



Brainerd HRA Board of Commissioners Meeting
Wednesday, February 28th, 2024 @ 9:00am
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. OATH OF OFFICE *(Attachment 1) Pg. 3*
 - a. Katie Deblock, appointed to term expiring on 12/31/2028
5. ELECTION OF VICE CHAIR *(Attachment 2) Pg. 7*
6. APPROVAL OF MINUTES *(Attachment 3) Pg. 9*
 - a. Approval of Minutes from Regular Board Mtg. on January 24th, 2024
7. UNFINISHED BUSINESS
 - a. Fund Balance Review *(Attachment 4) Pg. 17*
 - b. Update on Brainerd Oaks Outlot F *(Attachment 5) Pg. 19*
 - c. Update on Potential Partnerships for Perpetually Affordable Housing *(Attachment 6) Pg. 21*
8. NEW BUSINESS
9. BILLS & COMMUNICATIONS
 - a. Financial Report *(Attachment 7) Pg. 23*
 - b. HCV Report *(Attachment 8) Pg. 51*
 - c. Housing Management Report *(Attachment 9) Pg. 53*
 - d. Rehab Programs Report *(Attachment 10) Pg. 59*
 - e. Executive Director Report *(Attachment 11) Pg. 63*
10. COMMISSIONER COMMENTS
11. NEXT MEETING: Wed. March 27th, 2024
12. ADJOURN

Katie Deblock, term expiring 12/31/28
Janet Decker, term expiring 12/31/26
Michael Duval, term expiring 12/31/25
Wayne Erickson, term expiring 12/31/25
Gabe Johnson, term expiring 12/31/24
Allie Verchota, term expiring 12/31/24
Kevin Yeager, term expiring 12/31/27

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: February 28, 2024
Re: Oath of Office – Katie Deblock

Oath of Office

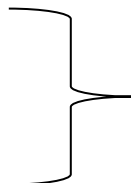
At the February 5th, 2024, city council meeting, Katie Deblock was appointed to serve on the Brainerd HRA Board of Commissioners for a term expiring 12/31/28. We will administer the Oath of Office at the February 28th, 2024 board meeting.

Action Items: Conduct Oath of Office

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Oath

STATE OF MINNESOTA
COUNTY OF CROW WING
CITY OF BRAINERD



SS.

I, **Katie Deblock**, do solemnly affirm that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully and impartially discharge the duties as a commissioner of the **HOUSING AND REDEVELOPMENT AUTHORITY in and for the CITY of BRAINERD**, to which I have been appointed to the best of my knowledge and ability, so help me God.

Katie Deblock

Subscribed and sworn to before me this 28th day of February,
2024.

ERIC CHARPENTIER
Executive Director

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: February 28, 2024
Re: Election of Vice Chair

Election of Vice Chair for 2024

At the January 24th, 2024 annual meeting the board elected Bekah Kent-Ehlebracht to serve as vice chair for 2024 or until another commissioner was appointed for her expired term. As of February 5th, 2024 a new commissioner, Katie Deblock was appointed to our board to fill the open seat. The board will now need to elect a new vice chair for the remainder of the year.

Action Items: Nominate and Appoint a Vice Chair for the remainder of the year.

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Brainerd HRA BOARD MEETING MINUTES

Wednesday, January 24th, 2024 @ 1:00pm

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 Conference Room at 1:00 p.m., Wednesday, January 24th, 2024.

1. **CALL TO ORDER:** Chair Kent-Ehlebracht called the meeting to order at 1:00 p.m.
 2. **ROLL CALL:** Present: Commissioners, Michael Duval, Wayne Erickson, Rebekah Kent-Ehlebracht, Allie Verchota, Kevin Yeager, and Janet Decker. Absent: Gabe Johnson
OTHERS PRESENT: Executive Director Eric Charpentier, Finance Director Karen Young, Housing Manager Shannon Fortune, Maintenance & Rehab Director John Schommer, Rehab Administrative Specialist Kristin Miller.
 3. REVIEW AND APPROVE AGENDA:
Agenda was amended to add New Business d. Out Lot F
Moved and seconded by Commissioners Erickson and Yeager to approve the agenda as amended adding New Business line-item (d.) Outlot F for the January 24th, 2023, board meeting. Through a roll call vote, all commissionies were in favor, and none were opposed. The amended agenda was approved.
- a. ANNUAL MEETING:
- Executive Director Charpentier closed the regular meeting & called the annual meeting to order at 1:00 p.m.
- a. Oath of Office:
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.
 - b. 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.

Executive Director Charpentier called three times for nominations for chair for 2024.

Commissioner Yeager nominated Commissioner Duval for board chair there were no other nominations for this position Duval accepted. Through a roll call vote for Duval for president (Decker Y, Erickson Y, Kent-Ehlebracht Y, Yeager Y, Verchota Y, Duval Y, all voting commissioners were in favor, and none were opposed. Commissioner Duval was elected chair.

Executive Director Charpentier called three times for nominations for vice chair for 2024.

Commissioner Yeager nominated Commissioner Kent-Ehlebracht for vice chair, there were no other nominations for this position Kent-Ehlebracht accepted. Through a roll call vote for Kent-Ehlebracht for vice president (Decker Y, Erickson Y, Kent-Ehlebracht abstained, Yeager Y, Duval Y, Verchota Y, all voting commissioners were in favor, and none were opposed. Commissioner Kent-Ehlebracht was elected vice chair.

Executive Director Charpentier called three times for nominations for secretary/treasurer for 2024.

Commissioner Yeager nominated Commissioner Johnson for secretary/treasurer. Commissioner Erickson nominated Commissioner Verchota for secretary/treasurer.

Through a roll call vote for Verchota for secretary (Decker Y, Erickson Y, Kent-Ehlebracht Y, Yeager Y, Duval Y, Verchota abstained, all voting commissioners were in favor, and none were opposed. Commissioner Verchota was elected secretary/treasurer.

- c. Review Bylaws:
The board reviewed the current bylaws. There are no recommended changes at this time. The bylaws stand as presented.
- d. Review 2024 Meeting Schedule
The board reviewed the presented 2024 meeting schedule. The 2024 schedule stands as presented.

Executive Director Charpentier closed the annual meeting at 1:18 p.m.

Chair Duval opened the regular meeting at 1:18 p.m.

4. READING AND APPROVAL OF MINUTES:

Moved and seconded by Commissioners Kent-Ehlebracht and Verchota to approve the minutes from the December 20th, 2023, regular board meeting. All commissioners were in favor, and none were opposed. The minutes were approved.

Moved and seconded by Commissioners Verchota and Decker to approve the minutes from the December 20th, 2023, work session meeting. All commissioners were in favor, and none were opposed. The minutes were approved.

5. UNFINISHED BUSINESS: None at this time

6. NEW BUSINESS:

- a. 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.

Commissioner Erickson moved to approve the designation of Bremer Bank as the official

depository. Commissioner Yeager seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

b. Designation of Powers

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.

Moved and seconded by Commissioners Yeager and Kent-Ehlebracht to Approve Resolution 2024- 01 approving the Designation of Powers or Duties to the Executive Director. Through a roll call vote, all commissioners were in favor, and none were opposed. The resolution passes.

c. Employee Policy Manual Update

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.

Moved and seconded by Commissioners Kent-Ehlebracht and Verchota to Approve Resolution 2024- 02 amending the Employee Policy Manual. Through a roll call vote, all commissioners were in favor, and none were opposed. The approval to adopt Resolution 2024- 02 amending the Employee Policy Manual was approved.

d. 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.

Commissioner Erickson moved to approve offering out lot F for conveyance to the Crow Wing County HRA, Commissioner Kent-Ehlebracht seconded the motion. Through roll call vote, all commissioners were in favor of the motion, and none were opposed. The motion was approved.

7. **BILLS & COMMUNICATIONS:**

a. **Financial Report:**

Young presented the Financial Reports for December 2023 and supporting information.

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 yearend 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.

Commissioner Yeager moved to approve the payments as presented for December 2023. Commissioner Verchota seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion carried.

b. **HCV Report:**

Fortune presented her reports and supporting information.

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.

c. Housing Management Report:~

Fortune presented her reports and supporting documents.

Vacancy Report for December 2023 Report was presented.

Monthly Property Performance Report for December 2023 Report was presented.

Yearly Property Performance Summary – 01/01/2023 through 12/31/2023 Report was presented.

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 toll 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.

d. Rehab Programs Report:

Schommer presented his reports and supporting information.

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.

e. Executive Director Report:

Charpentier presented his reports and supporting information.

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.

8. Commissioner Comments:

None at this time.

9. ADJOURN:

Commissioner Erickson made a motion to adjourn the meeting. Commissioner Yeager seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved and meeting was adjourned at 2:45 p.m.

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To: Brainerd HRA Board Members
 From: Karen Young, Finance Director
 Date: February 21, 2024
 Re: Review Committed and Assigned Fund Balance

The intent of the Fund Balance Policy is to define the classifications of fund balance based on the constraints placed on the use of the current fund balance. Per GASB Statement No. 54, the following classifications are established for governmental funds.

