<u>Port Out Vouchers</u>	0
	\$0

<u>Homeownership</u>	6
Homeownership HAP	\$2,689

<u>FYI Vouchers</u>	0
FYI Vouchers HAP	\$0

Length of Time on Program

< 1 year	8%
< 2 years	26%
< 3 years	8%
< 4 years	8%
< 5 years	8%
> 5 years	42%

Demographics

Elderly Households	108
Disabled/Handicapped Households	161
Families with Children	206
Average Annual Income	\$16,411
Average HAP	\$456

Waiting List Total

Crow Wing County Preference	128
Non Preference	89



To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Manager
 Date: Jan-16-2024
 Re: Housing Management Report

Vacancy Report for December 2023

Please see attachment.

Monthly Property Performance Report for December 2023

Please see attachment.

Yearly Property Performance Summary – 1/1/2023 through 12/31/2023

Please see attachment.

Valley View Townhomes Update

Effective 1/1/2024, Brainerd HRA staff resumed management and maintenance duties for the Valley View Townhomes. This property, which is wholly owned by Brainerd HRA, had been under management by a local property management company since 2009. Staff felt the move back to self-management would be possible by adding some maintenance hours and through efficiencies gained by recent adjustments to both the HCV and PH housing teams. On 12/31/2023 there was one vacant unit and one move-out in process. Valley View Townhomes will remain a monthly reporting item in this memo going forward.

ROSS Program Updates

- 17 active participants in the ROSS program; no newly enrolled or exited participants.
- 7 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - SNAP Food Boxes: 26 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 14 residents; 250 frozen meals (10 - 30 each); elderly tenants only
- ROSS Annual Recap (1/1/2023 – 12/31/2023)
 - We've enrolled 8 new tenants to the ROSS program, with a total of 17 enrolled at the end of the year. There were 3 participants that exited the program for various reasons, including moving out or completing their goals, bringing the total enrollment to 20 participants for the year. The primary goals of the ROSS program include assisting tenants with improving their Health and Wellness, Financial Literacy, and aging in place/maintaining housing stability for Elderly/Disabled individuals. Of those who were enrolled, 4 had Health and Wellness goals of improving their health insurance coverage, finding or keeping additional services for mental health, and improving their emotional and mental wellness by getting an HRO against someone harassing them. Of those enrolled, 3 had financial literacy goals of learning how to better budget, increasing earnings, and identifying resources to help add to budgets for those that can't increase their income. Of those enrolled, 7 had goals related to living independently as elderly or disabled individuals such as using exercise as a tool to improve mobility and quality of life, finding affordable electric scooter, improving overall nutrition and making budget-friendly

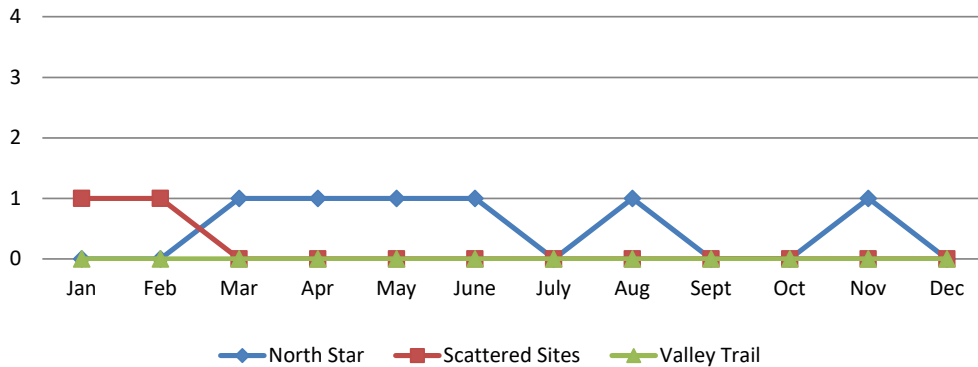
- food choices, and locating resources to help with out-of-pocket medical expenses.
- Facebook Stats:
 - 1 new post on the ROSS Facebook page this past month which reached 7 individuals, with no additional likes, comments, shares, or click throughs to obtain additional information.

