



324 East River Road
Brainerd, MN 56401
PH (218) 828-3705
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www.brainerdhra.org

Brainerd HRA Board of Commissioners Meeting
Wednesday, January 22nd, 2025 @ 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 January 22nd, 2025
4. ANNUAL MEETING (*Attachment 1 – Pg. 3*)
 - a. Oath of Office
 - b. Election of Officers
 - c. Review Bylaws
 - d. Review and Adoption of 2025 Meeting Schedule
5. APPROVAL OF MINUTES (*Attachment 2 – Pg. 11*)
 - a. Approval of Minutes from Regular Board Mtg. on December 18th, 2024
6. UNFINISHED BUSINESS
7. NEW BUSINESS
 - a. Designation of Official Depository (*Attachment 3 - Pg. 15*)
 - b. Pay Equity Report (*Attachment 4 – Pg. 17*)

8. BILLS & COMMUNICATIONS

- a.** Financial Report (*Attachment 5 – Pg. 23*)
- b.** HCV Report (*Attachment 6 – Pg. 47*)
- c.** Housing Management Report (*Attachment 7 – Pg. 51*)
- d.** Rehab Programs Report (*Attachment 8 – Pg. 57*)
- e.** Executive Director Report (*Attachment 9 – Pg. 59*)

9. COMMISSIONER COMMENTS

10. NEXT MEETING: February 26th, 2025

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: Eric Charpentier, Executive Director
Date: January 22nd, 2025
Re: Annual Meeting

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

Oath of Office (*Attachment 1a + 1b*)

There are two commissioner positions that were up for renewal for 1/1/2025 start dates as commissioner Verchota's and commissioner Johnson's terms expired on 12/31/24. Ms. Verchota has submitted her application to the City for the review by the Mayor and we are currently awaiting this reappointment which could occur on or after 1/20/24. Our Council liaison position that is held by Mr. Johnson will be appointed by the Council on or after their meeting on 1/20/24. Per state statute, a commissioner whose term has expired may serve in their position until they are reappointed, or another member is appointed to replace them. If Ms. Verchota and Mr. Johnson are reappointed, we will proceed with the oath of office at our January meeting or at a subsequent meeting of the board.

Election of Officers

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

The 2024 slate of officers and commissioners was as such:

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

Review Bylaws (*Attachment 1c*)

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

Review Meeting Schedule (*Attachment 1d*)

The meeting schedule is attached.

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

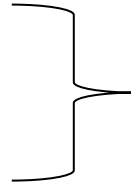
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Oath

STATE OF MINNESOTA

COUNTY OF CROW WING

CITY OF BRAINERD



SS.

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

Gabe Johnson

Subscribed and sworn to before me this 22nd day of January,
2025.

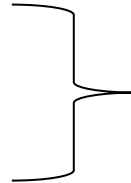
ERIC CHARPENTIER
Executive Director

Oath

STATE OF MINNESOTA

COUNTY OF CROW WING

CITY OF BRAINERD



SS.

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

Allie Verchota

Subscribed and sworn to before me this 22nd day of January,
2025.

ERIC CHARPENTIER
Executive Director

BY-LAWS

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

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

ARTICLE I – THE AUTHORITY

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

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

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

ARTICLE II – ORGANIZATION

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

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

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

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

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

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

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

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

ARTICLE III – PROCEDURES OF THE BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

ARTICLE IV – AMENDMENTS

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

ARTICLE V – MISCELLANEOUS

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

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



Brainerd HRA Board Meeting Schedule for 2025

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

MONTH	DAY	DATE
January	22	01-22-25
February	26	02-26-25
March	26	03-26-25
April	23	04-23-25
May	28	05-28-25
June	25	06-25-25
July	23	07-23-25
August	27	08-27-25
September	24	09-24-25
October	22	10-22-25
November	19*	11-19-25*
December	17*	12-17-25*

**Date changed due to holiday.*





Brainerd HRA
BOARD MEETING MINUTES
Wednesday, December 18th, 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, December 18th, 2024.

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

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

Others Present: Executive Director Eric Charpentier, Finance Director Karen Young, Housing Director Shannon Fortune, Rehab and Maintenance Director John Schommer, and Operations Administrative Specialist Hannah Anderson.

