



Brainerd HRA Board of Commissioners Meeting
Wednesday, June 26th, 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
 - a. Approval of Agenda for Board Mtg. dated June 26th, 2024
4. APPROVAL OF MINUTES (*Attachment 1*) Pg. 3
 - a. Approval of Minutes from Regular Board Mtg. on May 15th, 2024
5. UNFINISHED BUSINESS
 - a. Strategic Goals Review (*Attachment 2*) Pg. 5
6. NEW BUSINESS
 - a. Wage Study Update (*Attachment 3*) Pg. 11
 - b. Brainerd Lakes Chamber of Commerce Annual Contribution (*Attachment 4*) Pg. 13
 - c. Northstar Improvement Project (*Attachment 5*) Pg. 17
7. BILLS & COMMUNICATIONS
 - a. Financial Report (*Attachment 6*) Pg. 21
 - b. HCV Report (*Attachment 7*) Pg. 53
 - c. Housing Management Report (*Attachment 8*) Pg. 57
 - d. Rehab Programs Report (*Attachment 9*) Pg. 63
 - e. Executive Director Report (*Attachment 10*) Pg. 65
8. COMMISSIONER COMMENTS
9. NEXT MEETING: Wed. July 24th, 2024
10. 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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Brainerd HRA BOARD MEETING MINUTES

Wednesday, May 15th, 2024 @ 9:00am

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 9:00 a.m., Wednesday, May 15th, 2024.

1. **CALL TO ORDER:** Chair Duval called the meeting to order at 9:00 a.m.
2. **ROLL CALL:** Present: Commissioners, Michael Duval, Wayne Erickson, Kevin Yeager, Katie Deblock, & Allie Verchota. Absent: Gabe Johnson, Janet Decker. Guest: None
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:
Moved and seconded by Commissioners Yeager and Erickson to approve the agenda for Wednesday, May 15th, 2024, as presented. All commissioners were in favor, and none were opposed. The amended agenda was approved.
4. APPROVAL OF MINUTES:
Moved and seconded by Commissioners Verchota and Deblock to approve the minutes from the April 24th, 2024, regular board meeting. All commissioners were in favor, and none were opposed. The minutes were approved.
5. UNFINISHED BUSINESS:
6. NEW BUSINESS:
7. BILLS & COMMUNICATIONS:
 - a. **Financial Report:**
Young presented the Financial Reports for April 2024 and supporting information.
Commissioner Erickson moved to approve the payments as presented for April 2024. Commissioner Yeager 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 for HCV, Bridges, and Family Self-Sufficiency and supporting information.

c. **Housing Management Report:**

Fortune presented the following reports, supporting information, and updates: April Vacancy, Property Performance, Valley View Townhomes, North Star, and Ross Program.

d. **Rehab Programs Report:**

Schommer presented his reports and supporting information highlighting the Surveillance, Concrete and Landscaping (North Star), and Current Rehab Projects in process.

e. **Executive Director Report:**

Charpentier presented his report detailing Partnerships for Affordable Housing, Developer Interest in Buffalo Hills Park Project, and Tax Forfeit Properties.

8. COMMISSIONER COMMENTS: None

9. ADJOURN:

Commissioner Verchota made a motion to adjourn the meeting. Commissioner Erickson seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 9:48 a.m.



To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: June 26th, 2024
Re: Strategic Planning Update

We have updated the status of the goals that we have been working on in the past few months. As we review this quarterly it will be helpful for staff to get feedback and/or guidance from the board to ensure we are making any priority adjustments as we work towards fulfilling these goals. This will continue to help guide staff on our path forward. Many of these goals will be ongoing throughout this two-year cycle, but there could be shifts in the priority as we work through these.

Action Requested: No action requested, for informational purposes and general discussion.

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2022 – 2024 Brainerd HRA Goals and Action Steps Status Report

Goal	Action Steps	Status
Goal 1: Workforce Retention and Development – High Priority	Maintain stable workforce – focus on retention and additions.	<i>Ongoing and continual – Added Rental Assistant Specialist 1/24. Staff is researching steps to address a wage study for the agency</i>
	Support well-trained, competent, and professional workforce.	<i>Continue to offer and encourage in person and online training for staff</i>
	Succession planning – transfer of institutional knowledge preserved and applied through cross-training.	<i>Mid Priority, ongoing.</i>
	Monitor staff capacity and well-being while managing 3 HRA's.	<i>Continually evaluating each department's capacity and searching for growth opportunities.</i>
Goal 2: Intentional Decisions for Properties to be Redeveloped	City acquisition of former state hospital site.	<i>Lower Priority, City staff will be re-engaging the state about this land and future potential for development</i>
	Possible development/redevelopment in south Brainerd.	<i>Mills property sold to private entity, whippoorwill site sold, possible development of North 20 acres of ISD 181 land adjacent to Buffalo Hills Park</i>
	Washington Street redevelopment and SCDP grant.	<i>High priority, scheduled for 2026. City municipal consent given in March of 2023. Staff will work to put together a competitive Small Cities Grant. Preapplication will be due in fall of 2024 with an application to follow in spring of 2025</i>
	Use available resources to optimize redevelopment success.	<i>Ongoing, working with the City, the EDA, ISD 181 and the County regarding possible land sites for development</i>
	Update housing study and needs.	<i>As needed, lower priority. Looking at funding opportunities to update within the next 2-3 years</i>
Goal 3: Engage Developers	Guide and mentor developers to greater successes through our expertise.	<i>Continue to meet with developers to market the City of Brainerd and the developable areas for housing. Worked</i>

		<i>with City staff to create a developable land document to share with developers in February of '23 and the EDA has published a new website for City owned properties</i>
	Identify potential clients within nonprofit organizations.	<i>Continue to work with partners such as LAHFH to identify and develop housing opportunities.</i>
	Utilize available funding and resources.	<i>Bring It Home legislation in '23 appropriated \$1 Billion in housing aid to a number of established and new programs. SAHA funding, State Voucher program, infrastructure grants are just a few of the new programs that we are tracking and will be helping developers apply for funding.</i>
	Continually review financial impact on HRA and increase revenue.	<i>High Priority, continuing to evaluate our programs and if there are ways to add revenue streams. Statewide voucher program will be one new program that will add revenue to the agency.</i>
	Use technology to make programs and opportunities known and easier to access.	<i>Updated stock presentation slides for the agency with updates for our rehab programs and development programs is in progress</i>
Goal 4: Acquire Lands	Explore capacity to acquire large tract of land and sell smaller parcels to developers.	<i>Mid Priority – Potentially utilize the CWC HTF in future years depending on availability.</i>
	Creation of more housing: especially 1- and 2-bedroom units.	<i>High Priority. Working with multiple developers on projects they are working towards for development and redevelopment within the City of Brainerd. 805 Laurel St project, Outlot F project, Buffalo Hills Park Project</i>
	Increase senior level living and meet the needs of increasing boomer retirees.	<i>High Priority – Working with a developer, Tapestry Companies, who is interested in a tax credit project involving senior living in SW Brainerd. This project is currently proposed on ISD 181 property</i>
	Explore housing needs and types of housing that are lacking.	<i>Ongoing. Looking at funding options for updating our housing study in the next 2-3 years to keep the data fresh.</i>

Goals 5: Build efficiencies within the 3 – 4 HRA's within Crow Wing County – (Low priority as time allows)	Discover efficiencies and reduce duplications resulting in possible budget savings.	<i>Looking at finding more efficiencies between CWC, Crosby and Brainerd to optimize Brainerd staff time.</i>
	Investigate combining to one agency.	<i>Lower priority, This is not actively being pursued</i>
	Collaborate on more housing available across the HRA's.	<i>Ongoing</i>
	Keep abreast of HUD issues and changes.	<i>Ongoing, attending webinars, in person training and regional groups for information sharing. HOTMA, NSPRIE and HIP are new initiatives from HUD that are or will be implemented during 2024/2025</i>
	Collaborate and communicate with our elected officials.	<i>High priority, continue to attend City Council meetings, work with City staff on housing priorities within the City and the EDA.</i>

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To: Brainerd HRA Board Members
 From: Karen Young, Finance Director
 Date: June 13, 2024
 Re: Wage Study Update

At the April meeting, the board directed staff to move forward with performing a wage study comparison and presenting a few different options to the board. The following information has been gathered relative to this initiative:

St. Cloud HRA Study

We received the St. Cloud HRA wage study results along with the job descriptions used and surveyed in the study. We were able to generally crosswalk similar positions to their study except for our housekeeper position. The peer groups surveyed are overall larger than our agency.

Wage Study Consulting Proposals

- David Drown and Associates (DDA) – Responded to my inquiry that their firm is currently overwhelmed with work and would not be able to take on this project.
- Baker Tilly – I am corresponding with the consultant to define the scope of work to receive a cost analysis for the proposed services.
- Ehlers – Received a response and am waiting for the correct contact to respond to my inquiry.
- Nelrod – Received a response and inquired regarding their process in conducting a wage survey. Their firm would perform the study only using our zip code and/or using agencies/industries within CWC. This provides a comparison only to the HRA's within CWC and does not address Pay Equity.

Sourcewell Funding

Sourcewell offers Consultant Reimbursement Services for Local Governments which can reimburse 50% of costs incurred up to \$10,000 per fiscal year per entity for consulting services. A wage study would be an eligible use of the funds. Sourcewell does have funds budgeted for this program for the 2025 fiscal year and the budget should be approved by the board this month. The funds are awarded on a first come, first served basis while funds exist and could possibly be used to help defray the costs of hiring a consultant.

Action Requested: Discussion item, no action requested.

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: June 26th, 2024
Re: Contract for Services between the Brainerd Lakes Chamber and the Brainerd HRA

As a public agency, we are not allowed to pay dues to the Chamber of Commerce. However, municipalities have been able to enter into a Contract for Services for services rendered through their local Chambers.

The Brainerd Lakes Chamber of Commerce has spent a considerable amount on revitalization efforts in downtown Brainerd including Destination Downtown and the Small Business Revolution. The chamber has also been involved with hosting town hall type meetings regarding the Washington St reconstruction that will be occurring in 2026 as well as hosting forums centered around the need for housing, childcare, and workers in the City as well as the region. These community forums help provide important feedback for the City as well as the HRA as we look at our strategic goals to create more affordable housing and redevelopment opportunities. I would recommend renewing the Contract for Services with the Brainerd Lakes Chamber to support their efforts.

Attached is the request and invoice from the Chamber for the Contract for Services and a Suggested Voluntary Contribution for Facilities and Technology. Staff would recommend a \$280 Contract for Services.

Lastly, we have historically brought this request to the board, likely due to the fact that this is not a typical chamber membership request. Seeing as this contract is well under the procurement threshold for board authorization we do not see this as an item that would need special board authorization or a resolution moving forward.

Action Requested: Authorize the Contract for Services between the Brainerd Lakes Chamber of Commerce and the Brainerd HRA.

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BRAINERD LAKES

Chamber of Commerce

EXPLOREBRAINERDLAKES.COM

MAY 28 2024
MAY 28 2024

May 15, 2024

Housing & Redevelopment Authority
Karen Young
324 E River Road
Brainerd MN 56401

Dear Karen,

Thank you in advance for renewing your membership!

Please know that you are part of something truly special in Minnesota. Because more than 1,000 local businesses and organizations choose to team up and support each other, the Lakes Area stands tall by maintaining one of the state's most active and effective Chambers of Commerce since 1882. It's just another reason to be "Lakes Proud."

On behalf of our Board of Directors, volunteer leaders and staff team, we're honored to work for you across all three of our Chambers—Brainerd Lakes, Crosslake and Pequot Lakes. Here is what your membership supports.

