



**Brainerd HRA Board of Commissioners Meeting
Wednesday, October 30th, 2024 @ 1:00pm
Brainerd HRA Office Conference Room
324 E River Road, Brainerd, MN**

“Our mission is to provide affordable housing and redevelopment opportunities to strengthen our neighborhoods and community.”

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. REVIEW AND APPROVE AGENDA
 - a. Approval of Agenda for Board Mtg. dated October 30th, 2024
4. PUBLIC HEARING (*Attachment 1 – Pg. 3*)
 - a. 5 Year & Annual Plan
5. APPROVAL OF MINUTES (*Attachment 2 – Pg. 27*)
 - a. Approval of Minutes from Regular Board Mtg. on September 25th, 2024
 - b. Approval of Minutes from Board Workshop on October 16th, 2024
6. UNFINISHED BUSINESS (*Attachment 3 – Pg. 31*)
 - a. Strategic Goals Review
7. NEW BUSINESS
 - a. Payment Standard Increases (*Attachment 4 – Pg. 37*)
 - b. FSS Grant Request Approval (*Attachment 5 – Pg. 39*)
8. BILLS & COMMUNICATIONS
 - a. Financial Report (*Attachment 6 – Pg. 45*)
 - b. HCV Report (*Attachment 7 – Pg. 69*)
 - c. Housing Management Report (*Attachment 8 – Pg. 71*)

- d. Rehab Programs Report (*Attachment 9 – Pg. 77*)
- e. Executive Director Report (*Attachment 10 – Pg. 79*)

9. COMMISSIONER COMMENTS

10. NEXT MEETING: Wednesday November 20th, 2024

11. 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



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Director
Date: Oct-23-2024
Re: Adoption of Resolution No. 2024-07 & 2024-08

We are required to create an Annual Plan including Capital Fund dollars every fiscal year and a Five Year Plan every fifth year. The PHA Plans are a comprehensive guide to policies, programs, operations and strategies for meeting local housing needs and goals. A public hearing must be held prior to the approval of the Annual Plan and the Five Year Plan, and copies of both are attached.

A public hearing has been scheduled for 1:00PM on Wednesday, October 30, 2024 at the Brainerd HRA office at 324 East River Road, Brainerd, MN. The Notice of Public Hearing was posted in the Legal Notice section of the Brainerd Daily Dispatch on September 11, 2024.

**Actions Requested: Adopt Resolution No. 2024-07 and Approve the Five Year Plan
Adopt Resolution No. 2024-08 and Approve the Annual Plan**



AFFIDAVIT OF PUBLICATION

State of Texas, County of Bexar, ss:

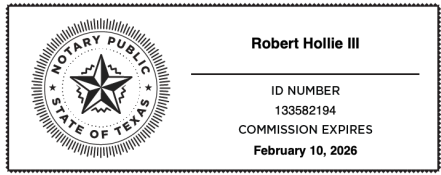
Leo Hentschker, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC and duly authorized agent of the Brainerd Dispatch, a newspaper printed and published in the City of Brainerd, County of Crow Wing, State of Minnesota.

1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and the day of the week upon which the public notice attached/copied below was published in the newspaper are as follows: Wednesday, September 11, 2024
4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331A.06, is as follows: \$17.50 per column inch.
5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in CROW WING County. The newspaper complies with conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

(Signed) Leo Hentschker

VERIFICATION

State of Texas
County of Bexar



Subscribed in my presence and sworn to before me on this: 09/13/2024

Ab

Notary Public
Electronically signed and notarized online using the Proof platform.

LEGAL NOTICE

The Brainerd Housing and Redevelopment Authority (HRA) has made an amendment to its Annual Plan including Capital Fund dollars. The Plan is available on the Authority's website at www.brainerdhra.org, at the Authority's office located at 324 East River Road, Brainerd, or by calling 218-828-3705 to request a copy. A public hearing for the formal adoption of the Plan will be held Wednesday, October 30, 2024, at 1:00PM at the Authority's office. (Sep. 11, 2024)

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

Applicability. The Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.												
A.1	<p>PHA Name: HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA PHA Code: MN032 PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/2025 The Five-Year Period of the Plan (i.e., 2019-2023): 2025-2029 Plan Submission Type <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>How the public can access this PHA Plan: The plan is available for review at the Brainerd HRA's administrative office, located at 324 East River Road, Brainerd, MN, and is also on the agency's website at www.brainerdhra.org. A copy has also been made available in the common area in the North Star Apartment building.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width:25%;">Participating PHAs</th> <th rowspan="2" style="width:10%;">PHA Code</th> <th rowspan="2" style="width:25%;">Program(s) in the Consortia</th> <th colspan="2" style="width:40%;">Program(s) not in the Consortia</th> </tr> <tr> <th style="width:15%;">No. of Units in Each Program PH</th> <th style="width:15%;">HCV</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia		No. of Units in Each Program PH	HCV					
Participating PHAs	PHA Code				Program(s) in the Consortia	Program(s) not in the Consortia							
		No. of Units in Each Program PH	HCV										
B.	Plan Elements. Required for all PHAs completing this form.												
B.1	<p>Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.</p> <p>The mission of the Brainerd HRA is to provide affordable housing and redevelopment opportunities to strengthen our neighborhoods and community.</p>												
B.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low-income, and extremely low-income families for the next five years.</p> <p>Goal 1: Provide safe, decent, and affordable housing to extremely low-income, very low-income, and low-income households. - Objective 1: Continue the successful administration of the Housing Choice Voucher and Public Housing Programs - Objective 2: Maintain a "High Performance" rating in the Housing Choice Voucher and Public Housing Programs. - Objective 3: Continue to improve the public housing units with the administration of the Capital Fund Program. Goal 2: Help move low-income families to economic self-sufficiency. - Objective 1: Continue to administer the Family Self-Sufficiency Program. - Objective 2: Continue to administer the Resident Opportunity & Self-Sufficiency Program. Goal 3: Explore opportunities for adding programming to support affordable housing initiatives or address gaps in service, such as the Veterans Affairs Supportive Housing (VASH) Program, the Family Unification Program, Section 811 Mainstream Housing Vouchers, or other opportunities arising.</p>												
B.3	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>Progress report attached.</p>												
B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The Brainerd HRA has developed an emergency transfer plan, in accordance with HUD requirements. Information on VAWA rights and protections is available on the agency's website, is posted visibly in the agency's administrative offices, is provided to all new program participants as part of their briefing or leasing packets, and is included with all adverse actions such as application rejections and lease terminations.</p>												
C.	Other Document and/or Certification Requirements.												
C.1	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>Statement of Capital Fund Significant Amendment Per 24 CFR 905.300(b)(iii) Capital Fund Submission Requirements, of the Capital Fund Program (CFP) 5-Year Action Plan for the Brainerd Housing and Redevelopment Authority, the PHA's definition of Significant Amendment or Modification is defined per the Capital Fund Final Rule. The following are considered by HUD to be significant amendments to the CFP 5-Year Action Plan: A proposed demolition, disposition, homeownership, RAD conversion, Capital Fund Financing, development, or mixed finance proposal. The following is considered by the PHA to be a significant amendment to the CFP 5-Year Action Plan: The addition of non-emergency Public Housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) when the dollar amount exceeds 50% of the Capital Fund Budget.</p>												

C.2	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan? Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations There is not a RAB at the Brainerd HRA.</p>
C.3	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p>Required Submission for HUD FO Review.</p> <p>(a) Did the public challenge any elements of the Plan? Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>
D.	<p>Affirmatively Furthering Fair Housing (AFFH).</p>
D.1	<p>Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p>

Form identification: MN032-HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA form HUD-50075-5Y (Form ID - 1601) printed by Shannon Fortune in HUD Secure Systems/Public Housing Portal at 10/23/2024 02:05PM EST

2020 Goal 1: Provide safe, decent, and affordable housing to extremely low-income, very low-income, and low-income households.

Objective 1: Continue the successful administration of the Housing Choice Voucher and Public Housing Programs.

Progress Report: Since January 2021, 224 new households participated in the Brainerd HRA's Housing Choice Voucher program and 92 new households became residents of Brainerd HRA's Public Housing program. In September 2024, there were a total of 325 Housing Choice Vouchers (which includes 5 Homeownership Vouchers) leased (73.74% of unit months leased) and 203 units of Public Housing were occupied (100% occupancy).

Objective 2: Maintain a "High Performance" rating in the Housing Choice Voucher and Public Housing Programs.

Progress Report: The Housing Choice Voucher Program and the Public Housing Program have continued to perform to the level required to maintain a high-performance rating.

Objective 3: Continue to improve the public housing units with the administration of the Capital Fund Program.

Progress Report: The Brainerd HRA has been successful in obligating and expending funds in a timely manner. Major projects in this five-year period have been a new boiler system, conversion to keyless entry, installation of coinless laundry machines, a multi-property surveillance/security system upgrade, and an extensive concrete/landscaping/façade repair project.

Objective 4: Explore options for repositioning Public Housing units through Voluntary Conversion, Section 18, or Rental Assistance Demonstration (RAD).

Progress Report: While repositioning Public Housing was of interest, staff were focused on maintaining and providing current programming in a changing housing landscape, including increasing HAP utilization and sustaining high occupancy levels. The Brainerd HRA does not anticipate returning to the exploration of repositioning options in the upcoming 5-year cycle.

2020 Goal 2: Help move low-income families to economic self-sufficiency.

Objective 1: Continue to administer the Family Self-Sufficiency Program.

Progress Report: As of 9/30/2024, the FSS Program currently has a total of 59 participating households and a combined escrow of \$227,496.00.

Objective 2: Continue to administer the Resident Opportunity & Self-Sufficiency Program.

Progress Report: As of 9/30/2024, the ROSS Program has 20 active enrolled participants and the coordinator provides additional support for between 6-8 additional non-enrolled public housing residents each month. A renewal application has been submitted for the FY24 funding cycle, which will run from 6/1/2025-5/31/2028.

2020 Goal 3: Explore opportunities for adding programming to support affordable housing initiatives or address gaps in service, such as the Veterans Affairs Supportive Housing (VASH) Program, the Family Unification Program, Section 811 Mainstream Housing Vouchers, or other opportunities arising.

Progress Report: In 2023, the agency added Project Based Vouchers to its administrative plan and hopes to see opportunities to utilize these vouchers to incentivize affordable housing development in the area. The agency continues to watch for programming options that may fit well with needs and challenges identified in a 2023 housing study.

**Civil Rights Certification
(Qualified PHAs)**

Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 03/31/2024

**Civil Rights Certification
Annual Certification and Board Resolution**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan , hereinafter referred to as " the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning 01/2025 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintains records reflecting these analyses and actions.

HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA

MN032

PHA Name

PHA Number/PHA Code

I hereby certify that all the statement above, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director: **MR Eric Charpentier**

Name of Board Chairperson: **Michael Duval**

Signature: Date:

Signature: Date:

Executive Director Signature:

Board Chairperson Signature:

The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Form identification: MN032-HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA form HUD-50077-CR (Form ID - 1866) for CY

<p>Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan (All PHAs)</p>	<p>U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB No. 2577-0226 Expires 3/31/2024</p>
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Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan

I, Michael Duval, the Board Chairperson certify that the 5-Year PHA Plan for fiscal years 2025-2029 and/or Annual PHA Plan for fiscal year 2025 of the MN032 - HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA is consistent with the Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the State of MN pursuant to 24 CFR Part 91 and 24 CFR § 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan. A number of aspects of the Minnesota Consolidated Plan for Housing and Community Development (2022-2026) are reflected in the Brainerd HRA Annual Plan and ongoing programming. Specifically, this includes: reducing barriers to homeownership through the Housing Choice Voucher Homeownership program; assisting participants in successfully accessing community resources in Family Self-Sufficiency Program, the Resident Opportunity and Self-Sufficiency Program, the Housing Choice Voucher Program, and the Foster Youth to Independence Initiative; and preserving existing affordable housing through collaboration and support of our partner agency (Crow Wing County HRA) to facilitate funding through the MHFA Rehabilitation Loan Program, the DEED Small Cities Development Program, and the Crow Wing County Housing Trust Fund. These same Brainerd HRA programs and initiatives also address a number of the areas of concern identified in the State of Minnesota's Analysis of Impediments to Fair Housing such as poor housing condition, higher barriers to homeownership, and "NIMBYism" opposition to housing opportunities. Additionally, key Brainerd HRA staff participate in community initiatives addressing local homelessness, expanding supportive transitional housing, and developing new affordable housing options, all which contribute to the diversity of local housing infrastructure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official:	Michael Duval	Title:	Board Chairperson
Signature:		Date:	

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Form identification: MN032-HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA form HUD-50077-SL (Form ID - 2069) printed by Shannon Fortune in HUD Secure Systems/Public Housing Portal at 10/23/2024 02:15PM EST

Capital Fund Program - Five-Year Action Plan

Status: Draft

Approval Date:

Approved By:

