



To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: March 27th, 2024
Re: Crosby Shared Services Agreement

In 2013 the Crosby HRA entered into a shared services agreement with the Brainerd HRA to implement and conduct the day-to-day business of the agency. This shared services contract continues to renew on a yearly basis unless there are updates to that agreement. Staff has not updated the agreement since the initial one was signed in December of 2013. We have updated the services agreement for 2024 to reflect an increase in funding to the Brainerd HRA which per the agreement will now total \$105,930 annually.

I have attached a draft of the updated services agreement that reflects the current compensation amount.

We will continue to update the agreement when there are changes to the scope of work or compensation and make sure to get this to the board for approval in those instances.

Recommendation: Authorize the Executive Director to execute Resolution 2024-03 the updated shared services agreement between the Crosby HRA and the Brainerd HRA.

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**AGREEMENT FOR SERVICES
Brainerd HRA and Crosby HRA**

This Agreement made this 27th day of March, 2024, by and between the Brainerd Housing and Redevelopment Authority (Brainerd HRA), and the Crosby Housing and Redevelopment Authority (Crosby HRA).

WITNESSETH that whereas, the Brainerd HRA administers Public Housing, Housing Choice Voucher, Tax Increment Financing Districts and redevelopment projects; and

WHEREAS, the Crosby HRA has requested the Brainerd HRA to assist it in satisfying its need for staffing its Public Housing and Section 8 New Construction housing projects and the Brainerd HRA has expressed a willingness to work with the Crosby HRA, on a contract basis, to facilitate the Crosby HRA's request according to the term described herein;

NOW, THEREFORE, in consideration of the premises and promises herein contained, the parties agree as set forth below.

1. **TERM:** The term of this agreement shall be for a period one-year commencing on the 1st day of April, 2024 and terminating on the 31st day of March, 2025. This agreement shall automatically renew for successive one-year terms there after unless one of the parties hereto provides at least 60-day notice of its intent to terminate this agreement at the end of the then current term. However, either party may terminate this agreement for any reason upon sixty (60) day advance written notice. In the event either party terminates this agreement before its expiration, any fees owed to the Brainerd HRA will be prorated through the last day of the 60-day termination period.
2. **NOTICES:** All written notices between the parties (including billing) will be addressed as follows:

Brainerd HRA
Attention: Executive Director
324 East River Road
Brainerd, MN 56401

Crosby HRA
Attention: Board of Directors
300 3rd Avenue NE
Crosby, MN 56441

3. **SERVICES:** The Brainerd HRA shall perform all services previously performed by the Crosby HRA Executive Director including supervision of Administrative Staff, Housing Management Staff, Maintenance Staff, Tenant Activities and coordination with the Crosby HRA Board.
4. **COMMITMENT OF TIME:** The Brainerd HRA will allocate a portion of time equaling a total of 40 hours per week of the positions of Executive Director, Finance Director, Maintenance and Rehab Director, Housing Manager and Accounting Specialist and additional staff as needed. It is acknowledged by both parties that the time spent by the Brainerd HRA will change from week to week depending upon the requirements of each of the respective organizations, and that cooperation and flexibility in arranging and scheduling time will be of primary importance.
5. **INSURANCE:** The Brainerd HRA will maintain workers compensation, liability insurance and health insurance at its customary limits for its operations. The Crosby HRA will maintain liability insurance for its operations, including all work performed by the Crosby HRA, and will carry its own Errors and Omissions policy all at its customary limits.

6. COMPENSATION: The Crosby HRA shall pay to the Brainerd HRA for services a total of \$105,930 annually, which will be disbursed monthly at \$8,827.50 during the contract period from April 1, 2024 through March 31, 2025.
7. TRAVEL: Brainerd HRA staff will be reimbursed at the IRS mileage rate, or the current rate set by the Crosby HRA, for traveling to and from Crosby or to some other destination on behalf of the Crosby HRA. Mileage will be documented by staff.
8. EMPLOYMENT: The Brainerd HRA staff shall remain employees of the Brainerd HRA. Without limiting the generality of the foregoing, the parties agree as follows:
 - a. The Crosby HRA will employ a Housing Specialist, Maintenance Engineer, Maintenance Specialist, and Tenant Activities Coordinator and will continue to employ these positions if needed during the term of this contract to ensure the agency runs efficiently. The Crosby HRA will be liable for all wages, employer payroll taxes and other compensation and benefits.
 - b. The Brainerd HRA shall be liable for all wages and other compensation and benefits due to the Brainerd HRA employees. The Brainerd HRA shall be responsible for collecting, remitting and reporting employment and withholding taxes related thereto and for all workers' compensation coverage, unemployment, and retirement contributions for its own employees.
 - c. The Brainerd HRA employees shall be considered to be acting in the course of their employment with the Brainerd HRA at all times they are serving either Brainerd HRA or Crosby HRA, including any time spent in traveling to or from either location or traveling elsewhere on behalf of either party.
9. INDEMNIFICATION: The Crosby HRA agrees to indemnify, save and hold harmless and defend the Brainerd HRA, its employees, board members and agents from any and all claims, demands, action or causes of any nature arising out of or by reason of the execution of the services provided for herewith. The Brainerd HRA will hold harmless and indemnify the Crosby HRA, its officers, employees and agents, against any claims, losses, liabilities, damages, costs and expenses for claims as a result of any damages arising out of the Brainerd HRA's performance under this Agreement.
10. CONFIDENTIALITY: Each party recognizes and acknowledges that the Brainerd HRA employees will have access to certain confidential information of the other party, including but not limited to non-public data relating to employees and/or facilities and operations of each party. Each party will treat as confidential all confidential information of the other party; will implement reasonable procedures to prohibit the disclosure, unauthorized duplication, use misuse or removal of the other party's confidential information; and will comply with the provisions of the Minnesota Data Practices Act and all applicable federal laws and HUD requirements.
11. NO PARTNERSHIP OR JOINT VENTURE: The Brainerd HRA is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between Crosby HRA and the Brainerd HRA or their agents, servants or employees. The Brainerd HRA shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. The Brainerd HRA acknowledges and agrees that the

Brainerd HRA, their agents, servants and employees, are not entitled to receive any of the benefits received by Crosby HRA employees and is not eligible for workers' or unemployment compensation benefits.

- 12. NO THIRD PARTY BENEFICIARIES: Nothing in this Agreement is intended to confer rights or remedies under or by reason of this Agreement on any person, other than the parties hereto. Nothing in this Agreement is intended to relieve or discharge the obligations or liabilities of any third persons to any party hereto or to give any third party any right of subrogation or action over or against any party hereto.
- 13. ASSIGNMENT PROHIBITED: This Agreement may not be assigned by either party for any purpose without the prior written consent of the other party.
- 14. SEVERABILITY: The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts that are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either party.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed:

Crosby HRA

Brainerd HRA

Board Chairperson Date

Executive Director Date

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. **2024-03**

RESOLUTION APPROVING AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND
FOR THE CITY OF BRAINERD AND THE HOUSING AND
REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF CROSBY

BE IT RESOLVED By the Board of Commissioners ("Board") of the Housing and Redevelopment Authority in and for the City of Brainerd ("Authority") as follows:

Section 1. Recitals.

1.01. The Authority is a housing and redevelopment authority governed by Minnesota Statutes, Sections 469.001 to 469.047 ("HRA Act"), and has determined to carry out housing and redevelopment activities within Crow Wing County (the "County") pursuant to the HRA Act.

1.02. The Authority and The Housing and Redevelopment Authority in and for the City of Crosby have proposed to enter into an Agreement for Professional Services (the "Agreement"), setting forth the scope and terms of various housing and redevelopment activities to be performed by the Authority on behalf of the Housing and Redevelopment Authority in and for the City of Crosby.

1.03. The Board has reviewed the Agreement and found that the execution thereof and performance of the Authority's obligations thereunder are in the public interest and will further the objectives of its general plan of housing and redevelopment, because it will further the above-stated redevelopment goals of the City and County.

Section 2. Authority Approval; Further Proceedings.

2.01. The Agreement as presented to the Board, including the terms of payment by the Authority for the Services described therein, is hereby in all respects approved, subject to modifications that do not alter the substance of the transaction and that are approved by the Chair and Executive Director, provided that execution of the documents by such officials shall be conclusive evidence of approval.

2.02. The Chair and Executive Director are hereby authorized to execute on behalf of the Authority the Agreement and any documents referenced therein requiring execution by the Authority, and to carry out, on behalf of the Authority, its obligations thereunder.

2.03. Authority staff are authorized and directed to take all actions to implement the Agreement.

Approved by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Brainerd this 27th day of March, 2024.

Chair – Michael Duval

ATTEST:

Executive Director – Eric Charpentier



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: March 18, 2024
Re: March Financial Report

Please find attached the financial information for February 2024.

Agency Audit

Mary Reedy from CliftonLarsonAllen (CLA) will be at our April meeting to present the Brainerd HRA audit.

The unaudited financial statements were due to the Real Estate Assessment Center (REAC) by February 29th and have been submitted.

Crow Wing County HRA Audit

The CWC HRA audit has been finalized by CLA. CLA has issued an unmodified Auditor's Report with no findings or misstatements. The audit will be presented to the CWC HRA Board at their April meeting.

Brainerd South Compilation

The Brainerd South compilation was completed by CLA. CLA issued a Compilation Report with no findings.

The unaudited information is due to REAC by March 31st and has been submitted.

Meeting with Bremer Bank

Staff recently met with Bremer Bank to discuss our banking relationship and services since our banking was renewed for an additional five-year term through the RFP process. At their recommendation, we did implement the Investment Sweep Service on our main operating checking account. This service will sweep all funds out of our checking account for investment. As our earning credits are depleted, we will incur fees for this service, but the interest earnings will be more than enough to offset the fees. We will continue to monitor this to ensure that we are maximizing our earnings.

Action Requested: Motion for approval of payments as presented.