- Growing our economy by promoting regional tourism.
- Inspiring our communities to "keep it local" through the Lakes Proud campaign.
- Building business through thousands of online, phone and in-person referrals.
- Strengthening relationships by hosting more than 30 annual networking and social events.
- Growing our workforce by promoting jobs, training leaders, and introducing students to local career opportunities.
- Serving as the regional voice of business in government, especially through the COVID crisis.
- Keeping you informed of important news, opportunities and local happenings.

Remember to review your listing in the Chamber's online business directory, which is searched by more than 150,000 residents and tourists each year! Login at <https://business.brainerdlakeschamber.com/login> to update your business information, add a special promotion, or post a job. And as always, please let our team know if there is anything we can do to make you more successful.

We appreciate your ongoing support and look forward to serving our community together!

Matt Kilian, President
Brainerd Lakes Chamber of Commerce



**Brainerd Lakes
Administrative Office**
224 West Washington Street
Brainerd, MN 56401
(218) 829-2838

**Brainerd Lakes
Welcome Center**
7393 State Highway 371
Brainerd, MN 56401
(800) 450-2838



Crosslake Office
County Road 3 and Route 66
P.O. Box 315
Crosslake, MN 56442
(218) 692-1027



Pequot Lakes Office
30951 Government Drive
P.O. Box 208
Pequot Lakes, MN 56472
(218) 568-8911 or (800) 450-0291

MAY 28 2024

Brainerd Lakes Chamber of Commerce
224 West Washington Street
Brainerd, MN 56401
Tel (218) 829-2838
E-Mail info@explorebrainerdlakes.com



INVOICE 55848 PO NUMBER

5/15/2024

BILL TO

MESSAGE

Housing & Redevelopment Authority in and for the City of Brainerd,
MN
Karen Young
324 E River Road
Brainerd, MN 56401

QUANTITY	DESCRIPTION		UNIT PRICE	TOTAL
1	Contract for Services	Annual	280.00	280.00
1	Suggested Voluntary Contribution: Facilities & Technology	Annual	50.00	50.00

SUBTOTAL	330.00
SALES TAX	0.00
SHIPPING & HANDLING	0.00
TOTAL	330.00
PAYMENT/CREDIT/WRITE OFF/DISCOUNTS APPLIED	(0.00)
TOTAL DUE BY 7/1/2024	330.00

Thank you for your business!

[Submit payment online here](#)

Please return this portion with your payment.

Invoice #:55848

Member Name: Housing & Redevelopment Authority in and for the City of Brainerd, MN

Payment Amount: \$ _____

Payment Method: Check # _____ Credit Card

Make Checks Payable to Brainerd Lakes Chamber or enter credit card information below.

Credit Card #: _____ Exp. Date: _____

CVV Code: _____ Zip Code: _____

Name on Card: _____ Signature: _____



To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: June 13, 2024
 Re: Approval of Contract for Concrete and Landscaping Project at North Star Apartments

Due to receiving one bid for this project, we were required to receive HUD approval to move forward with awarding the contract. Staff submitted the documentation and received notification of HUD approval on June 13th, which is attached, allowing us to proceed with a contract.

The project was included in the approved 5-Year Action Plans for the years 2023 and 2024 from which Capital Fund Program (CFP) funding has been designated to complete the work. The bid included the base bid of the most critical repairs along with three alternates, landscaping improvements, a terraced retaining wall and pet enclosure which totaled \$1,039,000. In order to comply with procurement requirements, the alternates have to be deducted from the contract and also accepted in the order listed. Although we could complete the full project utilizing reserves, staff recommend it would be most prudent to accept alternate #1, removing all work associated with the pet enclosure to reduce the project total by \$95,000. The pet enclosure project could be completed next year as we receive additional funding.

Funding

We have \$1,013,450 available in Public Housing Capital Fund Program (CFP) funding designated for this project. Including the total project of \$1,039,000 and the estimated Architect and Engineering (A/E) fees of \$115,000, would leave us short of funding by (\$140,550). If we remove the first deduct alternate that is the pet enclosure for \$95,000, this reduces the funding gap to approximately (\$45,550).

Through May, we have approximately 8.6 months of Fund Balance for Public Housing (PH). Historically we have tried to maintain around six months of reserves for PH, but HUD gives us maximum ratio points for the Months Expendable Net Asset (MENAR) Ratio if we have at least four months of reserves. The amount above four months of required reserves calculates to approximately \$300,650.

If we proceed with the recommended deduction of the pet enclosure area, this means we would dip into PH reserves by approximately \$45,550. The current project amount does not include any contingency for unforeseen construction change orders and this would mean any additional costs would also have to come out of PH reserves. We will not receive additional CFP funding until sometime next spring.

The next deduct alternate following the pet enclosure is in the amount of \$215,000 for the terraced retaining wall. Removing this additional deduct alternate would reduce the scope of work by a significant portion of the total project. As such, it is staff recommendation to proceed with the total project except for the pet area which would be removed as the first deduct alternate. This decision does leave us vulnerable for our PH program if we were to have significant capital improvement needs arise over the next several months that weren't covered by insurance. This scenario is not anticipated, but we want the board to be fully aware of our PH finances before we proceed with the project as recommended.

Action Requested: Approve the contract with Urban Companies for \$944,000.00 for the Concrete and Landscaping Project at North Star Apartments and sidewalk replacement at the office building.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 Minneapolis Field Office
 Paul D. Wellstone Federal Building
 212 Third Avenue South, Suite 150
 Minneapolis, MN 55401

June 4, 2024

Eric Carpentier, Executive Director
 Brainerd HRA
 324 East River Road
 Brainerd, MN 56401

ATTENTION: Karen Young, Finance Director Brainerd HRA

SUBJECT: Noncompetitive Procurement for North Star Apartments Renovation and Site Improvements

Dear Mr. Carpentier:

This letter confirms receipt and review of an email request from Karen Young, dated May 9, 2024, for Noncompetitive Procurement of HRA Office Building Improvements and North Star Apartments Renovation and Site Improvements in Brainerd, MN.

It is our understanding that the Brainerd HRA requested offers from multiple sources, but only received one bid in response to the proposal. The Brainerd HRA's request for approval of a noncompetitive procurement contract award was considered in the light of procurement regulations found at 2 CFR 200 Subpart D.

HUD's Procurement Handbook has not yet been updated to conform with the new procurement regulations, but the approval process set out in the Procurement Handbook is still appropriate for these services given inadequate response to the solicitation with a single responsive proposal received. 2 CFR 200.320(c)(4) and (5) authorize a noncompetitive procurement to be awarded with approval from the Federal awarding agency, or "after solicitation of a number of sources, competition is determined inadequate." Thus, we concur with your request to enter into a contract with Urban Companies, LLC, for the North Star Apartments Renovation and Site Improvements project. Please also note that you follow documentation procedures in your policy Sections 5.5.2, Justification and 12, Contract Clauses as this project exceeds the state small purchase threshold as well as the Federal Simplified Acquisition Threshold.

If you have any questions, please contact Lori Lindberg, Office of Public Housing at 612-370-3088 or lori.lindberg@hud.gov.

Sincerely,

6/11/2024

X 

Lucia M. Clausen
 Director, Office of Public Housing
 Signed by: LUCIA CLAUSEN

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: June 13, 2024
Re: June Financial Report

Please find attached the financial information for May 2024.

Brainerd HRA General Fund Budget

Staff are preparing the 2025 General Fund budget that will be presented at the August board meeting.

CWC HRA Budget Presentation

We are presenting the 2025 CWC HRA budget to the CWC HRA Board on July 23rd. The approved budget will then be presented to the CWC Commissioners at the Budget Committee meeting on August 8th.

Crosby HRA Audit

The Crosby HRA audit fieldwork will be conducted by the auditors from CLA on June 25th.

Surveillance System Payment

In May we made the third payment of \$66,500 to Holden Electric for the surveillance system project. This project is funded by the Loss Prevention Grant through our insurer, Housing Authority Insurance (HAI) and this payment will be reimbursed through the grant.

Action Requested: Motion for approval of payments as presented.

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May 2024 Operating Account Balances

Property/Program	May 2023	April 2024	May 2024
General Fund	\$452,873.51	\$520,050.61	\$498,923.94
Housing Rehab Program	\$212,561.02	\$234,999.64	\$208,008.12
Bridges	\$3,347.90	\$3,464.84	\$4,259.80
Crow Wing County HRA	\$1,744,746.71	\$1,270,230.60	\$1,255,865.61
Public Housing	\$703,459.56	\$1,011,764.76	\$932,951.65
Valley View	\$0.00	\$309,911.79	\$322,635.49
Brainerd South	\$58,561.31	\$69,427.05	\$68,896.30
Housing Choice Voucher	\$59,350.59	\$166,598.87	\$161,348.77
Total	\$3,234,900.60	\$3,586,448.16	\$3,452,889.68

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Brainerd Housing & Redevelopment Authority

2024 Ratios (and December, 2023)

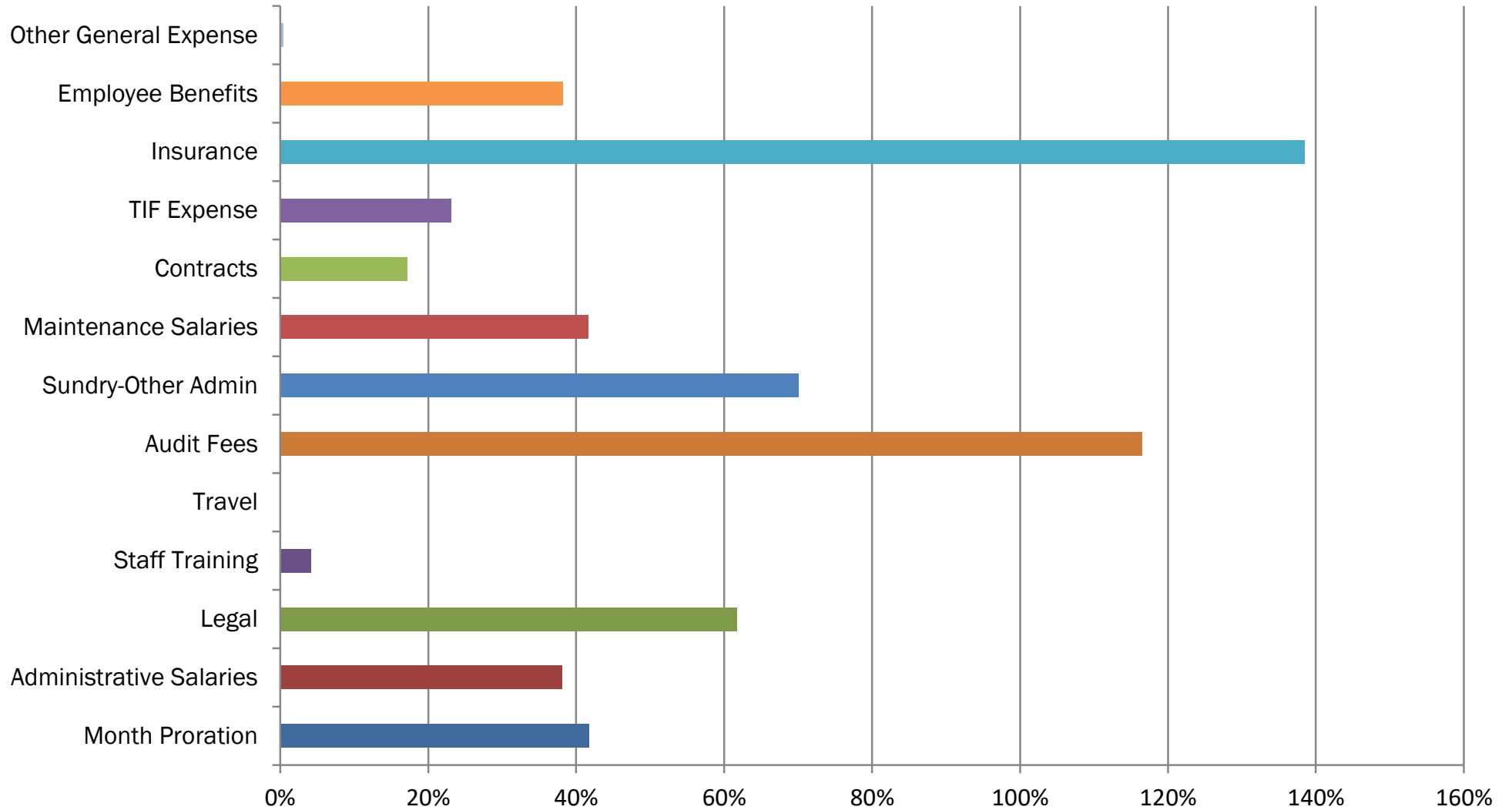
FASS Ratios	Max Pts	Scoring	Dec 2023 After YE JE, B4 audit	Jan	Feb	Mar	Apr	May
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00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