No Action Requested; Discussion Items

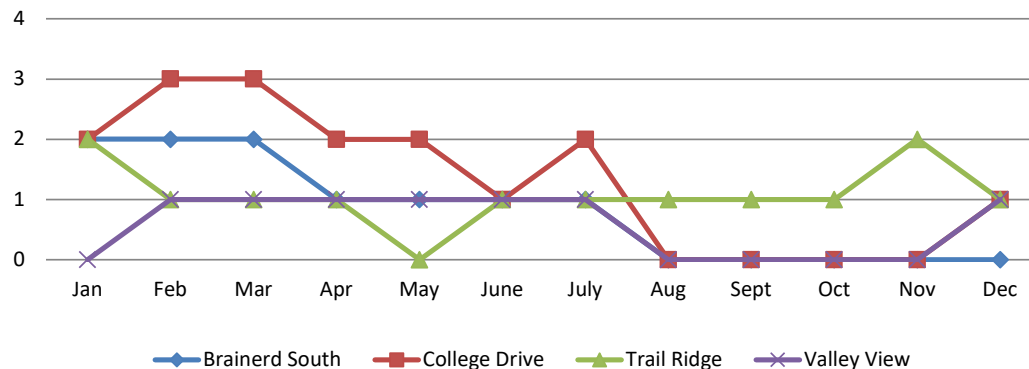
Brainerd HRA 2023 Vacancy Report

	Public Housing				Section 236 Brainerd South	Tax Credit - DW Jones		
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%		College Drive	Trail Ridge	Valley View
# units	162	16	25	203	60	24	18	20
Jan 31	0	1	0	1	2	2	2	0
Jan %	0.00%	6.25%	0.00%	0.49%	3.33%	8.33%	11.11%	0.00%
Feb 28	0	1	0	1	2	3	1	1
Feb %	0.00%	6.25%	0.00%	0.49%	3.33%	12.50%	5.56%	5.00%
March 31	1	0	0	1	2	3	1	1
March %	0.62%	0.00%	0.00%	0.49%	3.33%	12.50%	5.56%	5.00%
April 30	1	0	0	1	1	2	1	1
April %	0.62%	0.00%	0.00%	0.49%	1.67%	8.33%	5.56%	5.00%
May 31	1	0	0	1	1	2	0	1
May %	0.62%	0.00%	0.00%	0.49%	1.67%	8.33%	0.00%	5.00%
June 30	1	0	0	1	1	1	1	1
June %	0.62%	0.00%	0.00%	0.49%	1.67%	4.17%	5.56%	5.00%
July 31	0	0	0	0	1	2	1	1
July %	0.00%	0.00%	0.00%	0.00%	1.67%	8.33%	5.56%	5.00%
Aug 31	1	0	0	1	0	0	1	0
Aug %	0.62%	0.00%	0.00%	0.49%	0.00%	0.00%	5.56%	0.00%
Sept 30	0	0	0	0	0	0	1	0
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.56%	0.00%
Oct 31	0	0	0	0	0	0	1	0
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.56%	0.00%
Nov 30	1	0	0	1	0	0	2	0
Nov %	0.62%	0.00%	0.00%	0.49%	0.00%	0.00%	11.11%	0.00%
Dec 31	0	0	0	0	0	1	1	1
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	5.56%	5.00%
Total	6	2	0	8	10	16	13	7
%	0.31%	1.04%	0.00%	0.33%	1.39%	5.56%	6.02%	2.92%

Public Housing Vacancy Report



Managed Properties Vacancy Report



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Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report December 2023

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
North Star	162	162	n/a	n/a	0	100%
Valley Trail	25	25	n/a	n/a	0	100%
Scattered Sites	16	16	n/a	n/a	0	100%
TOTAL	203	203	0	0	0	100%

3. Customer Traffic

Applications Requested	29
Applications Placed on PH Wait List	17
Applications Denied on PH Wait List	3