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Brainerd Housing & Redevelopment Authority

2024 Ratios (and December, 2023)

FASS Ratios	Max Pts	Scoring	Dec 2023 After YE JE, B4 audit	Jan	Feb
Quick Ratio	12	QR <1 =0, QR >2 =12	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00
Total Points	25		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
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	5.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00
Total Points	25		25.00	20.00	20.00

Total of Above Ratios	50		50.00	45	45
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Capital Fund Ratios	Max Pts	Scoring			
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or Capital Fund Troubled	5.00	5.00	5.00
Total Points	10		10.0	10.0	10.0

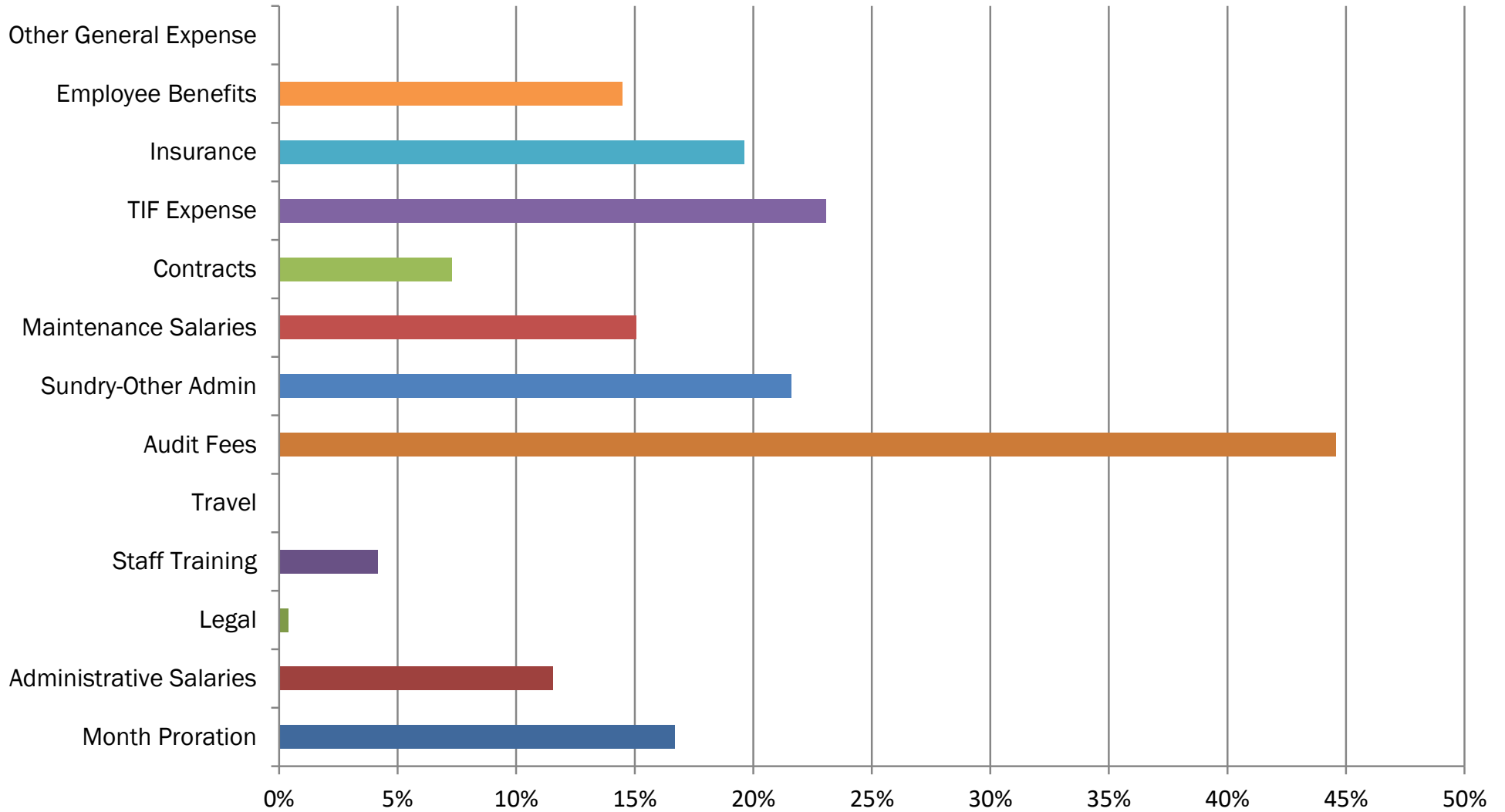
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February 2024 Operating Account Balances

Property/Program	February 2023	January 2024	February 2024
General Fund	\$504,734.43	\$542,519.31	\$548,403.68
Housing Rehab Program	\$223,569.61	\$256,900.05	\$294,054.58
Bridges	-\$6,899.27	\$920.56	\$1,722.22
Crow Wing County HRA	\$1,836,762.99	\$1,196,280.71	\$1,333,611.71
Public Housing	\$693,033.37	\$889,607.56	\$901,766.92
Valley View	\$0.00	\$338,847.32	\$303,095.40
Brainerd South	\$22,892.59	\$54,075.30	\$58,723.84
Housing Choice Voucher	-\$6,347.18	\$13,455.16	\$33,923.27
Total	\$3,267,746.54	\$3,292,605.97	\$3,475,301.62

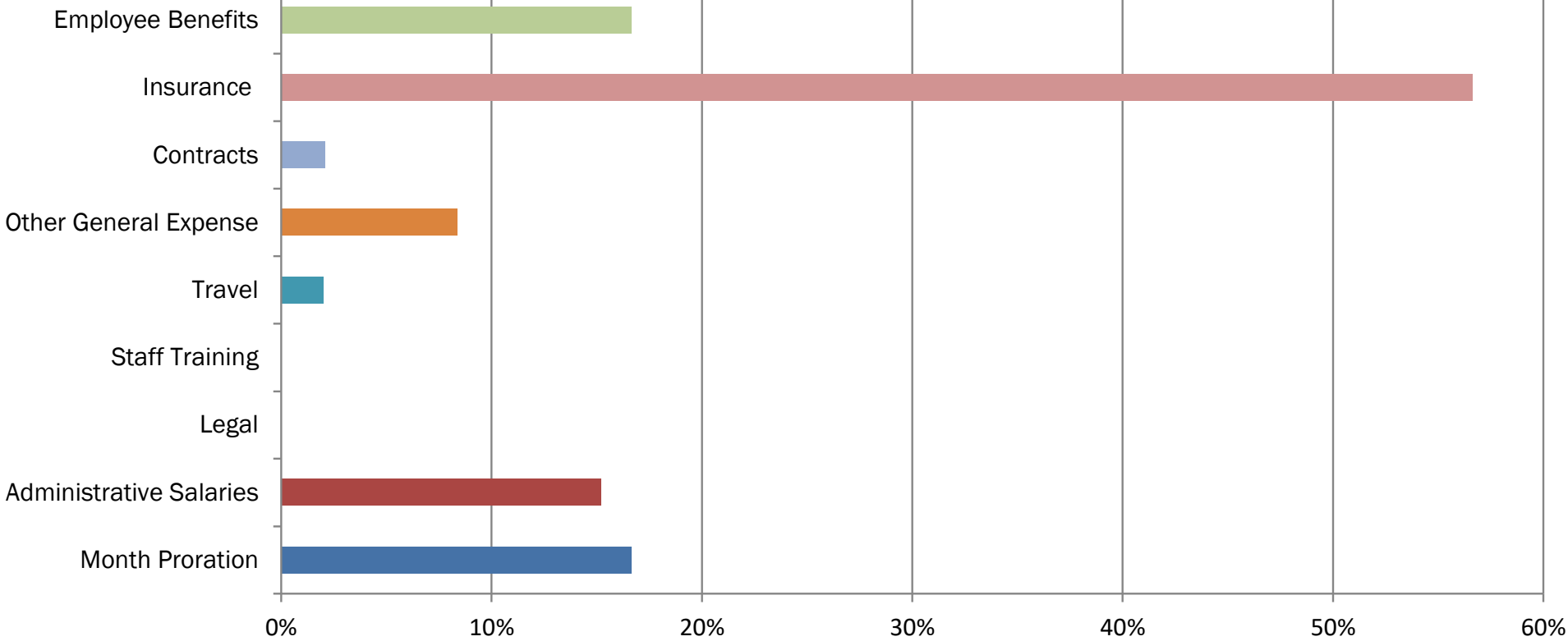
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February 2024 YTD General Fund Expense/Annual Budget Comparison



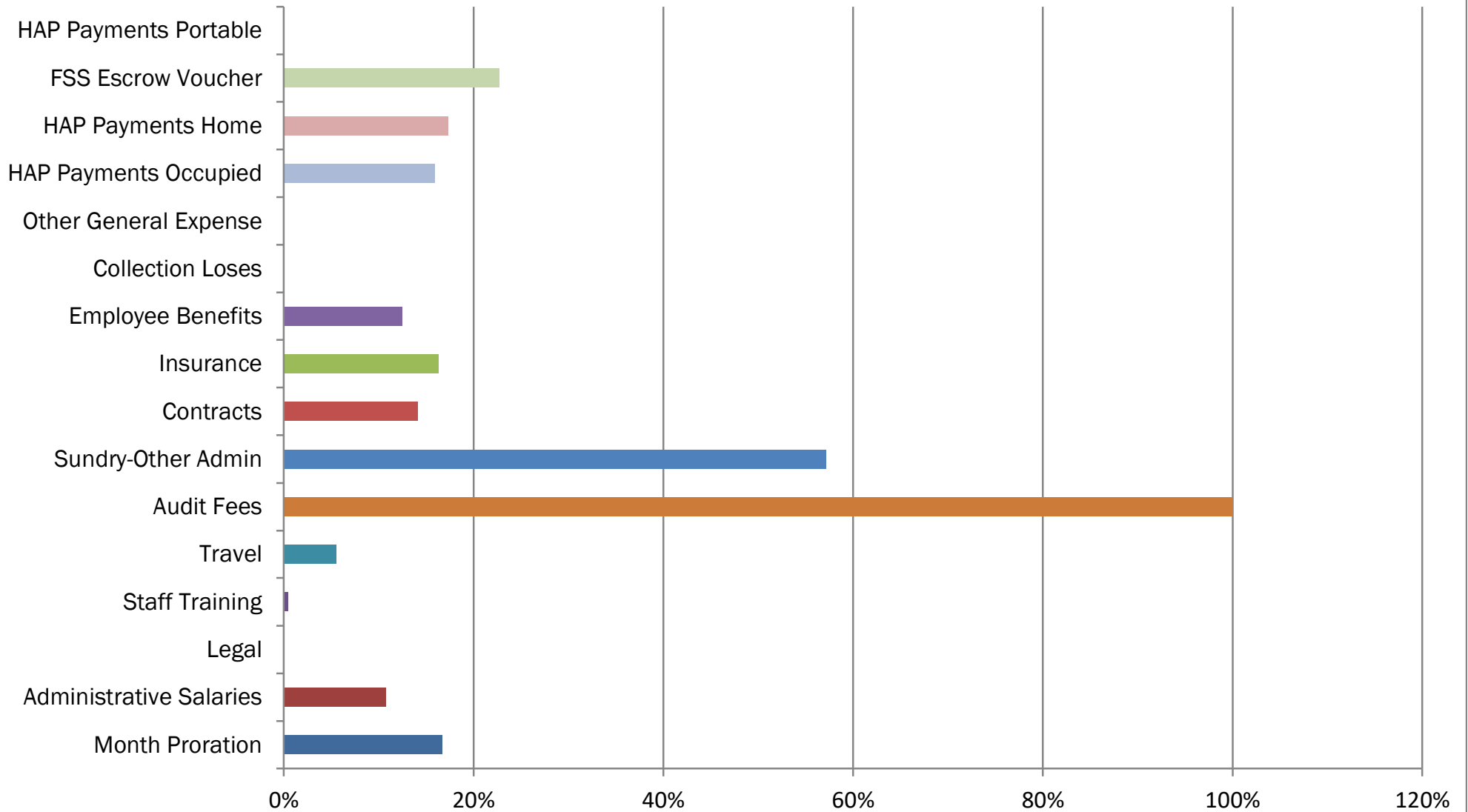
Audit Fees: The annual audit is in progress.