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

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

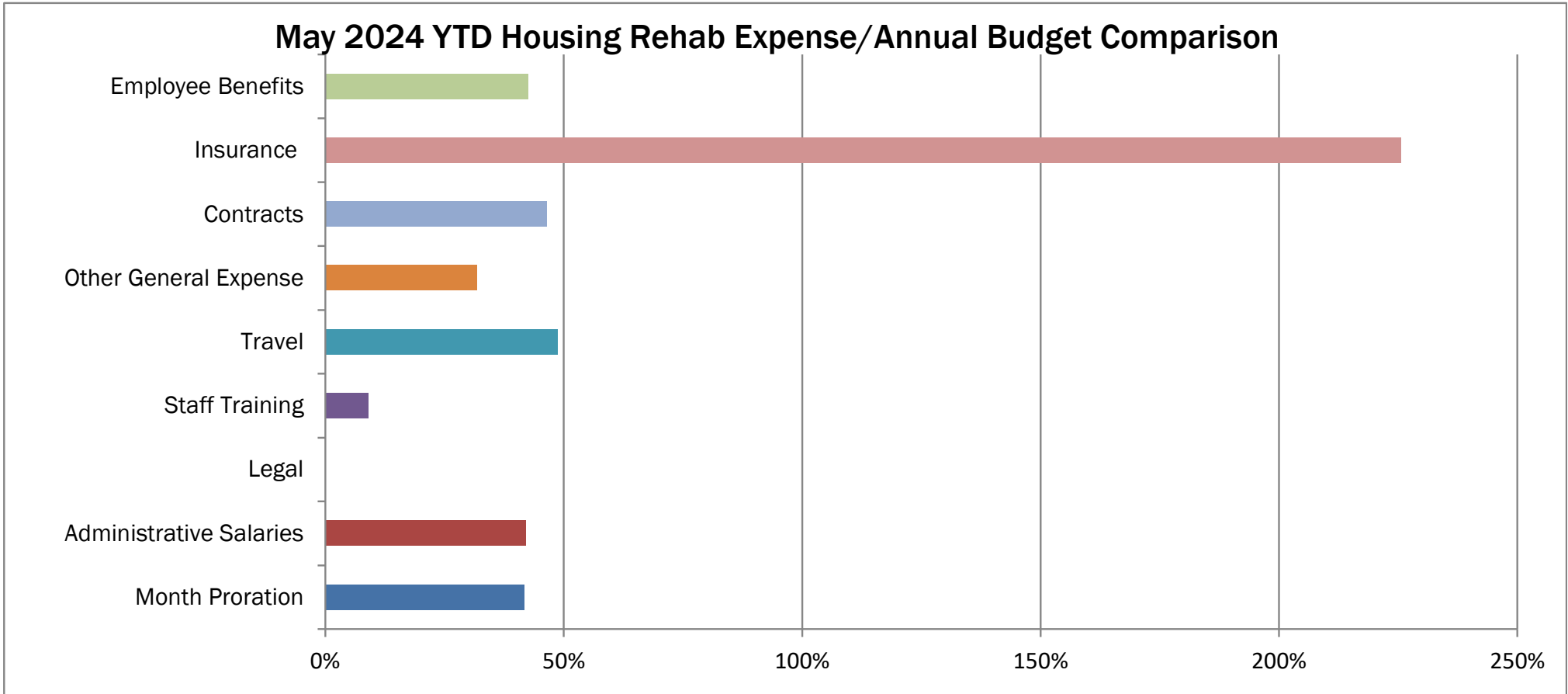
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May 2024 YTD General Fund Expense/Annual Budget Comparison



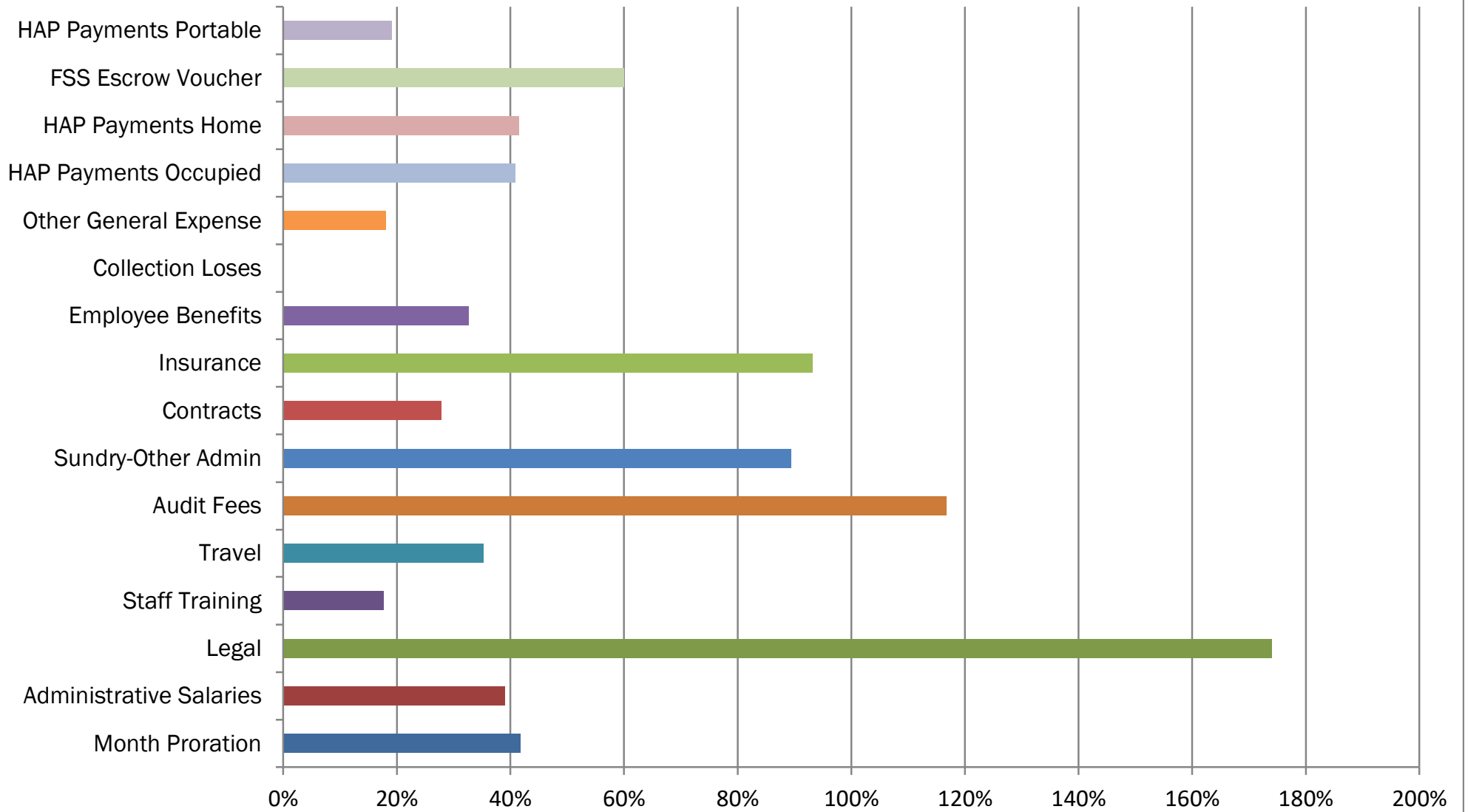
Audit Fees: The annual audit is complete. Billing in progress.
 Sundry-Other: Purchased 2 new computers.

Insurance: Work Comp rates increased due to a LMCIT change.
 Legal: Employee Policy Manual update.



Insurance: Work Comp rates increased due to a LMCIT change.

May 2024 YTD Housing Choice Voucher Expense/Annual Budget Comparison

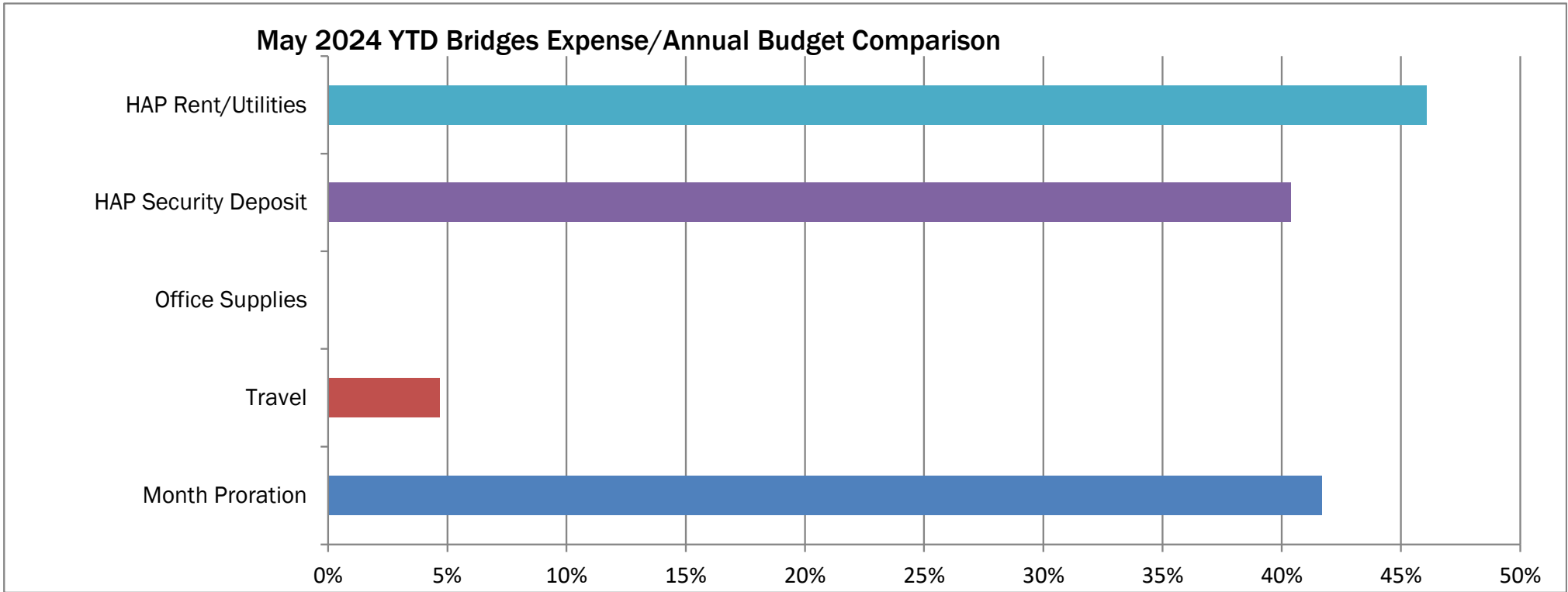


Legal: Employee policy manual update and employee issues.