Part I: Summary						
PHA Name : HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA PHA Number: MN032		Locality (City/County & State) <input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:)				
A.	Development Number and Name	Work Statement for Year 1 2025	Work Statement for Year 2 2026	Work Statement for Year 3 2027	Work Statement for Year 4 2028	Work Statement for Year 5 2029
	NORTH STAR APARTMENTS (MN032000001)	\$230,000.00	\$300,000.00	\$300,000.00	\$500,000.00	\$500,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2025		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$230,000.00
ID0000069	Replace appliances at North Star Apartments(Dwelling Unit-Interior (1480)-Appliances)	Remove and properly dispose of refrigerator, range and range hood in 162 units at North Star Apartments. Replace with new appliances similar to those that were removed. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0000070	Replace appliances at Valley Trail Townhomes(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Electrical)	Remove and properly dispose of refrigerator, range and range hood in the kitchen of the 25 units at Valley Trail Townhomes (613-718 SW 5th Street). Replace with new appliances similar to those that were removed. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0000071	Replace appliances at Scattered Sites(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Electrical)	Remove and properly dispose of refrigerator, range and range hood in the kitchens of the 16 Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Replace with new appliances similar to those that were removed. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0000073	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Asbestos and lead-based paint will be addressed when found		\$66,000.00
ID0000074	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of tree removal, landscaping and appliance replacement at North Star Apartments, Valley Trail Townhome and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street), Door closer and common area furniture replacement, and painting at North Star Apartments. Asbestos and lead-based paint will be addressed when found.		\$25,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1		2025		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000081	Replace common area furniture at North Star Apartments(Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Other)	Remove and properly dispose of furniture in common areas on all 12 floors of North Star Apartments. Replace with new furniture of like kind, quality and amount. Asbestos and lead-based paint will be addressed when found		\$5,000.00
ID0000082	Replace door closers at North Star Apartments(Dwelling Unit-Interior (1480)-Electrical)	Remove and properly dispose of door closers on doors in common areas and 162 units at North Star Apartments. Install new closers where deficient ones where removed, connect to centrally monitored fire alarm where applicable. Asbestos and lead-based paint will be addressed when found.		\$14,000.00
ID0000091	Tree removal and landscaping at Office, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Dwelling Unit-Site Work (1480)-Landscape)	Remove trees, brush, bushes, shrubbery, other vegetation and incidental items that are overgrown or cumbersome as needed including grinding stumps. Replace with new to facilitate proper drainage and eliminate risks of damage to property including installation of concrete or landscaping blocks/pavers. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
ID0000092	Painting at North Star Apartments(Dwelling Unit-Interior (1480)-Interior Painting (non routine),Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Interior (1480)-Common Area Painting)	Prep, prime and paint exterior and interior common areas, office areas and apartments at North Star Apartments. Areas to be painted include door jambs, ceilings and walls. Asbestos and lead-based paint will be addressed when found.		\$80,000.00
	Subtotal of Estimated Cost			\$230,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2		2026		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$300,000.00
ID0000079	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of kitchen rehabilitation at Valley Trail Townhomes, North Star Apartments community kitchen, replacing interior doors, replacement of common area flooring and repair or replacement of elevators at North Star Apartments, paperless technology, video and remote meeting technology, fence and landscaping at Valley Trail Townhomes. Asbestos and lead-based paint will be addressed when found.		\$15,000.00
ID0000097	Replace interior doors at North Star Apartments(Dwelling Unit-Interior (1480)-Interior Doors)	Remove and properly dispose of all bathroom, bedroom and closet doors in 162 units at the North Star Apartments. Install new doors of the same size, handing and type as existing. Replace locksets, handles and hardware with new. Asbestos and lead-based paint will be addressed when found.		\$15,000.00
ID0000098	Rehabilitate community kitchen at North Star Apartments(Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting)	Remove and properly dispose of all cabinetry, countertops, sinks and faucets in the community kitchen at North Star Apartments. Install new cabinets of substantially the same layout as the existing that were removed. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint as necessary. Install new post formed laminate countertops, new sinks, water shut off valves, water supply lines, drain assemblies and piping. Asbestos and lead-based paint will be addressed when found.		\$25,000.00
ID0000099	Kitchen rehabilitations at Valley Trail Townhomes(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)	Remove and properly dispose of all cabinetry, countertops, sinks and faucets in the kitchens of the 25 units at Valley Trail Townhomes (613-718 SW 5th Street). Install new cabinets of the same layout as the existing that were removed. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint as necessary. Install new post formed laminate countertops, new sinks, water shut off valves, water supply lines, and drain assemblies. Asbestos and lead-based paint will be addressed when found.		\$50,000.00
ID0000100	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Asbestos and lead-based paint will be addressed when found.		\$66,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2		2026		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000101	Server and Computer Hardware Replacement(Management Improvement (1408)-System Improvements)	Replace existing server and computer hardware including tablets, laptop computers, desktop computers, monitors and incidentals for the agency		\$10,000.00
ID0000102	North Star Apartment Elevators(Non-Dwelling Construction - Mechanical (1480)-Elevator)	Improve and or replace elevator components, systems or infrastructure for the elevator system at North Star Apartments. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0000103	Common Area Flooring Replacement at North Star Apartments(Non-Dwelling Interior (1480)-Common Area Flooring)	Remove and properly dispose of existing flooring in common areas of North Star Apartments. Install new durable flooring applicable for the area it is serving. Asbestos and lead-based paint will be addressed when found.		\$80,000.00
ID0000104	Paperless Technology (Administration (1410)-Other)	Purchase software and hardware needed to switch to paperless technology including training and any construction such as wiring that is needed for a complete and properly functioning system. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0000107	Fence and landscaping at Valley Trail Townhomes(Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape)	Install new perimeter fence along east, west and south line of property. Remove deteriorated landscaping, regrade for proper drainage and install new foliage to facilitate reduced maintenance. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$19,000.00
	Subtotal of Estimated Cost			\$300,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2027		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$300,000.00
ID0000078	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of bathroom rehabilitation, siding replacement at Scattered Sites, adding heat recovery ventilators, driveway and sidewalk replacement at Scattered Sites and Valley Trail Townhomes, remodeling and/or expanding the HRA office building, bathroom and kitchen rehabilitation, exterior door, water and waste line replacement at North Star Apartments. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil <u>Environmental Review issues, prior to work beginning.</u>		\$25,000.00
ID0000108	Rehabilitate bathrooms at Scattered Sites(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Remove and properly dispose of toilets, bathtub/showers, tub/shower faucets and flooring in the bathrooms of 16 Scattered Site units (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair any drywall that has deteriorated or was damage in the removal, tape, sand, prime and paint. Install new water shut off valves, supply lines, drain and faucet assemblies, flooring, shower stalls and low water consumption toilets. <u>Asbestos and lead-based paint will be addressed when found.</u>		\$20,000.00
ID0000109	Water line replacement at North Star Apartments(Dwelling Unit-Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Plumbing)	Remove and properly dispose of cast iron DWV and galvanized water supply piping. Install new PVC DWV and water supply piping at Northstar Apartments. Asbestos and lead-based paint will be addressed when found.		\$30,000.00
ID0000110	Rehabilitate kitchens at North Star Apartments(Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing)	Remove and properly dispose of all cabinetry, countertops, sinks and faucets in the kitchens of the 162 units at North Star Apartments. Install new cabinets of the same layout as the existing that were removed. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint as necessary. Install new post formed laminate countertops, new sinks, water shut off valves, water supply lines, and drain assemblies. Asbestos and lead-based paint will be addressed when found.		\$40,000.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
3	2027			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000111	Driveway and sidewalk replacement at Valley Trail Townhomes(Dwelling Unit-Exterior (1480)-Other)	Remove and properly dispose of deteriorated concrete driveways, sidewalks and incidental landscaping at 25 units at Valley Trail Townhomes (613-718 SW 5th Street). Install rebar, drill and pin to adjoining surfaces and pour 4000 psi fiber entrained concrete where old concrete was removed. Restore landscaping that was disturbed to accommodate construction. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$40,000.00
ID0000112	Driveway and sidewalk replacement at Scattered Sites(Dwelling Unit-Exterior (1480)-Other)	Remove and properly dispose of deteriorated concrete driveways, sidewalks and incidental landscaping at 16 Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Install rebar, drill and pin to adjoining surfaces and pour 4000 psi fiber entrained concrete where old concrete was removed. Restore landscaping that was disturbed to accommodate construction. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning		\$10,000.00
ID0000113	Replace siding at Scattered Sites(Dwelling Unit-Exterior (1480)-Siding)	Remove and properly dispose of steel and stucco siding on 16 Scattered Site units(2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street) . Install proper flashings, vapor barrier, frieze board, J-channel, and new siding. Asbestos and lead-based paint will be addressed when found.		\$30,000.00
ID0000114	North Star Apartments bathroom rehabilitation(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Remove and properly dispose of toilets, showers, shower and vanity faucets, vanities, vanity tops and flooring in the bathrooms of 162 North Star Apartments. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint. Install new water shut off valves, supply lines, drain and faucet assemblies, flooring, vanities, shower stalls and low water consumption toilets. Asbestos and lead-based paint will be addressed when found		\$5,000.00
ID0000115	Replace exterior entrance doors at North Star Apartments(Dwelling Unit-Exterior (1480)-Exterior Doors)	Remove and properly dispose of exterior entrance doors and associated hardware at North Star Apartments. Install new of the same style, size, handing and type as those that were removed. Include new locking mechanisms, handles and hardware. Asbestos and lead-based paint will be addressed when found.		\$5,000.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
3		2027		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000116	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Asbestos and lead-based paint will be addressed when found		\$66,000.00
ID0000117	Add Heat Recovery Ventilators to Valley Trail Townhomes and Scattered Sites(Dwelling Unit-Interior (1480)-Mechanical)	Add air exchangers to 25 units at Valley Trail Townhomes (613-718 SW 5th St.) and at 16 Scattered Site units (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street) Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0000118	Remodel and/or expand office building(Non-Dwelling Interior (1480)-Administrative Building)	Remodel and/or expand office building to create more office space for employees and improve existing including roofing, framing, windows, doors, electrical, HVAC, drywall, painting, flooring, trim, furnishings, technology, landscaping, signage and parking lot. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$19,000.00
	Subtotal of Estimated Cost			\$300,000.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
4	2028			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$500,000.00
ID0000088	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of kitchen rehabilitation at Scattered Sites, replacing ventilation fans at Scattered Sites and Valley Trail Townhomes, siding replacement and improving maintenance areas at Valley Trail Townhomes, installing a pet area and resurfacing the parking lot at North Star Apartments. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
ID0000119	Scattered Sites kitchen rehabilitation(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing)	Remove and properly dispose of all cabinetry, countertops, sinks and faucets in the kitchens of the 16 Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Install new cabinets of the same layout as the existing that were removed. Repair any drywall that has deteriorated or was damaged in the removal, tape, sand, prime and paint as necessary. Install new post formed laminate countertops, new sinks, water shut off valves, water supply lines and drain assemblies. Asbestos and lead-based paint will be addressed when found.		\$50,000.00
ID0000120	Improve maintenance areas at Valley Trail Townhomes site(Non-Dwelling Construction-New Construction (1480)-New Construction Demolition,Non-Dwelling Construction-New Construction (1480)-Shop,Non-Dwelling Construction-New Construction (1480)-Storage Area)	Improve/expand maintenance areas at Valley Trail Townhomes site by adding onto existing building and installing and/or replacing concrete, electrical, roofing, siding, insulation, drywall, doors and windows of existing areas. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$64,000.00
ID0000121	Replace parking lot at North Star Apartments(Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving)	Remove all bituminous and concrete that is at the end of it's useful life including parking areas, curb and gutter, spillways and retaining structures. Reconfigure if necessary to improve functionality. Install new concrete and bituminous, striping, signage and other incidentals. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues prior to work beginning.		\$200,000.00
ID0000122	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Asbestos and lead-based		\$66,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2028		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
		paint will be addressed when found		
ID0000124	Siding Replacement at Valley Trail Townhomes(Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Siding)	Remove and properly dispose of existing siding on 25 units at Valley Trail Townhomes and replace with new. Install proper flashings, vapor barrier, frieze board, J-channel, and new siding. Asbestos and lead-based paint will be addressed when found.		\$40,000.00
ID0000125	Add Pet Area at North Star Apartments(Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities)	Create new pet area including turf, fencing, concrete, electrical and incidentals at North Star Apartments.		\$50,000.00
ID0000126	Replace bathroom ventilation fans at Scattered Sites and Valley Trail Townhomes(Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Mechanical)	Remove and replace exhaust ventilation fans at 16 Scattered Site units and 25 Valley Trail Townhome units.		\$20,000.00
	Subtotal of Estimated Cost			\$500,000.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5		2029		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	NORTH STAR APARTMENTS (MN032000001)			\$500,000.00
ID0000072	Improve or replace generator at North Star Apartments(Non-Dwelling Construction - Mechanical (1480)-Generator)	Remove and properly dispose of generator, controls and associated systems or devices at North Star apartments. Install new generator, controls and associated systems or devices and wiring for a complete and properly functioning system. Asbestos and lead-based paint will be addressed when found		\$30,000.00
ID0000076	Replace fire alarm system devices at North Star Apartments(Dwelling Unit-Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Electrical)	Remove and properly dispose of all fire alarm devices that have reached the end of their life cycle for the centrally monitoring fire alarm system at North Star Apartments. Install new devices and necessary accessories. Asbestos and lead-based paint will be addressed when found.		\$24,000.00
ID0000080	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair and/or replacement of sitework, siding, roofing, windows, doors, walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
ID0000083	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair and/or replacement of windows, doors, walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5		2029		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000084	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Water Lines/Mains)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street) . Repair and/or replacement of site work. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
ID0000085	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Stairwells and Fire Escapes,Non-Dwelling Exterior (1480)-Tuck Pointing,Non-Dwelling Exterior (1480)-Windows)	Repair excessive tenant damage or damage done by natural occurrence atHRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street) . Repair and/or replacement of sitework, siding, roofing, windows, doors, walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$16,000.00
ID0000086	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area)	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Repair and/or replacement of windows, doors, walls, ceiling, flooring, cabinetry, appliances, fixtures, electrical, plumbing, and life safety systems. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
ID0000087	Repair excessive tenant damage at HRA office building, North Star Apartments, Valley Trail Townhomes and Scattered Sites(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site	Repair excessive tenant damage or damage done by natural occurrence at HRA office building, North Star Apartments, Valley Trail Townhomes (613-718 SW 5th Street) and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703		\$10,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2029		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	(1480)-Storm Drainage)	Todd Street, 1003 Ivy Street). Repair and/or replacement of site work. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		
ID0000094	Landscaping at North Star Apartments and Office Building(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking)	Replace existing landscaping at North Star Apartments and the office building. Remove overgrown plants and shrubs and replace, fix edging, restore rock and fix/expand irrigation system as needed. Fix and/or paint signage, railings or other exterior surfaces as necessary. Asbestos and lead based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
ID0000095	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of all tenant or natural occurrence damage, carbon monoxide detection at North Star Apartments, Valley Trail Townhomes and Scattered Sites (2503 Pine Street, 2505 Pine Street, 2312 Pine Street, 1215 SE 12th Street, 411 SE 12th Street, 413 SE 12th Street, 714 SE 12th Street, 716 SE 12th Street, 312 SW 6th Street, 314 SW 6th Street, 921 11th Avenue NE, 1113 Quince Street, 1115 Quince Street, 1519 8th Avenue NE, 703 Todd Street, 1003 Ivy Street). Improving or replacing the generator and fire alarm devices, and screening in the balconies and landscaping at North Star Apartments. Landscaping and installing retaining wall system at HRA office building. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$54,000.00
ID0000123	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property, liability and workman's comp insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Asbestos and lead-based paint will be addressed when found		\$66,000.00
ID0000127	Retaining wall or system for office building(Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Other)	Install retaining wall or system on back side of office building where eroding on hillside. Repair/reinforce and/or replace deck as needed to stabilize.		\$150,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
5	2029			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000128	Add CO detection at North Star Apartments, Valley Trail Townhomes and Scattered Sites(Dwelling Unit-Interior (1480)-Electrical)	Add permanent carbon monoxide detection at North Star Apartments, Valley Trail Townhomes and Scattered Sites.		\$50,000.00
ID0000129	Screen in balconies at North Star Apartments(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Tuck-Pointing)	Install new commercial grade screen system for all balconies at North Star Apartments. Repair concrete and or bricks, tuckpoint and prime and paint or install high performance coatings as needed prior to installing of screen system.		\$50,000.00
	Subtotal of Estimated Cost			\$500,000.00

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. 2024-07

PUBLIC HOUSING AGENCY FIVE YEAR ACTION PLAN
FOR FISCAL YEAR BEGINNING JANUARY 1, 2025

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd is required to prepare and submit to HUD a Five Year Action Plan every fifth year from its initial submission; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd has developed a Five Year Action Plan and Annual Statement for use of Capital Funds; and

WHEREAS, the Five Year Action Plan and Annual Statement were made available for public comment on October 30, 2024; and

WHEREAS, HUD requires the Five Year Action Plan to be accompanied by a “Certification of Compliance with the PHA Plan and Related Regulations Including Civil Rights Certifications” executed by the Board Chair;

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

1. The Five Year Action Plan for the PHA Fiscal Year beginning January 1, 2025, is hereby approved.
2. The Board Chair is authorized to execute the Certification of Compliance with the PHA Plan and Related Regulations Including Civil Rights Certifications.

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

Dated: _____

Michael Duval, Board Chair

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. 2024-08

PUBLIC HOUSING AGENCY ANNUAL PLAN
FOR FISCAL YEAR BEGINNING JANUARY 1, 2025

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd is required to prepare and submit to HUD an Annual Plan every year from its initial submission; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd has developed an Annual Plan and Annual Statement for use of Capital Funds; and

WHEREAS, the Annual Plan and Annual Statement were made available for public comment on October 30, 2024; and

WHEREAS, HUD requires the Annual Plan to be accompanied by a “Certification of Compliance with the PHA Plan and Related Regulations Including Civil Rights Certifications” executed by the Board Chair;

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

1. The Annual Plan for the PHA Fiscal Year beginning January 1, 2025, is hereby approved.
2. The Board Chair is authorized to execute the Certification of Compliance with the PHA Plan and Related Regulations Including Civil Rights Certifications.

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

Dated: _____

Michael Duval, Board Chair



Brainerd HRA
BOARD MEETING MINUTES
 Wednesday, September 25th, 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, September 25th, 2024.

1. CALL TO ORDER: Chair Duval called the meeting to order at 1:00 p.m.

2. ROLL CALL: Present: Commissioners, Michael Duval, Katie Deblock, Allie Verchota, Gabe Johnson, Janet Decker, Wayne Erickson, & Kevin Yeager.