February 2024 YTD Housing Rehab Expense/Annual Budget Comparison



Insurance: Yearly Premium was paid in February.

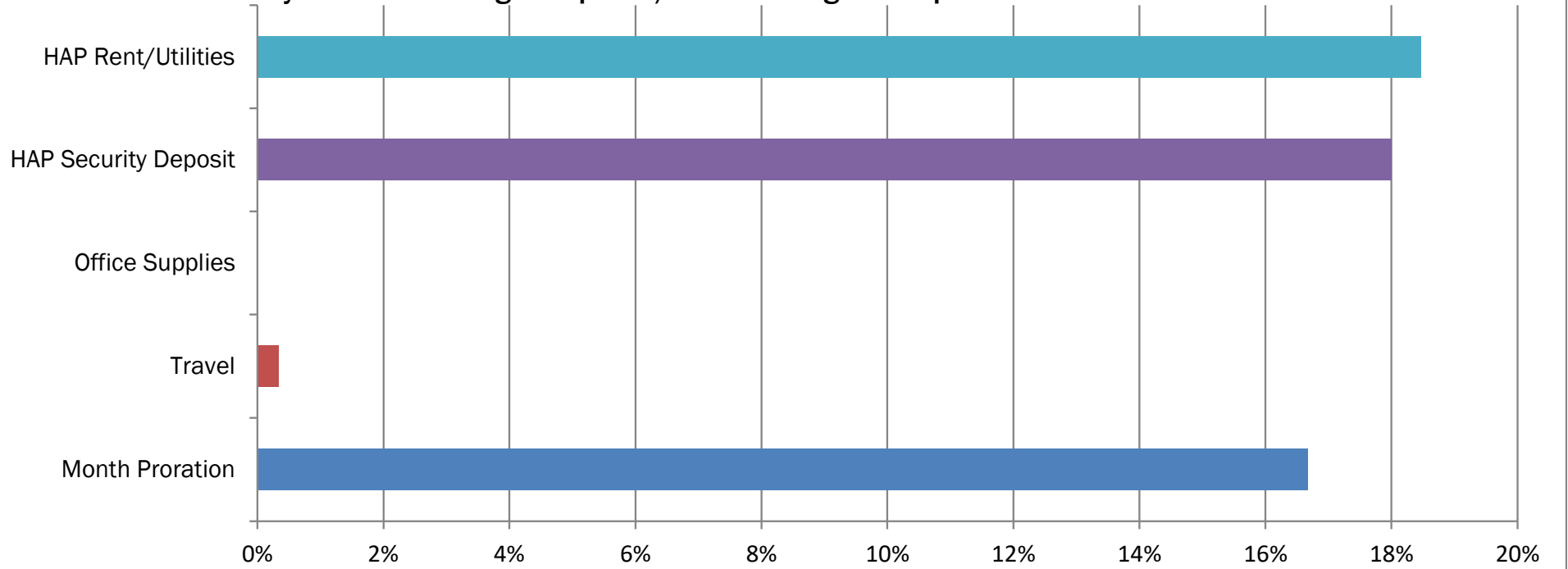
February 2024 YTD Housing Choice Voucher Expense/Annual Budget Comparison



Audit: The annual audit is in progress.

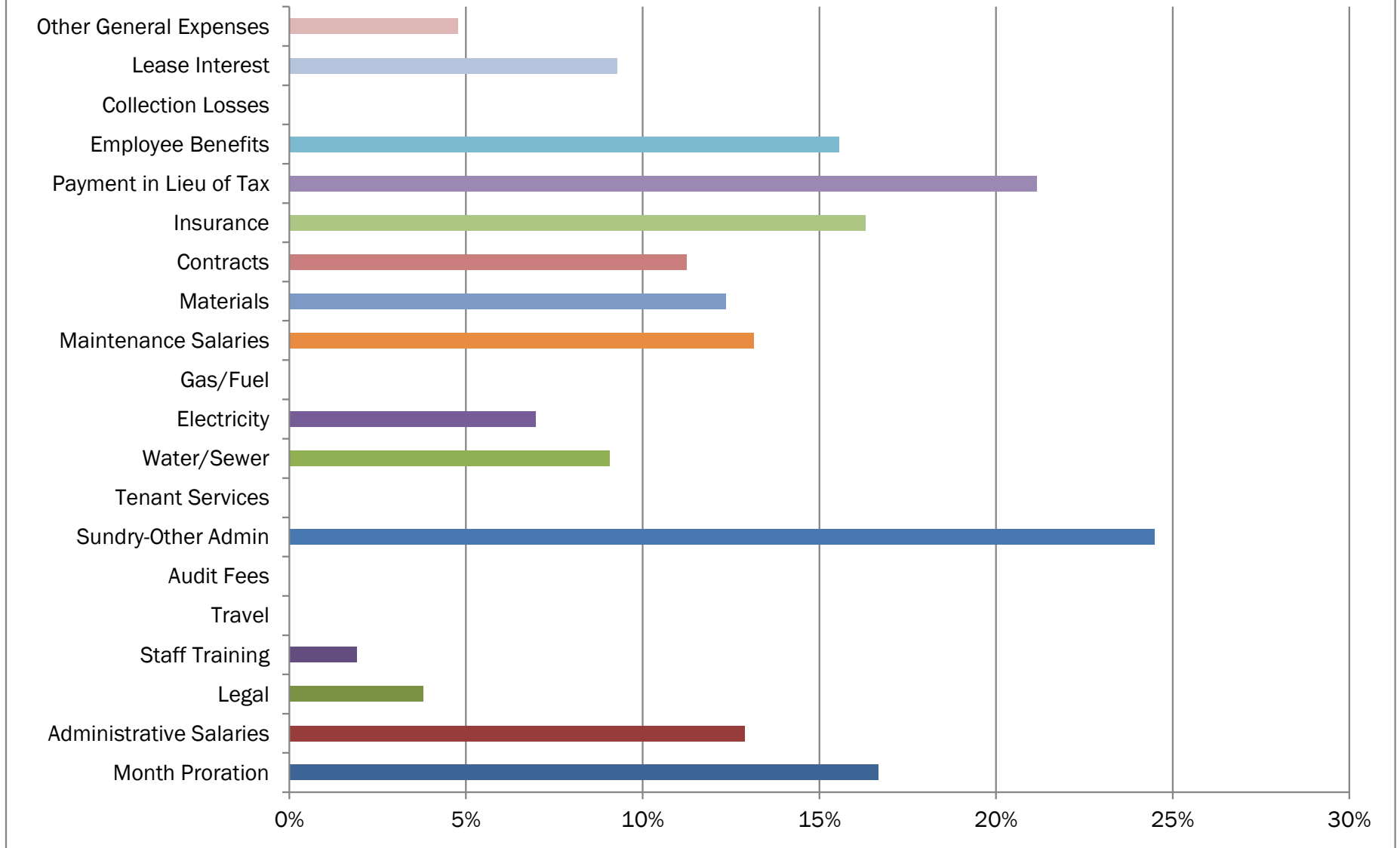
Sundry-Other Admin: Postage for the year was purchased. Paid 1st Quarter HR fees to the City of Brainerd.

February 2024 YTD Bridges Expense/Annual Budget Comparison



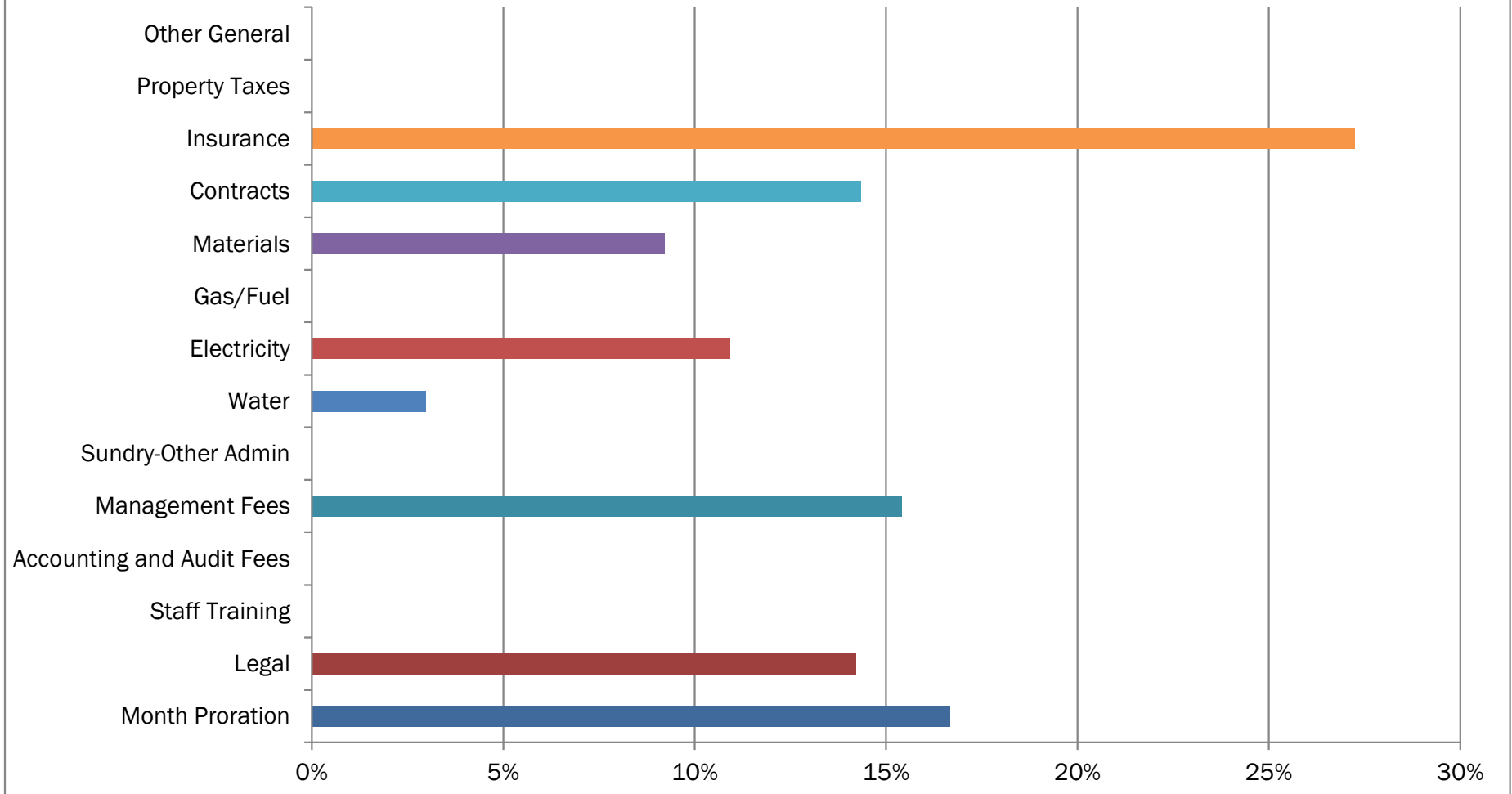
Security Deposits: Paid 1 deposit.