1. **Nonspendable** - fund balance not expected to be converted to cash such as inventory or prepaid expenses.
2. **Restricted** - fund balance with constraints from an external source such as unspent Minnesota Housing Loan funds.
3. **Committed** – fund balance constrained for a specific purpose by the HRA board prior to yearend. Such as the Housing Rehab funds committed by the board.
4. **Assigned** – fund balance that is intended for a specific purpose by the board or Executive Director/Finance Director. These funds are neither restricted nor committed.
5. **Unassigned** – General Fund balance that is available for any purpose.

The Fund Balance Policy recommends 8 to 10 months of expenses in unassigned fund balance. The following amounts for committed and assigned funds would result in an unassigned fund balance of approximately 8 months:

- Committed Funds: Housing Rehab \$143,340
- Assigned Funds: Housing and Redevelopment \$150,000

The board could reduce the above assigned amount for Housing and Redevelopment, which would increase the unassigned fund balance, if the board would like to be closer to 10 months of unassigned funds.

Action Requested: Approve a motion to determine the committed and assigned fund balance amounts as specified above.

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To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: February 21, 2024
 Re: Update on Brainerd Oaks Outlot F

At last month's meeting the board took action to convey Outlot F to Crow Wing County HRA so it could be added to the Purchase and Development Agreement (PDA) with the developer, Level Contracting, at no cost to them. The CWC HRA board unanimously approved accepting Outlot F. Staff has reached out to Kennedy and Graven to start the process which is outlined below:

1. Brainerd HRA must approve conveyance of the lot to the County HRA. (Board approved on 1/24/24)
2. CWC HRA must adopt a resolution accepting the property.
3. Brainerd HRA must convey the lot to CWC HRA by quit claim deed.
4. CWC HRA and Level Contracting must negotiate a Fourth Amendment to Master PDA.
5. CWC HRA must adopt a resolution amending the Master PDA (fourth amendment) and the Redevelopment Plan to add the property.
6. CWC HRA must hold a public hearing on the sale of the property to Level Contracting.
7. CWC HRA must approve the negotiated Fourth Amendment to the Master PDA by resolution following public hearing.
8. Closing, where CWC HRA conveys the lot to developer by quit claim deed.

Staff will continue to work through the process and present the resolution for the board's consideration when all parties are ready for the transfer to occur.

Action Requested: None; discussion item.

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: February 28, 2024
Re: Perpetually Affordable Housing Discussion

Perpetually Affordable Housing & Potential Partnerships

At our meeting in January, we were hoping to let Bekah Kent-Ehlebracht speak about conversations that she had started with Sourcewell and Central Lakes College in regards to the potential to partner in building perpetually affordable housing. More specifically she had started the conversation about what a curriculum might look like for a trades or building program and if CLC and Sourcewell would be interested in funding such an initiative. Chair Duval had asked that Bekah come to our February meeting to give us more details on her conversations and what the next steps could look like for the HRA.

Action Items: No Action Requested, for Informational Purposes Only

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: February 21, 2024
Re: February Financial Report

Please find attached the financial information for January 2024.

Audit Schedule

Auditors from CliftonLarsonAllen (CLA) conducted on-site fieldwork during the first week of February for the Brainerd HRA. Crow Wing County HRA and Brainerd South on-site fieldwork was conducted during the third week of 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.

Action Requested: Motion for approval of January 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
Quick Ratio	12	QR <1 =0, QR >2 =12	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00
Total Points	25		25.00	25.00

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

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

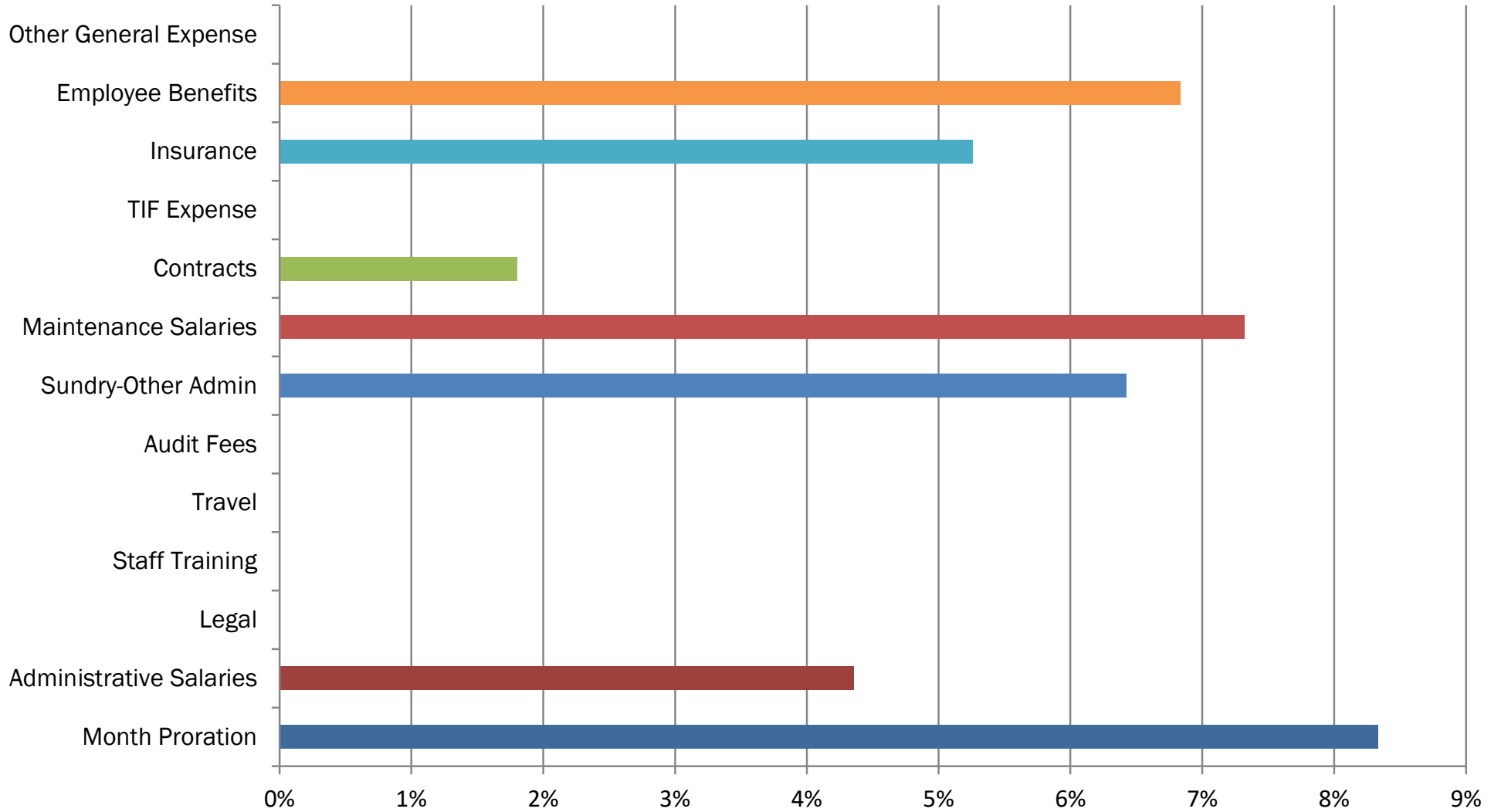
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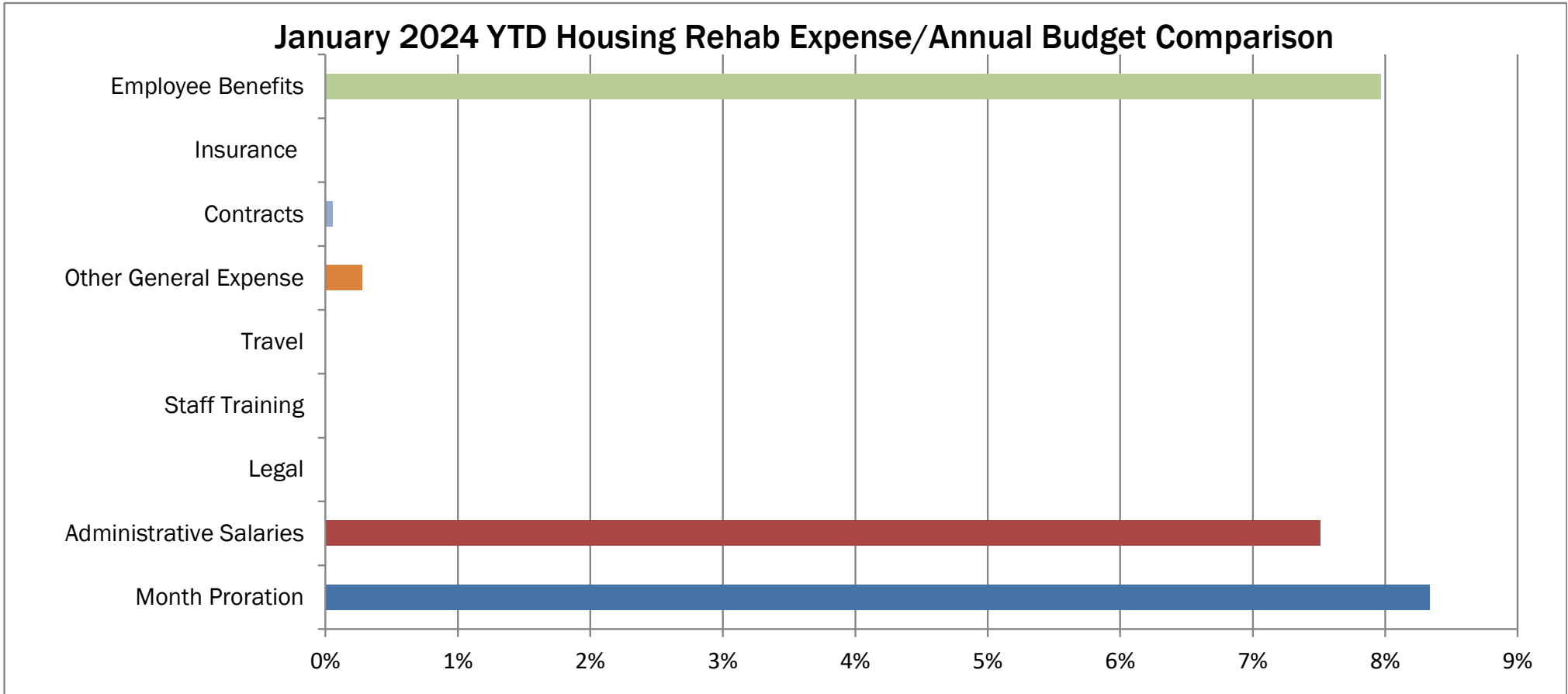
January 2024 Operating Account Balances