OTHERS PRESENT: Executive Director Eric Charpentier, Finance Director Karen Young, Housing Director Shannon Fortune, Rehab and Maintenance Director John Schommer, Procurement & Contract Specialist Janet Wedan, and Operations Administrative Specialist Hannah Anderson.

3. REVIEW AND APPROVE AGENDA:

Commissioner Erickson motioned to approve the agenda for Wednesday, September 25th, 2024, as presented. Seconded by Commissioner Deblock. Motion Carried Unanimously.

4. APPROVAL OF MINUTES:

Commissioner Johnson motioned to approve the Minutes of the Wednesday, August 28th, 2024 regular board meeting, as presented. Seconded by Commissioner Verchota. Motion Carried Unanimously.

5. UNFINISHED BUSINESS: None

6. NEW BUSINESS:

a. ROSS Grant Submission Request

Fortune presented the ROSS renewal grant application.

Commissioner Duval asked for clarification on the 0% Grant Match listed on Part IV, Section B, of the grant application.

Fortune noted that the correction will be made to the 0% match to reflect 34%.

Commissioner Johnson motioned to authorize staff to submit the grant application with the noted correction. Seconded by Commissioner Decker. Motion Carried Unanimously.

7. BILLS & COMMUNICATIONS:

a. Financial Report:

Young presented the Financial Reports for September 2024 and supporting information.

Commissioner Duval asked if losing the \$45,000 in levy dollars will result in the HRA falling below our reserve.

Young noted that we will still be above the HUD required reserve amount.

Commissioner Yeager motioned to approve payments, as presented. Seconded by Commissioner Johnson. Motion Carried Unanimously.

b. HCV Report:

Fortune presented the HCV report.

Charpentier and Fortune noted that our UML and HAP utilization are on track for the fiscal year.

Fortune reported that we will need HUD's approval to keep our current rental rates as they will be above the 110% allowed by FMR; our current rates would put us at 113%.

Charpentier noted that several HRA's are requesting for HUD to reevaluate the FMR decrease.

Additional board discussion on how this would affect our tenants.

c. Housing Management Report:

Fortune presented the housing management report.

d. Rehab Programs Report:

Schommer presented the rehab programs report.

Schommer noted that there are 5 more lots being sold to the developer at Brainerd Oaks.

Commissioner Yeager asked about any change orders for the North Star project.

Schommer advised that there were three minor change orders that equated to a \$6,000 dollar increase.

e. Executive Director Report:

Charpentier presented his executive director report.

Charpentier advised he has been asked to join the CLC Student Housing Board with the board's approval.

Commissioners Johnson and Deblock both noted that it would be a great fit.

Charpentier reported that the HRA did not receive the Workforce Housing Grant funding that we had applied for.

After discussion regarding the need for a wage analysis workshop, meeting was set for Wednesday, October 16th, 2024 at 1:00 PM.

Charpentier provided an update on the Bring it Home voucher system slated for late 2025 to early 2026. Highlights were that there is more flexibility and will provide for additional rentals.

8. COMMISSIONER COMMENTS:

Commissioner Deblock noted again what a great benefit it will be to have Charpentier on the CLC Student Housing Board.

Chair Duval noted that upon adjournment, commissioners were invited to tour the North Star project.

9. ADJOURN:

Commissioner Verchota motioned to adjourn the meeting. Seconded by Commissioner Yeager. Motion Carried Unanimously. Meeting was adjourned at 1:55 p.m.



Brainerd HRA
BOARD WORKSHOP MINUTES
Wednesday, October 16th, 2024 @ 1:00pm

A workshop 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, October 16th, 2024.

1. CALL TO ORDER: Chair Duval called the workshop to order at 1:00 p.m.
2. ROLL CALL: Present: Commissioners, Michael Duval, Katie Deblock, Allie Verchota, Janet Decker, Wayne Erickson, & Kevin Yeager. Absent: Gabe Johnson.

OTHERS PRESENT: Executive Director Eric Charpentier & Finance Director Karen Young.

3. REVIEW AND APPROVE AGENDA:

Commissioner Erickson motioned to approve the agenda for Wednesday, October 16th, 2024, as presented. Seconded by Commissioner Deblock. Motion Carried Unanimously.

4. WAGE COMPARISON AND ANALYSIS DISCUSSION:

Charpentier and Young presented the information regarding the wage analysis and methodology for the comparison. Staff provided feedback from Commissioner Johnson to the board as he was unable to attend the meeting but wished to have his comments available for the board to review. Following discussion with staff, the board agreed with the approach presented and acknowledged that the recommended increases were appropriate steps to make.

Commissioner Erickson motioned to implement the 8% increase in wages effective with 4% on 1/1/2025 and 4% on 7/1/2025 and the recommended adjustments to five positions in addition to the overall 8% increase, as presented for fiscal year 2025. Seconded by Commissioner Verchota. Motion Carried Unanimously.

5. ADJOURN:

Commissioner Erickson motioned to adjourn the meeting. Seconded by Commissioner Verchota. Motion Carried Unanimously. Workshop was adjourned at 2:01 p.m.



To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: October 30th, 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.

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

2022 – 2024 Brainerd HRA Goals and Action Steps Status Report

Goal	Action Steps	Status
<p>Goal 1: Workforce Retention and Development – High Priority</p>	<p>Maintain stable workforce – focus on retention and additions.</p>	<p><i>Ongoing and continual – Hiring ranges being adjusted as we have employee turnover. Fully staffed as of 10/28 after some staffing changes. Wage analysis presented on 10/16 for budget prep in '25.</i></p>
	<p>Support well-trained, competent, and professional workforce.</p>	<p><i>Continue to offer and encourage in person and online training for staff</i></p>
	<p>Succession planning – transfer of institutional knowledge preserved and applied through cross-training.</p>	<p><i>Mid Priority, ongoing.</i></p>
	<p>Monitor staff capacity and well-being while managing 3 HRA's.</p>	<p><i>Continually evaluating each department's capacity and searching for growth opportunities. State voucher program is a large initiative that we are evaluating</i></p>
<p>Goal 2: Intentional Decisions for Properties to be Redeveloped</p>	<p>City acquisition of former state hospital site.</p>	<p><i>Lower Priority, City staff will be re-engaging the state about this land and future potential for development. No current updates</i></p>
	<p>Possible development/redevelopment in south Brainerd.</p>	<p><i>ISD 181 property has not been listed but a developer is interested in senior housing as well as LIHTC housing in 2 phases. Researching Lumber One property off Andrew Street for possible development opportunities</i></p>
	<p>Washington Street redevelopment and SCDP grant.</p>	<p><i>High priority, scheduled for 2026. City municipal consent given in March of 2023. City Council authorized submitting preapplication at 10/21/24 meeting with the preapplication will be due at the end of November 2024 with an application to follow in spring of 2025</i></p>
	<p>Use available resources to optimize redevelopment success.</p>	<p><i>Ongoing, working with the City, the EDA, ISD 181 and the County regarding possible land sites for development</i></p>

	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 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. Working with the Community Development Department and KampRealty</i>
	Identify potential clients within nonprofit organizations.	<i>Continue to work with partners such as LAHFH to identify and develop housing opportunities. Reaching out to CMHP to gauge interest in a project in Brainerd.</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. City utilized an RFP for their SAHA funds, the County SAHA funds are earmarked for the 805 Laurel St. Project via CWC HRA. Infrastructure grant program is still being finalized through MN Housing and the state voucher program guide will be reviewed by MN Housing's board in December 2024.</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. Looking at additional MHFA loans as an additional source of revenue.</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. Updating website will be next priority.</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. Tax Forfeited land is still available for conveyance through the County as well.</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. The developer is currently working with the school district to attempt to put a purchase agreement together.</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. Staff attended a webinar about land trusts and are continuing to research this housing option. CMHP is the established entity that is doing land trusts within our region.</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, working between CWC HRA and BHRA for downtown redevelopment and additional development in Brainerd Oaks</i>

	Keep abreast of HUD issues and changes.	<i>Ongoing, attending webinars, in person training and regional groups for information sharing. HOTMA, NSPIRE and HIP are new initiatives from HUD that are or will be implemented during 2024/2025. HUD continues to extend implementation deadlines on these initiatives but staff is implementing what we can.</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: Shannon Fortune, Housing Director
 Date: Oct-22-2024
 Re: 2025 Payment Standard Increases

The FY2025 Fair Market Rents (FMRs) were published last month, and we were surprised to see a decrease in the Crow Wing County amounts, particularly since this is not consistent with our observation of rent trends in our communities. We submitted a letter to the regulations division within HUD requesting a reevaluation of the FMRs, however we've not yet received a response.

	OBR	1BR	2BR	3BR	4BR	5BR
FY2024 FMR	\$748	\$840	\$1,104	\$1,373	\$1,556	\$1,789
FY2025 FMR	\$717	\$797	\$1,045	\$1,266	\$1,500	\$1,725
Difference	<i>decrease of</i> \$31	<i>decrease of</i> \$43	<i>decrease of</i> \$59	<i>decrease of</i> \$107	<i>decrease of</i> \$56	<i>decrease of</i> \$64

Our current payment standard is set at 110% of the FY2024 FMRs, which is the maximum level that we can select without obtaining a waiver from HUD. To keep our payment standards at the same amount that they are currently, we will need to exceed the 110% threshold, which requires a HUD waiver request. It appears that we do meet the basic criteria necessary to proceed with a waiver request.

Our primary objective as we consider our payment standards is that we not negatively impact our voucher holders or our landlords. To accomplish this, our payment standard percentages would be as follows:

	OBR	1BR	2BR	3BR	4BR	5BR
FY2025 FMR	\$717	\$797	\$1,045	\$1,266	\$1,500	\$1,725
With A Payment Standard % Set At:	115%	116%	116%	120%	114%	114%
The Payment Standard Can Be Up To:	\$825	\$925	\$1,212	\$1,519	\$1,710	\$1,967
Our Payment Standard Will Be:	\$820	\$920	\$1,210	\$1,510	\$1,710	\$1,965

Action Requested: Authorize Staff To Proceed With A HUD Waiver Request To Increase 2025 Payment Standards Beyond 110%, As Specified Above

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To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Director
Date: Oct-22-2024
Re: Approval of Family Self-Sufficiency (FSS) Program Grant Application

On September 24th, 2024, the FY24 Family Self-Sufficiency Program grant notice of funding opportunity was released, with a due date of November 1, 2024. We anticipate submitting the grant package after obtaining board approval at this meeting.

The grant period is January 1, 2025, to December 31, 2025, and our request in the amount of \$93,385.00 will be used solely to cover salary and benefits for a full time position. Funding announcements are expected mid to late December.

Action Requested: Approval of the submission of the Family Self-Sufficiency Program grant application.

SF-424 (VERSION 4)

OMB Number 4040-0004

Expiration Date 11/30/2025

APPLICATION FOR FEDERAL ASSISTANCE

[424 version 4 Instructions](#)

★ indicates a required field.

1. Type of Submission ★ ? <input type="radio"/> Preapplication <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application	2. Type of Application ★ ? <input checked="" type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Revision	If Revision, select appropriate letter(s) ★ ? --please select -- Other (Specify) ★ ?
---	---	--

3. Date Received ★ ? Completed on Subr <input type="text"/>	4. Applicant Identifier ? <input type="text"/>
5a. Federal Entity Identifier ? <input type="text"/>	5b. Federal Award Identifier ? <input type="text"/>
State Use Only 6. Date Received by State ? <input type="text" value="MM/DD/YYYY"/>	7. State Application Identifier ? <input type="text"/>

8. APPLICANT INFORMATION

a. Legal Name ★ ? BRAINERD, CITY OF	
b. Employer/Taxpayer Identification # ★ ? <input type="text" value="41-0950146"/>	c. UEI ★ ? <input type="text" value="ZTD1JH7FDHP6"/>
d. Address Country ★ ? UNITED STATES Street Address ★ ? 324 E RIVER RD Street Address 2 (Mail Stop) City ★ ? BRAINERD State ★ ? Minnesota Zip Code ? 56401 -3504 <p style="text-align: center;">The Address is not validated. <input type="button" value="Validate Address"/></p>	

e. Organizational Unit

Department Name ? <input type="text"/>	Division Name ? <input type="text"/>
--	--

f. Name and contact information of person to be contacted on matters involving this application

Prefix ? Please select a prefix or choose other and specify
--

First Name ★ ?
Middle Name ?
Last Name ★ ?
Suffix ?

Title ?

Organizational Affiliation ?

Telephone Number ★ ?

Fax ?

Email ★ ?

9. Type of Applicant 1: Select Applicant Type ★ ?

Type of Applicant 2: Select Applicant Type ?

Type of Applicant 3: Select Applicant Type ?

Other (Specify) ★ ?

10. Name of Federal Agency ★ ?

11. Catalog of Federal Domestic Assistance Number ?

CFDA Title

12. Funding Opportunity Number ★ ?

Title ★ ?

13. Competition Identification Number ?

Title ?

14. Areas Affected by Project (Cities, Counties, States, etc.) ?

File Name: No file chosen

15. Descriptive Title of Applicant's Project ★ ?

16. Congressional Districts Of

a. Applicant *	<input type="text" value="8"/>	b. Program/Project *	<input type="text" value="8"/>
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Attach an additional list of Program/Project Congressional Districts if needed.

File Name: Choose File No file chosen

17. Proposed Project.			
a. Start Date *	<input type="text" value="01/01/2025"/>	b. End Date *	<input type="text" value="12/31/2025"/>

18. Estimated Funding (\$)	
a. Federal *	<input type="text" value="93385.00"/>
b. Applicant *	<input type="text" value="0.00"/>
c. State *	<input type="text" value="0.00"/>
d. Local *	<input type="text" value="0.00"/>
e. Other *	<input type="text" value="0.00"/>
f. Program Income *	<input type="text" value="0.00"/>
g. TOTAL	<input type="text" value="93385.00"/>

19. Is Application Subject to Review By State Under Executive Order 12372 Process? *	If option (a) please provide a date MM/DD/YYYY
<input type="radio"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="radio"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input type="radio"/> c. Program is not covered by E.O. 12372.	<input type="text"/>

20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation in attachment.) *

Yes

No If "Yes", provide explanation in attachment

File Name: Choose File No file chosen

* 21. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative			
Prefix	<input type="text" value="Please select a prefix or choose other and specify"/>		
First Name *	<input type="text" value="Eric"/>		
Middle Name	<input type="text"/>		
Last Name *	<input type="text" value="Charpentier"/>		
Suffix	<input type="text"/>		
Title *	<input type="text" value="Executive Director"/>		
Telephone Number *	<input type="text" value="218-824-3425"/>	Fax	<input type="text"/>
Email *	<input type="text" value="eric@brainerdhra.org"/>		

Signature of Authorized Representative ★ ⓘ Completed on Submission

Date Signed ★ ⓘ

Completed on Submission

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: October 23, 2024
Re: October Financial Report

Please find attached the financial information for September 2024.

Urban Companies Payment - Capital Fund Program (CFP) Draws

Reflected in the September Public Housing financials is \$473,962.12 in Capital Fund Income. The first payment for the North Star project was processed to Urban Companies for this amount and drawn out of the 2023 and 2024 CFP grants. The total contract amount for this project is \$950,000.

2025 Operating Subsidy Calculation

The 2025 Operating Subsidy calculation has been submitted and approved by HUD. The 2025 funding eligibility is \$343,349, which is down significantly from the 2024 eligibility of \$417,378. The primary reason for the decline is a reduction in the utility inflation factor and an increase in formula income.

2024 Budget Preparation

Staff are working on the 2025 budgets, which will be presented at the November board meeting.

July and August Payments

The July and August payments are included in the packet for approval. We are presenting them again due to some payments being missed during the initial approval process.