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	83	3	2	0
2 bdrm	14	28	0	0	0
3 bdrm	24	15	0	0	0
4 bdrm	5	5	0	0	0
TOTAL	203	131	3	2	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	3	28
Move-Outs	0	26

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	7
Annual Recertifications	5
Completed for this month	12

8. Annual Unit Inspections

Total units to be inspected this year	203
Number completed start of month	161
Number inspected for the month	42
Number completed year-to-date	203
Total left to be inspected this year	0
Have all building system inspections been completed?	Yes
If yes, please enter date	Ongoing Throughout Year

9. Lease Enforcements

Lease warnings/violations issued	9
30-day lease terminations	5

10. Evictions

Resident	Reason	Summons Date	Judgment Action
NS#505	Smoking/Prog.Non-Compliance	1/04/2024	Settlement/Probation

11. Non-Emergency Work Orders

Beginning Balance	5
Received	134
Closed	126
Ending Balance	13
Total Completed Work Orders for Year	1052

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	25
Completed within 24 hours	1	25
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	74,227
Other Charges	1,361
Total New Charges	75,588
Arrears, tenants in possession	1,147

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	1,006
Current Rent Charges	74,227
Current Rent Collections	73,221
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	5,776
Prior Rent Charges	847,504
Collection Rate	99%

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To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: January 17, 2024
 Re: Rehab Programs and Maintenance Report

SE Brainerd SCDP Application

DEED completed their review of the environmental review and required a couple of corrections, Kristin has completed the corrections and submitted them for approval.

Surveillance Project Bids

We awarded the contract to Holden Electric and have a preconstruction meeting scheduled for next week with work to start soon after.

Flooring IFB

The IFB for flooring services was issued last week with bids due February 6th.

Concrete and landscaping at North Star Apartments

We are reviewing the Project Service Request (PSR) from Architect and Engineering Firm TKDA to retain their services to complete this project and plan to have preliminary documents to review in March.

Valley View Townhomes

We resumed management of this property on January 1st and started off running so to speak as we had to have the boiler in the middle building replaced due to the heat exchanger being cracked beyond repair. We also have two vacant units that came with the handoff so we are working to get those units turned for new tenants.

Outlot F

We received a Letter of Intent to develop Outlot F from Monty Jensen with Level Contracting LLC. The letter was addressed to the City of Brainerd in addition to the Brainerd HRA as it would require access through Outlot E according to the letter. I had a brief conversation with James Kramvik at the city and although it would have to go through the proper process, it would appear at first blush it is a viable project. James is working with Monty to schedule a meeting to take the next steps on their end, we have reached out to our legal counsel to determine what our next best steps would be. I've attached the LOI for your review.

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	72	66	0	4
Serene Pines	24**	21	19	0	2
Dalmar Estates	7	4	3	0	1

**Originally 83 lots, 3 have been merged/combined into a single parcel*

***Originally 23 lots, 1 was added*

Action Requested: None, discussion items.


LEVEL
CONTRACTING, LLC

MN Lic# BC681914 WI Lic# DC-032200306



Dear City of Brainerd and Housing Redevelopment Authority,

January 15, 2024

This letter of intent represents the intent to develop Outlot F of Brainerd Oaks, described as Brainerd Oaks West in this letter of intent and attached concepts.

Consideration: Outlot F currently sits vacant and undeveloped. If developed there are several challenges pertaining to infrastructure, grading and soil corrections. Additionally, access to Outlot F would require access through Outlot E, currently owned by the City of Brainerd. If developed there would be several benefits to the community, City of Brainerd, and the Housing Redevelopment Authority.

Performance: Level Contracting, LLC has the industry experience to complete this project. For Level Contracting, LLC to complete this project it will be seeking some financial cooperation and/or support to apply for workforce housing grant due to the current condition of Outlot F.

Timeline: Level Contracting, LLC is requesting this be presented to the Brainerd City Council and Housing Redevelopment Authority Board for consideration

Acceptance: After this letter of intent has been accepted by City of Brainerd and Housing Redevelopment Authority, a formal agreement may be constructed to the benefit of the parties involved.