Property/Program	January 2023	December 2023	January 2024
General Fund	\$511,944.94	\$545,319.45	\$542,519.31
Housing Rehab Program	\$206,535.49	\$253,522.55	\$256,900.05
Bridges	\$577.70	\$44.56	\$920.56
Crow Wing County HRA	\$1,868,778.07	\$1,221,903.71	\$1,196,280.71
Public Housing	\$703,252.92	\$849,413.30	\$889,607.56
Valley View	\$0.00	\$347,400.00	\$338,847.32
Brainerd South	\$64,548.23	\$42,762.78	\$54,075.30
Housing Choice Voucher	\$20,233.15	\$38,196.63	\$13,455.16
Total	\$3,375,870.50	\$3,298,562.98	\$3,292,605.97

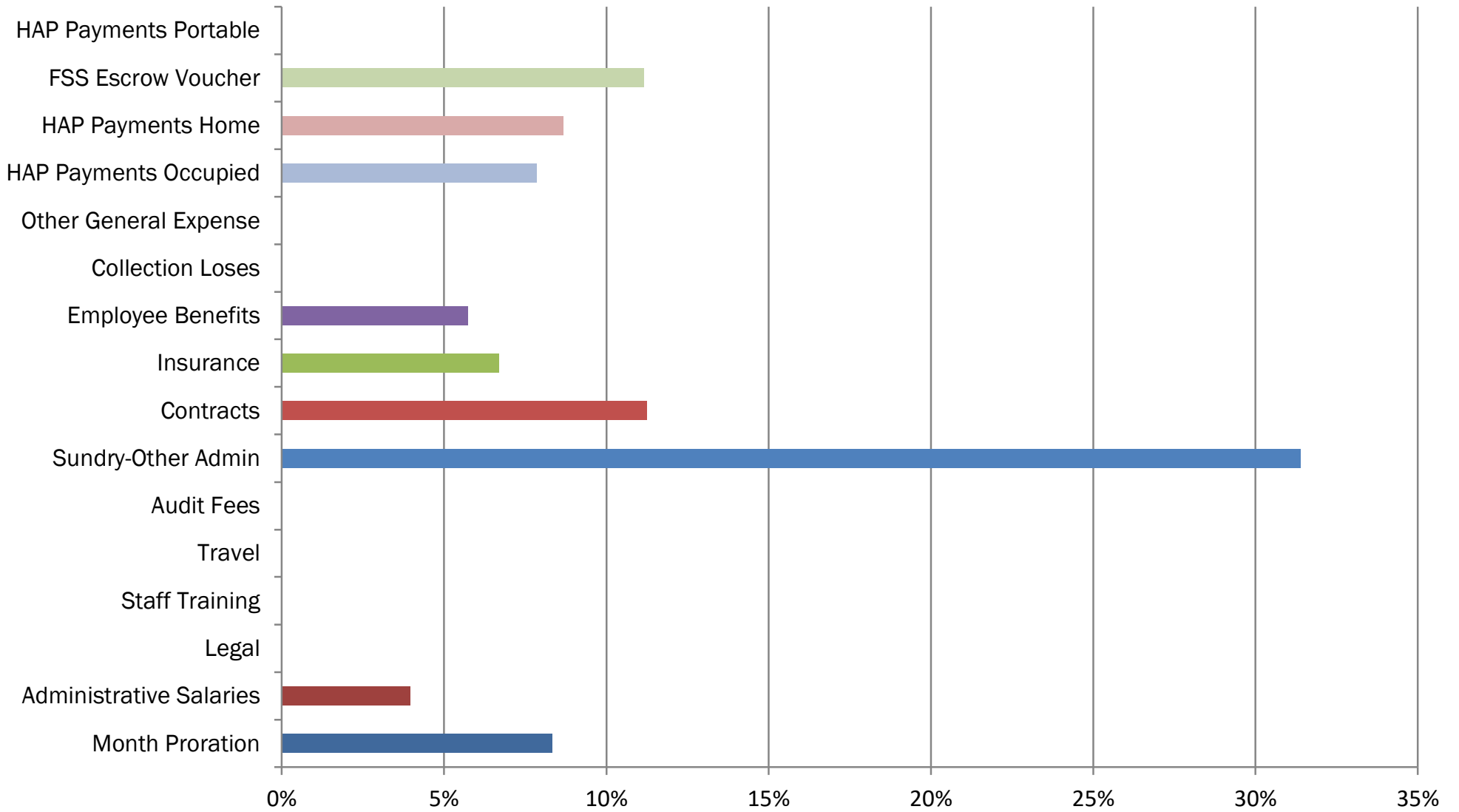
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January 2024 YTD General Fund Expense/Annual Budget Comparison