Action Requested: Motion for approval of payments as presented.

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Brainerd Housing & Redevelopment Authority

2024 Ratios (and December, 2023)

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

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

Capital Fund Ratios	Max Pts	Scoring										
			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
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	5.00	5.00	5.00	5.00
Total Points	10		10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0

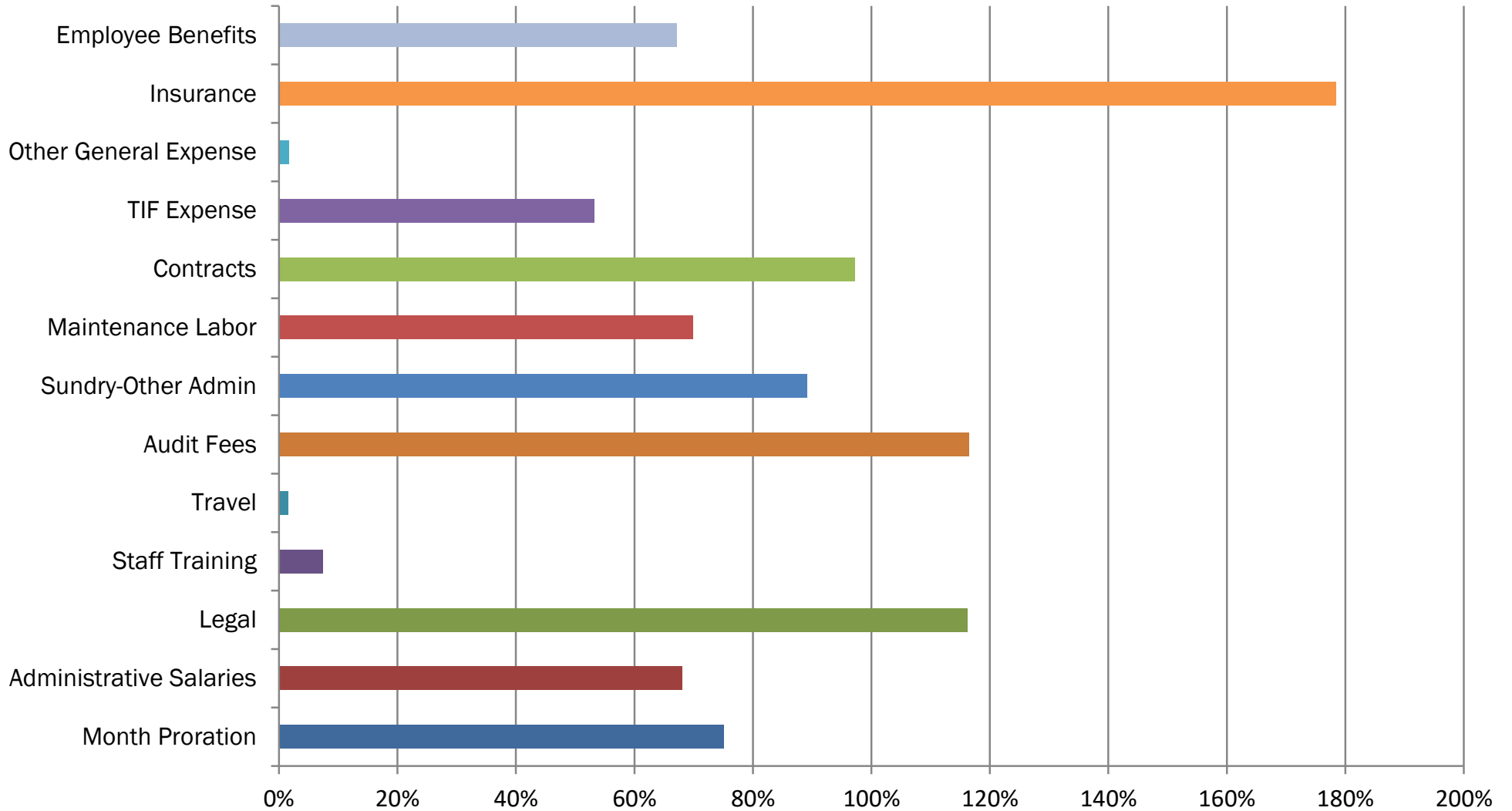
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September 2024 Operating Account Balances

Property/Program	September 2023	August 2024	September 2024
General Fund	\$501,028.15	\$585,163.80	\$576,652.65
Housing Rehab Program	\$176,439.45	\$200,530.14	\$202,946.98
Bridges	\$6,469.69	\$5,429.48	\$7,755.00
Crow Wing County HRA	\$1,956,796.79	\$1,778,549.79	\$1,769,743.11
Public Housing	\$1,248,595.58	\$1,060,664.38	\$1,069,486.58
Valley View	\$0.00	\$346,417.25	\$355,557.01
Brainerd South	\$51,123.47	\$51,501.14	\$60,412.18
Housing Choice Voucher	\$21,184.88	\$105,374.83	\$92,665.56
Total	\$3,961,638.01	\$4,133,630.81	\$4,135,219.07

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September 2024 YTD General Fund Expense/Annual Budget Comparison



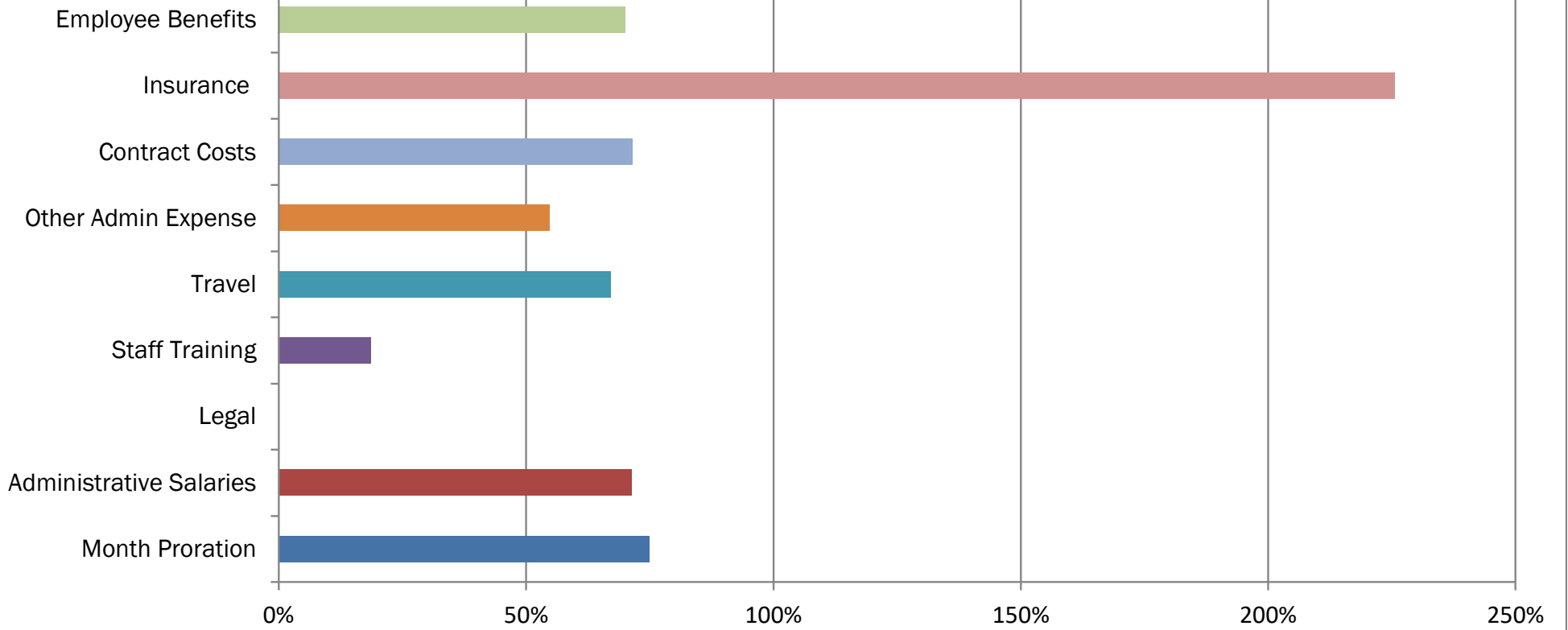
Audit Fees: The annual audit is complete.

Sundry-Other: Purchased 2 new computers.

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

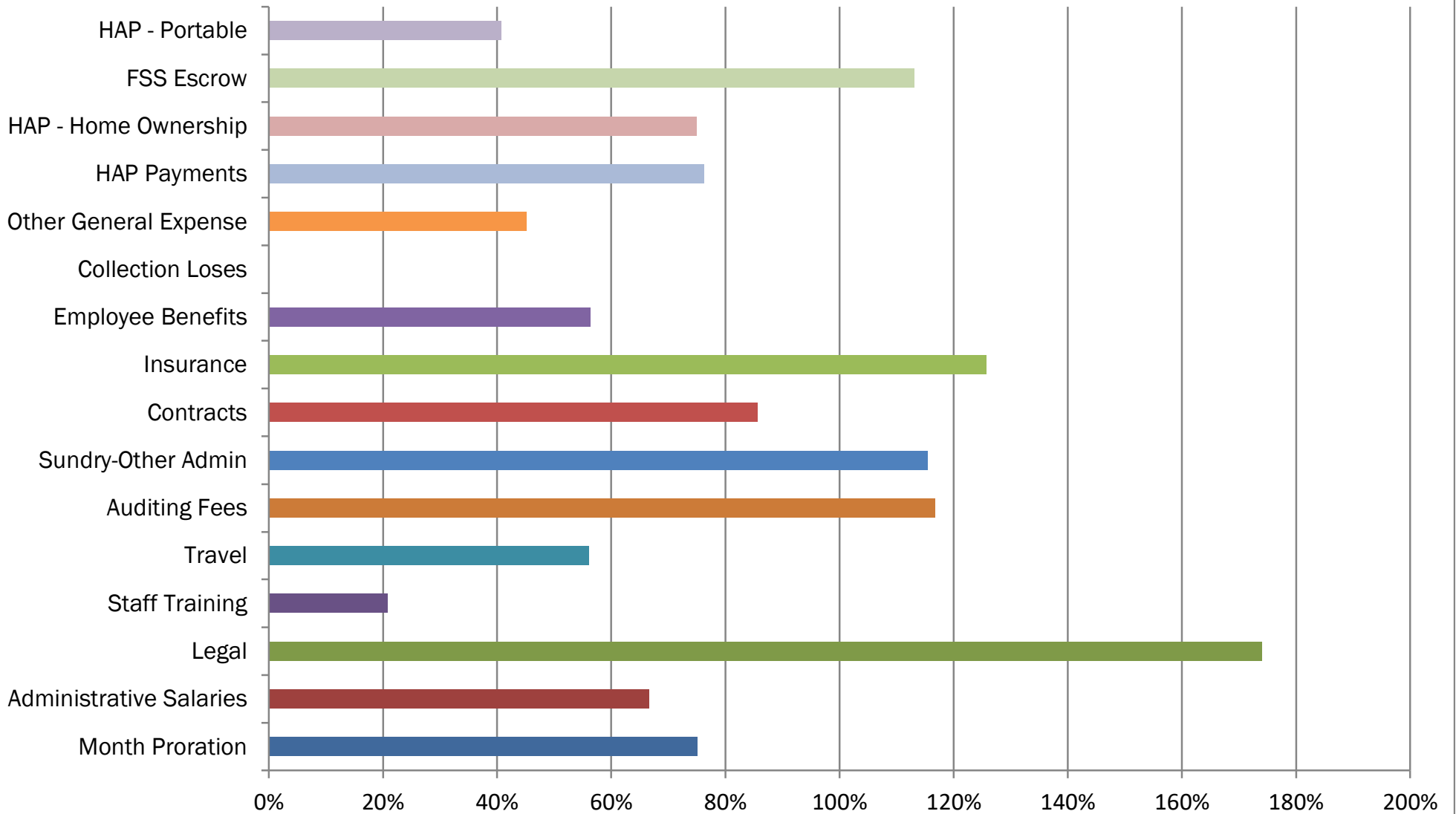
Legal: Employee Policy Manual update.

September 2024 YTD Housing Rehab Expense/Annual Budget Comparison



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

September 2024 YTD Housing Choice Voucher Expense/Annual Budget Comparison

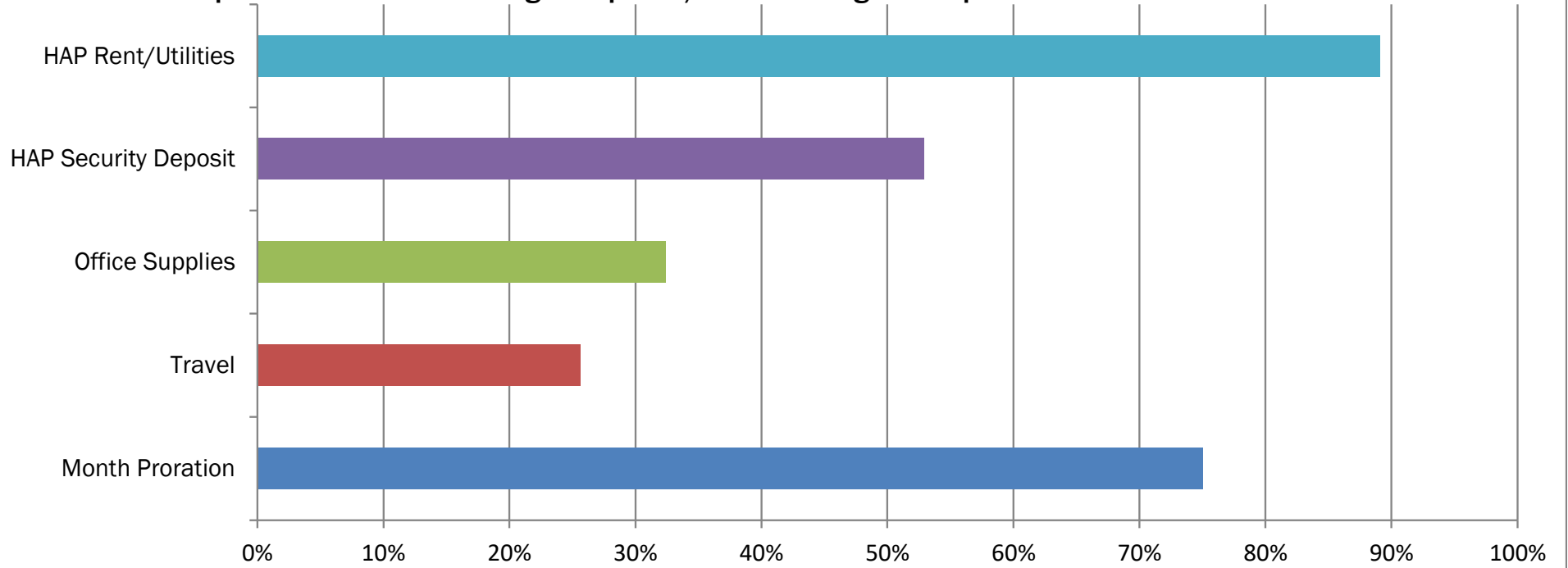


Legal: Employee policy manual update and HR issues.