Confidentiality of Proprietary Information: Level Contracting, LLC has invested in preliminary plat sketch and construction plans attached. Level Contracting, LLC is requesting that attached documents only be provided to City of Brainerd elected officials, City Department Staff, Housing Redevelopment Authority Board and Staff.

Thank you,

Monty Jensen, Manager

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January 16th, 2024**1.CURRENT PROJECTS IN PROCESS**

	HTF	MHFA-RLP/ELP	SCDP	Total
City of Brainerd	1	0/0	*	1
Morrison County	*	4/0	*	4

**City of Brainerd SE SCDP Grant was applied for May 1st, 2023 asking:
8 Owner-Occupied & 12 Single Family Rental Rehab Projects*

2.BRAINERD - CROW WING COUNTY HRA HOUSING TRUST FUND LOANS

	App. Request	App. Review	Inspection Scheduled	Work Writeup/ Review	Prebid Mtg.	Out for Bid	Closing Loan Scheduled	Under Constr.	Complete
Down Payment Assistance									7
Owner Occupied Rehab								1	5

3.BRAINERD - MINNESOTA HOUSING LOANS - Rehab Loan Program (RLP)/Emergency Loan Program (ELP)

	App. Request	App. Review	Inspection Scheduled	Work Writeup/ Review	Prebid Mtg.	Out for Bid	Closing Loan Scheduled	Under Constr.	Complete
Owner Occupied Rehab	1								3

4.MORRISON COUNTY – MN HOUSING LOANS - Rehab Loan Program (RLP)/Emergency Loan Program (ELP)

	App. Request	App. Review	Inspection Scheduled	Work Writeup/ Review	Prebid Mtg.	Out for Bid	Closing Loan Scheduled	Under Constr.	Complete
Owner Occupied Rehab								4	3

5. BRAINERD COMPLETED PROJECTS

	HTF (DP/OO)	MHFA	SCDP	Total
January-December 2023	4/3	3	-----	10
January-December 2024				
Total				10

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To: Brainerd HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: January 24th, 2024
 Re: Executive Director Report

Presentation at Lunch and Learn for Riverwood Bank

On January 9th I was asked to present to a group of real estate professionals at a lunch and learn that was sponsored and put on by Riverwood Bank. This was a great opportunity to talk about the Brainerd HRA and what projects that we work on in the City and where there may be opportunities to work with realtors and real estate lenders through the down payment assistance program with the Crow Wing County HRA as well.

Scattered Site Replacement Program Update

The Brainerd City Council approved the use of program funds to share in the costs with demolition and asbestos remediation at the home located at 426 B St. We proceeded with the demolition of both the home and the garage structure. After speaking with the demolition company as well as Lakes Area Habitat for Humanity, the garage was deemed to not be salvageable, so we did have the home and garage demolished. We were able to save the concrete pad from the garage which will be reused for a rebuilt garage by Habitat. We were very thankful for the cost sharing partnership with the City and EDA and happy that we could get this project completed before the cold weather really set in for the season. We will work on getting this parcel sold to Lakes Area Habitat and will bring that forward to the board for authorization in the next couple of months.

Next Steps from Strategy Session

Staff have reached out to our legal counsel to inquire as to how the agency can sell or convey the out lot that we own in the Brainerd Oaks development. We are still waiting for feedback from legal on if we could possibly include the out lot in the current purchase and redevelopment agreement or if we would need to issue an RFP if we wanted to offer the parcel for sale. The developer that is building out Brainerd Oaks continues to show interest in the property and is getting updated numbers on how much a roadway and infrastructure would cost to get into the out lot to develop it. Staff believes developing this out lot is still a viable option and will continue to work with legal to know the parameters of how we need to proceed.

Chair Kent-Ehlebracht has had high level conversations with both Sourcewell and CLC to discuss opportunities that might be available to look at partnering on a home build to be used as a land trust build for a perpetually affordable home and to see if this is a model that we can look at scaling into a larger project. Bekah will give an update on those conversations when we hold our board meeting.

No Action Requested; Discussion Items

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