February 2024 YTD Public Housing Expense/Annual Budget Comparison



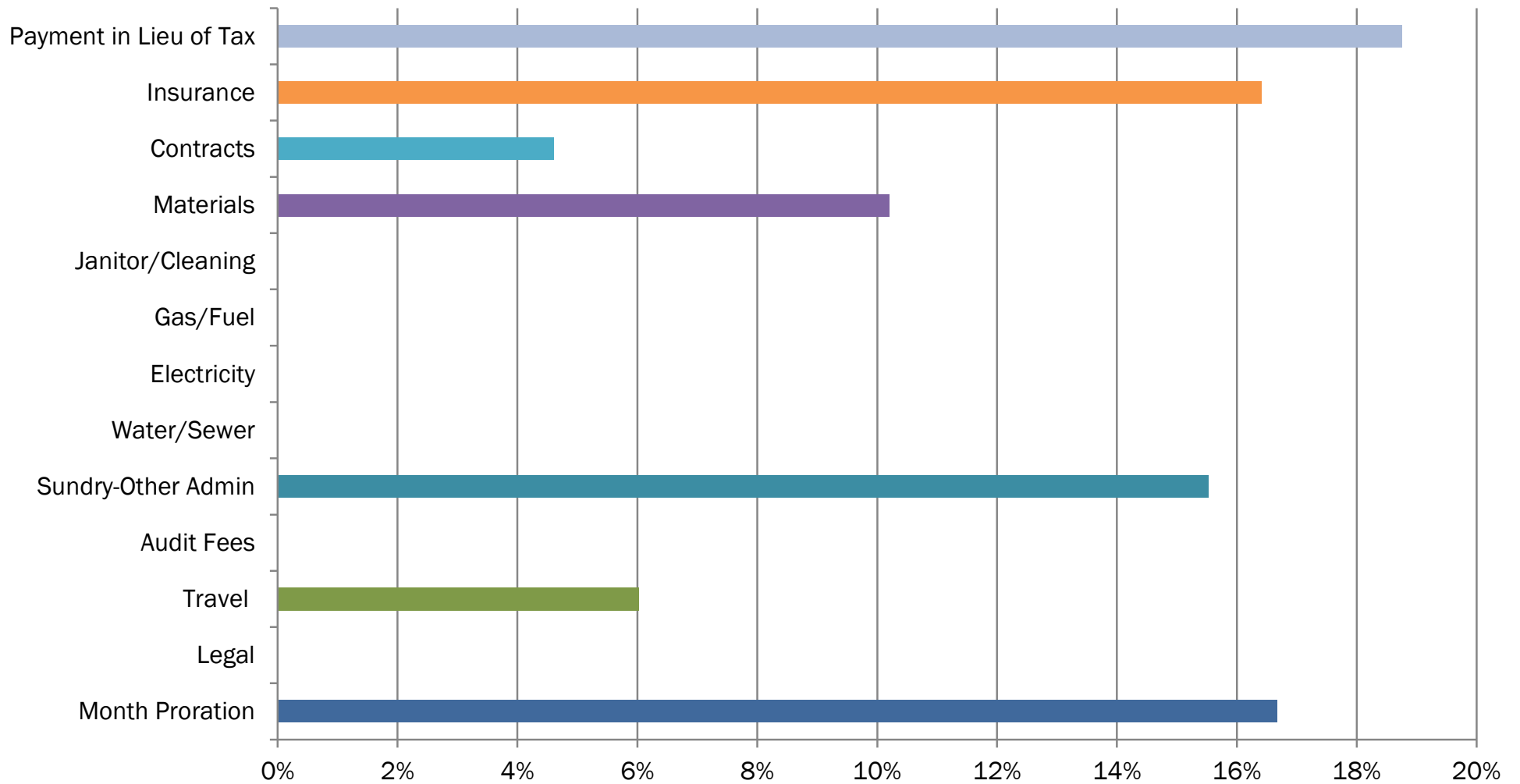
Sundry-Other Admin: Postage for the year was purchased. Paid 1st quarter HR fees to the City of Brainerd.

February 2024 YTD Valley View Expense/Annual Budget Comparison



Insurance: New rates through Housing Authority Insurance.

February 2024 YTD Brainerd South Expense/Annual Budget Comparison



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**Brainerd HRA
 General Fund Operating Statement
 February, 2024**

	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-22,025.85	-41,032.58	-40,346.66	-685.92
Interest Income	-1,789.95	-3,558.53	-833.34	-2,725.19
Other Income	-639.48	-639.48	-30,160.02	29,520.54
TOTAL INCOME	-24,455.28	-45,230.59	-71,340.02	26,109.43
EXPENSE				
Administrative				
Administrative Salaries	17,626.37	28,326.10	40,922.50	-12,596.40
Legal	7.37	7.37	333.34	-325.97
Staff Training	208.00	208.00	833.34	-625.34
Travel	0.00	0.00	83.34	-83.34
Auditing Fees	3,790.00	3,790.00	4,000.00	-210.00
Sundry-Other Admin	1,412.45	2,009.61	1,549.98	459.63
Total Administration	23,044.19	34,341.08	47,722.50	-13,381.42
Maintenance				
Maintenance Salaries	1,497.37	2,911.69	3,220.84	-309.15
Contracts	687.56	913.04	2,087.50	-1,174.46
Total Maintenance	2,184.93	3,824.73	5,308.34	-1,483.61
General				
TIF Expense	30.00	30.00	21.66	8.34
Insurance	656.49	897.00	762.50	134.50
Employee Benefits	8,269.00	15,647.11	18,004.98	-2,357.87
Other General Expense	10.00	10.00	4,166.66	-4,156.66
Total General	8,965.49	16,584.11	22,955.80	-6,371.69
TOTAL EXPENSE	34,194.61	54,749.92	75,986.64	-21,236.72
Net Income/Loss	9,739.33	9,519.33	4,646.62	4,872.71

Housing Rehab Operating Statement
February, 2024

	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-50,831.60	-60,831.60	-54,083.34	-6,748.26
Grant Admin Revenue	0.00	0.00	-750.00	750.00
TOTAL INCOME	-50,831.60	-60,831.60	-54,833.34	-5,998.26
EXPENSE				
Administrative				
Administrative Salaries	7,693.93	15,204.49	16,670.84	-1,466.35
Legal	0.00	0.00	166.66	-166.66
Staff Training	0.00	0.00	833.34	-833.34
Travel	28.14	28.14	233.34	-205.20
Other Admin Exp	515.50	533.00	1,061.68	-528.68
Total Administration	8,237.57	15,765.63	18,965.86	-3,200.23
Maintenance				
Contracts	3,628.00	3,728.00	30,000.00	-26,272.00
Total Maintenance	3,628.00	3,728.00	30,000.00	-26,272.00
General				
Insurance	351.04	351.04	103.34	247.70
Employee Benefits	3,002.06	5,750.74	5,750.02	0.72
Total General	3,353.10	6,101.78	5,853.36	248.42
TOTAL EXPENSE	15,218.67	25,595.41	54,819.22	-29,223.81
Net Income/Loss	-35,612.93	-35,236.19	-14.12	-35,222.07

**Brainerd HRA
 HCV Operating Statement
 February, 2024**

	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-152,126.00	-304,252.00	-316,106.66	11,854.66
Admin Fees Earned	-22,575.00	-45,150.00	-56,991.66	11,841.66
Interest Income	-30.09	-114.65	-16.66	-97.99
Other Income	-3,044.29	-3,044.29	-4,916.66	1,872.37
TOTAL INCOME	-177,775.38	-352,560.94	-378,031.64	25,470.70
EXPENSE				
Administrative				
Administrative Salaries	15,355.03	24,294.34	37,698.34	-13,404.00
Legal	0.00	0.00	450.00	-450.00
Staff Training	21.00	21.00	833.34	-812.34
Travel	83.08	83.08	250.00	-166.92
Accounting & Audit Fees	5,660.00	5,660.00	1,000.00	4,660.00
Sundry-Other Admin	1,598.94	3,544.58	1,033.32	2,511.26
Total Administration	22,718.05	33,603.00	41,265.00	-7,662.00
Maintenance				
Contracts	867.14	4,243.16	5,000.00	-756.84
Total Maintenance	867.14	4,243.16	5,000.00	-756.84
General				
Insurance	627.11	1,064.18	1,090.00	-25.82
Employee Benefits	7,879.40	14,552.89	19,429.16	-4,876.27
Collection Losses	0.00	0.00	416.66	-416.66
Other General Expense	0.00	0.00	180.00	-180.00
Total General	8,506.51	15,617.07	21,115.82	-5,498.75
HAP Payments				
HAP Payments Occupied	139,144.00	275,478.00	289,159.16	-13,681.16
HAP Payments Home	2,725.00	5,450.00	5,235.84	214.16
FSS Escrow Voucher	12,984.00	25,517.00	18,725.00	6,792.00
HAP Payments Portable	0.00	0.00	2,986.66	-2,986.66
Total HAP	154,853.00	306,445.00	316,106.66	-9,661.66
TOTAL EXPENSE	186,944.70	359,908.23	383,487.48	-23,579.25
Net Income/Loss	9,169.32	7,347.29	5,455.84	1,891.45

**Bridges Program
 Bridges Operating Statement
 February, 2024**

	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Revenue	-7,420.00	-14,753.00	-13,333.34	-1,419.66
Admin Revenue	-803.00	-1,679.00	-1,600.00	-79.00
Operating Transfer	0.00	0.00	1,525.00	-1,525.00
Total Income	-8,223.00	-16,432.00	-13,408.34	-3,023.66
EXPENSE				
Administrative				
Travel	1.34	1.34	66.66	-65.32
Office Supplies	0.00	0.00	8.34	-8.34
Total Administration	1.34	1.34	75.00	-73.66
General				
HAP - Security Deposit	720.00	720.00	666.66	53.34
HAP - Rent/Utilities	6,700.00	14,033.00	12,666.66	1,366.34
Total General	7,420.00	14,753.00	13,333.32	1,419.68
TOTAL EXPENSE	7,421.34	14,754.34	13,408.32	1,346.02
Net Income/Loss	-801.66	-1,677.66	-0.02	-1,677.64