Audit: The annual audit is complete.

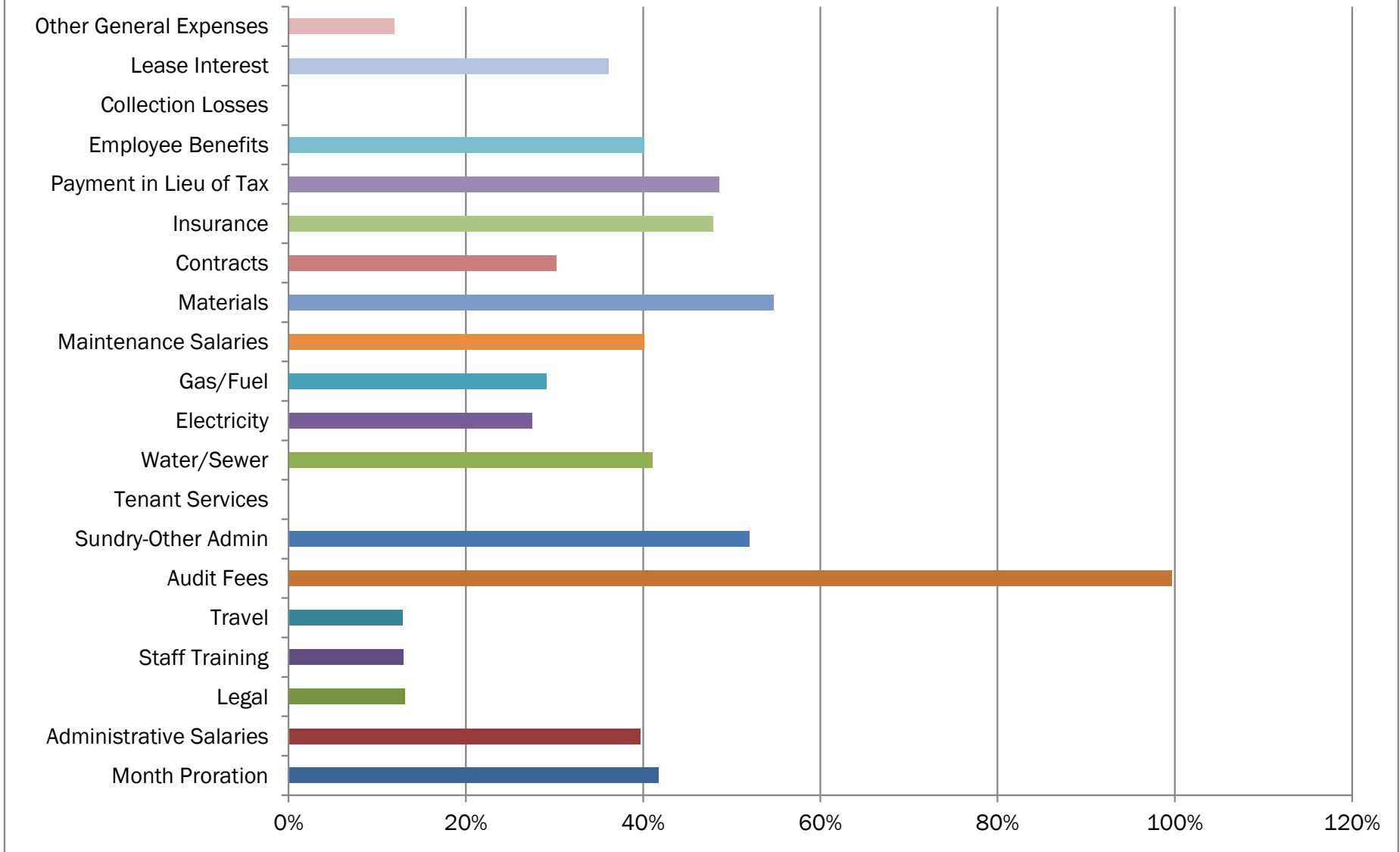
Sundry-Other Admin: Postage for the year was purchased. Purchased 2 new computers.

Insurance: Work Comp rates increased due to a LMCIT change.



Security Deposits: Paid 2 deposits

May 2024 YTD Public Housing Expense/Annual Budget Comparison



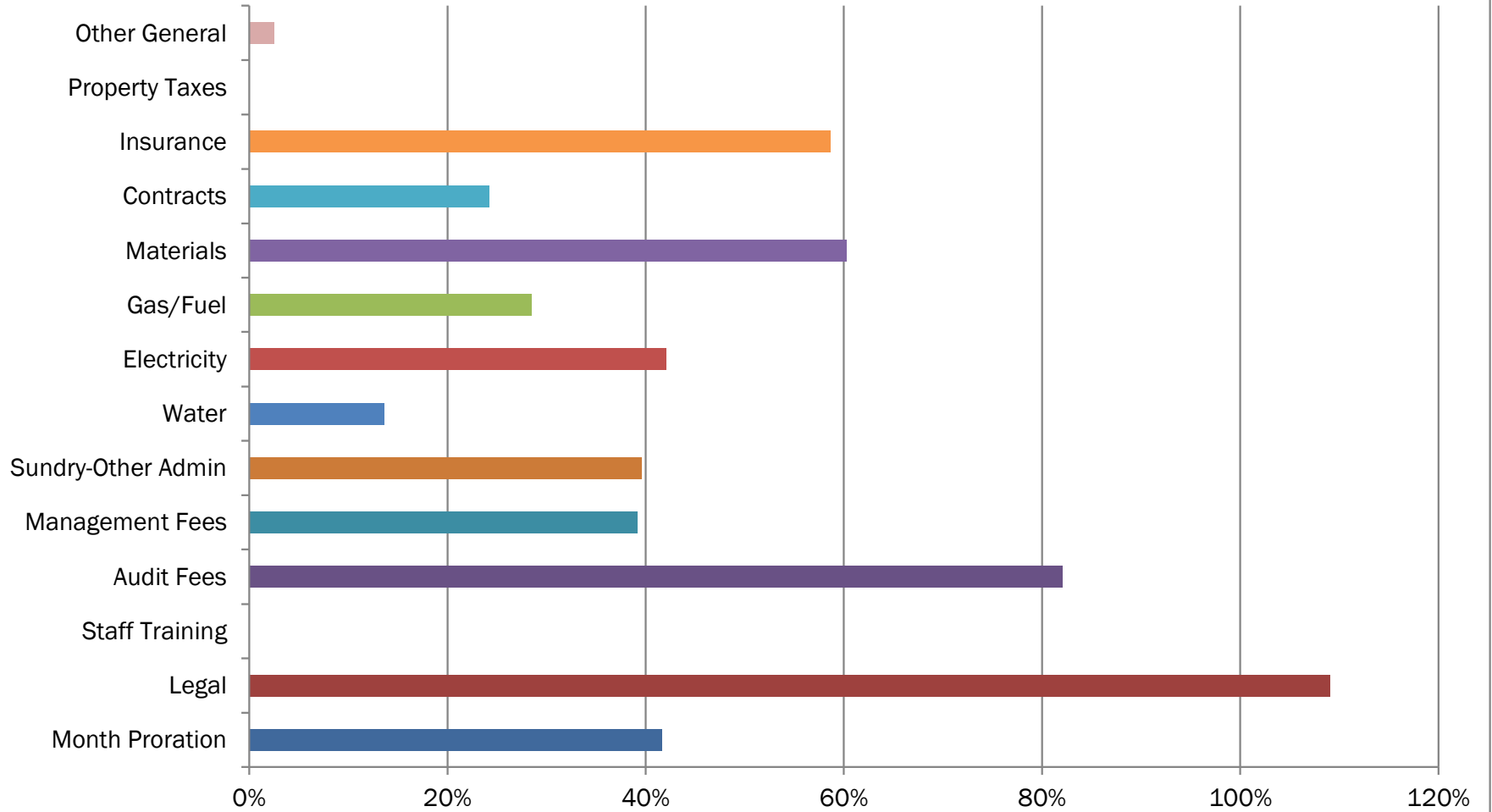
Audit: The annual audit is completed. Billing in progress

Sundry-Other Admin: Purchased annual postage and NAHRO membership. Purchased 2 new computers.

Materials: Purchased 14 refrigerators.

Insurance: Work Comp rates increased due to a LMCIT change.

May 2024 YTD Valley View Expense/Annual Budget Comparison



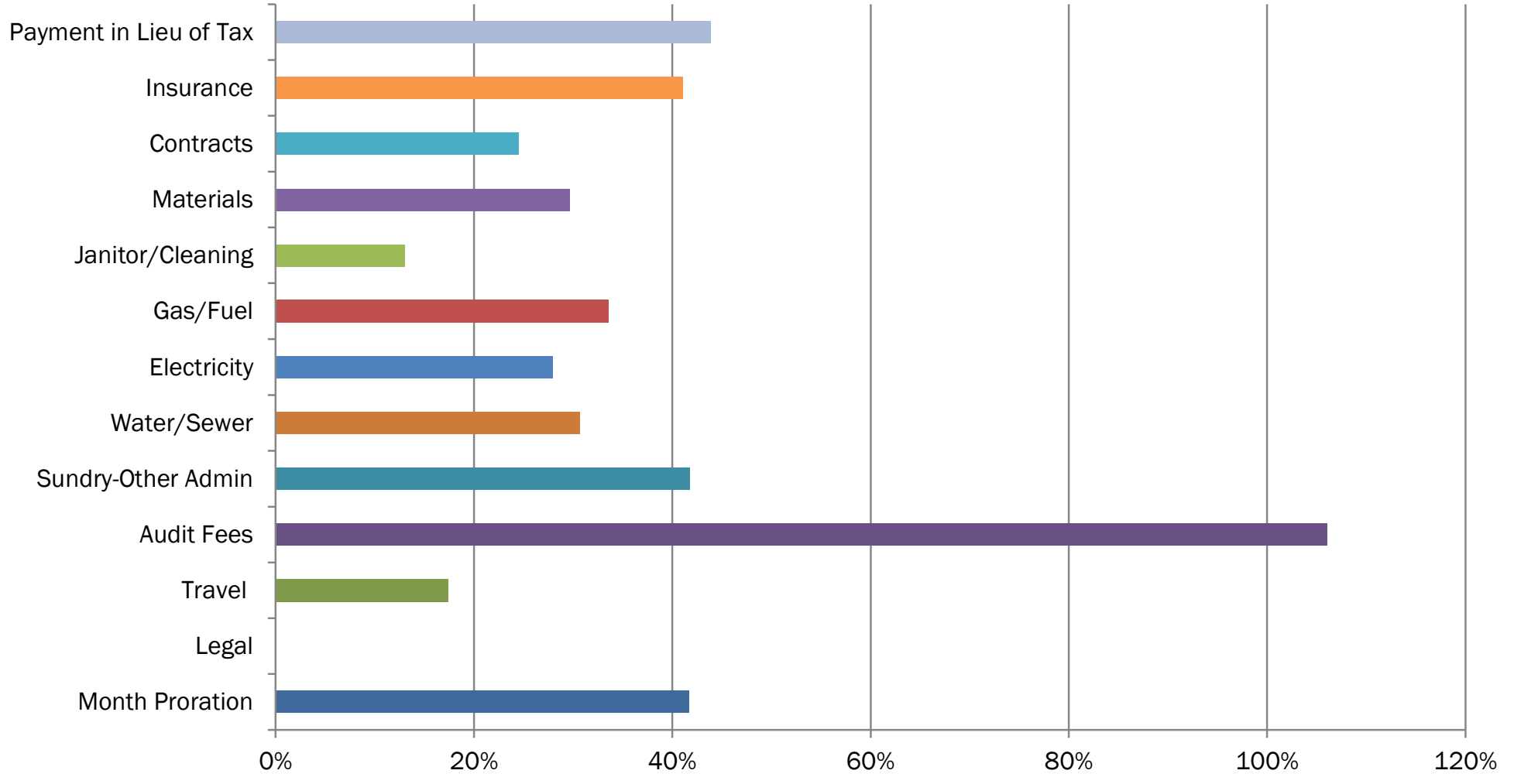
Audit: The annual audit is completed. Billing in progress.