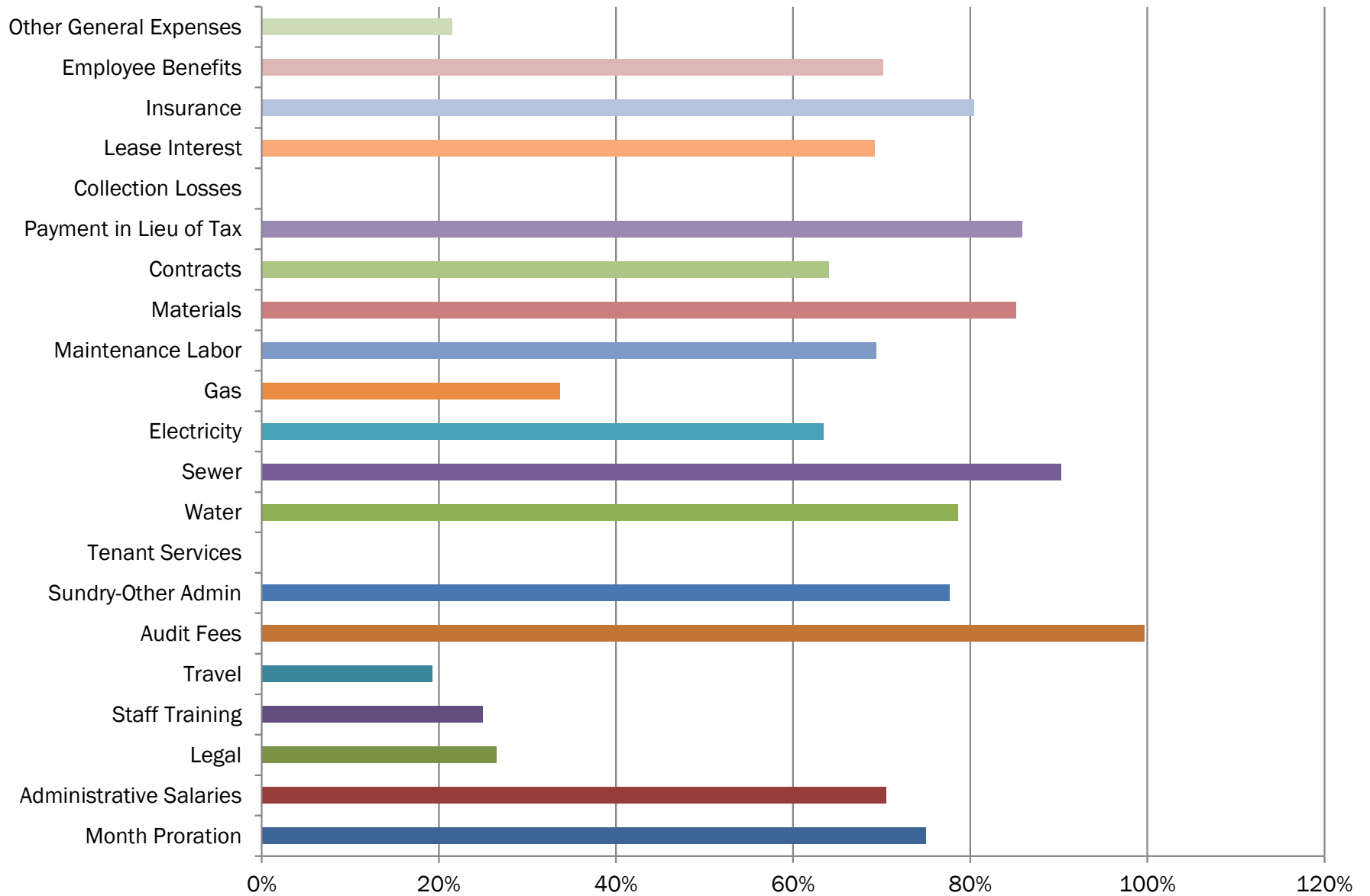
Audit: The annual audit is complete.

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

September 2024 YTD Bridges Expense/Annual Budget Comparison



September 2024 YTD Public Housing Expense/Annual Budget Comparison

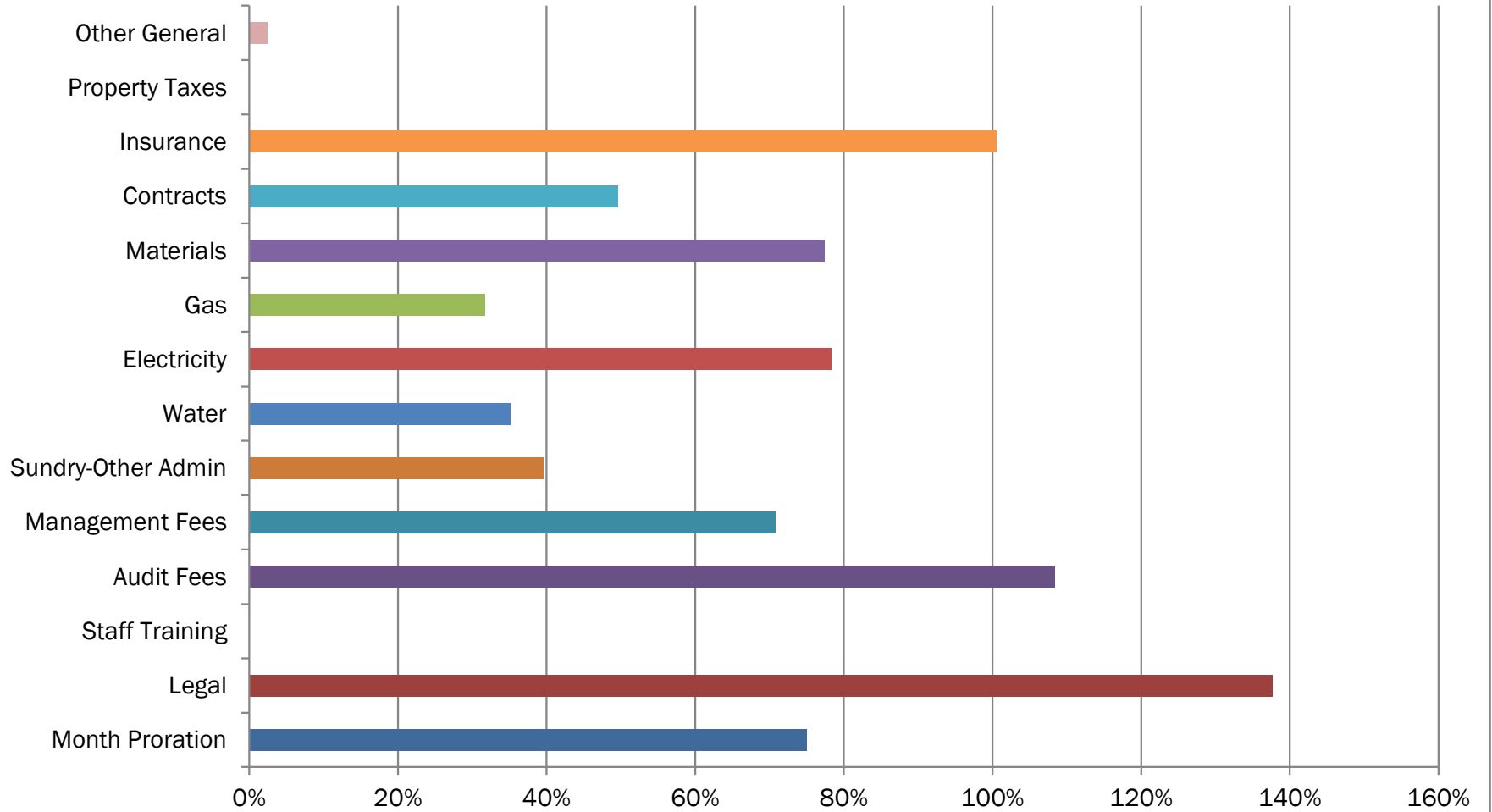


Audit: The annual audit is complete.

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

Materials: Purchased 14 refrigerators.

September 2024 YTD Valley View Expense/Annual Budget Comparison



Audit: The annual audit is complete.

Legal: Eviction Court

Insurance: New rates through Housing Authority Insurance.

Brainerd HRA
Operating Statement
Nine Months Ending 09/30/2024
Program: 210 - General Fund Project: General Fund

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Investment Interest	2,856.68	416.67	2,440.01	23,529.05	3,750.00	19,779.05	5,000.00	18,529.05
Operating Transfer In	0.00	762.50	(762.50)	0.00	6,862.50	(6,862.50)	9,150.00	(9,150.00)
Other Income	0.00	166.67	(166.67)	1,779.80	1,500.00	279.80	2,000.00	(220.20)
City Tax Settlements	0.00	14,496.67	(14,496.67)	95,200.12	130,470.00	(35,269.88)	173,960.00	(78,759.88)
Developer Fees	0.00	416.67	(416.67)	0.00	3,750.00	(3,750.00)	5,000.00	(5,000.00)
Management Fees	21,213.34	20,173.33	1,040.01	188,513.71	181,560.00	6,953.71	242,080.00	(53,566.29)
Loan Interest Revenue	0.00	825.00	(825.00)	0.00	7,425.00	(7,425.00)	9,900.00	(9,900.00)
TOTAL INCOME	24,070.02	37,257.51	(13,187.49)	309,022.68	335,317.50	(26,294.82)	447,090.00	(138,067.32)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	18,346.84	20,461.25	2,114.41	167,143.14	184,151.25	17,008.11	245,535.00	78,391.86
Legal	69.00	166.67	97.67	2,322.92	1,500.00	(822.92)	2,000.00	(322.92)
Staff Training	0.00	416.67	416.67	366.34	3,750.00	3,383.66	5,000.00	4,633.66
Travel	0.00	41.67	41.67	7.37	375.00	367.63	500.00	492.63
Auditing Fees	0.00	708.33	708.33	9,899.10	6,375.00	(3,524.10)	8,500.00	(1,399.10)
Sundry-Other Admin	510.26	774.99	264.73	8,287.47	6,975.00	(1,312.47)	9,300.00	1,012.53
TOTAL ADMINISTRATIVE	18,926.10	22,569.58	3,643.48	188,026.34	203,126.25	15,099.91	270,835.00	82,808.66
MAINTENANCE								
Labor	1,233.38	1,610.42	377.04	13,505.58	14,493.75	988.17	19,325.00	5,819.42
Contracts	2,173.81	1,043.75	(1,130.06)	12,178.66	9,393.75	(2,784.91)	12,525.00	346.34
TOTAL MAINTENANCE	3,407.19	2,654.17	(753.02)	25,684.24	23,887.50	(1,796.74)	31,850.00	6,165.76
OTHER								
TIF Expense	0.00	10.83	10.83	69.13	97.50	28.37	130.00	60.87
Other General Exp	10.00	2,083.33	2,073.33	404.69	18,750.00	18,345.31	25,000.00	24,595.31
Insurance	448.50	381.25	(67.25)	8,165.79	3,431.25	(4,734.54)	4,575.00	(3,590.79)
Employee Benefits	7,579.15	9,002.49	1,423.34	72,570.03	81,022.50	8,452.47	108,030.00	35,459.97
TOTAL OTHER	8,037.65	11,477.90	3,440.25	81,209.64	103,301.25	22,091.61	137,735.00	56,525.36
TOTAL EXPENSES	30,370.94	36,701.65	6,330.71	294,920.22	330,315.00	35,394.78	440,420.00	145,499.78
SURPLUS	(6,300.92)	555.86	(6,856.78)	14,102.46	5,002.50	9,099.96	6,670.00	7,432.46

Brainerd HRA
Operating Statement
Nine Months Ending 09/30/2024
Program: 660 - Rehab Project: General

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Other Income - Misc	100.00	41.67	58.33	425.00	375.00	50.00	500.00	(75.00)
Other Inc - Mgnt Fees	10,000.00	10,000.00	0.00	90,000.00	90,000.00	0.00	120,000.00	(30,000.00)
Other Inc - MHFA	0.00	17,000.00	(17,000.00)	83,551.55	153,000.00	(69,448.45)	204,000.00	(120,448.45)
SC Grant Admin	0.00	375.00	(375.00)	(321.61)	3,375.00	(3,696.61)	4,500.00	(4,821.61)
TOTAL INCOME	10,100.00	27,416.67	(17,316.67)	173,654.94	246,750.00	(73,095.06)	329,000.00	(155,345.06)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	6,182.22	8,335.42	2,153.20	71,397.23	75,018.75	3,621.52	100,025.00	28,627.77
Legal	0.00	83.33	83.33	0.00	750.00	750.00	1,000.00	1,000.00
Staff Training	0.00	416.67	416.67	932.20	3,750.00	2,817.80	5,000.00	4,067.80
Travel	43.55	116.67	73.12	938.98	1,050.00	111.02	1,400.00	461.02
Other Admin Expenses	291.97	530.84	238.87	3,493.43	4,777.50	1,284.07	6,370.00	2,876.57
TOTAL ADMINISTRATIVE	6,517.74	9,482.93	2,965.19	76,761.84	85,346.25	8,584.41	113,795.00	37,033.16
MAINTENANCE								
Contracts Costs	0.00	15,000.00	15,000.00	128,613.49	135,000.00	6,386.51	180,000.00	51,386.51
TOTAL MAINTENANCE	0.00	15,000.00	15,000.00	128,613.49	135,000.00	6,386.51	180,000.00	51,386.51
OTHER								
Insurance	0.00	51.67	51.67	1,398.91	465.00	(933.91)	620.00	(778.91)
Employee Benefits	1,160.73	2,875.01	1,714.28	24,151.62	25,875.00	1,723.38	34,500.00	10,348.38
TOTAL OTHER	1,160.73	2,926.68	1,765.95	25,550.53	26,340.00	789.47	35,120.00	9,569.47
TOTAL EXPENSES	7,678.47	27,409.61	19,731.14	230,925.86	246,686.25	15,760.39	328,915.00	97,989.14
SURPLUS	2,421.53	7.06	2,414.47	(57,270.92)	63.75	(57,334.67)	85.00	(57,355.92)

Brainerd HRA
Operating Statement
Nine Months Ending 09/30/2024
Program: 310 - Housing Choice Vouchers Project: General

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
REVENUE								
HUD HAP Received	165,460.00	158,053.33	7,406.67	1,385,983.00	1,422,480.00	(36,497.00)	1,896,640.00	(510,657.00)
Admin Fees Earned	26,315.00	28,495.83	(2,180.83)	253,502.00	256,462.50	(2,960.50)	341,950.00	(88,448.00)
Investment Interest	380.50	8.33	372.17	2,872.48	75.00	2,797.48	100.00	2,772.48
Other Income	1,600.96	2,458.33	(857.37)	18,159.32	22,125.00	(3,965.68)	29,500.00	(11,340.68)
TOTAL REVENUE	193,756.46	189,015.82	4,740.64	1,660,516.80	1,701,142.50	(40,625.70)	2,268,190.00	(607,673.20)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	12,925.07	18,849.17	5,924.10	150,767.05	169,642.50	18,875.45	226,190.00	75,422.95
Legal	0.00	225.00	225.00	4,698.71	2,025.00	(2,673.71)	2,700.00	(1,998.71)
Staff Training	0.00	416.67	416.67	1,039.83	3,750.00	2,710.17	5,000.00	3,960.17
Travel	34.84	125.00	90.16	841.55	1,125.00	283.45	1,500.00	658.45
Auditing Fees	0.00	471.67	471.67	6,602.70	4,245.00	(2,357.70)	5,660.00	(942.70)
Sundry-Other Admin	268.94	516.66	247.72	7,152.99	4,650.00	(2,502.99)	6,200.00	(952.99)
TOTAL ADMINISTRATIVE	13,228.85	20,604.17	7,375.32	171,102.83	185,437.50	14,334.67	247,250.00	76,147.17
MAINTENANCE								
Contracts	2,113.90	2,500.00	386.10	25,690.42	22,500.00	(3,190.42)	30,000.00	4,309.58
TOTAL MAINTENANCE	2,113.90	2,500.00	386.10	25,690.42	22,500.00	(3,190.42)	30,000.00	4,309.58
OTHER EXPENSE								
Insurance	532.09	545.00	12.91	8,219.11	4,905.00	(3,314.11)	6,540.00	(1,679.11)
Employee Benefits	6,661.98	9,714.58	3,052.60	65,635.07	87,431.25	21,796.18	116,575.00	50,939.93
Collection Losses	0.00	208.33	208.33	0.00	1,875.00	1,875.00	2,500.00	2,500.00
Other General Exp	146.25	90.00	(56.25)	487.50	810.00	322.50	1,080.00	592.50
TOTAL OTHER EXPENSE	7,340.32	10,557.91	3,217.59	74,341.68	95,021.25	20,679.57	126,695.00	52,353.32
HAP PAYMENTS								
HAP Payments	154,492.00	144,579.58	(9,912.42)	1,322,603.00	1,301,216.25	(21,386.75)	1,734,955.00	412,352.00
Home Ownership	2,631.00	2,617.92	(13.08)	23,519.00	23,561.25	42.25	31,415.00	7,896.00
FSS Escrow	15,900.00	9,362.50	(6,537.50)	127,066.00	84,262.50	(42,803.50)	112,350.00	(14,716.00)
HAP - Portable	1,306.00	1,493.33	187.33	7,298.00	13,440.00	6,142.00	17,920.00	10,622.00
TOTAL HAP PAYMENTS	174,329.00	158,053.33	(16,275.67)	1,480,486.00	1,422,480.00	(58,006.00)	1,896,640.00	416,154.00
TOTAL EXPENSES	197,012.07	191,715.41	(5,296.66)	1,751,620.93	1,725,438.75	(26,182.18)	2,300,585.00	548,964.07
SURPLUS	(3,255.61)	(2,699.59)	(556.02)	(91,104.13)	(24,296.25)	(66,807.88)	(32,395.00)	(58,709.13)