**Brainerd HRA
 Public Housing Operating Statement
 February, 2024**

	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-71,572.00	-145,028.00	-142,395.00	-2,633.00
Excess Utilities	0.00	0.00	-650.00	650.00
Operating Subsidy	-25,141.00	-50,281.00	-64,897.50	14,616.50
Investment Interest	-2,136.82	-4,189.83	-666.66	-3,523.17
Other Income	-9,126.52	-10,101.84	-16,086.66	5,984.82
Other Income Tenants	-1,710.50	-3,142.50	-4,267.50	1,125.00
Lease Revenue	-12,317.09	-28,086.71	-17,875.00	-10,211.71
Capital Fund Income	0.00	0.00	-11,000.00	11,000.00
Laundry Income	-1,830.50	-3,867.50	-3,296.66	-570.84
TOTAL INCOME	-123,834.43	-244,697.38	-261,134.98	16,437.60
EXPENSE				
Administrative				
Administrative Salaries	25,606.12	44,476.28	57,531.66	-13,055.38
Legal	455.00	455.00	2,000.00	-1,545.00
Staff Training	268.06	268.06	2,333.34	-2,065.28
Travel	0.00	0.00	166.66	-166.66
Accounting & Audit Fees	0.00	0.00	1,450.00	-1,450.00
Sundry-Other Admin	2,078.66	5,557.85	3,783.32	1,774.53
Total Administration	28,407.84	50,757.19	67,264.98	-16,507.79
Tenant Services				
Rec Public and Other	0.00	0.00	825.00	-825.00
Total Tenant Services	0.00	0.00	825.00	-825.00
Utilities				
Water/Sewer	8,213.49	8,213.49	15,113.32	-6,899.83
Electricity	5,922.13	5,922.13	14,153.34	-8,231.21
Gas/Fuel	0.00	0.00	10,697.50	-10,697.50
Total Utilities	14,135.62	14,135.62	39,964.16	-25,828.54
Maintenance				
Labor	15,438.30	26,313.44	33,346.68	-7,033.24
Materials	2,505.02	3,709.26	5,000.00	-1,290.74
Contracts	18,220.96	29,005.18	42,973.30	-13,968.12
Total Maintenance	36,164.28	59,027.88	81,319.98	-22,292.10
General				
Insurance	10,182.73	18,252.80	18,646.66	-393.86
Payment in Lieu of Tax	2,759.19	6,133.79	4,833.34	1,300.45
Employee Benefits	19,111.46	36,511.47	39,124.14	-2,612.67
Collection Losses	0.00	0.00	1,516.66	-1,516.66
Lease Interest	26.92	26.92	48.34	-21.42
Other General Expense	133.95	267.90	935.00	-667.10
Total General	32,214.25	61,192.88	65,104.14	-3,911.26
TOTAL EXPENSE	110,921.99	185,113.57	254,478.26	-69,364.69
Net Income/Loss	-12,912.44	-59,583.81	-6,656.72	-52,927.09

Valley View Operating Statement
February, 2024

	Current Period	Current Year	Year To Date Budget	Variance
Valley View Operating				
INCOME				
Dwelling Rental	-18,191.00	-29,908.00	-34,660.00	4,752.00
Unit Vacancies	0.00	0.00	1,385.50	-1,385.50
Investment Interest	-760.81	-1,519.65	-992.00	-527.65
Other Income Tenant	-202.61	-252.61	0.00	-252.61
Laundry Income	-169.25	-169.25	-110.00	-59.25
TOTAL INCOME	-19,323.67	-31,849.51	-34,376.50	2,526.99
EXPENSE				
Administrative				
Legal	141.60	141.60	166.00	-24.40
Staff Training	0.00	0.00	34.00	-34.00
Accounting and Audit Fees	0.00	0.00	2,533.00	-2,533.00
Management Fees	3,256.00	3,256.00	3,520.00	-264.00
Sundry-Other Admin	0.00	0.00	574.50	-574.50
Total Administration	3,397.60	3,397.60	6,827.50	-3,429.90
Utilities				
Water	180.23	180.23	1,008.00	-827.77
Electricity	323.54	323.54	494.00	-170.46
Gas/Fuel	0.00	0.00	1,829.50	-1,829.50
Total Utilities	503.77	503.77	3,331.50	-2,827.73
Maintenance				
Materials	602.90	782.71	1,416.66	-633.95
Contracts	6,301.26	9,745.49	11,330.66	-1,585.17
Total Maintenance	6,904.16	10,528.20	12,747.32	-2,219.12
General				
Insurance	2,996.92	3,899.03	2,385.84	1,513.19
Property Taxes	0.00	0.00	2,144.34	-2,144.34
Other General	0.00	0.00	1,671.00	-1,671.00
Total General	2,996.92	3,899.03	6,201.18	-2,302.15
TOTAL EXPENSE	13,802.45	18,328.60	29,107.50	-10,778.90
Net Income/Loss	-5,521.22	-13,520.91	-5,269.00	-8,251.91

**Brainerd South Operating Statement
 February, 2024**

	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-24,371.00	-48,566.00	-49,046.66	480.66
Rental Supplement	-4,408.00	-8,992.00	-9,205.00	213.00
Investment Interest	-2,070.70	-4,192.10	-1,666.66	-2,525.44
Other Income	-135.00	-260.00	-1,100.00	840.00
Laundry Income	0.00	-1,015.75	-1,350.00	334.25
TOTAL INCOME	-30,984.70	-63,025.85	-62,368.32	-657.53
EXPENSE				
Administrative				
Legal	0.00	0.00	500.00	-500.00
Travel	6.03	6.03	16.66	-10.63
Sundry-Other Admin	4,018.85	8,619.94	9,250.00	-630.06
Total Administration	4,024.88	8,625.97	9,766.66	-1,140.69
Utilities				
Water	0.00	0.00	3,280.00	-3,280.00
Electricity	0.00	0.00	983.34	-983.34
Gas/Fuel	0.00	0.00	4,205.00	-4,205.00
Labor	0.00	0.00	4,750.00	-4,750.00
Materials	1,574.62	3,087.12	5,041.68	-1,954.56
Contracts	2,689.49	3,363.24	12,183.32	-8,820.08
Total Maintenance	4,264.11	6,450.36	21,975.00	-15,524.64
General				
Insurance	3,368.78	6,728.31	6,833.34	-105.03
Payment in Lieu of Tax	1,194.14	2,156.90	1,916.66	240.24
Total General	4,562.92	8,885.21	8,750.00	135.21
TOTAL EXPENSE	12,851.91	23,961.54	48,960.00	-24,998.46
Net Income/Loss	-18,132.79	-39,064.31	-13,408.32	-25,655.99

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February 2024 Prior Year Comparative Operating Statements

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**Brainerd HRA
 General Fund Operating Statement
 February, 2024**

	YTD 2024	YTD 2024 Budget	YTD 2023	YTD 2022
General Fund Operating INCOME				
Management Fees	-41,032.58	-40,346.66	-31,487.60	-28,985.70
Interest Income	-3,558.53	-833.34	-774.21	-5.92
Other Income	-639.48	-30,160.02	-508.00	-422.50
TOTAL INCOME	-45,230.59	-71,340.02	-32,769.81	-29,414.12
EXPENSE				
Administrative				
Administrative Salaries	28,326.10	40,922.50	24,131.37	17,620.25
Legal	7.37	333.34	0.00	0.00
Staff Training	208.00	833.34	81.25	405.46
Travel	0.00	83.34	42.70	4.11
Auditing Fees	3,790.00	4,000.00	687.50	0.00
Sundry-Other Admin	2,009.61	1,549.98	868.45	2,279.41
Total Administration	34,341.08	47,722.50	25,811.27	20,309.23
Maintenance				
Maintenance Salaries	2,911.69	3,220.84	1,697.41	1,473.83
Contracts	913.04	2,087.50	2,245.67	616.07
Total Maintenance	3,824.73	5,308.34	3,943.08	2,089.90
General				
TIF Expense	30.00	21.66	0.00	0.00
Insurance	897.00	762.50	823.30	713.22
Employee Benefits	15,647.11	18,004.98	15,118.55	10,945.66
Other General Expense	10.00	4,166.66	0.00	0.00
Total General	16,584.11	22,955.80	15,941.85	11,658.88
TOTAL EXPENSE	54,749.92	75,986.64	45,696.20	34,058.01
Net Income/Loss	9,519.33	4,646.62	12,926.39	4,643.89

Housing Rehab Proj Operating PY
Housing Rehab Operating Statement
February, 2024

	YTD 2024	YTD 2024 Budget	YTD 2023	YTD 2022
Housing Rehab Operating INCOME				
Other Income	-60,831.60	-54,083.34	-47,198.58	-58,408.60
Grant Admin Revenue	0.00	-750.00	0.00	0.00
TOTAL INCOME	-60,831.60	-54,833.34	-47,198.58	-58,408.60
EXPENSE				
Administrative				
Administrative Salaries	15,204.49	16,670.84	15,652.26	13,863.54
Legal	0.00	166.66	0.00	0.00
Staff Training	0.00	833.34	0.00	0.00
Travel	28.14	233.34	72.06	91.30
Other Admin Exp	533.00	1,061.68	2,374.82	2,509.50
Total Administration	15,765.63	18,965.86	18,099.14	16,464.34
Maintenance				
Contracts	3,728.00	30,000.00	33,299.11	228.00
Total Maintenance	3,728.00	30,000.00	33,299.11	228.00
General				
Insurance	351.04	103.34	367.49	552.29
Employee Benefits	5,750.74	5,750.02	5,530.29	6,359.43
Total General	6,101.78	5,853.36	5,897.78	6,911.72
TOTAL EXPENSE	25,595.41	54,819.22	57,296.03	23,604.06
Net Income/Loss	-35,236.19	-14.12	10,097.45	-34,804.54

**Brainerd HRA
 HCV Operating Statement
 February, 2024**

	YTD 2024	YTD 2024 Budget	YTD 2023	YTD 2022
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-304,252.00	-316,106.66	-328,600.00	-238,806.00
Admin Fees Earned	-45,150.00	-56,991.66	-39,160.00	-44,693.84
Interest Income	-114.65	-16.66	-19.33	-0.25
Other Income	-3,044.29	-4,916.66	-5,809.33	-1,296.00
TOTAL INCOME	-352,560.94	-378,031.64	-373,588.66	-284,796.09
EXPENSE				
Administrative				
Administrative Salaries	24,294.34	37,698.34	28,413.22	25,434.06
Legal	0.00	450.00	0.00	0.00
Staff Training	21.00	833.34	10.50	0.00
Travel	83.08	250.00	112.68	99.45
Accounting & Audit Fees	5,660.00	1,000.00	687.50	0.00
Sundry-Other Admin	3,544.58	1,033.32	691.06	2,097.50
Total Administration	33,603.00	41,265.00	29,914.96	27,631.01
Maintenance				
Contracts	4,243.16	5,000.00	5,749.71	908.73
Total Maintenance	4,243.16	5,000.00	5,749.71	908.73
General				
Insurance	1,064.18	1,090.00	1,039.88	1,018.06
Employee Benefits	14,552.89	19,429.16	18,834.82	16,150.61
Collection Losses	0.00	416.66	676.00	0.00
Other General Expense	0.00	180.00	188.40	163.84
Total General	15,617.07	21,115.82	20,739.10	17,332.51
HAP Payments				
HAP Payments Occupied	275,478.00	289,159.16	300,356.00	212,296.00
HAP Payments Home	5,450.00	5,235.84	4,810.00	5,696.00
FSS Escrow Voucher	25,517.00	18,725.00	15,707.00	6,705.00
HAP Payments Portable	0.00	2,986.66	4,880.00	3,590.00
Total HAP	306,445.00	316,106.66	325,753.00	228,287.00
TOTAL EXPENSE	359,908.23	383,487.48	382,156.77	274,159.25
Net Income/Loss	7,347.29	5,455.84	8,568.11	-10,636.84