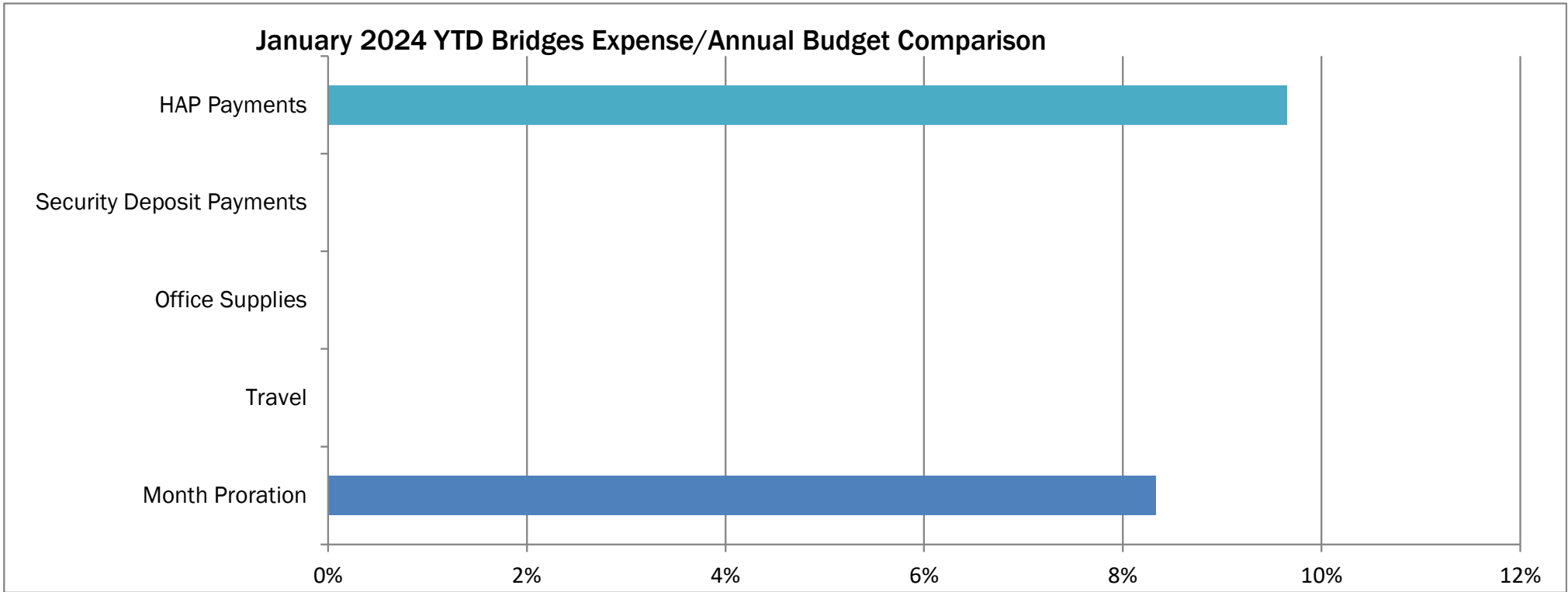




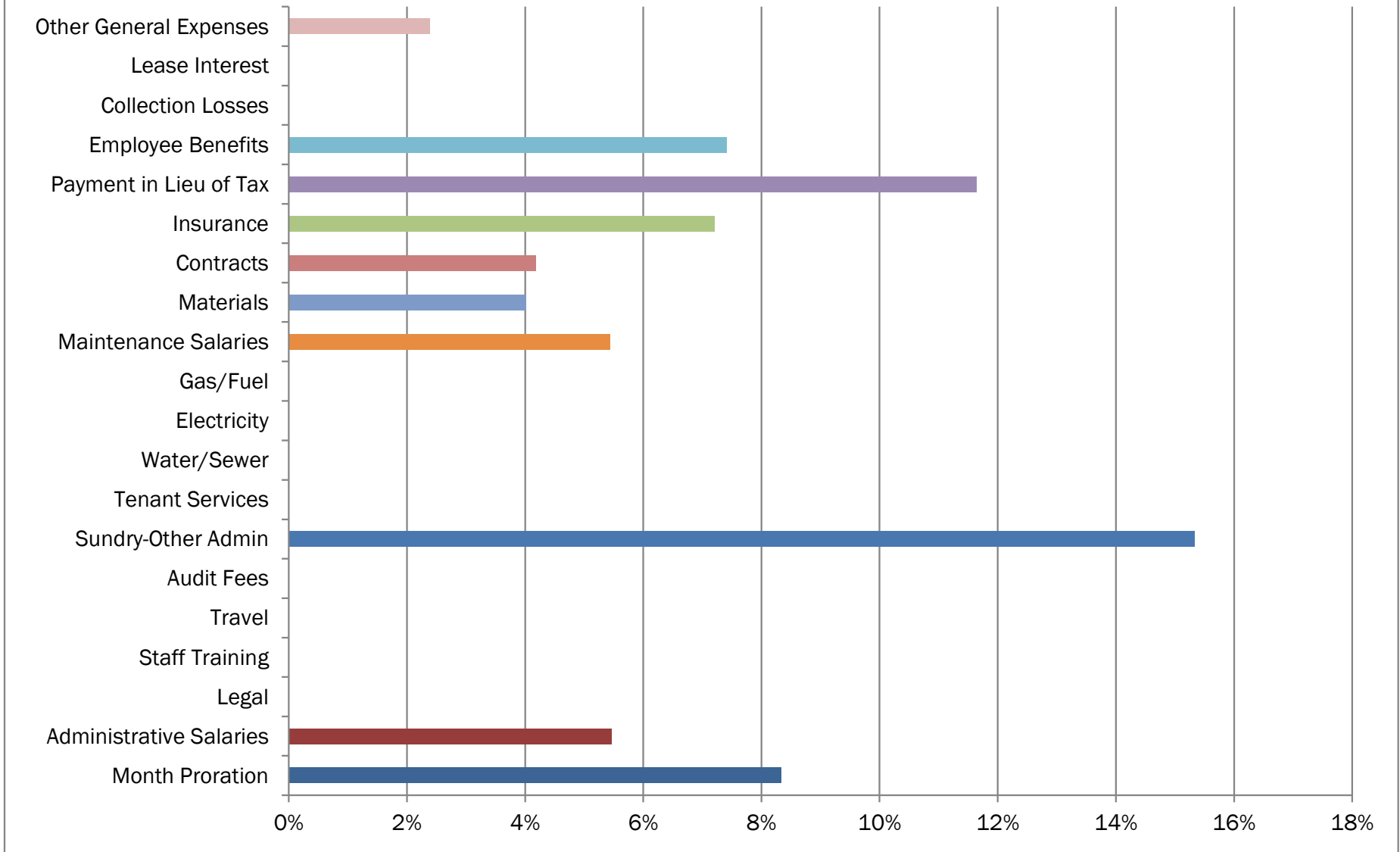
January 2024 YTD Housing Choice Voucher Expense/Annual Budget Comparison



Sundry-Other Admin: Postage for the year was purchased.

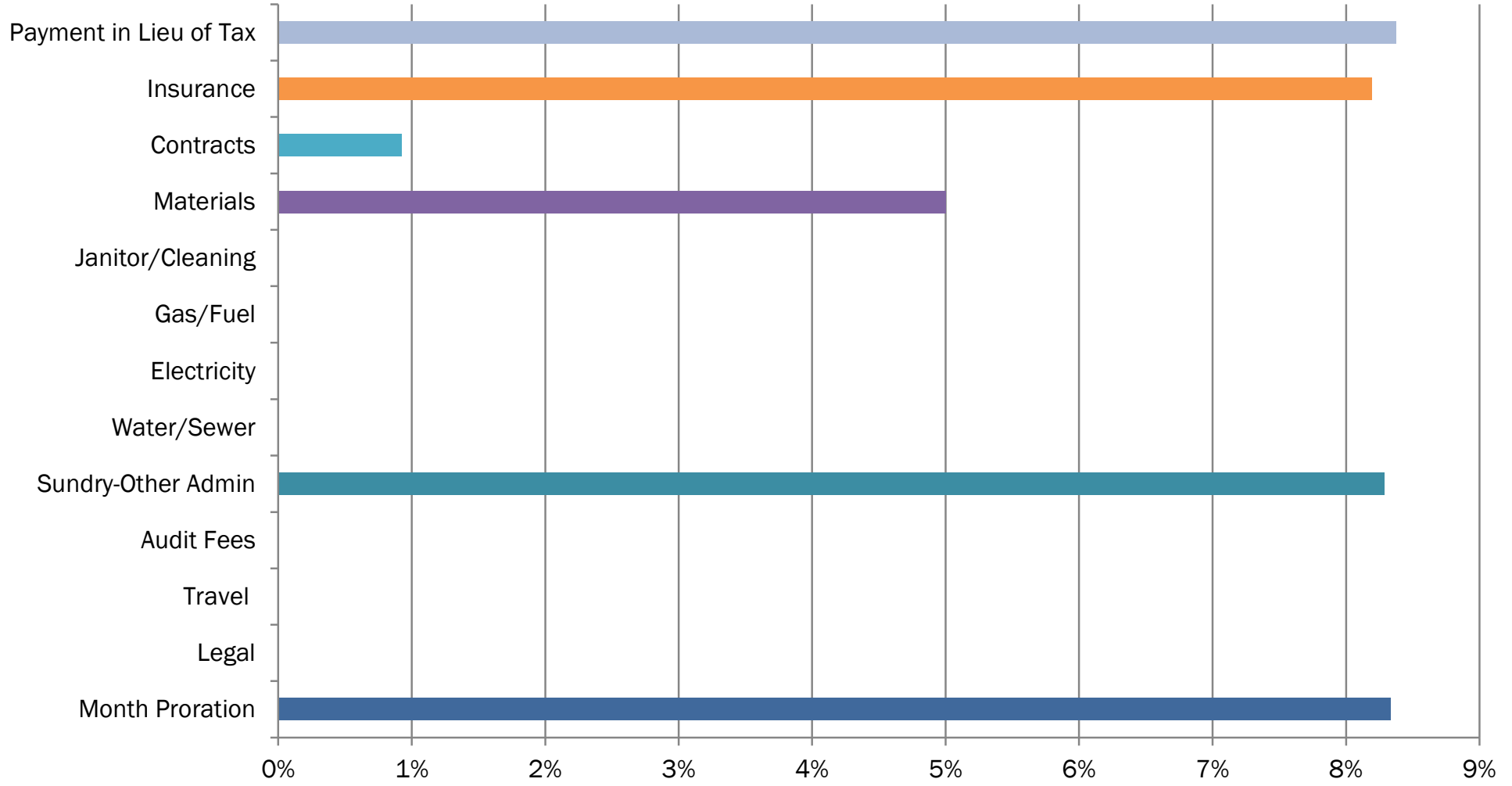


January 2024 YTD Public Housing Expense/Annual Budget Comparison



Sundry-Other Admin: Postage for the year was purchased.