Brainerd HRA
Operating Statement
Nine Months Ending 09/30/2024
Program: 312 - Bridges Project: General

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
MHFA HAP Revenue	10,388.00	6,666.67	3,721.33	69,791.00	60,000.00	9,791.00	80,000.00	(10,209.00)
MHFA Admin Rev	949.00	800.00	149.00	7,665.00	7,200.00	465.00	9,600.00	(1,935.00)
Operating Trans Out	0.00	762.50	(762.50)	0.00	6,862.50	(6,862.50)	9,150.00	(9,150.00)
TOTAL INCOME	11,337.00	8,229.17	3,107.83	77,456.00	74,062.50	3,393.50	98,750.00	(21,294.00)
EXPENSES								
Travel	29.48	33.33	3.85	102.38	300.00	197.62	400.00	297.62
Office Supplies	0.00	4.17	4.17	16.18	37.50	21.32	50.00	33.82
HAP - Sec Dep	0.00	333.33	333.33	2,115.00	3,000.00	885.00	4,000.00	1,885.00
HAP Payments	9,146.00	6,333.33	(2,812.67)	67,676.00	57,000.00	(10,676.00)	76,000.00	8,324.00
TOTAL EXPENSES	9,175.48	6,704.16	(2,471.32)	69,909.56	60,337.50	(9,572.06)	80,450.00	10,540.44
SURPLUS	2,161.52	1,525.01	636.51	7,546.44	13,725.00	(6,178.56)	18,300.00	(10,753.56)

Brainerd HRA
Operating Statement
Nine Months Ending 09/30/2024
Program: 400 - Public Housing Project: General

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Dwelling Rental	75,721.00	71,197.50	4,523.50	658,943.00	640,777.50	18,165.50	854,370.00	(195,427.00)
Excess Utilities	752.00	325.00	427.00	3,738.37	2,925.00	813.37	3,900.00	(161.63)
Operating Subsidy	40,852.00	32,448.75	8,403.25	309,227.00	292,038.75	17,188.25	389,385.00	(80,158.00)
Operating Transfer In	0.00	5,500.00	(5,500.00)	0.00	49,500.00	(49,500.00)	66,000.00	(66,000.00)
Other Income	8,134.08	8,043.33	90.75	65,970.58	72,390.00	(6,419.42)	96,520.00	(30,549.42)
Other Inc - Grants	0.00	0.00	0.00	192,040.00	0.00	192,040.00	0.00	192,040.00
Other Income Tenant	496.97	2,133.75	(1,636.78)	14,575.52	19,203.75	(4,628.23)	25,605.00	(11,029.48)
Lease Revenue	8,937.50	8,937.50	0.00	80,437.50	80,437.50	0.00	107,250.00	(26,812.50)
Laundry Income	1,808.00	1,648.33	159.67	17,871.75	14,835.00	3,036.75	19,780.00	(1,908.25)
Investment Interest	7,226.51	333.33	6,893.18	59,542.48	3,000.00	56,542.48	4,000.00	55,542.48
Capital Fund Revenue	473,962.12	0.00	473,962.12	664,399.62	0.00	664,399.62	0.00	664,399.62
TOTAL INCOME	617,890.18	130,567.49	487,322.69	2,066,745.82	1,175,107.50	891,638.32	1,566,810.00	499,935.82
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	26,240.56	28,765.83	2,525.27	243,456.36	258,892.50	15,436.14	345,190.00	101,733.64
Legal	1,605.00	1,000.00	(605.00)	3,178.00	9,000.00	5,822.00	12,000.00	8,822.00
Staff Training	0.00	1,166.67	1,166.67	3,495.76	10,500.00	7,004.24	14,000.00	10,504.24
Travel	0.00	83.33	83.33	193.06	750.00	556.94	1,000.00	806.94
Auditing Fees	0.00	1,179.17	1,179.17	14,100.70	10,612.50	(3,488.20)	14,150.00	49.30
Sundry-Other Admin	1,542.01	1,891.66	349.65	17,624.22	17,025.00	(599.22)	22,700.00	5,075.78
TOTAL ADMINISTRATIVE	29,387.57	34,086.66	4,699.09	282,048.10	306,780.00	24,731.90	409,040.00	126,991.90
TENANT SERVICES								
Rec Publication Other	0.00	412.50	412.50	0.00	3,712.50	3,712.50	4,950.00	4,950.00
TOTAL TENANT SERVICES	0.00	412.50	412.50	0.00	3,712.50	3,712.50	4,950.00	4,950.00
UTILITIES								
Water	4,621.78	3,342.08	(1,279.70)	31,542.09	30,078.75	(1,463.34)	40,105.00	8,562.91
Sewer	6,611.72	4,214.58	(2,397.14)	45,640.13	37,931.25	(7,708.88)	50,575.00	4,934.87
Electricity	8,951.01	7,076.67	(1,874.34)	53,847.04	63,690.00	9,842.96	84,920.00	31,072.96
Gas	857.36	5,348.75	4,491.39	21,592.28	48,138.75	26,546.47	64,185.00	42,592.72
TOTAL UTILITIES	21,041.87	19,982.08	(1,059.79)	152,621.54	179,838.75	27,212.21	239,785.00	87,163.46
MAINTENANCE								
Labor	13,892.29	16,673.34	2,781.05	138,910.14	150,060.00	11,149.86	200,080.00	61,169.86
Materials	1,415.55	2,500.00	1,084.45	25,561.33	22,500.00	(3,061.33)	30,000.00	4,438.67
Contracts	20,539.41	21,486.65	947.24	165,146.46	193,380.00	28,233.54	257,840.00	92,693.54
TOTAL MAINTENANCE	35,847.25	40,659.99	4,812.74	329,617.93	365,940.00	36,322.07	487,920.00	158,302.07
OTHER								
PILOT	2,644.08	2,416.67	(227.41)	24,896.86	21,750.00	(3,146.86)	29,000.00	4,103.14
Collection Losses	0.00	758.33	758.33	0.00	6,825.00	6,825.00	9,100.00	9,100.00
Lease Int Exp - Cintas	23.25	24.17	0.92	200.71	217.50	16.79	290.00	89.29
Depreciation Expense	0.00	0.00	0.00	87,038.00	0.00	(87,038.00)	0.00	(87,038.00)
Insurance	9,126.40	9,323.33	196.93	90,041.14	83,910.00	(6,131.14)	111,880.00	21,838.86
Employee Benefits	16,686.43	19,562.07	2,875.64	164,670.90	176,058.75	11,387.85	234,745.00	70,074.10
Other General Expense	133.95	467.50	333.55	1,205.55	4,207.50	3,001.95	5,610.00	4,404.45
TOTAL OTHER	28,614.11	32,552.07	3,937.96	368,053.16	292,968.75	(75,084.41)	390,625.00	22,571.84
TOTAL EXPENSES	114,890.80	127,693.30	12,802.50	1,132,340.73	1,149,240.00	16,899.27	1,532,320.00	399,979.27
SURPLUS	502,999.38	2,874.19	500,125.19	934,405.09	25,867.50	908,537.59	34,490.00	899,915.09

Brainerd HRA
Operating Statement
Nine Months Ending 09/30/2024
Program: 513 - Tax Credit Project: Valley View

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Dwelling Rental	16,568.00	16,637.25	(69.25)	139,021.00	149,735.25	(10,714.25)	199,647.00	(60,626.00)
Excess Utilities	0.00	0.00	0.00	249.65	0.00	249.65	0.00	249.65
Investment Interest	1,291.91	496.00	795.91	9,980.88	4,464.00	5,516.88	5,952.00	4,028.88
Other Income Tenant	150.00	0.00	150.00	2,043.03	0.00	2,043.03	0.00	2,043.03
Laundry Income	35.75	55.00	(19.25)	647.00	495.00	152.00	660.00	(13.00)
TOTAL INCOME	18,045.66	17,188.25	857.41	151,941.56	154,694.25	(2,752.69)	206,259.00	(54,317.44)
EXPENSES								
ADMINISTRATIVE								
Legal	0.00	83.00	83.00	1,371.60	747.00	(624.60)	996.00	(375.60)
Staff Training	0.00	17.00	17.00	0.00	153.00	153.00	204.00	204.00
Travel	0.00	0.00	0.00	7.37	0.00	(7.37)	0.00	(7.37)
Auditing Fees	0.00	711.08	711.08	9,250.00	6,399.75	(2,850.25)	8,533.00	(717.00)
Management Fees	1,760.00	1,760.00	0.00	14,960.00	15,840.00	880.00	21,120.00	6,160.00
Sundry-Other Admin	0.59	287.25	286.66	1,364.16	2,585.25	1,221.09	3,447.00	2,082.84
TOTAL ADMINISTRATIVE	1,760.59	2,858.33	1,097.74	26,953.13	25,725.00	(1,228.13)	34,300.00	7,346.87
UTILITIES								
Water	249.47	504.00	254.53	2,125.75	4,536.00	2,410.25	6,048.00	3,922.25
Electricity	231.95	247.00	15.05	2,321.51	2,223.00	(98.51)	2,964.00	642.49
Gas	114.19	914.75	800.56	3,484.62	8,232.75	4,748.13	10,977.00	7,492.38
TOTAL UTILITIES	595.61	1,665.75	1,070.14	7,931.88	14,991.75	7,059.87	19,989.00	12,057.12
MAINTENANCE								
Materials	978.72	708.33	(270.39)	6,577.21	6,375.00	(202.21)	8,500.00	1,922.79
Contracts	5,297.95	5,665.33	367.38	33,759.50	50,988.00	17,228.50	67,984.00	34,224.50
TOTAL MAINTENANCE	6,276.67	6,373.66	96.99	40,336.71	57,363.00	17,026.29	76,484.00	36,147.29
OTHER								
Insurance	1,498.46	1,192.92	(305.54)	14,388.25	10,736.25	(3,652.00)	14,315.00	(73.25)
Property Taxes	0.00	1,072.17	1,072.17	0.00	9,649.50	9,649.50	12,866.00	12,866.00
Other General Expense	0.00	835.50	835.50	250.00	7,519.50	7,269.50	10,026.00	9,776.00
Depreciation Expense	0.00	0.00	0.00	(0.32)	0.00	0.32	0.00	0.32
Amortization Expense	0.00	0.00	0.00	0.20	0.00	(0.20)	0.00	(0.20)
TOTAL OTHER	1,498.46	3,100.59	1,602.13	14,638.13	27,905.25	13,267.12	37,207.00	22,568.87
TOTAL EXPENSES	10,131.33	13,998.33	3,867.00	89,859.85	125,985.00	36,125.15	167,980.00	78,120.15
SURPLUS	7,914.33	3,189.92	4,724.41	62,081.71	28,709.25	33,372.46	38,279.00	23,802.71

Brainerd Housing and Redevelopment Authority
Payment Summary Report
July 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
7/1/2024	ACH	Payroc LLC	\$260.31
7/3/2024	ACH	90 Degree Benefits Inc.	\$21,664.69
7/5/2024	ACH	Payroc LLC	\$104.52
7/11/2024	ACH	Health Savings Accounts	\$3,351.87
7/11/2024	ACH	Security Benefit	\$4,932.68
7/11/2024	ACH	Minnesota State Retirement System	\$1,188.76
7/11/2024	ACH	Harpers Payroll Service	\$11,422.54
7/11/2024	ACH	Harpers Payroll Service	\$103.51
7/25/2024	ACH	Harpers Payroll Service	\$11,423.62
7/25/2024	ACH	Harpers Payroll Service	\$208.12
7/25/2024	ACH	Security Benefit	\$5,003.75
7/25/2024	ACH	Minnesota State Retirement System	\$1,238.76
7/1/2024	1	Angel Zierden	\$900.00
7/1/2024	2	Collegeville Apartments	\$480.00
7/1/2024	3	Dianna Lorimore	\$412.00
7/1/2024	4	Grand Oaks Court Townhomes	\$297.00
7/1/2024	5	Grand Oaks Townhomes	\$452.00
7/1/2024	6	Lake Investments LLC	\$825.00
7/1/2024	7	Maridia LLC	\$792.00
7/1/2024	8	Michael Degen	\$740.00
7/1/2024	9	Sprucewood Townhomes	\$920.00
7/1/2024	10	White Oak Estates of Baxter LP	\$647.00
7/12/2024	11	Creo Block	\$94.14
7/12/2024	12	John Schommer	\$145.39
7/12/2024	13	Ryan Barnett	\$40.20
7/12/2024	14	Thomas Daniels	\$202.01
7/24/2024	15	Nancy Thull	\$30.82
7/10/2024	26416	Brainerd Public Utilities	\$179.00
7/11/2024	26417	Ace Hardware	\$257.26
7/11/2024	26418	Amazon Capital Services Inc.	\$127.00
7/11/2024	26419	Atlas Abstract & Title, Inc.	\$300.00
7/11/2024	26420	Batteries Plus	\$289.96
7/11/2024	26421	Brainerd Area Chamber of Commerce	\$280.00
7/11/2024	26422	Brainerd Public Utilities	\$18,193.29
7/11/2024	26423	Capital One Commercial (Menards Card)	\$1,145.23
7/11/2024	26424	CenterPoint Energy	\$1,506.16
7/11/2024	26425	CenturyLink	\$111.94
7/11/2024	26426	Cintas	\$303.22
7/11/2024	26427	City of Brainerd	\$398.46
7/11/2024	26428	Crow Wing County Landfill	\$145.00
7/11/2024	26429	Culligan	\$128.00
7/11/2024	26430	Dacotah Paper Co	\$2,914.89
7/11/2024	26431	Driver & Vehicle Services	\$14.00
7/11/2024	26432	Harpers Time & Attendance	\$61.75
7/11/2024	26433	Home Depot Credit Services	\$996.03
7/11/2024	26434	Home Depot Supply	\$98.78
7/11/2024	26435	Integrity Services Inc	\$975.60
7/11/2024	26436	Kristin Miller	\$10.05
7/11/2024	26437	Lakes Printing	\$132.80
7/11/2024	26438	LandWerx LLC	\$760.00
7/11/2024	26439	Management Computer Services Inc	\$18,152.02
7/11/2024	26440	Mike Jones	\$100.84
7/11/2024	26441	Miller Testing & Consulting LLC	\$480.00
7/11/2024	26442	Minnesota Department of Employment &	\$6,567.00
7/11/2024	26443	MN Elevator, Inc. Lockbox 446080	\$911.28
7/11/2024	26444	Northland Fire Protection	\$704.00
7/11/2024	26445	Paper Storm	\$52.00
7/11/2024	26446	Quick Construction Inc.	\$502.89
7/11/2024	26447	Safeguard Security Inc.	\$315.00
7/11/2024	26448	Utility Reimbursement Payment to Tenant	\$37.00
7/11/2024	26449	State Chemical Products Corporation	\$1,390.33
7/11/2024	26450	Synchrony Bank (Mills Fleet Farm)	\$374.03
7/11/2024	26451	Tkda	\$1,308.50
7/11/2024	26452	T-Mobile	\$306.15