Bridges Program PY
Bridges Operating Statement
February, 2024

	YTD 2024	YTD 2024 Budget	YTD 2023	YTD 2022
Bridges Operating				
INCOME				
HAP Revenue	-14,753.00	-13,333.34	-3,831.00	-8,516.00
Admin Revenue	-1,679.00	-1,600.00	-540.00	-1,200.00
Operating Transfer	0.00	1,525.00	0.00	0.00
Total Income	-16,432.00	-13,408.34	-4,371.00	-9,716.00
EXPENSE				
Administrative				
Travel	1.34	66.66	1.97	2.34
Office Supplies	0.00	8.34	0.00	0.00
Total Administration	1.34	75.00	1.97	2.34
General				
HAP - Security Deposit	720.00	666.66	1,600.00	790.00
HAP - Rent/Utilities	14,033.00	12,666.66	9,706.00	7,726.00
Total General	14,753.00	13,333.32	11,306.00	8,516.00
TOTAL EXPENSE	14,754.34	13,408.32	11,307.97	8,518.34
Net Income/Loss	-1,677.66	-0.02	6,936.97	-1,197.66

**Brainerd HRA
 Public Housing Operating Statement
 February, 2024**

	YTD 2024	YTD 2024 Budget	YTD 2023	YTD 2022
Public Housing Operating INCOME				
Dwelling Rental	-145,028.00	-142,395.00	-136,275.00	-127,743.00
Excess Utilities	0.00	-650.00	0.00	0.00
Operating Subsidy	-50,281.00	-64,897.50	-47,568.00	-62,061.00
Investment Interest	-4,189.83	-666.66	-733.87	77.77
Other Income	-10,101.84	-16,086.66	-17,624.09	-27,853.99
Other Income Tenants	-3,142.50	-4,267.50	-3,702.00	-9,393.73
Lease Revenue	-28,086.71	-17,875.00	-21,545.46	0.00
Capital Fund Income	0.00	-11,000.00	-66,000.00	0.00
Laundry Income	-3,867.50	-3,296.66	-3,458.00	-3,039.00
TOTAL INCOME	-244,697.38	-261,134.98	-296,906.42	-230,012.95
EXPENSE				
Administrative				
Administrative Salaries	44,476.28	57,531.66	42,493.92	38,916.44
Legal	455.00	2,000.00	0.00	0.00
Staff Training	268.06	2,333.34	383.49	0.00
Travel	0.00	166.66	0.00	1.17
Accounting & Audit Fees	0.00	1,450.00	1,317.50	0.00
Sundry-Other Admin	5,557.85	3,783.32	4,371.06	7,052.46
Total Administration	50,757.19	67,264.98	48,565.97	45,970.07
Tenant Services				
Rec Public and Other	0.00	825.00	0.00	0.00
Total Tenant Services	0.00	825.00	0.00	0.00
Utilities				
Water/Sewer	8,213.49	15,113.32	7,991.18	6,558.59
Electricity	5,922.13	14,153.34	6,075.62	6,033.70
Gas/Fuel	0.00	10,697.50	9,245.45	17,855.77
Total Utilities	14,135.62	39,964.16	23,312.25	30,448.06
Maintenance				
Labor	26,313.44	33,346.68	22,424.03	28,679.52
Materials	3,709.26	5,000.00	1,508.68	6,739.87
Contracts	29,005.18	42,973.30	44,403.95	22,383.98
Total Maintenance	59,027.88	81,319.98	68,336.66	57,803.37
General				
Insurance	18,252.80	18,646.66	16,913.16	16,585.58
Payment in Lieu of Tax	6,133.79	4,833.34	5,492.13	4,460.63
Employee Benefits	36,511.47	39,124.14	34,217.43	36,150.04
Collection Losses	0.00	1,516.66	0.00	0.00
Lease Interest	26.92	48.34	0.00	0.00
Other General Expense	267.90	935.00	267.90	1,000.00
Total General	61,192.88	65,104.14	56,890.62	58,196.25
TOTAL EXPENSE	185,113.57	254,478.26	197,105.50	192,417.75
Net Income/Loss	-59,583.81	-6,656.72	-99,800.92	-37,595.20

**Brainerd South Operating Statement
 February, 2024**

	YTD 2024	YTD 2024 Budget	YTD 2023	YTD 2022
Brainerd South Operating				
INCOME				
Dwelling Rental	-48,566.00	-49,046.66	-42,574.00	-42,280.00
Rental Supplement	-8,992.00	-9,205.00	-8,429.60	-8,998.00
Investment Interest	-4,192.10	-1,666.66	-1,155.87	16.42
Other Income	-260.00	-1,100.00	-3,590.00	-4,175.00
Laundry Income	-1,015.75	-1,350.00	-1,265.75	-1,252.50
TOTAL INCOME	-63,025.85	-62,368.32	-57,015.22	-56,689.08
EXPENSE				
Administrative				
Legal	0.00	500.00	730.00	0.00
Travel	6.03	16.66	0.00	0.00
Sundry-Other Admin	8,619.94	9,250.00	7,186.04	7,248.95
Total Administration	8,625.97	9,766.66	7,916.04	7,248.95
Utilities				
Water	0.00	3,280.00	0.00	1,326.27
Electricity	0.00	983.34	76.48	595.49
Gas/Fuel	0.00	4,205.00	4,466.18	7,087.79
Total Utilities	0.00	8,468.34	4,542.66	9,009.55
Maintenance				
Labor	0.00	4,750.00	1,797.75	1,214.70
Materials	3,087.12	5,041.68	3,846.03	3,070.95
Contracts	3,363.24	12,183.32	17,573.39	7,890.39
Total Maintenance	6,450.36	21,975.00	23,217.17	12,176.04
General				
Insurance	6,728.31	6,833.34	5,784.77	5,623.20
Payment in Lieu of Tax	2,156.90	1,916.66	1,785.14	1,520.78
Total General	8,885.21	8,750.00	7,569.91	7,203.61
TOTAL EXPENSE	23,961.54	48,960.00	43,245.78	35,638.15
Net Income/Loss	-39,064.31	-13,408.32	-13,769.44	-21,050.93

Brainerd Housing and Redevelopment Authority
Payment Summary Report
February 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/9/2024	1046	Creo Block	\$110.22
2/9/2024	1047	Eric Charpentier	\$198.00
2/9/2024	1048	John Schommer	\$52.26
2/9/2024	1049	Kathryn Segler	\$2.68
2/9/2024	1050	Nancy Thull	\$12.73
2/9/2024	1051	Patsy Rajala	\$18.09
2/9/2024	1052	Ryan Barnett	\$72.36
2/9/2024	1053	Thomas Daniels	\$22.11
2/8/2024	2268	Health Savings Accounts	\$3,240.10
2/8/2024	2269	Harpers Payroll Service	\$10,910.04
2/8/2024	2270	Harpers Payroll Service	\$101.23
2/8/2024	2271	Security Benefit	\$4,941.35
2/8/2024	2272	Minnesota State Retirement System	\$1,123.76
2/2/2024	2273	90 Degree Benefits Inc.	\$20,289.76
2/5/2024	2274	Payroc LLC	\$274.67
2/22/2024	2275	Health Savings Accounts	\$3,406.75
2/22/2024	2276	Harpers Payroll Service	\$11,770.65
2/22/2024	2277	Harpers Payroll Service	\$95.82
2/22/2024	2278	Security Benefit	\$4,941.35
2/22/2024	2279	Minnesota State Retirement System	\$1,123.76
2/8/2024	26047	Abriter PLLC	\$141.60
2/8/2024	26048	Ace Hardware	\$186.39
2/8/2024	26049	Baker Tilly Municipal Advisors, LLC	\$1,500.00
2/8/2024	26050	Borden Steinbauer Krueger & Knudson, PA	\$455.00
2/8/2024	26051	Brainerd Public Utilities	\$13,705.34
2/8/2024	26052	Capital One Commercial	\$1,573.56
2/8/2024	26053	Cintas	\$290.48
2/8/2024	26054	City of Brainerd	\$333.30
2/8/2024	26055	CliftonLarsonAllen LLP	\$9,450.00
2/8/2024	26056	Culligan	\$158.00
2/8/2024	26057	DW Jones	\$64.42
2/8/2024	26058	Ferguson Enterprises LLC	\$23.18
2/8/2024	26059	Granite Pest Control, LLC	\$1,067.00
2/8/2024	26060	Harpers Time & Attendance Division	\$65.00
2/8/2024	26061	Home Depot Credit Services	\$1,225.27
2/8/2024	26062	Home Depot Supply	\$677.03
2/8/2024	26063	Initiative Foundation	\$6.67
2/8/2024	26064	Integrity Woodwork LLC	\$1,526.60
2/8/2024	26065	Kristin Miller	\$18.76
2/8/2024	26066	LandWex LLC	\$4,617.20
2/8/2024	26067	Life Insurance Company of North America	\$80.53
2/8/2024	26068	MN Dept of Labor and Industry	\$10.00
2/8/2024	26069	MN Elevator, Inc.	\$876.24
2/8/2024	26070	MRI Software LLC	\$100.00
2/8/2024	26071	Mike Jones	\$88.78
2/8/2024	26072	Office Shop	\$1,333.62
2/8/2024	26073	Pike Plumbing & Heating, Inc	\$694.33
2/8/2024	26074	Quick Construction, Inc	\$8,758.13
2/8/2024	26075	Quick Construction, Inc	\$581.74
2/8/2024	26076	SCR Northern	\$15,120.00
2/8/2024	26077	SHI International Corp	\$1,228.93
2/8/2024	26078	SS Lawn & Landscaping	\$885.00
2/8/2024	26079	State Chemical Solutions	\$213.30
2/8/2024	26080	Strike Painting & Finishing	\$950.00
2/8/2024	26081	T-Mobile	\$158.40
2/8/2024	26082	Thelen Heating and Roofing, Inc.	\$368.00
2/8/2024	26083	VSP	\$42.70
2/8/2024	26084	Waste Partners, Inc.	\$3,075.41
2/8/2024	26085	West Central Flooring	\$7,273.47
2/8/2024	26086	Xtona	\$1,130.00
2/8/2024	26087	Yde's Major Appliance	\$100.00
2/22/2024	26088	Batteries Plus	\$23.98
2/22/2024	26089	Brainerd Public Utilities	\$1,301.46
2/22/2024	26090	Bremer Bank Credit Card	\$2,801.49