January 2024 YTD Brainerd South Expense/Annual Budget Comparison



Date: 2/22/2024
Time: 8:12:22 AM
joe

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

	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-19,006.73	-19,006.73	-20,173.33	1,166.60
Interest Income	-1,768.58	-1,768.58	-416.67	-1,351.91
Other Income	0.00	0.00	-15,080.01	15,080.01
TOTAL INCOME	-20,775.31	-20,775.31	-35,670.01	14,894.70
EXPENSE				
Administrative				
Administrative Salaries	10,699.73	10,699.73	20,461.25	-9,761.52
Legal	0.00	0.00	166.67	-166.67
Staff Training	0.00	0.00	416.67	-416.67
Travel	0.00	0.00	41.67	-41.67
Sundry-Other Admin	597.16	597.16	774.99	-177.83
Total Administration	11,296.89	11,296.89	21,861.25	-10,564.36
Maintenance				
Maintenance Salaries	1,414.32	1,414.32	1,610.42	-196.10
Contracts	225.48	225.48	1,043.75	-818.27
Total Maintenance	1,639.80	1,639.80	2,654.17	-1,014.37
General				
TIF Expense	0.00	0.00	10.83	-10.83
Insurance	240.51	240.51	381.25	-140.74
Employee Benefits	7,378.11	7,378.11	9,002.49	-1,624.38
Other General Expense	0.00	0.00	2,083.33	-2,083.33
Total General	7,618.62	7,618.62	11,477.90	-3,859.28
TOTAL EXPENSE	20,555.31	20,555.31	35,993.32	-15,438.01
Net Income/Loss	-220.00	-220.00	323.31	-543.31

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Housing Rehab Operating Statement
January, 2024

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,000.00	-10,000.00	-27,041.67	17,041.67
Grant Admin Revenue	0.00	0.00	-375.00	375.00
TOTAL INCOME	-10,000.00	-10,000.00	-27,416.67	17,416.67
EXPENSE				
Administrative				
Administrative Salaries	7,510.56	7,510.56	8,335.42	-824.86
Legal	0.00	0.00	83.33	-83.33
Staff Training	0.00	0.00	416.67	-416.67
Travel	0.00	0.00	116.67	-116.67
Other Admin Exp	17.50	17.50	530.84	-513.34
Total Administration	7,528.06	7,528.06	9,482.93	-1,954.87
Maintenance				
Contracts	100.00	100.00	15,000.00	-14,900.00
Total Maintenance	100.00	100.00	15,000.00	-14,900.00
General				
Insurance	0.00	0.00	51.67	-51.67
Employee Benefits	2,748.68	2,748.68	2,875.01	-126.33
Total General	2,748.68	2,748.68	2,926.68	-178.00
TOTAL EXPENSE	10,376.74	10,376.74	27,409.61	-17,032.87
Net Income/Loss	376.74	376.74	-7.06	383.80

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

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-152,126.00	-152,126.00	-158,053.33	5,927.33
Admin Fees Earned	-22,575.00	-22,575.00	-28,495.83	5,920.83
Interest Income	-84.56	-84.56	-8.33	-76.23
Other Income	0.00	0.00	-2,458.33	2,458.33
TOTAL INCOME	-174,785.56	-174,785.56	-189,015.82	14,230.26
EXPENSE				
Administrative				
Administrative Salaries	8,939.31	8,939.31	18,849.17	-9,909.86
Legal	0.00	0.00	225.00	-225.00
Staff Training	0.00	0.00	416.67	-416.67
Travel	0.00	0.00	125.00	-125.00
Sundry-Other Admin	1,945.64	1,945.64	516.66	1,428.98
Total Administration	10,884.95	10,884.95	20,132.50	-9,247.55
Maintenance				
Contracts	3,376.02	3,376.02	2,500.00	876.02
Total Maintenance	3,376.02	3,376.02	2,500.00	876.02
General				
Insurance	437.07	437.07	545.00	-107.93
Employee Benefits	6,673.49	6,673.49	9,714.58	-3,041.09
Collection Losses	0.00	0.00	208.33	-208.33
Other General Expense	0.00	0.00	90.00	-90.00
Total General	7,110.56	7,110.56	10,557.91	-3,447.35
HAP Payments				
HAP Payments Occupied	136,334.00	136,334.00	144,579.58	-8,245.58
HAP Payments Home	2,725.00	2,725.00	2,617.92	107.08
FSS Escrow Voucher	12,533.00	12,533.00	9,362.50	3,170.50
HAP Payments Portable	0.00	0.00	1,493.33	-1,493.33
Total HAP	151,592.00	151,592.00	158,053.33	-6,461.33
TOTAL EXPENSE	172,963.53	172,963.53	191,243.74	-18,280.21
Net Income/Loss	-1,822.03	-1,822.03	2,227.92	-4,049.95

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**Bridges Program
 Bridges Operating Statement
 January, 2024**

	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-7,333.00	-7,333.00	-6,666.67	-666.33
Admin Revenue	-876.00	-876.00	-800.00	-76.00
Operating Transfer	0.00	0.00	762.50	-762.50
Total Income	-8,209.00	-8,209.00	-6,704.17	-1,504.83
EXPENSE				
Administrative				
Travel	0.00	0.00	33.33	-33.33
Office Supplies	0.00	0.00	4.17	-4.17
Total Administration	0.00	0.00	37.50	-37.50
General				
Security Deposit Pmts	0.00	0.00	333.33	-333.33
HAP Payment to Landlords	7,333.00	7,333.00	6,333.33	999.67
Total General	7,333.00	7,333.00	6,666.66	666.34
TOTAL EXPENSE	7,333.00	7,333.00	6,704.16	628.84
Net Income/Loss	-876.00	-876.00	-0.01	-875.99

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Brainerd HRA
Public Housing Operating Statement
January, 2024

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating				
Dwelling Rental	-73,456.00	-73,456.00	-71,197.50	-2,258.50
Excess Utilities	0.00	0.00	-325.00	325.00
Operating Subsidy	-25,140.00	-25,140.00	-32,448.75	7,308.75
Investment Interest	-2,053.01	-2,053.01	-333.33	-1,719.68
Other Income	-975.32	-975.32	-8,043.33	7,068.01
Other Income Tenants	-1,432.00	-1,432.00	-2,133.75	701.75
Lease Revenue	-15,769.62	-15,769.62	-8,937.50	-6,832.12
Capital Fund Income	0.00	0.00	-5,500.00	5,500.00
Laundry Income	-2,037.00	-2,037.00	-1,648.33	-388.67
TOTAL INCOME	-120,862.95	-120,862.95	-130,567.49	9,704.54
EXPENSE				
Administrative				
Administrative Salaries	18,870.16	18,870.16	28,765.83	-9,895.67
Legal	0.00	0.00	1,000.00	-1,000.00
Staff Training	0.00	0.00	1,166.67	-1,166.67
Travel	0.00	0.00	83.33	-83.33
Sundry-Other Admin	3,479.19	3,479.19	1,891.66	1,587.53
Total Administration	22,349.35	22,349.35	32,907.49	-10,558.14
Tenant Services				
Rec Public and Other	0.00	0.00	412.50	-412.50
Total Tenant Services	0.00	0.00	412.50	-412.50
Utilities				
Water/Sewer	0.00	0.00	7,556.66	-7,556.66
Electricity	0.00	0.00	7,076.67	-7,076.67
Gas/Fuel	0.00	0.00	5,348.75	-5,348.75
Total Utilities	0.00	0.00	19,982.08	-19,982.08
Maintenance				
Labor	10,875.14	10,875.14	16,673.34	-5,798.20
Materials	1,204.24	1,204.24	2,500.00	-1,295.76
Contracts	10,784.22	10,784.22	21,486.65	-10,702.43
Total Maintenance	22,863.60	22,863.60	40,659.99	-17,796.39
General				
Insurance	8,070.07	8,070.07	9,323.33	-1,253.26
Payment in Lieu of Tax	3,374.60	3,374.60	2,416.67	957.93
Employee Benefits	17,400.01	17,400.01	19,562.07	-2,162.06
Collection Losses	0.00	0.00	758.33	-758.33
Lease Interest	0.00	0.00	24.17	-24.17
Other General Expense	133.95	133.95	467.50	-333.55
Total General	28,978.63	28,978.63	32,552.07	-3,573.44
TOTAL EXPENSE	74,191.58	74,191.58	126,514.13	-52,322.55
Net Income/Loss	-46,671.37	-46,671.37	-4,053.36	-42,618.01

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Brainerd South Operating Statement
January, 2024

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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-24,195.00	-24,195.00	-24,523.33	328.33
Rental Supplement	-4,584.00	-4,584.00	-4,602.50	18.50
Investment Interest	-2,121.40	-2,121.40	-833.33	-1,288.07
Other Income	-125.00	-125.00	-550.00	425.00
Laundry Income	-1,015.75	-1,015.75	-675.00	-340.75
TOTAL INCOME	-32,041.15	-32,041.15	-31,184.16	-856.99
EXPENSE				
Administrative				
Legal	0.00	0.00	250.00	-250.00
Travel	0.00	0.00	8.33	-8.33
Sundry-Other Admin	4,601.09	4,601.09	4,625.00	-23.91
Total Administration	4,601.09	4,601.09	4,883.33	-282.24
Utilities				
Water	0.00	0.00	1,640.00	-1,640.00
Electricity	0.00	0.00	491.67	-491.67
Gas/Fuel	0.00	0.00	2,102.50	-2,102.50
Labor	0.00	0.00	2,375.00	-2,375.00
Materials	1,512.50	1,512.50	2,520.84	-1,008.34
Contracts	673.75	673.75	6,091.66	-5,417.91
Total Maintenance	2,186.25	2,186.25	10,987.50	-8,801.25
General				
Insurance	3,359.53	3,359.53	3,416.67	-57.14
Payment in Lieu of Tax	962.76	962.76	958.33	4.43
Total General	4,322.29	4,322.29	4,375.00	-52.71
TOTAL EXPENSE	11,109.63	11,109.63	24,480.00	-13,370.37
Net Income/Loss	-20,931.52	-20,931.52	-6,704.16	-14,227.36