Legal: Eviction Court

Materials: Purchased new interior doors for unit 739.

Insurance: New rates through Housing Authority Insurance.

May 2024 YTD Brainerd South Expense/Annual Budget Comparison



Audit: The annual audit is in process.

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Date: 6/13/2024
 Time: 7:53:44 AM
 joe

Brainerd HRA
General Fund Operating Statement
May, 2024

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

	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-21,463.62	-103,968.91	-100,866.65	-3,102.26
Interest Income	-2,697.18	-11,883.19	-2,083.35	-9,799.84
Other Income	-570.72	-1,963.14	-75,400.05	73,436.91
TOTAL INCOME	-24,731.52	-117,815.24	-178,350.05	60,534.81
EXPENSE				
Administrative				
Administrative Salaries	27,965.07	93,495.62	102,306.25	-8,810.63
Legal	655.50	1,233.92	833.35	400.57
Staff Training	0.00	208.00	2,083.35	-1,875.35
Travel	0.67	0.67	208.35	-207.68
Auditing Fees	0.00	9,899.10	8,500.00	1,399.10
Sundry-Other Admin	1,547.23	6,513.42	3,874.95	2,638.47
Total Administration	30,168.47	111,350.73	117,806.25	-6,455.52
Maintenance				
Maintenance Salaries	2,137.65	8,044.08	8,052.10	-8.02
Contracts	391.02	2,144.45	5,218.75	-3,074.30
Total Maintenance	2,528.67	10,188.53	13,270.85	-3,082.32
General				
TIF Expense	0.00	30.00	54.15	-24.15
Insurance	4,542.79	6,336.79	1,906.25	4,430.54
Employee Benefits	9,240.50	41,260.66	45,012.45	-3,751.79
Other General Expense	98.68	108.68	10,416.65	-10,307.97
Total General	13,881.97	47,736.13	57,389.50	-9,653.37
TOTAL EXPENSE	46,579.11	169,275.39	188,466.60	-19,191.21
Net Income/Loss	21,847.59	51,460.15	10,116.55	41,343.60

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Housing Rehab Operating Statement
May, 2024

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,100.00	-92,007.85	-135,208.35	43,200.50
Grant Admin Revenue	-544.94	-544.94	-1,875.00	1,330.06
TOTAL INCOME	-10,644.94	-92,552.79	-137,083.35	44,530.56
EXPENSE				
Administrative				
Administrative Salaries	11,540.89	42,133.25	41,677.10	456.15
Legal	0.00	0.00	416.65	-416.65
Staff Training	457.20	457.20	2,083.35	-1,626.15
Travel	135.34	681.70	583.35	98.35
Other Admin Exp	1,461.78	2,029.78	2,654.20	-624.42
Total Administration	13,595.21	45,301.93	47,414.65	-2,112.72
Maintenance				
Contracts	21,450.56	83,583.54	75,000.00	8,583.54
Total Maintenance	21,450.56	83,583.54	75,000.00	8,583.54
General				
Insurance	1,047.87	1,398.91	258.35	1,140.56
Employee Benefits	3,354.85	14,659.71	14,375.05	284.66
Total General	4,402.72	16,058.62	14,633.40	1,425.22
TOTAL EXPENSE	39,448.49	144,944.09	137,048.05	7,896.04
Net Income/Loss	28,803.55	52,391.30	-35.30	52,426.60

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

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-148,947.00	-747,655.00	-790,266.65	42,611.65
Admin Fees Earned	-58,543.00	-148,241.00	-142,479.15	-5,761.85
Interest Income	-592.40	-853.61	-41.65	-811.96
Other Income	-50.00	-10,254.23	-12,291.65	2,037.42
TOTAL INCOME	-208,132.40	-907,003.84	-945,079.10	38,075.26
EXPENSE				
Administrative				
Administrative Salaries	24,409.57	88,270.36	94,245.85	-5,975.49
Legal	0.00	4,698.71	1,125.00	3,573.71
Staff Training	860.50	881.50	2,083.35	-1,201.85
Travel	146.73	528.63	625.00	-96.37
Accounting & Audit Fees	0.00	6,602.70	5,660.00	942.70
Sundry-Other Admin	495.05	5,544.73	2,583.30	2,961.43
Total Administration	25,911.85	106,526.63	106,322.50	204.13
Maintenance				
Contracts	2,962.95	8,335.34	12,500.00	-4,164.66
Total Maintenance	2,962.95	8,335.34	12,500.00	-4,164.66
General				
Insurance	3,962.39	6,090.75	2,725.00	3,365.75
Employee Benefits	8,444.99	38,040.77	48,572.90	-10,532.13
Collection Losses	0.00	0.00	1,041.65	-1,041.65
Other General Expense	48.75	195.00	450.00	-255.00
Total General	12,456.13	44,326.52	52,789.55	-8,463.03
HAP Payments				
HAP Payments Occupied	146,291.00	709,082.00	722,897.90	-13,815.90
HAP Payments Home	2,547.00	13,024.00	13,089.60	-65.60
FSS Escrow Voucher	12,983.00	67,433.00	46,812.50	20,620.50
HAP Payments Portable	856.00	3,424.00	7,466.65	-4,042.65
Total HAP	162,677.00	792,963.00	790,266.65	2,696.35
TOTAL EXPENSE	204,007.93	952,151.49	961,878.70	-9,727.21
Net Income/Loss	-4,124.47	45,147.65	16,799.60	28,348.05

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Bridges Program
Bridges Operating Statement
May, 2024

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Revenue	-6,676.00	-36,614.00	-33,333.35	-3,280.65
Admin Revenue	-803.00	-4,234.00	-4,000.00	-234.00
Operating Transfer	0.00	0.00	3,812.50	-3,812.50
Total Income	-7,479.00	-40,848.00	-33,520.85	-7,327.15
EXPENSE				
Administrative				
Travel	8.04	18.76	166.65	-147.89
Office Supplies	0.00	0.00	20.85	-20.85
Total Administration	8.04	18.76	187.50	-168.74
General				
HAP - Security Deposit	0.00	1,615.00	1,666.65	-51.65
HAP - Rent/Utilities	6,676.00	34,999.00	31,666.65	3,332.35
Total General	6,676.00	36,614.00	33,333.30	3,280.70
TOTAL EXPENSE	6,684.04	36,632.76	33,520.80	3,111.96
Net Income/Loss	-794.96	-4,215.24	-0.05	-4,215.19

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

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-72,112.00	-361,833.00	-355,987.50	-5,845.50
Excess Utilities	-728.00	-728.00	-1,625.00	897.00
Operating Subsidy	-35,199.00	-145,819.00	-162,243.75	16,424.75
Investment Interest	-3,762.98	-14,062.26	-1,666.65	-12,395.61
Other Income	-5,825.33	-33,405.77	-40,216.65	6,810.88
Grant Income	0.00	-106,540.00	0.00	-106,540.00
Other Income Tenants	-1,527.15	-9,713.36	-10,668.75	955.39
Lease Revenue	-8,937.50	-61,584.96	-44,687.50	-16,897.46
Capital Fund Income	-8,354.50	-188,050.50	-27,500.00	-160,550.50
Laundry Income	-2,128.00	-10,059.75	-8,241.65	-1,818.10
TOTAL INCOME	-138,574.46	-931,796.60	-652,837.45	-278,959.15
EXPENSE				
Administrative				
Administrative Salaries	39,669.14	137,037.57	143,829.15	-6,791.58
Legal	105.00	1,573.00	5,000.00	-3,427.00
Staff Training	740.08	1,808.14	5,833.35	-4,025.21
Travel	64.32	128.64	416.65	-288.01
Accounting & Audit Fees	1,800.00	14,100.70	14,150.00	-49.30
Sundry-Other Admin	2,813.89	11,804.12	9,458.30	2,345.82
Total Administration	45,192.43	166,452.17	178,687.45	-12,235.28
Tenant Services				
Rec Public and Other	0.00	0.00	2,062.50	-2,062.50
Total Tenant Services	0.00	0.00	2,062.50	-2,062.50
Utilities				
Water/Sewer	10,358.17	37,216.54	37,783.30	-566.76
Electricity	5,765.37	23,309.08	35,383.35	-12,074.27
Gas/Fuel	6,538.37	18,681.69	26,743.75	-8,062.06
Total Utilities	22,661.91	79,207.31	99,910.40	-20,703.09
Maintenance				
Labor	22,590.22	80,223.98	83,366.70	-3,142.72
Materials	1,511.30	16,404.10	12,500.00	3,904.10
Contracts	12,776.69	77,885.57	107,433.25	-29,547.68
Total Maintenance	36,878.21	174,513.65	203,299.95	-28,786.30
General				
Insurance	17,029.94	53,535.54	46,616.65	6,918.89
Payment in Lieu of Tax	2,398.25	14,087.31	12,083.35	2,003.96
Employee Benefits	20,842.18	94,062.20	97,810.35	-3,748.15
Collection Losses	0.00	0.00	3,791.65	-3,791.65
Lease Interest	25.36	104.56	120.85	-16.29
Other General Expense	133.95	669.75	2,337.50	-1,667.75
Total General	40,429.68	162,459.36	162,760.35	-300.99
TOTAL EXPENSE	145,162.23	582,632.49	646,720.65	-64,088.16
Net Income/Loss	6,587.77	-349,164.11	-6,116.80	-343,047.31

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Valley View Operating Statement
May, 2024

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	Current Period	Current Year	Year To Date Budget	Variance
Valley View Operating				
INCOME				
Dwelling Rental	-15,505.00	-73,735.00	-86,650.00	12,915.00
Unit Vacancies	0.00	0.00	3,463.75	-3,463.75
Investment Interest	-1,147.80	-4,806.50	-2,480.00	-2,326.50
Other Income Tenant	-505.00	-1,288.03	0.00	-1,288.03
Laundry Income	-62.75	-379.75	-275.00	-104.75
TOTAL INCOME	-17,220.55	-80,209.28	-85,941.25	5,731.97
EXPENSE				
Administrative				
Legal	945.00	1,086.60	415.00	671.60
Staff Training	0.00	0.00	85.00	-85.00
Travel	5.36	7.37	0.00	7.37
Accounting and Audit Fees	3,200.00	7,000.00	8,533.00	-1,533.00
Management Fees	1,760.00	8,272.00	8,800.00	-528.00
Sundry-Other Admin	950.00	1,363.57	1,436.25	-72.68
Total Administration	6,860.36	17,729.54	19,269.25	-1,539.71
Utilities				
Water	240.83	821.34	2,520.00	-1,698.66
Electricity	313.04	1,248.35	1,235.00	13.35
Gas/Fuel	1,043.76	3,127.26	4,573.75	-1,446.49
Total Utilities	1,597.63	5,196.95	8,328.75	-3,131.80
Maintenance				
Materials	597.54	5,125.72	3,541.65	1,584.07
Contracts	1,742.68	16,444.38	28,326.65	-11,882.27
Total Maintenance	2,340.22	21,570.10	31,868.30	-10,298.20
General				
Insurance	1,498.46	8,394.41	5,964.60	2,429.81
Property Taxes	0.00	0.00	5,360.85	-5,360.85
Other General	0.00	250.00	4,177.50	-3,927.50
Total General	1,498.46	8,644.41	15,502.95	-6,858.54
TOTAL EXPENSE	12,296.67	53,141.00	74,969.25	-21,828.25
Net Income/Loss	-4,923.88	-27,068.28	-10,972.00	-16,096.28