Brainerd Housing and Redevelopment Authority
Payment Summary Report
February 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/22/2024	26091	CIGNA	\$683.90
2/22/2024	26092	CTC-446126	\$906.48
2/22/2024	26093	CenturyLink	\$111.74
2/22/2024	26094	City of Brainerd	\$74.00
2/22/2024	26095	Crow Wing County Treasurer	\$60.00
2/22/2024	26096	Dearborn National	\$235.31
2/22/2024	26097	Forum Communications Company	\$595.50
2/22/2024	26098	Granite Pest Control, LLC	\$433.50
2/22/2024	26099	Handyman's, Inc.	\$196.74
2/22/2024	26100	Housing Auth Risk Retention Group	\$2,415.00
2/22/2024	26101	Housing Insurance Services Inc.	\$14,068.00
2/22/2024	26102	League of Minnesota Cities	\$16,663.00
2/22/2024	26103	MN Chapter NAHRO	\$700.00
2/22/2024	26104	Master Trade Service Inc.	\$3,628.00
2/22/2024	26105	Northland Fire Protection	\$110.00
2/22/2024	26106	Paper Storm	\$114.00
2/22/2024	26107	SCR Northern	\$2,573.42
2/22/2024	26108	State Chemical Solutions	\$282.00
2/22/2024	26109	Strike Painting & Finishing	\$800.00
2/22/2024	26110	The Hartford	\$280.69
2/22/2024	26111	West Central Flooring	\$4,196.78
2/22/2024	26112	Wex Health	\$8.00
		Report Total	\$196,124.06



To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Director
 Date: Mar-20-2023
 Re: Housing Choice Voucher Report

HCV Report

- Through February, our Unit Months Leased (UML) is 15.69% and HAP utilization is 14.06%
- Notified an additional 50 households, leaving 90 Crow Wing County households and 102 non-preference households on the waiting list. (Oldest App: Nov-2022)
- Activity Recap:
 - Annual Recertifications: 18
 - Interim Recertifications: 21
 - Inspections: 19
- Application Review:
 - Avg Rec'd: 20/month
 - Avg Denied: 3/month
- Please see attached report.

Bridges Report

- We have 11 families on the program with a monthly HAP payment of \$6,260.00
- Please see attached report.

Family Self-Sufficiency (FSS) Report

- We have 57 families on the program and 28 families currently escrowing a total of \$12,984.00 per month.
- Please see attached report.

No Action Requested; Discussion Items

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Bridges Program February 2024

Summary

- Tenants leased up in units: 11
- Participants issued a Voucher & searching for a unit: 5
- Notified: 0
- Participants receiving HCV voucher: 0
- Participants giving up Bridges voucher: 0
- Tenants Residing Counties:
 - Cass County: 1
 - Morrison: 0
 - Aitkin: 0
 - Crow Wing: 9
 - Todd: 0
 - Wadena: 0

Total HAP Payment: \$6260.00

Additional Info: One tenant is in shop mode, leased up a new applicant, paid deposit.

Family Self-Sufficiency Program February 2024

Summary

- Active FSS participants: 57
- Tenants going OFF for month: 0
- Tenants going ON for month: 4
- New tenants ESCROWING: 1
- Total number of FSS participants escrowing monthly: 28
- Total amount of escrow: \$12,984.00
- Total combined amount of monthly escrow:
\$191,439.60
-

Update: no new update

Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	325
February Move-ins	5
February Move-outs	1
February Vouchers - looking for housing	28
February Vouchers - first day of month	303
Average Vouchers to date	306
Unit Months Leased	15.69%
HAP Utilization through 2/29/2024	14.06%
HAP Payments	\$139,325

Reasons For Leaving Program

Voluntarily Left	1
Terminated	0
Port	0

Revenue

Housing Assistance Payment (HAP)	\$152,126
February HUD Administrative Fee	\$22,575

Port Out Vouchers

0
\$0

Homeownership

Homeownership HAP	6 \$2,748
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FYI Vouchers

FYI Vouchers HAP	0 \$0
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Length of Time on Program

< 1 year	8%
< 2 years	26%
< 3 years	9%
< 4 years	6%
< 5 years	8%
> 5 years	43%

Demographics

Elderly Households	112
Disabled/Handicapped Households	168
Families with Children	104
Average Annual Income	\$16,890
Average HAP	\$457

Waiting List Total

Crow Wing County Preference	90
Non Preference	102



To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Director
 Date: Mar-19-2024
 Re: Housing Management Report

Vacancy Report for February 2024

Please see attachment.

Monthly Property Performance Report for February 2024

Please see attachment.

Valley View Townhomes:

Occupancy: 90% (Vacant: 2BR-1b & 2BR-1.5b)
 Move Ins: 1
 Move Outs: 1
 Notified: 7
 Screening: 5
 Waiting List: 41

North Star Annual Recertification

Notification has begun for the annual recertification of all 162 North Star tenants, which will become effective 7/1/2024. This year staff will again host “open table” times where tenants can get help completing their packet and identifying necessary verification documents as this seemed to make a positive impact on the overall process and ultimate success rate.

ROSS Program Updates

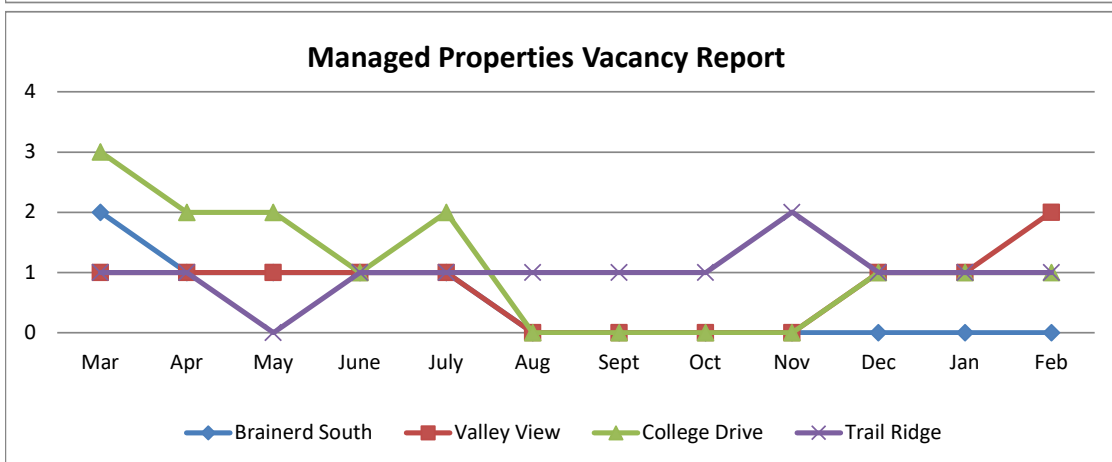
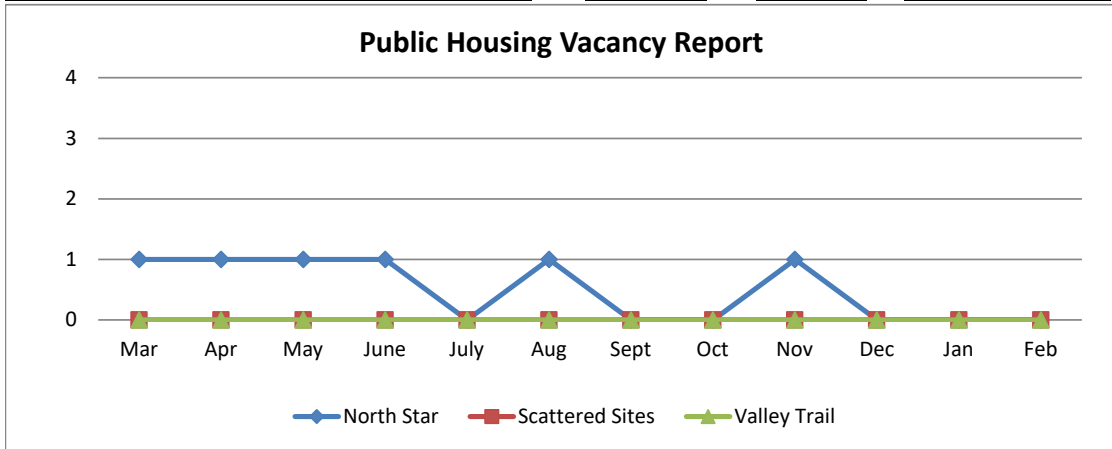
- 16 active participants in the ROSS program; 0 newly enrolled and 0 exited participants
- 9 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - SNAP Food Boxes: 26 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 13 residents; 250 frozen meals (10 - 30 each); elderly tenants only
- North Star Resident Council
 - The first meeting of the Tenant Council was on 2/14/2024. Tenants at the meeting expressed interest in potlucks, themed events, bingo, and forming interest-based social groups (i.e. card groups, pool league, etc.). The group was a mix of newer move-ins and long-time residents. Patsy is helping with advertising for events as well as some limited admin support. By attending these meetings she is able to share updates from maintenance and program staff as well as take feedback, questions, or concerns back to management. The next meeting is scheduled for 3/20/2024.
- Upcoming Events: Renter’s Insurance; Spring/Summer Health Workshop Series; Scams & Fraud

No Action Requested; Discussion Items

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Brainerd HRA 2024 Vacancy Report

	Public Housing				Section 236 Brainerd South	Tax Credit Valley View	Tax Credit - DW Jones	
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%			College Drive	Trail Ridge
# units	162	16	25	203	60	20	24	18
Jan 31	0	0	0	0	0	1	1	1
Jan %	0.00%	0.00%	0.00%	0.00%	0.00%	5.56%	5.00%	4.17%
Feb 29	0	0	0	0	0	2	1	1
Feb %	0.00%	0.00%	0.00%	0.00%	0.00%	11.11%	5.00%	4.17%
March 31								
March %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
April 30								
April %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
May 31								
May %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
June 30								
June %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
July 31								
July %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Aug 31								
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sept 30								
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Oct 31								
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Nov 30								
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dec 31								
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	0	0	0	0	0	3	2	2
%	0.00%	0.00%	0.00%	0.00%	0.00%	2.50%	1.67%	1.67%



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report February 2024

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	23
Applications Denied on PH Wait List	12

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	109	0	0	0
2 bdrm	14	38	0	0	0
3 bdrm	24	18	0	0	0
4 bdrm	5	4	0	0	0
TOTAL	203	169	0	0	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	1
Move-Outs	2	3

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	10
Annual Recertifications	1
Completed for this month	11

8. Annual Unit Inspections

Total units to be inspected this year	203
Number completed start of month	0
Number inspected for the month	0
Number completed year-to-date	0
Total left to be inspected this year	203
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

9. Lease Enforcements

Lease warnings/violations issued	
30-day lease terminations	

10. Evictions

Resident	Reason	Summons Date	Judgment Action
n/a	Behavior/Non-Pay	03/27/23	Hearing Scheduled

11. Non-Emergency Work Orders

Beginning Balance	3
Received	54
Closed	54
Ending Balance	3
Total Completed Work Orders for Year	142

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	7
Completed within 24 hours	0	7
Percent completed within 24 hours	n/a	100%

13. Rent Collection

	This Month
Rent Charges	72,481
Other Charges	838
Total New Charges	73,319
Arrears, tenants in possession	637

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	461
Current Rent Charges	72,481
Current Rent Collections	72,020
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	1,493
Prior Rent Charges	856,601
Collection Rate	100%



To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: March 19, 2024
 Re: Rehab Programs and Maintenance Report

SE Brainerd SCDP

We are starting to solicit applications from those who returned the surveys from the preliminary proposal, offering the opportunity to participate in the order of first returned, first served.