**January 2024
Prior Year
Comparative Operating Statements**

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Brainerd HRA
General Fund Operating Statement
January, 2024

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	YTD 2024	YTD 2024 Budget	YTD 2023	YTD 2022
General Fund Operating INCOME				
Management Fees	-19,006.73	-20,173.33	-15,886.71	-14,466.26
Interest Income	-1,768.58	-416.67	-414.18	-3.14
Other Income	0.00	-15,080.01	0.00	0.00
TOTAL INCOME	-20,775.31	-35,670.01	-16,300.89	-14,469.40
EXPENSE				
Administrative				
Administrative Salaries	10,699.73	20,461.25	7,169.31	6,036.99
Legal	0.00	166.67	0.00	0.00
Staff Training	0.00	416.67	0.00	0.00
Travel	0.00	41.67	0.00	0.00
Sundry-Other Admin	597.16	774.99	256.88	1,265.60
Total Administration	11,296.89	21,861.25	7,426.19	7,302.59
Maintenance				
Maintenance Salaries	1,414.32	1,610.42	565.81	662.38
Contracts	225.48	1,043.75	1,795.19	240.99
Total Maintenance	1,639.80	2,654.17	2,361.00	903.37
General				
TIF Expense	0.00	10.83	0.00	0.00
Insurance	240.51	381.25	411.65	229.38
Employee Benefits	7,378.11	9,002.49	7,077.01	5,579.27
Other General Expense	0.00	2,083.33	0.00	0.00
Total General	7,618.62	11,477.90	7,488.66	5,808.65
TOTAL EXPENSE	20,555.31	35,993.32	17,275.85	14,014.61
Net Income/Loss	-220.00	323.31	974.96	-454.79

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

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	YTD 2024	YTD 2024 Budget	YTD 2023	YTD 2022
Housing Rehab Operating				
INCOME				
Other Income	-10,000.00	-27,041.67	-10,000.00	-47,446.10
Grant Admin Revenue	0.00	-375.00	0.00	0.00
TOTAL INCOME	-10,000.00	-27,416.67	-10,000.00	-47,446.10
EXPENSE				
Administrative				
Administrative Salaries	7,510.56	8,335.42	8,325.05	6,822.26
Legal	0.00	83.33	0.00	0.00
Staff Training	0.00	416.67	0.00	0.00
Travel	0.00	116.67	0.00	0.00
Other Admin Exp	17.50	530.84	2,357.32	2,483.25
Total Administration	7,528.06	9,482.93	10,682.37	9,305.51
Maintenance				
Contracts	100.00	15,000.00	21,365.00	138.00
Total Maintenance	100.00	15,000.00	21,365.00	138.00
General				
Insurance	0.00	51.67	367.49	0.00
Employee Benefits	2,748.68	2,875.01	3,366.19	3,135.23
Total General	2,748.68	2,926.68	3,733.68	3,135.23
TOTAL EXPENSE	10,376.74	27,409.61	35,781.05	12,578.74
Net Income/Loss	376.74	-7.06	25,781.05	-34,867.36

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

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	YTD 2024	YTD 2024 Budget	YTD 2023	YTD 2022
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-152,126.00	-158,053.33	-127,750.00	-121,157.00
Admin Fees Earned	-22,575.00	-28,495.83	-19,580.00	-19,003.00
Interest Income	-84.56	-8.33	-9.20	-0.08
Other Income	0.00	-2,458.33	-1,064.00	0.00
TOTAL INCOME	-174,785.56	-189,015.82	-148,403.20	-140,160.08
EXPENSE				
Administrative				
Administrative Salaries	8,939.31	18,849.17	11,703.19	10,364.95
Legal	0.00	225.00	0.00	0.00
Staff Training	0.00	416.67	0.00	0.00
Travel	0.00	125.00	0.00	0.00
Sundry-Other Admin	1,945.64	516.66	293.11	1,903.95
Total Administration	10,884.95	20,132.50	11,996.30	12,268.90
Maintenance				
Contracts	3,376.02	2,500.00	5,044.32	282.80
Total Maintenance	3,376.02	2,500.00	5,044.32	282.80
General				
Insurance	437.07	545.00	519.94	410.51
Employee Benefits	6,673.49	9,714.58	9,110.63	8,192.44
Collection Losses	0.00	208.33	0.00	0.00
Other General Expense	0.00	90.00	94.20	81.92
Total General	7,110.56	10,557.91	9,724.77	8,684.87
HAP Payments				
HAP Payments Occupied	136,334.00	144,579.58	148,994.00	107,203.00
HAP Payments Home	2,725.00	2,617.92	2,405.00	2,848.00
FSS Escrow Voucher	12,533.00	9,362.50	8,079.00	3,352.00
HAP Payments Portable	0.00	1,493.33	2,440.00	1,795.00
Total HAP	151,592.00	158,053.33	161,918.00	115,198.00
TOTAL EXPENSE	172,963.53	191,243.74	188,683.39	136,434.57
Net Income/Loss	-1,822.03	2,227.92	40,280.19	-3,725.51

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Bridges Program PY
Bridges Operating Statement
January, 2024

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	YTD 2024	YTD 2024 Budget	YTD 2023	YTD 2022
Bridges Operating				
INCOME				
HAP Received MHFA	-7,333.00	-6,666.67	-3,831.00	0.00
Admin Revenue	-876.00	-800.00	-540.00	0.00
Operating Transfer	0.00	762.50	0.00	0.00
Total Income	-8,209.00	-6,704.17	-4,371.00	0.00
EXPENSE				
Administrative				
Travel	0.00	33.33	0.00	0.00
Office Supplies	0.00	4.17	0.00	0.00
Total Administration	0.00	37.50	0.00	0.00
General				
Security Deposit Pmts	0.00	333.33	0.00	0.00
HAP Payment to Landlords	7,333.00	6,333.33	3,831.00	3,848.00
Total General	7,333.00	6,666.66	3,831.00	3,848.00
TOTAL EXPENSE	7,333.00	6,704.16	3,831.00	3,848.00
Net Income/Loss	-876.00	-0.01	-540.00	3,848.00

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Brainerd HRA
Public Housing Operating Statement
January, 2024

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	YTD 2024	YTD 2024 Budget	YTD 2023	YTD 2022
Public Housing Operating INCOME				
Dwelling Rental	-73,456.00	-71,197.50	-67,752.00	-64,084.00
Excess Utilities	0.00	-325.00	0.00	0.00
Operating Subsidy	-25,140.00	-32,448.75	-24,916.00	-31,030.00
Investment Interest	-2,053.01	-333.33	-375.89	41.43
Other Income	-975.32	-8,043.33	-9,249.00	-13,695.50
Other Income Tenants	-1,432.00	-2,133.75	-2,087.00	-6,671.73
Lease Revenue	-15,769.62	-8,937.50	-12,607.96	0.00
Capital Fund Income	0.00	-5,500.00	0.00	0.00
Laundry Income	-2,037.00	-1,648.33	-1,734.25	-1,570.00
TOTAL INCOME	-120,862.95	-130,567.49	-118,722.10	-117,009.80
EXPENSE				
Administrative				
Administrative Salaries	18,870.16	28,765.83	17,022.20	16,160.12
Legal	0.00	1,000.00	0.00	0.00
Staff Training	0.00	1,166.67	125.55	0.00
Travel	0.00	83.33	0.00	0.00
Sundry-Other Admin	3,479.19	1,891.66	3,177.96	5,261.11
Total Administration	22,349.35	32,907.49	20,325.71	21,421.23
Tenant Services				
Rec Public and Other	0.00	412.50	0.00	0.00
Total Tenant Services	0.00	412.50	0.00	0.00
Utilities				
Water/Sewer	0.00	7,556.66	0.00	0.00
Electricity	0.00	7,076.67	0.00	0.00
Gas/Fuel	0.00	5,348.75	0.00	8,812.61
Total Utilities	0.00	19,982.08	0.00	8,812.61
Maintenance				
Labor	10,875.14	16,673.34	9,467.63	12,086.72
Materials	1,204.24	2,500.00	545.92	1,697.95
Contracts	10,784.22	21,486.65	9,251.30	7,066.74
Total Maintenance	22,863.60	40,659.99	19,264.85	20,851.41
General				
Insurance	8,070.07	9,323.33	8,456.58	7,095.19
Payment in Lieu of Tax	3,374.60	2,416.67	3,353.78	2,474.00
Employee Benefits	17,400.01	19,562.07	17,094.27	19,218.35
Collection Losses	0.00	758.33	0.00	0.00
Lease Interest	0.00	24.17	0.00	0.00
Other General Expense	133.95	467.50	133.95	0.00
Total General	28,978.63	32,552.07	29,038.58	28,787.54
TOTAL EXPENSE	74,191.58	126,514.13	68,629.14	79,872.79
Net Income/Loss	-46,671.37	-4,053.36	-50,092.96	-37,137.01