Brainerd Housing and Redevelopment Authority
Payment Summary Report
July 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
7/11/2024	26453	Vsp	\$42.70
7/11/2024	26454	Waste Partners Inc	\$3,288.13
7/11/2024	26455	West Central Flooring	\$764.75
7/11/2024	26456	Wex Health	\$8.50
7/11/2024	26457	Xtona	\$1,130.00
7/18/2024	26458	Tenant Refund	\$644.50
7/24/2024	26459	Amazon Capital Services Inc.	\$275.25
7/24/2024	26460	Atlas Abstract & Title, Inc.	\$100.00
7/24/2024	26461	BDS Laundry Systems	\$42,756.00
7/24/2024	26462	Brainerd Public Utilities	\$3,394.67
7/24/2024	26463	Bremer Bank Credit Card	\$274.72
7/24/2024	26464	Cash	\$80.76
7/24/2024	26465	CIGNA CHLIC-Chicago	\$683.90
7/24/2024	26466	City of Brainerd	\$14,039.60
7/24/2024	26467	Column Software PBC	\$78.26
7/24/2024	26468	Crow Wing County Landfill	\$46.00
7/24/2024	26469	Ctc-446126	\$1,051.45
7/24/2024	26470	Dearborn National	\$230.36
7/24/2024	26471	Granite Pest Control LLC	\$840.50
7/24/2024	26472	Handyman's, Inc.	\$492.35
7/24/2024	26473	Holden Electric Co. Inc.	\$316.88
7/24/2024	26474	Home Depot Supply	\$256.82
7/24/2024	26475	Hytec Construction	\$25,226.51
7/24/2024	26476	Innovative Office Solutions	\$731.60
7/24/2024	26477	Kennedy & Graven, Chartered	\$1,020.00
7/24/2024	26478	Life Insurance Company of North America	\$70.83
7/24/2024	26479	NAPA Auto Parts - Baxter	\$110.95
7/24/2024	26480	Office Shop	\$821.36
7/24/2024	26481	Pike Plumbing & Heating, Inc	\$555.25
7/24/2024	26482	Servicemaster Clean of Brainerd	\$500.00
7/24/2024	26483	Siemens Industry, Inc.	\$4,189.00
7/24/2024	26484	Stonehenge Properties LLC	\$1,975.00
7/24/2024	26485	Strike Painting & Finishing	\$400.00
7/24/2024	26486	The Hartford	\$269.76
7/24/2024	26487	Thelen Heating And Roofing	\$132.00
7/24/2024	26488	Turf & More	\$900.00
7/24/2024	26489	Viking Electric Supply LLC	\$574.90
7/24/2024	26490	Yde's Major Appliance	\$176.85
7/25/2024	26491	CenterPoint Energy	\$15.00
		Report Total	\$236,875.26

Brainerd Housing and Redevelopment Authority
Payment Summary Report
August 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/1/2024	16	Angel Zierden	\$900.00
8/1/2024	17	Collegeville Apartments	\$480.00
8/1/2024	18	Dianna Lorimore	\$412.00
8/1/2024	19	Grand Oaks Court Townhomes	\$297.00
8/1/2024	20	Grand Oaks Townhomes	\$542.00
8/1/2024	21	Lake Investments LLC	\$825.00
8/1/2024	22	Maridia LLC	\$792.00
8/1/2024	23	Michael Degan	\$740.00
8/1/2024	24	Sprucewood Townhomes	\$920.00
8/1/2024	25	White Oak Estates of Baxter LP	\$647.00
8/9/2024	26	Carrie Burrell	\$70.35
8/9/2024	27	Creo Block	\$114.57
8/9/2024	28	Eric Charpentier	\$385.54
8/9/2024	29	John Schommer	\$16.08
8/9/2024	30	Nancy Thull	\$10.72
8/9/2024	31	Ryan Barnett	\$23.45
8/9/2024	32	Thomas Daniels	\$60.64
8/30/2024	33	Michael Degan	\$1,202.00
8/8/2024	ACH	Security Benefit	\$5,253.35
8/8/2024	ACH	Minnesota State Retirement System	\$1,238.76
8/8/2024	ACH	Health Savings Accounts	\$3,351.87
8/22/2024	ACH	Health Savings Accounts	\$1,018.52
8/22/2024	ACH	Harpers Payroll Service	\$11,187.70
8/22/2024	ACH	Harpers Payroll Service	\$89.36
8/22/2024	ACH	Security Benefit	\$5,284.55
8/22/2024	ACH	Minnesota State Retirement System	\$1,238.76
8/8/2024	ACH	Harpers Payroll Service	\$11,274.30
8/8/2024	ACH	Harpers Payroll Service	\$103.51
8/2/2024	ACH	90 Degree Benefits Inc.	\$21,664.69
8/1/2024	ACH	Payroc LLC	\$265.91
8/1/2024	ACH	Payroc LLC	\$109.19
8/1/2024	26492	CenterPoint Energy	\$15.00
8/8/2024	26493	Ace Hardware	\$170.75
8/8/2024	26494	Amazon Capital Services Inc.	\$321.63
8/8/2024	26495	Atlas Abstract & Title, Inc.	\$100.00
8/8/2024	26496	Brainerd Glass Company	\$134.23
8/8/2024	26497	Brainerd Public Utilities	\$17,102.27
8/8/2024	26498	Builders FirstSource	\$1,661.20
8/8/2024	26499	Capital One Commercial (Menards Card)	\$504.33
8/8/2024	26500	CenterPoint Energy	\$1,585.96
8/8/2024	26501	Cintas	\$303.22
8/8/2024	26502	CJ's Chem-Dry	\$189.00
8/8/2024	26503	College Drive Townhouses	\$740.00
8/8/2024	26504	Crow Wing County Landfill	\$14.50
8/8/2024	26505	Culligan	\$153.00
8/8/2024	26506	Faster Solutions Inc.	\$175.00
8/8/2024	26507	Granite Pest Control LLC	\$2,199.50
8/8/2024	26508	Handyman's, Inc.	\$196.74
8/8/2024	26509	Harpers Time & Attendance	\$61.75
8/8/2024	26510	Home Depot Credit Services	\$311.86
8/8/2024	26511	Home Depot Supply	\$257.86
8/8/2024	26512	Hytec Construction	\$18,296.03
8/8/2024	26513	Integrity Services Inc	\$1,821.50
8/8/2024	26514	Mike Jones	\$66.00
8/8/2024	26515	Miller Testing & Consulting LLC	\$960.00
8/8/2024	26516	MN Elevator, Inc. Lockbox 446080	\$911.28
8/8/2024	26517	MRI Software LLC	\$187.00
8/8/2024	26518	Office Shop	\$231.71
8/8/2024	26519	Paper Storm	\$26.00
8/8/2024	26520	Schroeder's Appliance Center	\$640.98
8/8/2024	26521	Strike Painting & Finishing	\$1,300.00
8/8/2024	26522	Synchrony Bank (Mills Fleet Farm)	\$184.99
8/8/2024	26523	The Cleaning Bee LLC	\$236.25
8/8/2024	26524	T-Mobile	\$306.10

Brainerd Housing and Redevelopment Authority
Payment Summary Report
August 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/8/2024	26525	Turf & More	\$1,125.00
8/8/2024	26526	Waste Partners Inc	\$3,710.67
8/8/2024	26527	West Central Flooring	\$1,018.50
8/8/2024	26528	Xtona	\$1,130.00
8/8/2024	26529	Yde's Major Appliance	\$119.00
8/22/2024	26532	Amazon Capital Services Inc.	\$38.82
8/22/2024	26533	API HVAC Services Inc.	\$4,425.50
8/22/2024	26534	Brainerd Lakes Area Economic Development	\$46,144.00
8/22/2024	26535	Brainerd Public Utilities	\$932.48
8/22/2024	26536	Bremer Bank Credit Card	\$9,422.35
8/22/2024	26537	CenturyLink	\$122.24
8/22/2024	26538	City of Jenkins	\$3,201.85
8/22/2024	26539	Community Development Software LLC	\$213.60
8/22/2024	26540	Ctc-446126	\$1,020.66
8/22/2024	26541	Cuyuna Range Economic Development Inc.	\$13,261.00
8/22/2024	26542	Dearborn National	\$183.71
8/22/2024	26543	Forum Communications	\$1,809.00
8/22/2024	26544	Granite Pest Control LLC	\$916.50
8/22/2024	26545	Handyman's, Inc.	\$196.74
8/22/2024	26546	Home Depot Supply	\$18.81
8/22/2024	26547	Housing Auth Risk Retention Group	\$35.00
8/22/2024	26548	Housing Insurance Services Inc.	\$37,570.01
8/22/2024	26549	Independent Testing Technologies, Inc.	\$1,150.00
8/22/2024	26550	Jingco Contracting	\$6,363.60
8/22/2024	26551	Lakes Printing	\$277.70
8/22/2024	26552	Life Insurance Company of North America	\$70.83
8/22/2024	26553	Miller Testing & Consulting LLC	\$480.00
8/22/2024	26554	Minnesota Home Improvements LLC	\$35,916.00
8/22/2024	26555	MN Chapter NAHRO	\$950.00
8/22/2024	26556	Pike Plumbing & Heating, Inc	\$280.18
8/22/2024	26557	Quick Construction Inc.	\$13,800.00
8/22/2024	26558	Siemens Industry, Inc.	\$4,189.00
8/22/2024	26559	The Hartford	\$263.49
8/22/2024	26560	The Print Shop Ink	\$462.29
8/22/2024	26561	Tkda	\$3,738.00
8/22/2024	26562	Viking Electric Supply LLC	\$203.00
8/22/2024	26563	Vsp	\$42.70
8/22/2024	26564	Wex Health	\$8.00
		Report Total	\$310,139.69

Brainerd Housing and Redevelopment Authority
Payment Summary Report
September 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/3/2024	34	Angel Zierden	\$900.00
9/3/2024	35	Collegeville Apartments	\$440.00
9/3/2024	36	Dianna Lorimor	\$412.00
9/3/2024	37	Grand Oaks Court Townhomes	\$297.00
9/3/2024	38	Grand Oaks Townhomes	\$542.00
9/3/2024	39	Lake Investments, LLC	\$825.00
9/3/2024	40	Maridia LLC	\$792.00
9/3/2024	41	Michael Degen	\$1,942.00
9/3/2024	42	Progressive Property Management	\$1,250.00
9/3/2024	43	Sprucewood Townhomes	\$920.00
9/3/2024	44	White Oak Estates of Baxter LP	\$647.00
9/5/2024	45	Carrie Burrell	\$50.92
9/6/2024	46	Creo Block	\$92.46
9/6/2024	47	John Schommer	\$64.99
9/6/2024	48	Ryan Barnett	\$13.40
9/3/2024	ACH	90 Degree Benefits Inc.	\$21,664.69
9/5/2024	ACH	Harpers Payroll Service	\$12,116.09
9/5/2024	ACH	Harpers Payroll Service	\$94.77
9/5/2024	ACH	Health Savings Accounts	\$2,833.68
9/5/2024	ACH	Security Benefit	\$5,521.02
9/5/2024	ACH	Minnesota State Retirement System	\$1,188.76
9/5/2024	ACH	Payroc LLC	\$269.26
9/5/2024	ACH	Payroc LLC	\$128.16
9/19/2024	ACH	Harpers Payroll Service	\$80.42
9/19/2024	ACH	Harpers Payroll Service	\$9,966.11
9/19/2024	ACH	Security Benefit	\$4,663.05
9/19/2024	ACH	Minnesota State Retirement System	\$983.76
9/19/2024	ACH	Health Savings Accounts	\$833.67
9/3/2024	26565	CenterPoint Energy	\$15.00
9/5/2024	26566	Ace Hardware	\$233.22
9/5/2024	26567	Amazon Capital Services Inc.	\$178.05
9/5/2024	26568	Borden Steinbauer And Kruger	\$255.00
9/5/2024	26569	Brainerd Public Utilities	\$14,412.68
9/5/2024	26570	Builders FirstSource	\$470.70
9/5/2024	26571	Voided Check	\$0.00
9/5/2024	26572	CenterPoint Energy	\$2.30
9/5/2024	26572	Capital One Commercial (Menards Card)	\$366.98
9/5/2024	26573	CIGNA CHLIC-Chicago	\$642.07
9/5/2024	26574	City of Brainerd	\$7,000.00
9/5/2024	26575	Culligan	\$172.43
9/5/2024	26576	Faster Solutions Inc.	\$95.00
9/5/2024	26577	Granite Pest Control LLC	\$1,763.00
9/5/2024	26578	Hagman Inc.	\$1,008.00
9/5/2024	26579	Handyman's, Inc.	\$114.85
9/5/2024	26580	Harpers Time & Attendance	\$55.25
9/5/2024	26581	Home Depot Credit Services	\$539.94
9/5/2024	26582	HR Direct	\$94.99
9/5/2024	26583	Hytec Construction	\$18,892.25
9/5/2024	26584	Independent Testing Technologies, Inc.	\$2,600.00
9/5/2024	26585	Integrity Services Inc	\$2,824.10
9/5/2024	26586	Kennedy & Graven, Chartered	\$69.00
9/5/2024	26587	Mike Jones	\$58.63
9/5/2024	26588	MN Elevator, Inc. Lockbox 446080	\$911.28
9/5/2024	26589	MRI Software LLC	\$185.00
9/5/2024	26590	Office Shop	\$1,052.76
9/5/2024	26591	Paper Storm	\$52.00
9/5/2024	26592	Pike Plumbing & Heating, Inc	\$1,006.46
9/5/2024	26593	Ratwik Rosak & Maloney P.A.	\$1,275.00
9/5/2024	26594	State Chemical Products Corporation	\$441.00
9/5/2024	26595	Strike Painting & Finishing	\$900.00
9/5/2024	26596	The Cleaning Bee LLC	\$247.50
9/5/2024	26597	T-Mobile	\$306.10
9/5/2024	26598	Trail Ridge Townhomes	\$689.00
9/5/2024	26599	Turf & More	\$525.00

Brainerd Housing and Redevelopment Authority
Payment Summary Report
September 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/5/2024	26600	Viking Electric Supply LLC	\$29.00
9/5/2024	26601	West Central Flooring	\$2,177.75
9/5/2024	26602	Xtona	\$1,130.00
9/9/2024	26603	Borden Steinbauer And Kruger	\$75.00
9/9/2024	26604	Brainerd Public Utilities	\$2,654.89
9/18/2024	26605	Housing Insurance Services Inc.	\$2,556.00
9/19/2024	26607	Brainerd Public Utilities	\$7,597.85
9/19/2024	26608	Builders FirstSource	\$567.20
9/19/2024	26609	CenterPoint Energy	\$1,497.29
9/19/2024	26610	CenturyLink	\$122.48
9/19/2024	26611	Cintas	\$457.36
9/19/2024	26612	Column Software PBC	\$21.75
9/19/2024	26613	Ctc-446126	\$916.25
9/19/2024	26614	Dearborn National	\$193.61
9/19/2024	26615	ECM Publishers, Inc.	\$305.00
9/19/2024	26616	Forum Communications	\$904.50
9/19/2024	26617	Granite Pest Control LLC	\$1,385.00
9/19/2024	26618	Handyman's, Inc.	\$100.87
9/19/2024	26619	Internation Eprocurement LLC	\$1,000.00
9/19/2024	26620	JM Operations LLC	\$1,272.00
9/19/2024	26621	Kennedy & Graven, Chartered	\$331.50
9/19/2024	26622	LandWerx LLC	\$570.00
9/19/2024	26623	MRI Software LLC	\$75.00
9/19/2024	26624	Pike Plumbing & Heating, Inc	\$287.50
9/19/2024	26625	Strike Painting & Finishing	\$900.00
9/19/2024	26626	Tkda	\$3,527.50
9/19/2024	26627	Urban Companies LLC	\$473,962.12
9/19/2024	26628	Vsp	\$36.60
9/19/2024	26629	Waste Partners Inc	\$3,719.34
9/19/2024	26630	Wex Health	\$8.00
9/19/2024	26631	Zachary Gaetz Installations and Repairs	\$3,985.00
9/19/2024	26632	Tenant Refund	\$380.02
		Report Total	\$632,766.13



To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Director
 Date: Oct-22-2024
 Re: Housing Choice Voucher Report

HCV Program

- Through September, our Unit Months Leased (UML) is 73.74% and HAP utilization is 75.21%.
- Activity Recap:
 - Vouchers Issued: 3
 - New Move-Ins: 6
 - Annual Recertifications: 24
 - Interim Recertifications: 6
 - Inspections: 28
 - Terminations: 0

Additional Info: Please see attached data summary._

Bridges Program

- Tenants leased up in units: 11
- Participants issued a Voucher & searching for a unit: 0
- 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: 10
 - Todd: 0
 - Wadena: 0
- Total Bridges HAP Payment: \$7,772.00

Additional Info: Bridges RFP application was also announced. Deadline is Dec 4th, 2024. Will begin working on getting the application completed.