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Brainerd South Operating Statement
May, 2024

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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-24,742.00	-123,476.00	-122,616.65	-859.35
Rental Supplement	-4,977.00	-23,681.00	-23,012.50	-668.50
Investment Interest	-2,442.43	-11,309.58	-4,166.65	-7,142.93
Other Income	-265.80	-860.80	-2,750.00	1,889.20
Laundry Income	-757.75	-4,323.50	-3,375.00	-948.50
TOTAL INCOME	-33,184.98	-163,650.88	-155,920.80	-7,730.08
EXPENSE				
Administrative				
Legal	0.00	0.00	1,250.00	-1,250.00
Travel	6.70	17.42	41.65	-24.23
Accounting & Audit Fees	2,276.55	6,892.30	6,510.00	382.30
Sundry-Other Admin	6,640.51	23,173.54	23,125.00	48.54
Total Administration	8,923.76	30,083.26	30,926.65	-843.39
Utilities				
Water	3,044.07	6,030.90	8,200.00	-2,169.10
Electricity	798.03	1,648.21	2,458.35	-810.14
Gas/Fuel	3,185.55	8,475.22	10,512.50	-2,037.28
Total Utilities	7,027.65	16,154.33	21,170.85	-5,016.52
Maintenance				
Labor	1,336.50	3,723.75	11,875.00	-8,151.25
Materials	2,570.14	8,973.95	12,604.20	-3,630.25
Contracts	2,120.87	17,912.68	30,458.30	-12,545.62
Total Maintenance	6,027.51	30,610.38	54,937.50	-24,327.12
General				
Insurance	3,368.78	16,834.65	17,083.35	-248.70
Payment in Lieu of Tax	861.30	5,043.97	4,791.65	252.32
Total General	4,230.08	21,878.62	21,875.00	3.62
TOTAL EXPENSE	26,209.00	98,726.59	128,910.00	-30,183.41
Net Income/Loss	-6,975.98	-64,924.29	-27,010.80	-37,913.49

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**May 2024
Prior Year
Comparative Operating Statements**

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Brainerd HRA
General Fund Operating Statement
May, 2024

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	YTD 2024	YTD 2024 Budget	YTD 2023	YTD 2022
General Fund Operating INCOME				
Management Fees	-103,968.91	-100,866.65	-80,720.72	-72,604.81
Interest Income	-11,883.19	-2,083.35	-1,993.27	-14.98
Other Income	-1,963.14	-75,400.05	-508.00	-23,181.58
TOTAL INCOME	-117,815.24	-178,350.05	-83,221.99	-95,801.37
EXPENSE				
Administrative				
Administrative Salaries	93,495.62	102,306.25	83,672.32	52,338.33
Legal	1,233.92	833.35	0.00	491.05
Staff Training	208.00	2,083.35	184.50	795.71
Travel	0.67	208.35	75.85	4.70
Auditing Fees	9,899.10	8,500.00	7,950.00	6,900.00
Sundry-Other Admin	6,513.42	3,874.95	2,965.88	3,929.33
Total Administration	111,350.73	117,806.25	94,848.55	64,459.12
Maintenance				
Maintenance Salaries	8,044.08	8,052.10	5,658.02	2,092.65
Contracts	2,144.45	5,218.75	4,526.55	4,707.96
Total Maintenance	10,188.53	13,270.85	10,184.57	6,800.61
General				
TIF Expense	30.00	54.15	0.00	30.00
Insurance	6,336.79	1,906.25	2,058.25	1,783.05
Employee Benefits	41,260.66	45,012.45	40,070.34	26,786.68
Other General Expense	108.68	10,416.65	0.00	1,952.50
Total General	47,736.13	57,389.50	42,128.59	30,552.23
TOTAL EXPENSE	169,275.39	188,466.60	147,161.71	101,811.96
Net Income/Loss	51,460.15	10,116.55	63,939.72	6,010.59

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

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	YTD 2024	YTD 2024 Budget	YTD 2023	YTD 2022
Housing Rehab Operating				
INCOME				
Other Income	-92,007.85	-135,208.35	-119,073.58	-88,408.60
Grant Admin Revenue	-544.94	-1,875.00	0.00	0.00
TOTAL INCOME	-92,552.79	-137,083.35	-119,073.58	-88,408.60
EXPENSE				
Administrative				
Administrative Salaries	42,133.25	41,677.10	41,297.51	36,033.78
Legal	0.00	416.65	0.00	200.00
Staff Training	457.20	2,083.35	0.00	5.27
Travel	681.70	583.35	286.29	267.40
Other Admin Exp	2,029.78	2,654.20	2,444.82	2,531.59
Total Administration	45,301.93	47,414.65	44,028.62	39,038.04
Maintenance				
Contracts	83,583.54	75,000.00	81,483.80	45,010.00
Total Maintenance	83,583.54	75,000.00	81,483.80	45,010.00
General				
Insurance	1,398.91	258.35	367.49	552.29
Employee Benefits	14,659.71	14,375.05	14,299.71	16,899.98
Total General	16,058.62	14,633.40	14,667.20	17,452.27
TOTAL EXPENSE	144,944.09	137,048.05	140,179.62	101,500.31
Net Income/Loss	52,391.30	-35.30	21,106.04	13,091.71

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Brainerd HRA
HCV Operating Statement
May, 2024

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	YTD 2024	YTD 2024 Budget	YTD 2023	YTD 2022
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-747,655.00	-790,266.65	-812,913.00	-595,435.00
Admin Fees Earned	-148,241.00	-142,479.15	-152,697.19	-135,112.36
Interest Income	-853.61	-41.65	-73.53	-0.66
Other Income	-10,254.23	-12,291.65	-15,235.33	-14,240.33
TOTAL INCOME	-907,003.84	-945,079.10	-980,919.05	-744,788.35
EXPENSE				
Administrative				
Administrative Salaries	88,270.36	94,245.85	86,898.23	70,685.95
Legal	4,698.71	1,125.00	0.00	0.00
Staff Training	881.50	2,083.35	337.00	408.35
Travel	528.63	625.00	318.71	352.77
Accounting & Audit Fees	6,602.70	5,660.00	5,300.00	3,650.00
Sundry-Other Admin	5,544.73	2,583.30	2,204.80	3,321.14
Total Administration	106,526.63	106,322.50	95,058.74	78,418.21
Maintenance				
Contracts	8,335.34	12,500.00	10,358.33	4,155.26
Total Maintenance	8,335.34	12,500.00	10,358.33	4,155.26
General				
Insurance	6,090.75	2,725.00	2,599.70	2,545.15
Employee Benefits	38,040.77	48,572.90	47,728.58	41,281.33
Collection Losses	0.00	1,041.65	676.00	1,973.00
Other General Expense	195.00	450.00	471.00	508.38
Total General	44,326.52	52,789.55	51,475.28	46,307.86
HAP Payments				
HAP Payments Occupied	709,082.00	722,897.90	744,952.00	539,642.00
HAP Payments Home	13,024.00	13,089.60	12,731.00	13,997.00
FSS Escrow Voucher	67,433.00	46,812.50	44,768.00	18,855.00
HAP Payments Portable	3,424.00	7,466.65	10,648.00	10,268.00
Total HAP	792,963.00	790,266.65	813,099.00	582,762.00
TOTAL EXPENSE	952,151.49	961,878.70	969,991.35	711,643.33
Net Income/Loss	45,147.65	16,799.60	-10,927.70	-33,145.02

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Bridges Program PY
Bridges Operating Statement
 May, 2024

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	YTD 2024	YTD 2024 Budget	YTD 2023	YTD 2022
Bridges Operating				
INCOME				
HAP Revenue	-36,614.00	-33,333.35	-33,410.00	-16,020.00
Admin Revenue	-4,234.00	-4,000.00	-3,360.00	-2,340.00
Operating Transfer	0.00	3,812.50	0.00	0.00
Total Income	-40,848.00	-33,520.85	-36,770.00	-18,360.00
EXPENSE				
Administrative				
Travel	18.76	166.65	49.80	31.03
Office Supplies	0.00	20.85	0.00	16.80
Total Administration	18.76	187.50	49.80	47.83
General				
HAP - Security Deposit	1,615.00	1,666.65	3,000.00	790.00
HAP - Rent/Utilities	34,999.00	31,666.65	30,410.00	18,607.00
Total General	36,614.00	33,333.30	33,410.00	19,397.00
TOTAL EXPENSE	36,632.76	33,520.80	33,459.80	19,444.83
Net Income/Loss	-4,215.24	-0.05	-3,310.20	1,084.83

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Brainerd HRA
Public Housing Operating Statement
May, 2024

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	YTD 2024	YTD 2024 Budget	YTD 2023	YTD 2022
Public Housing Operating INCOME				
Dwelling Rental	-361,833.00	-355,987.50	-338,069.00	-325,907.00
Excess Utilities	-728.00	-1,625.00	-718.00	-728.00
Operating Subsidy	-145,819.00	-162,243.75	-155,809.00	-142,922.00
Investment Interest	-14,062.26	-1,666.65	-1,934.11	191.98
Other Income	-33,405.77	-40,216.65	-46,109.04	-71,634.65
Grant Income	-106,540.00	0.00	0.00	0.00
Other Income Tenants	-9,713.36	-10,668.75	-13,787.08	-14,915.93
Lease Revenue	-61,584.96	-44,687.50	-59,250.62	0.00
Capital Fund Income	-188,050.50	-27,500.00	-66,000.00	0.00
Laundry Income	-10,059.75	-8,241.65	-8,638.00	-9,384.07
TOTAL INCOME	-931,796.60	-652,837.45	-690,314.85	-565,299.67
EXPENSE				
Administrative				
Administrative Salaries	137,037.57	143,829.15	131,153.52	107,256.07
Legal	1,573.00	5,000.00	5,183.22	1,732.82
Staff Training	1,808.14	5,833.35	5,129.74	881.32
Travel	128.64	416.65	62.88	1.17
Accounting & Audit Fees	14,100.70	14,150.00	14,102.50	9,441.51
Sundry-Other Admin	11,804.12	9,458.30	8,755.93	11,559.97
Total Administration	166,452.17	178,687.45	164,387.79	130,872.86
Tenant Services				
Rec Public and Other	0.00	2,062.50	0.00	0.00
Total Tenant Services	0.00	2,062.50	0.00	0.00
Utilities				
Water/Sewer	37,216.54	37,783.30	31,683.96	28,187.30
Electricity	23,309.08	35,383.35	25,062.68	23,496.75
Gas/Fuel	18,681.69	26,743.75	30,202.80	29,844.68
Total Utilities	79,207.31	99,910.40	86,949.44	81,528.73
Maintenance				
Labor	80,223.98	83,366.70	67,952.69	66,501.10
Materials	16,404.10	12,500.00	5,904.67	21,306.72
Contracts	77,885.57	107,433.25	95,389.11	77,411.49
Total Maintenance	174,513.65	203,299.95	187,351.10	165,219.31
General				
Insurance	53,535.54	46,616.65	42,282.90	41,463.95
Payment in Lieu of Tax	14,087.31	12,083.35	12,753.48	12,231.24
Employee Benefits	94,062.20	97,810.35	89,939.95	84,423.22
Collection Losses	0.00	3,791.65	0.00	0.00
Lease Interest	104.56	120.85	127.01	0.00
Other General Expense	669.75	2,337.50	3,062.92	1,000.00
Total General	162,459.36	162,760.35	148,166.26	139,118.41
TOTAL EXPENSE	582,632.49	646,720.65	586,854.59	516,739.31
Net Income/Loss	-349,164.11	-6,116.80	-103,460.26	-48,560.36