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Brainerd South Operating Statement
January, 2024

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	YTD 2024	YTD 2024 Budget	YTD 2023	YTD 2022
Brainerd South Operating				
INCOME				
Dwelling Rental	-24,195.00	-24,523.33	-21,045.00	-20,653.00
Rental Supplement	-4,584.00	-4,602.50	-4,240.60	-4,039.00
Investment Interest	-2,121.40	-833.33	-601.32	8.19
Other Income	-125.00	-550.00	-1,765.00	-2,125.00
Laundry Income	-1,015.75	-675.00	-675.75	-651.75
TOTAL INCOME	-32,041.15	-31,184.16	-28,327.67	-27,460.56
EXPENSE				
Administrative				
Legal	0.00	250.00	0.00	0.00
Travel	0.00	8.33	0.00	0.00
Sundry-Other Admin	4,601.09	4,625.00	3,672.93	3,748.86
Total Administration	4,601.09	4,883.33	3,672.93	3,748.86
Utilities				
Water	0.00	1,640.00	0.00	0.00
Electricity	0.00	491.67	0.00	0.00
Gas/Fuel	0.00	2,102.50	0.00	3,503.78
Total Utilities	0.00	4,234.17	0.00	3,503.78
Maintenance				
Labor	0.00	2,375.00	0.00	47.01
Materials	1,512.50	2,520.84	1,375.00	1,250.00
Contracts	673.75	6,091.66	2,448.29	3,237.46
Total Maintenance	2,186.25	10,987.50	3,823.29	4,534.47
General				
Insurance	3,359.53	3,416.67	2,888.07	2,807.64
Payment in Lieu of Tax	962.76	958.33	961.44	740.76
Total General	4,322.29	4,375.00	3,849.51	3,551.99
TOTAL EXPENSE	11,109.63	24,480.00	11,345.73	15,339.10
Net Income/Loss	-20,931.52	-6,704.16	-16,981.94	-12,121.46

Brainerd Housing and Redevelopment Authority
Payment Summary Report
January 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
1/11/2024	2256	Harpers Payroll Service	\$10,319.42
1/11/2024	2257	Health Savings Accounts	\$3,073.43
1/11/2024	2258	Harpers Payroll Service	\$85.42
1/11/2024	2259	Security Benefit	\$4,938.23
1/11/2024	2260	Minnesota State Retirement System	\$904.12
1/5/2024	2261	Payroc LLC	\$277.73
1/25/2024	2262	Health Savings Accounts	\$906.75
1/25/2024	2263	Harpers Payroll Service	\$11,338.58
1/25/2024	2264	Harpers Payroll Service	\$294.61
1/25/2024	2265	Security Benefit	\$5,302.18
1/25/2024	2266	Minnesota State Retirement System	\$918.76
1/5/2024	2267	90 Degree Benefits Inc.	\$20,289.76
1/2/2024	25992	HDS, LLC DBA Kanso Software	\$170.00
1/2/2024	25993	Lewis Software Associates, LLC	\$469.90
1/2/2024	25994	MRI Software LLC	\$5,550.07
1/2/2024	25995	Nan McKay & Associates Inc	\$419.00
1/2/2024	25996	IP Networks	\$339.00
1/2/2024	25997	Tenant Refund	\$26.00
1/11/2024	25998	Brainerd Public Utilities	\$12,795.46
1/11/2024	25999	CIGNA Health & Life Insurance Company	\$683.90
1/11/2024	26000	CenturyLink	\$111.74
1/11/2024	26001	Culligan	\$25.50
1/11/2024	26002	Dearborn National	\$225.41
1/11/2024	26003	Handyman's, Inc.	\$856.65
1/11/2024	26004	Holden Electric Company Inc	\$241.50
1/11/2024	26005	Life Insurance Company of North America	\$61.13
1/11/2024	26006	MCIT	\$2,763.00
1/11/2024	26007	MN Elevator, Inc.	\$876.24
1/11/2024	26008	MRI Software LLC	\$125.00
1/11/2024	26009	NAHRO	\$1,032.00
1/11/2024	26010	Philadelphia Insurance Companies	\$1,941.00
1/11/2024	26011	Postmaster	\$3,960.00
1/11/2024	26012	Rasinski Total Service, LLC	\$250.66
1/11/2024	26013	Ratwik, Roszak & Maloney, P.A.	\$2,706.00
1/11/2024	26014	SCR Northern	\$1,219.23
1/11/2024	26015	State Chemical Solutions	\$134.10
1/11/2024	26016	The Hartford	\$265.25
1/11/2024	26017	Upland Advertising and Design LLC	\$125.00
1/11/2024	26018	VSP	\$42.70
1/11/2024	26019	Waste Partners, Inc.	\$3,419.09
1/25/2024	26020	Abriter PLLC	\$464.20
1/25/2024	26021	Atlas Abstract & Title	\$100.00
1/25/2024	26022	Borden Steinbauer Krueger & Knudson, PA	\$590.00
1/25/2024	26023	Brainerd Lakes Area Economic Development	\$44,800.00
1/25/2024	26024	Brainerd Public Utilities	\$3,478.91
1/25/2024	26025	Bremer Bank Credit Card	\$364.82
1/25/2024	26026	CIGNA Health & Life Insurance Company	\$683.90
1/25/2024	26027	CTC	\$883.42
1/25/2024	26028	CenterPoint Energy	\$8,796.11
1/25/2024	26029	CliftonLarsonAllen LLP	\$2,940.00
1/25/2024	26030	Cuyuna Range Economic Development Inc.	\$12,875.00
1/25/2024	26031	DW Jones	\$227.85
1/25/2024	26032	Dacotah Paper Co	\$1,076.56
1/25/2024	26033	Dearborn National	\$225.41
1/25/2024	26034	Granite Pest Control, LLC	\$319.00
1/25/2024	26035	Hillyard / Hutchinson	\$256.30
1/25/2024	26036	Housing Auth Risk Retention Group	\$102.00
1/25/2024	26037	LandWex LLC	\$968.70
1/25/2024	26038	Life Insurance Company of North America	\$61.13
1/25/2024	26039	Northern Concrete Lifting	\$950.00
1/25/2024	26040	Paper Storm	\$52.00
1/25/2024	26041	Park Supply, Inc.	\$243.98
1/25/2024	26042	SS Lawn & Landscaping	\$75.00
1/25/2024	26043	Strike Painting & Finishing	\$1,150.00

**Brainerd Housing and Redevelopment Authority
 Payment Summary Report
 January 2024**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
1/25/2024	26044	The Hartford	\$261.75
1/25/2024	26045	Thelen Heating and Roofing, Inc.	\$5,292.00
1/25/2024	26046	Viking Electric Supply, Inc	\$39.96
		Report Total	\$186,761.52



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Feb-21-2023
Re: Housing Choice Voucher Report

HCV Report

- Through January, our Unit Months Leased (UML) is 7.79% and HAP utilization is 7.2%.
- We notified 50 households from the HCV waiting list in January. Notifications will continue on a monthly basis at least through the next several months in an effort to increase our voucher usage rate.
- Please see attached report.

Bridges Report

- We have 12 families on the program with a monthly HAP payment of \$7,333.00
- Please see attached report.

Family Self-Sufficiency (FSS) Report

- We have 53 families on the program and 28 families currently escrowing a total of \$12,533.00 per month.
- Please see attached report.

No Action Requested; Discussion Items

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Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	325
January Move-ins	7
January Move-outs	0
January Vouchers - looking for housing	24
January Vouchers - first day of month	304
Average Vouchers to date	304
Unit Months Leased	7.79%
HAP Utilization through 1/31/2024	7.2%
HAP Payments	\$137,740
<u>Reasons For Leaving Program</u>	
Voluntarily Left	0
Terminated	0
Port	0
<u>Revenue</u>	
Housing Assistance Payment (HAP)	\$152,126
January HUD Administrative Fee	\$22,575
<u>Port Out Vouchers</u>	0
	\$0
<u>Homeownership</u>	6
Homeownership HAP	\$2,748
<u>FYI Vouchers</u>	0
FYI Vouchers HAP	\$0
<u>Length of Time on Program</u>	
< 1 year	8%
< 2 years	26%
< 3 years	8%
< 4 years	7%
< 5 years	8%
> 5 years	42%
<u>Demographics</u>	
Elderly Households	111
Disabled/Handicapped Households	165
Families with Children	101
Average Annual Income	\$16,633
Average HAP	\$455
<u>Waiting List Total</u>	
Crow Wing County Preference	115
Non Preference	95

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To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Manager
 Date: Feb-21-2024
 Re: Housing Management Report

Vacancy Report for January 2024

Please see attachment.