Family Self-Sufficiency Program

- Active FSS participants: 59
- Tenants going OFF for month: 1
- Tenants going ON for month: 0
- New tenants ESCROWING: 0
- Total number of FSS participants escrowing monthly: 35
- Total amount of escrow: \$14,955.00
- Total combined amount of monthly escrow: \$227,496.00

Update: no additional information

No Action Requested; Discussion Items

Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	325	
September Move-ins	6	
September Move-outs	2	
September Vouchers - looking for housing	16	
September Vouchers - first day of month	325	
Average Vouchers to date	320	
Unit Months Leased	73.74%	
HAP Utilization through 09/30/2024	75.21%	
HAP Payments	\$154,715	
<u>Reasons For Leaving Program</u>		
Voluntarily Left	1	
Deceased	1	
<u>Revenue</u>		
Housing Assistance Payment (HAP)	\$165,460	
September HUD Administrative Fee	\$19,001	
<u>Port Out Vouchers</u>	3	
St Cloud HRA	\$1,306	
<u>Homeownership</u>	5	
Homeownership HAP	\$2,631	
<u>FYI Vouchers</u>	0	
FYI Vouchers HAP	\$0	
<u>Demographics</u>		
Elderly Households	35.37%	
Disabled/Handicapped Households	31.71%	
Families with Children Under 6 Years Old	44	
Average Annual Income	\$16,927	↓
Average HAP	\$529	↑
<u>Waiting List Total</u>		
Crow Wing County Preference	168	
Non Preference	68	



To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Director
 Date: Oct-22-2024
 Re: Housing Management Report

Vacancy Report for September 2024

Please see attachment.

Monthly Property Performance Report for September 2024

Please see attachment.

Valley View Townhomes:

Occupancy: 100%
 Move Ins: 0
 Move Outs: 0
 Notified: 0
 Screening: 0
 Denied: 0
 Waiting List: 17

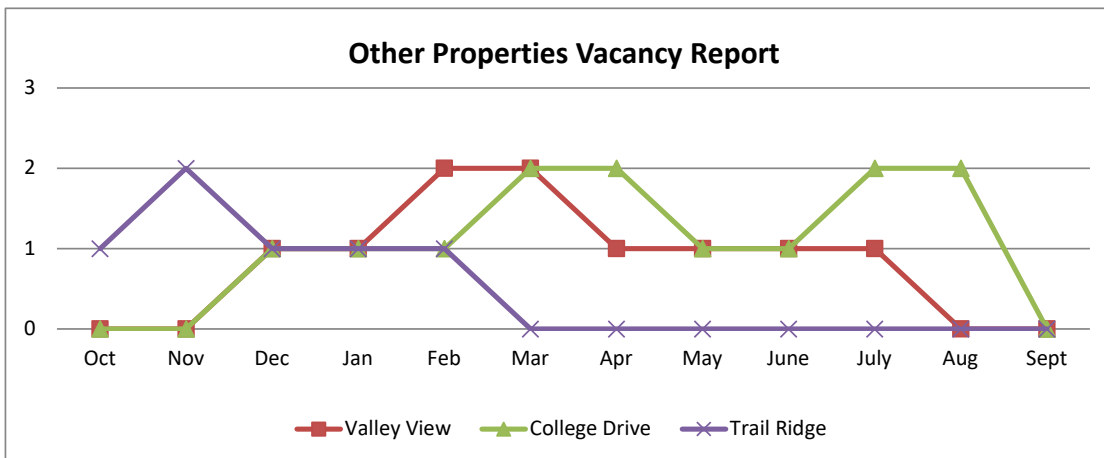
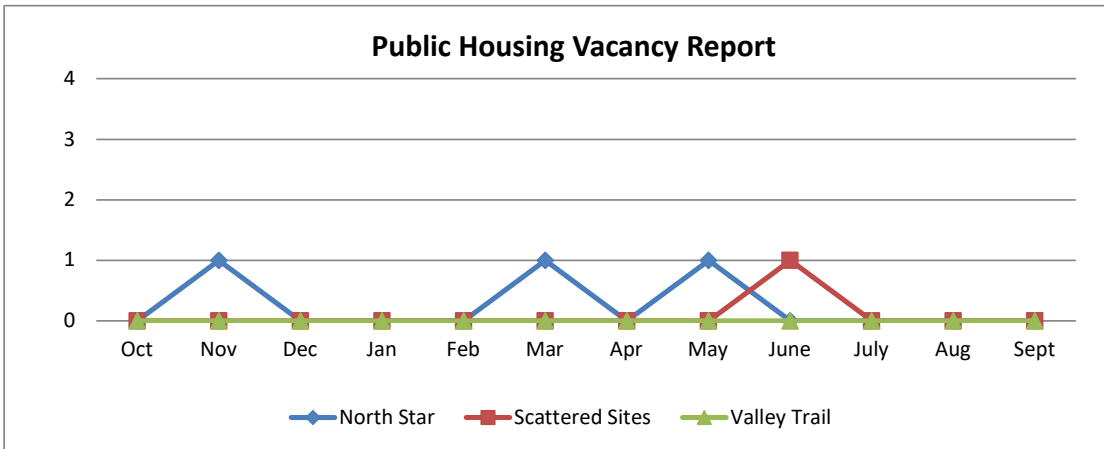
ROSS Program Updates

- 20 active participants in the ROSS program; 2 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
 - This program ends 12/31/2024. Patsy is still connecting with local resources to see if anyone can offer a similar option, but nothing has been identified at this time.
- Facebook Update: There were 6 new posts on the ROSS Facebook page this past month which reached 15 individuals, with 1 likes, comments, or additional shares, and 2 viewers clicked through to obtain more information about the topics. Patsy is brainstorming ideas to help drive engagement.

No Action Requested; Discussion Items

Brainerd HRA 2024 Vacancy Report

	Public Housing				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	20	24	18
Jan 31	0	0	0	0	1	1	1
Jan %	0.00%	0.00%	0.00%	0.00%	5.00%	4.17%	5.56%
Feb 29	0	0	0	0	2	1	1
Feb %	0.00%	0.00%	0.00%	0.00%	10.00%	4.17%	5.56%
March 31	1	0	0	1	2	2	0
March %	0.62%	0.00%	0.00%	0.49%	10.00%	8.33%	0.00%
April 30	0	0	0	0	1	2	0
April %	0.00%	0.00%	0.00%	0.00%	5.00%	8.33%	0.00%
May 31	1	0	0	1	1	1	0
May %	0.62%	0.00%	0.00%	0.49%	5.00%	4.17%	0.00%
June 30	0	1	0	1	1	1	0
June %	0.00%	6.25%	0.00%	0.49%	5.00%	4.17%	0.00%
July 31	0	0	0	0	1	2	0
July %	0.00%	0.00%	0.00%	0.00%	5.00%	8.33%	0.00%
Aug 31	0	0	0	0	0	0	0
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sept 30	0	0	0	0	0	1	1
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	5.56%
Oct 31							
Oct %	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%
Dec 31							
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	2	1	0	3	9	11	3
%	0.14%	0.69%	0.00%	0.16%	5.00%	5.09%	1.85%



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report September 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	43
Applications Placed on PH Wait List	10
Applications Denied on PH Wait List	2

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	150	1	1	0
2 bdrm	14	46	4	2	0
3 bdrm	24	32	0	0	0
4 bdrm	5	11	0	0	0
TOTAL	203	239	5	3	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	15
Move-Outs	2	14

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	8
Annual Recertifications	4
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?	In Process
If yes, please enter date	n/a

9. Lease Enforcements

Lease warnings/violations issued	4
30-day lease terminations	2

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	18
Received	71
Closed	72
Ending Balance	17
Total Completed Work Orders for Year	580

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	3	13
Completed within 24 hours	3	13
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	76,150
Other Charges	870
Total New Charges	77,020
Arrears, tenants in possession	6,651

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	5,390
Current Rent Charges	76,150
Current Rent Collections	70,760
Accounts Receivable Rate	7%
Collection Rate	93%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	8,093
Prior Rent Charges	886,076
Collection Rate	99%

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To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: October 22, 2024
 Re: Rehab Programs and Maintenance Report

North Star Apartments and Office Project

The staining of the retaining wall is complete and the signage is scheduled to start next week with planting of the wall happening right after. The fencing is supposed to be complete early next month, we will likely have to wait until next spring to complete the crack sealing and striping of the parking lots.

Brainerd SCDP Preliminary Proposal

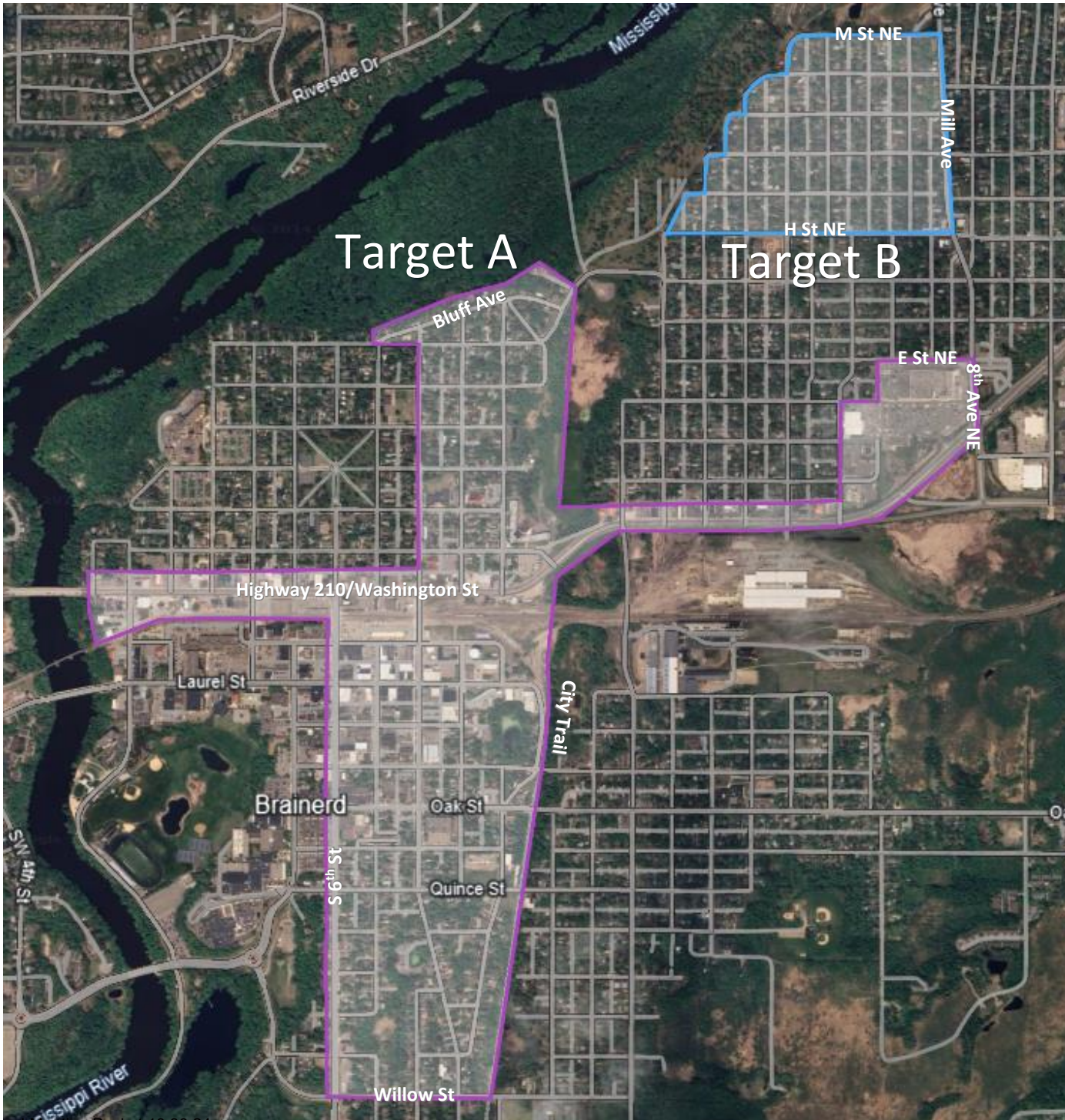
Staff have started working on the preliminary proposal submission to coincide with the Highway 210 reconstruction in 2026 and is planning on submitting the proposal for owner occupied, single and multi-family rental rehab, commercial rehab and streetscape funding. Staff have sent out 598 interest letters in Target Area A and 247 interest letters in Target Area B and have already received 3 back. See attached map of the target areas. The Brainerd City Council approved submitting the proposal on their behalf at their October 21, 202 meeting. The proposals are due November 27th.

Current Projects in Process:

	HTF	MHFA-RLP/ELP	SCDP	Total
City of Brainerd	1	3/0	10	14
Crow Wing County	*	6/0	*	6
Cass County	*	0/0	*	0
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.





To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: October 30th, 2024
Re: Executive Director Report

Brainerd Lakes Area Housing Summit

John and I attended the Brainerd Lakes Area Housing Summit that was hosted by Minnesota Housing. There were 5 sessions along with 2 case study reviews during the summit with a variety of speakers from around the state. I was invited to speak about our experience with creating the housing trust fund for Crow Wing County and how those local levy dollars can be leveraged with state funding.

MN State Housing Tax Credit Webinar

Karen and I recently sat in on a webinar put on by Minnesota Housing regarding a new state housing tax credit program that was created in 2023 to get more information on how it works and how it can be applied to housing projects across the state. This is one of the programs that the developer for 805 Laurel is currently exploring. There is an opportunity to try and recruit businesses that have a need for workforce housing development to purchase tax credits for their state tax liability and directly route those funds to a specific housing project. I will be presenting alongside of the developer at the November BLAEDC board meeting to discuss this opportunity with their board members and we hope to provide enough information on the program to create interest in this program.

Grow America (Formerly NDC) Housing Development Training

Unfortunately, I was unable to get into the class that was held the week of October 21st. The next available offering for this course is in April of 2025 and I will get registered for these dates.

No Action Requested; Discussion items