Date: 6/13/2024
Time: 7:54:46 AM
joe

Brainerd South Operating Statement
May, 2024

Page: 1
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	YTD 2024	YTD 2024 Budget	YTD 2023	YTD 2022
Brainerd South Operating				
INCOME				
Dwelling Rental	-123,476.00	-122,616.65	-111,225.00	-107,110.00
Rental Supplement	-23,681.00	-23,012.50	-22,479.60	-23,344.00
Investment Interest	-11,309.58	-4,166.65	-2,961.38	42.11
Other Income	-860.80	-2,750.00	-9,035.89	-10,703.54
Laundry Income	-4,323.50	-3,375.00	-3,321.35	-3,354.25
TOTAL INCOME	-163,650.88	-155,920.80	-149,023.22	-144,469.68
EXPENSE				
Administrative				
Legal	0.00	1,250.00	1,361.32	7,403.02
Travel	17.42	41.65	0.00	0.00
Accounting & Audit Fees	6,892.30	6,510.00	6,142.00	5,512.50
Sundry-Other Admin	23,173.54	23,125.00	20,990.88	19,632.47
Total Administration	30,083.26	30,926.65	28,494.20	32,547.99
Utilities				
Water	6,030.90	8,200.00	3,718.43	3,906.05
Electricity	1,648.21	2,458.35	1,616.89	1,552.32
Gas/Fuel	8,475.22	10,512.50	14,144.59	12,648.12
Total Utilities	16,154.33	21,170.85	19,479.91	18,106.49
Maintenance				
Labor	3,723.75	11,875.00	6,612.75	2,021.24
Materials	8,973.95	12,604.20	9,982.78	8,265.56
Contracts	17,912.68	30,458.30	35,363.84	23,255.50
Total Maintenance	30,610.38	54,937.50	51,959.37	33,542.30
General				
Insurance	16,834.65	17,083.35	14,474.87	14,418.07
Payment in Lieu of Tax	5,043.97	4,791.65	4,375.18	4,227.40
Total General	21,878.62	21,875.00	18,850.05	18,705.10
TOTAL EXPENSE	98,726.59	128,910.00	118,783.53	102,901.88
Net Income/Loss	-64,924.29	-27,010.80	-30,239.69	-41,567.80

Brainerd Housing and Redevelopment Authority
Payment Summary Report
May 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
5/2/2024	1069	Eric Charpentier	\$326.64
5/2/2024	1070	Nancy Thull	\$8.04
5/16/2024	1071	Carrie Burrell	\$18.76
5/16/2024	1072	Creo Block	\$123.28
5/16/2024	1073	John Schommer	\$196.98
5/16/2024	1074	Patsy Rajala	\$12.06
5/16/2024	1075	Ryan Barnett	\$71.69
5/16/2024	1076	Thomas Daniels	\$71.02
5/2/2024	2304	Health Savings Accounts	\$3,240.10
5/2/2024	2305	Harpers Payroll Service	\$11,463.06
5/2/2024	2306	Harpers Payroll Service	\$97.27
5/2/2024	2307	Security Benefit	\$4,932.68
5/2/2024	2308	Minnesota State Retirement System	\$1,188.76
5/2/2024	2309	90 Degree Benefits Inc.	\$21,664.69
5/16/2024	2310	Health Savings Accounts	\$1,018.52
5/16/2024	2311	Harpers Payroll Service	\$11,580.11
5/16/2024	2312	Harpers Payroll Service	\$87.48
5/16/2024	2313	Security Benefit	\$4,932.68
5/16/2024	2314	Minnesota State Retirement System	\$1,188.76
5/5/2024	2315	Payroc LLC	\$264.14
5/30/2024	2316	Health Savings Accounts	\$1,018.52
5/30/2024	2317	Harpers Payroll Service	\$11,928.94
5/30/2024	2318	Harpers Payroll Service	\$102.04
5/30/2024	2319	Security Benefit	\$4,915.35
5/30/2024	2320	Minnesota State Retirement System	\$1,188.76
5/6/2024	*2326	Health Savings Accounts	\$900.00
5/2/2024	26263	Amazon Capital Services Inc.	\$92.44
5/2/2024	26264	American Association of Service Coordina	\$250.00
5/2/2024	26265	Brainerd Public Utilities	\$2,909.40
5/2/2024	26266	Bremer Bank Credit Card	\$2,009.76
5/2/2024	26267	CIGNA	\$683.90
5/2/2024	26268	CenterPoint Energy	\$6,596.68
5/2/2024	26269	Cintas	\$316.75
5/2/2024	26270	City of Brainerd	\$3,200.00
5/2/2024	26271	Community Development Software LLC	\$300.00
5/2/2024	26272	Void	\$0.00
5/2/2024	26273	Crow Wing County Treasurer	\$20,288.15
5/2/2024	26274	Dacotah Paper Co	\$829.68
5/2/2024	26275	Granite Pest Control, LLC	\$942.00
5/2/2024	26276	Handyman's, Inc.	\$224.70
5/2/2024	26277	Holden Electric Company Inc	\$66,500.00
5/2/2024	26278	Home Depot Credit Services	\$301.25
5/2/2024	26279	Integrity Woodwork LLC	\$975.60
5/2/2024	26280	Kennedy & Graven, Chartered	\$2,001.00
5/2/2024	26281	Master Trade Service Inc.	\$21,405.00
5/2/2024	26282	NAC Mechanical and Electrical Services	\$335.00
5/2/2024	26283	Nan McKay & Associates Inc	\$478.00
5/2/2024	26284	Pro Carpet Care Inc	\$150.00
5/2/2024	26285	SHI International Corp	\$1,814.95
5/2/2024	26286	Shaw Integrated and Turf Solutions Inc	\$16,984.65
5/2/2024	26287	State Chemical Solutions	\$31.50
5/2/2024	26288	State of Minnesota	\$25.00
5/2/2024	26289	T-Mobile	\$157.40
5/2/2024	26290	Void	\$0.00
5/7/2024	26291	Minnesota Housing Finance Agency	\$150.00
5/16/2024	26292	Ace Hardware	\$87.88
5/16/2024	26293	Amazon Capital Services Inc.	\$1,022.84
5/16/2024	26294	BDS Laundry Systems	\$257.15
5/16/2024	26295	Batteries Plus	\$19.99
5/16/2024	26296	Borden Steinbauer Krueger & Knudson, PA	\$900.00
5/16/2024	26297	Brainerd Glass Company	\$160.62
5/16/2024	26298	Brainerd Lakes Area Economic Development	\$26.67
5/16/2024	26299	Brainerd Public Utilities	\$15,033.23
5/16/2024	26300	CTC-446126	\$985.09

Brainerd Housing and Redevelopment Authority
Payment Summary Report
May 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
5/16/2024	26301	Capital One Commercial	\$754.93
5/16/2024	26302	CenterPoint Energy	\$15.00
5/16/2024	26303	CenturyLink	\$111.62
5/16/2024	26304	CliftonLarsonAllen LLP	\$2,276.55
5/16/2024	26305	Crow Wing County Land Services Dept	\$100.00
5/16/2024	26306	Crow Wing County Landfill	\$30.00
5/16/2024	26307	Culligan	\$183.00
5/16/2024	26308	Dearborn National	\$230.36
5/16/2024	26309	Granite Pest Control, LLC	\$1,293.50
5/16/2024	26310	Hagman Inc.	\$1,134.00
5/16/2024	26311	Handyman's, Inc.	\$224.70
5/16/2024	26312	Harpers Time & Attendance Division	\$61.75
5/16/2024	26313	Home Depot Supply	\$36.40
5/16/2024	26314	Lakes Printing Inc.	\$277.70
5/16/2024	26315	League of Minnesota Cities	\$16,476.00
5/16/2024	26316	MN Elevator, Inc.	\$911.28
5/16/2024	26317	MRI Software LLC	\$150.00
5/16/2024	26318	Mahoney Ulbrich Christiansen Russ	\$5,700.00
5/16/2024	26319	Midwest Machinery Co	\$26.12
5/16/2024	26320	Mike Jones	\$89.78
5/16/2024	26321	Office Shop	\$462.27
5/16/2024	26322	Paper Storm	\$52.00
5/16/2024	26323	Postmaster	\$460.00
5/16/2024	26324	Rasinski Total Service, LLC	\$268.44
5/16/2024	26325	Strike Painting & Finishing	\$200.00
5/16/2024	26326	TKDA - FIS Lbx-446101	\$8,354.50
5/16/2024	26327	Thelen Heating and Roofing, Inc.	\$105.00
5/16/2024	26328	Turf & More	\$225.00
5/16/2024	26329	VSP	\$42.70
5/16/2024	26330	Waste Partners, Inc.	\$3,169.80
5/16/2024	26331	Wex Health	\$8.50
5/16/2024	26332	Xtona	\$1,130.00
5/16/2024	26333	Yde's Major Appliance	\$109.90
5/21/2024	26334	Tenant Refund	\$438.52
5/30/2024	26335	Amazon Capital Services Inc.	\$65.88
5/30/2024	26336	Brainerd Public Utilities	\$2,785.88
5/30/2024	26337	Bremer Bank Credit Card	\$3,268.42
5/30/2024	26338	CIGNA CHLIC-Chicago	\$683.90
5/30/2024	26339	CenterPoint Energy	\$4,171.00
5/30/2024	26340	Crow Wing County Land Services Dept	\$98.68
5/30/2024	26341	Crow Wing County Landfill	\$150.00
5/30/2024	26342	Crow Wing County Sheriff's Office	\$150.00
5/30/2024	26343	Granite Pest Control, LLC	\$1,041.00
5/30/2024	26344	Kennedy & Graven, Chartered	\$1,830.00
5/30/2024	26345	Kristin Miller	\$6.70
5/30/2024	26346	Life Insurance Company of North America	\$70.83
5/30/2024	26347	Void	\$0.00
5/30/2024	26348	The Cleaning Bee LLC	\$202.50
5/30/2024	26349	The Hartford	\$271.22
5/30/2024	26350	The Nelrod Company	\$2,370.00
5/30/2024	26351	Viking Electric Supply LLC	\$556.35
		* Out of Sequence June ACH Payments Entered Before May ACH Entered	
		Report Total	\$313,818.29



To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Director
 Date: Jun-18-2024
 Re: Housing Choice Voucher Report

HCV Report

- Through May, our Unit Months Leased (UML) is 40.05% and HAP utilization is 40.36%
- Last notification group was on May 22, 2024. We are holding off on notifications while we assess progress/success of the households from recent rounds of notification.
- NSPIRE & HOTMA Updates:
 - HUD has pushed back the required adoption of new NSPIRE inspection standards to 2025. As our staff have already completed training and our new software will allow us to properly report NSPIRE inspections, we plan to follow our original implementation timeline.
 - Staff have completed training and will be ready to implement HOTMA guidelines starting with annual recertifications effective October 2024 and later.
- Activity Recap:
 - Vouchers Issued: 23
 - New Move-Ins: 6
 - Annual Recertifications: 28
 - Interim Recertifications: 27
 - Inspections: 26
 - Terminations: 1
- Please see attached report.