Outlot F

I talked with Monty Jensen from Level Contracting, and he is waiting on Widseth to finish the revised preliminary plans that show the increased density, sidewalks and integrated retention swales. He will contact us and the city to move forward with the next steps after he receives the revised plans.

ESSG Grant

The Capital Fund Emergency Safety and Security Grants (ESSG) are dollars from the Public Housing Fund and are set aside to fund safety and security emergencies. A “safety and security emergency” is defined as an emergency that may arise from: 1) an immediate need for funding by the PHA to implement safety and security measures necessary to address crime and drug-related activity; or 2) a safety emergency which requires the purchase, repair, replacement, or installation of carbon monoxide alarms/detectors, and or smoke/heat alarms/detectors.

Although we do have operational battery-operated local carbon monoxide and centrally monitored smoke detectors at North Star Apartments, both are very near the end of their useful lives. Due to the age of these life safety devices, the cost to replace them (\$242,688.00, Siemens proposal attached) and that they are specifically listed as eligible items in the grant, staff submitted an application for the replacement of all of the fire alarm devices as North Star Apartments. If awarded the grant, we will replace the current configuration of the battery-operated CO detector and system powered smoke detector in each unit with one device that is system powered and centrally monitored. Awards are anticipated to be announced sometime in June.

Concrete and Landscaping Project at North Star Apartments

We are in the final stages of developing the bidding documents for this project and are on schedule to have bidding start on April 2nd with bids due May 2nd.

SSRP Prospects

We continue to work with the city on a few properties that are blighted, several of which are due to fires and others that are in various stages of deferred maintenance. I spoke with the owner of the property at 8th and Norwood and they are currently working with the insurance company to settle the claim.

I also spoke with the property owner of 224 N 5th St, they have settled with insurance and are willing to sell, but we are discussing price to see if it is feasible with the funds we have available.

Office Reconfiguration

We have reached out to Hytec Construction to give us an estimate to correct some erosion on the back of the building toward the river where the footings for the deck are starting to move causing the support posts for the deck to move outward on the bottom. They are also looking at reconfiguring the file area in the middle of the office to make an office space for Shannon that is close to her staff and provides the necessary privacy for her. As part of the office remodel, we plan on replacing flooring upstairs and in the downstairs hallway. This work is in our 5-year Capital Fund Action Plan and we have 2022 funds set aside for the project.

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*

Current Projects in Process:

	HTF	MHFA-RLP/ELP	SCDP	Total
City of Brainerd	2	0/0	*	2
Crow Wing County	*	4/0	*	4
Cass County	*	1/0	*	1
Morrison County	*	3/0	*	3

**City of Brainerd SE SCDP Grant 8 Owner-Occupied & 12 Single Family Rental Rehab Projects*

Action Requested: None, discussion items.

PROPOSAL

Northstar apartments fire alarm device upgrades

PREPARED BY

Siemens Industry, Inc. ("Siemens")

PREPARED FOR

Northstar Apartments

DELIVERED ON

March 12, 2024

SMART BUILDINGS

Transforming the Everyday



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 Signature Page 8

Contact Information

Proposal #:	8696045
Date:	March 12, 2024

Sales Executive:	John Haglin
Branch Address:	5939 Rice Creek Parkway Shoreview, 55126
Telephone:	612-363-1775
Email Address:	john.haglin@siemens.com

Customer Contact:	Janet
Customer:	Northstar Apartments
Address:	410 East River Road
	Brainerd, MN 56401
Services shall be provided at:	Same as above

Scope of Work

Siemens to provide the removal of all of the discontinued smoke detectors and input device and replace with the following new: This includes: (304 Area smoke detectors, (162) Room smoke detectors with CO detection, (9) Heat detectors, (9) duct detectors, (1) LOT Engineering, updating existing drawings, programming and final inspection.

Inclusions

1. Sales Tax (if tax exempt please provide tax exempt certification)
2. Freight
3. Engineering
4. Project Management for Siemens Scope of work
5. System Commissioning and Final Pretest
6. Final AHJ Testing and certification
7. Fire Alarm Submittal to customer
8. Fire Alarm Submittal to AHJ
9. One (1) year warranty
10. Final wiring terminations to the control panel
11. Three (3) submittals
12. Three (3) O&M manuals
13. Programming

Exclusions

1. Offsite system monitoring fees
2. Cost associated with multiple trips to the job site due to incompleteness by others
3. Working in areas containing hazardous materials or confined space
4. Cost associated with schedule acceleration or multiple unplanned phases
5. Telephone line for DACT and/or IP Network Connection
6. Costs associated with bypassing the system during construction
7. Building and construction permit fees
8. Creating base building auto cad drawings for the project
9. Ceiling and/or wall removal, replacement, patching, and painting
10. Per project aggregate general liability insurance
11. Overtime (except as specifically noted)
12. After hours work (except as specifically noted)
13. Additional testing due to others
14. Dedicated phone lines
15. Dedicated IP Network Drop
16. 120 VAC power
17. Conduit raceway, Electrical boxes and supports
18. Performance or payment bonds

- 19. Bonding or special insurance
- 20. Fire caulking
- 21. Scaffolding and lifts (except as specifically noted)
- 22. Knox box
- 23. Shunt trip breakers
- 24. Security system interface or door lock release
- 25. Back boxes for devices are not included unless listed in this proposal's provided equipment list

Sell Price

Total Quote Price	\$242,688.00
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This price is firm for 30 days from the date of this proposal.

Payment Terms

Payment Terms Acceptance Agreement

The total price of: \$242,688.00 and the estimated return on investment are based on the items outlined in this proposal. ANY STATEMENTS MADE HEREIN REGARDING SAVINGS THAT MAY BE ACHIEVED BY IMPLEMENTING THE SERVICES OFFERED IN THIS PROPOSAL ARE ESTIMATES ONLY. NO WARRANTY, EITHER EXPRESSED OR IMPLIED, SHALL BE CONSTRUED TO ARISE FROM SUCH STATEMENTS, NOR SHALL SUCH STATEMENTS BE CONSTRUED AS CONSTITUTING A GUARANTEE BY SIEMENS THAT SUCH SAVINGS WILL OCCUR IF THE SERVICES ARE IMPLEMENTED.

The Buyer acknowledges that when accepted by the Buyer as proposed by Siemens Industry, Inc., this Proposal and the Siemens RAM Projects Business Standard Terms and Conditions, (together with any other documents, including any applicable Rider(s), incorporated herein) shall constitute the entire agreement of the parties with respect to its subject matter. BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE BUYER.

Proposal is valid for thirty (30) days from the delivery date of March 12, 2024. Payment is due within 30 days of invoice date.

Payment Terms: 25% mobilization in advance, progress payments

Total: \$242,688.00

Siemens Industry, Inc. invoices paid by credit card may be subject to a surcharge of up to 2%.

Terms & Conditions Link(s)

Terms and Conditions (Click to download)
Terms & Conditions (Unrestricted) (www.siemens.com/standard-terms-project-unrestricted)

Price Escalation. If, during the term of this Contract, the price of various materials or labor or logistics are increased as reflected by CRU/IHS Markit/CMAI/COMEX market index, then Siemens may increase the Contract Sum or apply a surcharge to Customer accordingly.

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

To the extent applicable, the following Rider(s) are incorporated and made part of the Siemens Standard Terms and Conditions:

Riders (Click on rider below to download)
SI Fire Life Safety Rider (www.siemens.com/rider-fls)
SI Mass Notification Rider (www.siemens.com/rider-mass-notification)
SI Monitoring Rider (www.siemens.com/rider-monitoring)
SI Software License Warranty (www.siemens.com/rider-software-license)
SI Consulting Rider (www.siemens.com/rider-consuling)

Signature Page

Proposed by:

Siemens Industry, Inc.

Company

John Haglin

Name

8696045

Proposal #

\$242,688.00

Proposal Amount

March 12, 2024

Date

Accepted by:

Company

Name (Printed)

Signature

Title

Date

Purchase Order # PO for billing/pmnt only PO not required



To: Brainerd HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: March 27th, 2024
 Re: Executive Director Report

Update on 805 Laurel St Redevelopment Project

Progress continues as DW Jones gets closer to the submission date for the Workforce Housing Development Program through MN Housing. DW Jones met with Community Development Director James Kramvik on March 19th to discuss zoning changes that will be needed for the project. This is tentatively scheduled to go in front of the Planning Commission on April 17th with a potential special City Council meeting on April 22nd to approve any of the planning commission's recommendations for the project and to review and authorize the City to apply for the Workforce housing Development Program on behalf of DW Jones, Inc. The CWC HRA has supplied DW Jones, Inc with an award letter for the funding loan that was approved from that agency in support of the project and the Brainerd HRA meeting minutes from July 26th, 2023 have been included to show approval of the TIF district and TIF plan for support of this project as well.

Developer Meetings

On March 14th, community development director James Kramvik and I met with a developer from Tapestry Companies to talk through their continued interest in the property North of Buffalo Hills Park. Their development group has continued interest in the Brainerd community along with one other outstate site and will be speaking with the school district to look into purchasing the 20 acres that are owned by ISD 181. They are interested in developing two buildings on the site, the first of which would be a senior living apartment complex. The developer would still be interested in the potential to project base any of our vouchers in the senior living building. Staff is continuing with the process to be able to offer project-based vouchers and we will continue to work with Tapestry as they continue exploring this opportunity. There is still interest in working on an affordable housing project after the senior housing project would be completed.

Crow Wing County Comprehensive Plan

The County is in the process of completing an update to their comprehensive plan. There have been several public engagements throughout the process and the County and their consultants from Bolton and Menk are currently drafting the plan. I attended the most recent update at the Committee of the Whole meeting on March 19th to listen in on the Housing and Economic Development updates. Housing was one of the top two issues for survey respondents with almost half of the respondents identifying senior housing as a big need for the County. While this is a County plan it is still important for the Brainerd agency to keep up with what is being done with this comp plan and how it may affect the major population center of Brainerd.

No Action Requested; Discussion Items

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