Monthly Property Performance Report for January 2024

Please see attachment.

Valley View Townhomes Update

Occupancy: 95% Move Ins: 0
 (2BR) Move Outs: 1

Screenings: 6

Waiting List: 161 (2BR) & 62 (3BR)
**Staff are in the process of a waiting list update which is expected to reduce these numbers significantly.*

ROSS Program Updates

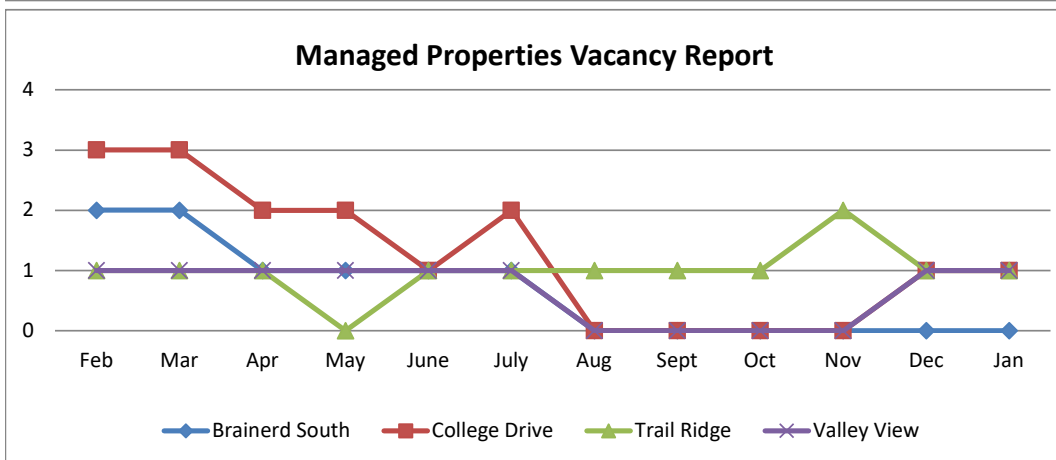
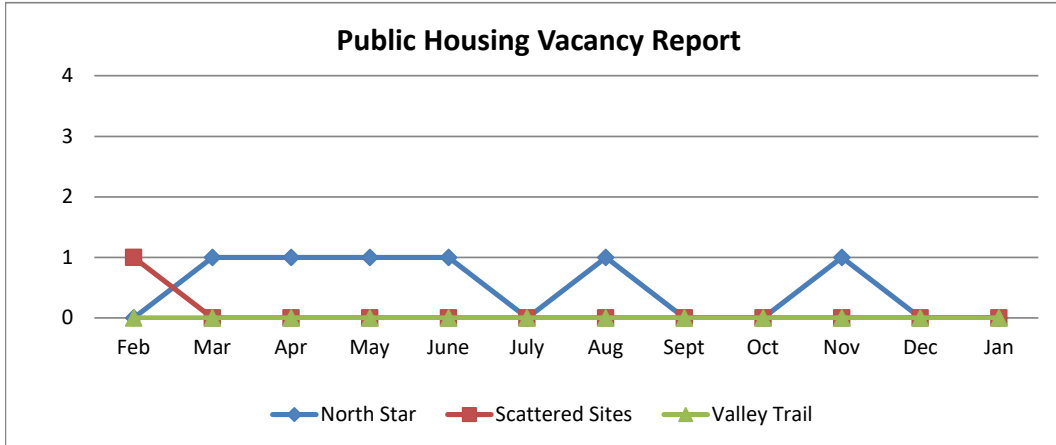
- 16 active participants in the ROSS program; 1 newly enrolled and 1 exited participants
- 2 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - SNAP Food Boxes: 26 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 13 residents; 250 frozen meals (10 - 30 each); elderly tenants only
- North Star Resident Council
 - Advertising for the mid-February meet-n-greet with previous tenant council members and new tenants interested in participating in upcoming activities. Trying to establish an Executive Committee, determine what training is necessary for new committee members, and work on event scheduling for 1st quarter.

No Action Requested; Discussion Items

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Brainerd HRA 2024 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	0	0	0	0	1	1	1
Jan %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	5.56%	5.00%
Feb 28								
Feb %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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	1	1	1
%	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	5.56%	5.00%



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report January 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	32
Applications Placed on PH Wait List	12
Applications Denied	3

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	94	3	3	0
2 bdrm	14	31	0	0	0
3 bdrm	24	16	0	0	0
4 bdrm	5	3	0	0	0
TOTAL	203	144	3	3	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	0	0
Move-Outs	1	1

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
n/a			

7. Recertifications

Interim Recertifications	9
Annual Recertifications	3
Completed for this month	12

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?	No
If yes, please enter date	n/a

9. Lease Enforcements

Lease warnings/violations issued	10
30-day lease terminations	2

10. Evictions

Resident	Reason	Summons Date	Judgment Action
n/a			

11. Non-Emergency Work Orders

Beginning Balance	5
Received	86
Closed	88
Ending Balance	3
Total Completed Work Orders for Year	88

12. Emergency Work Orders

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

13. Rent Collection

	This Month
Rent Charges	74,040
Other Charges	1,396
Total New Charges	75,436
Arrears, tenants in possession	1,223

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	966
Current Rent Charges	74,040
Current Rent Collections	73,075
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	4,155
Prior Rent Charges	853,699
Collection Rate	100%



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

SE Brainerd SCDP Application

The environmental review is complete and Kristin has gotten the Request for Release Of Funds published and will start marketing after the RROF (Request Release of Funds) period is over.

MHFA Rehab

We received an inquiry for a rehab loan in Motley and Kristin is working through the process, but it appears they would be eligible. It is just a few blocks away from the current rehab project we have in process in Motley now.

Surveillance Project

Holden Electric is scheduled to start the project the first week in March.

Flooring IFB (Invitation for Bid)

We received two bids for flooring installation and will sign contracts with both vendors to form a pool which will allow us to have more flexibility when the lowest priced vendor is unable to meet our time frames.

Concrete and Landscaping at North Star Apartments

We are working with TKDA (Architecture and Engineering Firm) to develop bidding documents to correct some concrete spalling, landscaping issues, replace sidewalk and curbing that is buckling in the parking lot, construct a recycling enclosure to the east of the main entrance, enclose the bike area for better security and establish a fenced pet area. We hope to release the project for bidding in early April.

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.

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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 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
Owner Occupied Rehab		1						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									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	1							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: February 28th, 2024
 Re: Executive Director Report

Update on 805 Laurel St Redevelopment Project

On February 13th the Crow Wing County HRA board approved the funding request submitted by DW Jones Inc through the housing trust fund. This funding approval is one of the last large matching funding requests that the developer needed ahead of their application for the Minnesota Housing Workforce Development Program. The RFP has been released for the program and the developer is working towards getting all the necessary documentation ready and the deadline for submitting the proposal is April 30th. We will continue to work with the developer on timelines for when our agency will begin the process of establishing the TIF district that was approved in 2023 and that will likely start in late spring to early summer of this year.

Bring It Home – State Voucher Program Update

At our regional directors meeting on February 21st we had the opportunity to listen to Jennifer Bergman and Debra Shaff with Minnesota Housing talk about the Bring it Home State Voucher Program that is currently being developed. The program guidelines are currently being written and the anticipated release date for the RFP is June 1st. Their team is working on the specific funding that will be available to each of the 71 agencies that currently administer a federal HCV program and the funding amounts will be available just prior to the RFP being released. We will have the opportunity to review the program guidance and make a recommendation to the board on how or if the agency would like to administer this program. MN NAHRO is also working with MN Housing on this program roll out to hopefully ensure that the funding model is adequate to ensure that the housing authorities across the state do find value in accepting the funding and vouchers. Staff will continue to track the progress of the program as we look at the impact this program will have on our agency. We are hopeful that the funding will allow for an additional staff member to be brought in to help administer this program.

Developer Meetings

On February 16th, community development director James Kramvik and I met with a developer from Tapestry Companies, based out of the twin cities. They have identified Brainerd as being a place of interest for their company to develop either an affordable housing project or a senior living project. We drove their representative around the City to identify both City owned properties as well as for sale private properties. If they can find a suitable parcel, they would be looking at applying for a LIHTC project as early as July of this year. An application such as this would need the support of the council as well as the HRA board along with community engagement, but it is exciting that a new developer has identified Brainerd as a community that they believe could support a project such as this. They have

requested that the HRA look at the potential of project-based vouchers in support of such an application which staff will review. Staff will look at what is needed to add this program to our HCV admin plan in the next few months so that we would be able to utilize this tool to support any potential new or existing housing projects that would request it.

No Action Requested; Discussion Items