Voucher Impact

- In Feb-2023 we received an application from an elderly individual (94), paying nearly 45% of her income toward housing. Staff worked with her very closely through the eligibility and voucher issuance process and as a result of her program participation, she'll be saving \$331 per month on her housing costs.
- An elderly individual (70) that had failed to lease up after being notified twice before (Jan-2018 and Jan-2020), was notified again in Jan-2024. With additional staff assistance, she completed the eligibility screening and leased up for 3/1/2024. Having a voucher paying \$597 per month of her housing may allow her to give up her part-time job and fully retire.

No Action Requested; Discussion Items

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Bridges Program May 2024

Summary

- Tenants leased up in units: 12
- Participants issued a Voucher & searching for a unit: 3
- 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: 11
 - Todd: 0
 - Wadena: 0

Total HAP Payment: \$6,691.00

Additional Info: no updates

Family Self-Sufficiency Program May 2024

Summary

- Active FSS participants: 60
- Tenants going OFF for month: 1
- Tenants going ON for month: 1
- New tenants ESCROWING: 0
- Total number of FSS participants escrowing monthly: 31
- Total amount of escrow: \$12,983.00
- Total combined amount of monthly escrow:
\$214,674.88
-

Update: FSS household graduated from program and received \$18,302.19 in escrow savings. She reported paying off some debt and purchasing a new car. I told her to throw in a mini vacation too. We had 2 FSS household requested an interim disbursement of \$386.88 and 328.18 to help with car repairs.

Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	325	
May Move-ins	6	
May Move-outs	5	
May Vouchers - looking for housing	46	
May Vouchers - first day of month	321	
Average Vouchers to date	312	
Unit Months Leased	40.05%	
HAP Utilization through 05/31/2024	40.36%	
HAP Payments	\$145,656	
<u>Reasons For Leaving Program</u>		
Voluntarily Left	4	
Terminated	1	
Port	0	
<u>Revenue</u>		
Housing Assistance Payment (HAP)	\$148,947	
May HUD Administrative Fee	\$21,973	
<u>Port Out Vouchers</u>	1	
St Cloud HRA	\$856	
<u>Homeownership</u>	6	
Homeownership HAP	\$2,547	
<u>FYI Vouchers</u>	0	
FYI Vouchers HAP	\$0	
<u>Length of Time on Program</u>		
< 1 year	16%	
< 2 years	20%	
< 3 years	12%	
< 4 years	5%	
< 5 years	8%	
> 5 years	39%	
<u>Demographics</u>		
Elderly Households	113	
Disabled/Handicapped Households	177	
Families with Children	107	
Average Annual Income	\$16,708	↓
Average HAP	\$462	=
<u>Waiting List Total</u>		
Crow Wing County Preference	107	
Non Preference	44	



To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Director
 Date: Jun-18-2024
 Re: Housing Management Report

Vacancy Report for May 2024

Please see attachment.

Monthly Property Performance Report for May 2024

Please see attachment.

Valley View Townhomes:

Occupancy: 95% (Vacant: 3BR-1.5b x1)
 Move Ins: 1
 Move Outs: 0
 Notified: 0
 Screening: 0
 Denied: 0
 Waiting List: 14

ROSS Program Updates

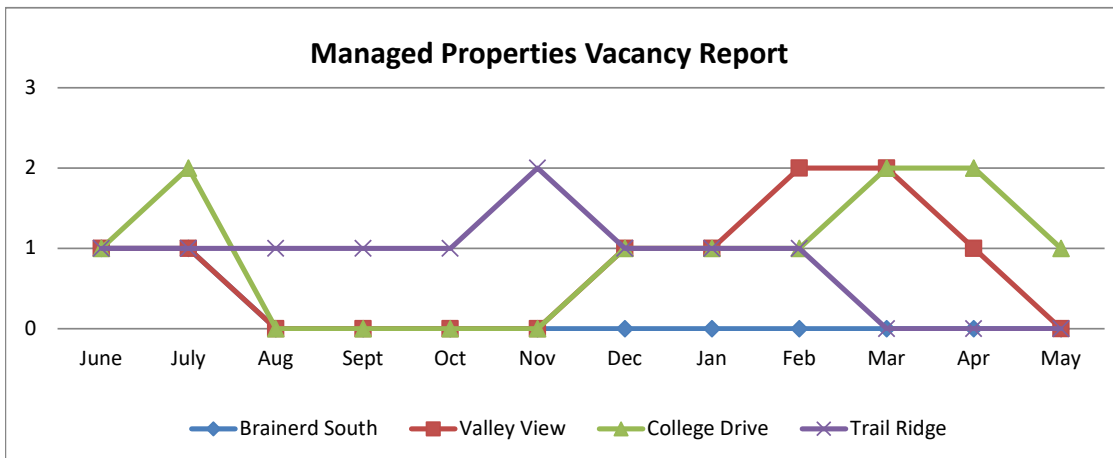
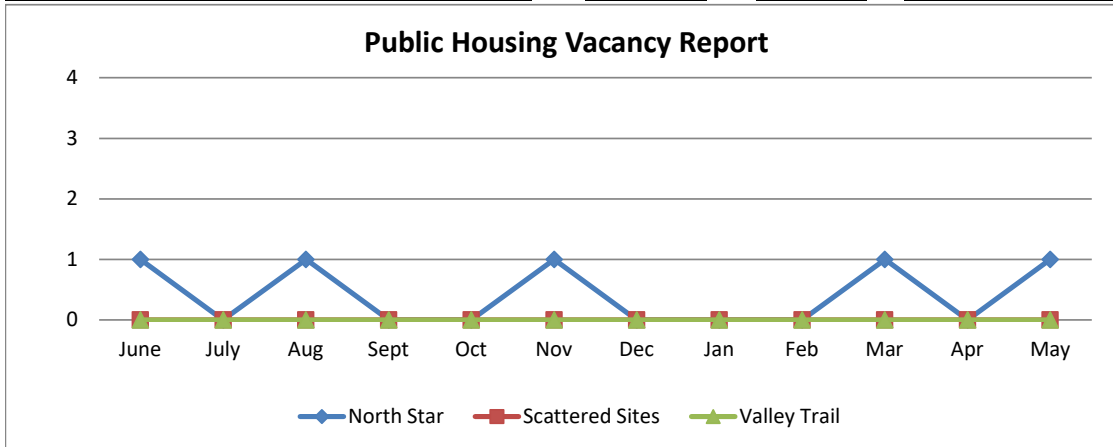
- 16 active participants in the ROSS program; 0 newly enrolled and 0 exited participants
- 4 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - SNAP Food Boxes: 26 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 13 residents; 250 frozen meals (10 - 30 each); elderly tenants only
- Completed Events & Activities:
 - Humana wellness seminar "Nutrition IQ (4); Renter's Insurance Presentation (5).
- Upcoming Events: Mental Health Resources; "Subtraction Project"; Summer Health Workshop Series; Scams & Fraud Prevention; Tenant Council Meetings; Community Service Requirement reporting/training.
- Facebook Update: There were 2 new posts on the ROSS Facebook page this past month which reached 10 individuals, with 1 like, and 0 comments or additional shares, but 1 viewer clicked through to obtain more information about the topic.

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%	5.00%	4.17%	5.56%
Feb 29	0	0	0	0	0	2	1	1
Feb %	0.00%	0.00%	0.00%	0.00%	0.00%	10.00%	4.17%	5.56%
March 31	1	0	0	1	0	2	2	0
March %	0.62%	0.00%	0.00%	0.49%	0.00%	10.00%	8.33%	0.00%
April 30	0	0	0	0	0	1	2	0
April %	0.00%	0.00%	0.00%	0.00%	0.00%	5.00%	8.33%	0.00%
May 31	1	0	0	1	0	0	1	0
May %	0.62%	0.00%	0.00%	0.49%	0.00%	0.00%	4.17%	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	2	0	0	2	0	6	7	2
%	0.25%	0.00%	0.00%	0.20%	0.00%	6.00%	5.83%	2.22%



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report May 2024

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
North Star	162	161	n/a	n/a	1	99%
Valley Trail	25	25	n/a	n/a	0	100%
Scattered Sites	16	16	n/a	n/a	0	100%
TOTAL	203	202	0	0	1	100%

3. Customer Traffic

Applications Requested	33
Applications Placed on PH Wait List	32
Applications Denied on PH Wait List	18

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	134	5	1	0
2 bdrm	14	48	0	0	0
3 bdrm	24	19	1	1	0
4 bdrm	5	6	0	0	0
TOTAL	203	203	6	2	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	0	3
Move-Outs	4	8

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
NS#814	1	MI: 6/5/2024	Yes

7. Recertifications

Interim Recertifications	5
Annual Recertifications	1
Completed for this month	6

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	4
30-day lease terminations	10

10. Evictions

Resident	Reason	Summons Date	Judgment Action
n/a			

11. Non-Emergency Work Orders

Beginning Balance	5
Received	65
Closed	61
Ending Balance	9
Total Completed Work Orders for Year	330

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	8
Completed within 24 hours	0	8
Percent completed within 24 hours	n/a	100%

13. Rent Collection

	This Month
Rent Charges	72,454
Other Charges	1,672
Total New Charges	74,126
Arrears, tenants in possession	797

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	561
Current Rent Charges	72,454
Current Rent Collections	71,893
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	5,793
Prior Rent Charges	872,412
Collection Rate	99%



To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: June 13, 2024
 Re: Rehab Programs and Maintenance Report

Surveillance Project

Work is progressing well with the installation of the new camera system and should be complete by the end of July.

Office Remodel

Work has begun on the office remodel to establish office space for the housing manager, shore up the deck and replace carpet in the upstairs offices, stairway and both hallways. Work is anticipated to last approximately 5 weeks.

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**	22	19	0	2
Dalmar Estates	7	6	3	0	2

*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	1	2/0	*	3
Crow Wing County	*	4/0	*	4
Cass County	*	1/0	*	1
Morrison County	*	0/0	*	0

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

Current applications submitted: Owner-Occupied 6 / Single Family Rental Rehab 5

Action Requested: None, discussion items.

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To: Brainerd HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: June 26th, 2024
 Re: Executive Director Report

Discussion on Partnerships for Affordable Housing

On June 13th a group of individuals from Region 5, the Initiative Foundation, BLAEDC, CLC, Minnesota Housing, Baxter, Brainerd and the HRA sat down to discuss housing issues in and around the Brainerd area. We also discussed programs that are available currently to help address the housing needs as well as brainstormed additional ideas and initiatives to work on in the future. This group is planning to reconvene in August and is hoping to help promote a Minnesota Housing workshop that is planned for October, in Baxter.

Developer Interest in Buffalo Hills Park Projects

I attended a school district meeting in May from their committee that looks at future land use for the district. The consensus from the school board members and school staff was to explore listing the buffalo hills land for sale on the open market. We anticipate that the district will be getting this listing prepared and that the developer that is interested in the property will then be able to negotiate directly with the district to purchase the land. We are continuing to monitor this, the development group is still interested in submitting an application through the tax credit program, for the senior apartments that they are looking at building for the first phase of this potential project. That application deadline is in July and we will continue to be in communication with the developer on if there is support we can offer for that application.

Meeting Date Change for October

Minnesota Housing is going to be hosting a regional housing summit at the Arrowood lodge in Baxter on Wednesday October 23rd. The time of the summit is still being determined, but will likely take up the majority of the day. I have been asked by Minnesota Housing to be one of the speakers during a portion of the program. Our regular board meeting is scheduled for October 23rd and I was hoping that the board would consider moving our October board meeting to a different day of the month. October does have 5 Wednesdays during the month, so we could move the meeting a week later to October 30th if that would work for the rest of the commissioners. I'd like to discuss and then set our October board meeting if the board so chooses.

Action Requested; Authorize and reschedule our October board meeting to a different day in October.

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