3. **REVIEW AND APPROVE AGENDA:**
 - a. Approval of Agenda for Board Mtg. dated December 18th, 2024

Commissioner Yeager motioned to approve the agenda for Wednesday, December 18th, 2024, as presented. Seconded by Commissioner Verchota. Motion Carried Unanimously.

4. **APPROVAL OF MINUTES:**
 - a. Approval of Minutes from Regular Board Meeting on November 20th, 2024

Commissioner Verchota motioned to approve the minutes of the November 20th, 2024, regular board meeting, as presented. Seconded by Commissioner Yeager. Motion Carried Unanimously.

5. **UNFINISHED BUSINESS:** None

6. **NEW BUSINESS:**
 - a. Accounts Receivable Write-Off
Karen Young presented the Accounts Receivable Write-Off information.

Commissioner Verchota inquired about the amount of money that is expected to be received from revenue recapture. Fortune explained that it varies depending on the situation.

Commissioner Erickson motioned to approve the write-off of uncollectible Public Housing and Valley View Accounts Receivable for 2024 as presented. Seconded by Commissioner Verchota. Motion Carried Unanimously.

b. Shared Services Agreement between Brainerd HRA & CWC HRA

Eric Charpentier presented the Shared Services Agreement.

Commissioner Erickson inquired whether the CWC HRA board had any concerns regarding the increase in compensation. Charpentier responded that there were no concerns. Commissioner Erickson then asked if we are being fairly compensated for the time we invest. Young explained that staff time is tracked, and compensation is considered fair, especially as we have spent less staff time this year than years' past.

Commissioner Yeager motioned to authorize the Executive Director to execute Resolution 2024-10, the updated Shared Services Agreement between the Crow Wing County HRA and the Brainerd HRA as presented. Seconded by Commissioner Erickson. Motion Carried Unanimously via Roll Call Vote.

c. Update to ESST Law & Corresponding Update to Employee Policy Manual

Eric Charpentier presented the ESST and Employee Policy Manual information.

Chair Duval inquired whether the changes are elective or in response to the updated law. Charpentier clarified that the changes are in response to the law, with the only elective change being the decision not to track the accrual of ESST time. Commissioner Yeager asked if the employee policy manual is being reviewed in its entirety. Young advised that the employee policy manual was recently updated this year.

Commissioner Yeager motioned to approve Resolution No. 2024-11 updating the Earned Sick and Safe Time (ESST) Policy as presented. Seconded by Commissioner Verchota. Motion Carried Unanimously via Roll Call Vote.

7. BILLS & COMMUNICATIONS:

a. Financial Report:

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

Chair Duval inquired about the shortfall in the general fund. Young explained that we received a deposit for the levy in December for \$86K.

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

b. HCV Report:

Fortune presented the HCV report.

Fortune noted that 290 waiting list applications were recently purged with hopes for a few lease-ups by February 1. Commissioner Erickson asked about the process for this. Fortune explained that a letter is sent to applicants to confirm if they are still interested in the program. Commissioner Yeager inquired about how we notify the waiting list applicants. Fortune clarified that the letter is sent by mail, allowing plenty of time for responses. Commissioner Yeager asked if alternative forms of communication could be used, to which Fortune replied that this is not currently an option. Further discussion followed.

Commissioner Yeager motioned to have staff review the waiting list notification process and bring updates to the next board meeting. Seconded by Commissioner Decker. Motion Carried Unanimously.

c. Housing Management Report:

Fortune presented the housing management report.

d. Rehab Programs Report:

Schommer presented the rehab programs report.

Chair Duval inquired how much funding was sought in the SCDP preliminary proposal. Schommer advised that the ask was \$600K.

Schommer reported that there was a fire at one of the Townhomes at Valley Trail over the weekend, but contractors are scheduled to begin repairs this week. Charpentier added that there were no injuries or losses, and staff have been working diligently to address the situation and get the family back in their home as soon as possible. Chair Duval inquired whether bathroom fans are inspected routinely. Schommer responded that they are complaint driven. Fortune clarified that bathroom fans are checked during annual inspections. It was suggested to pull down fans during inspection. There was no further discussion.

e. Executive Director Report:

Charpentier presented his executive director report.

Charpentier requested the board's approval to submit an Intent to Apply (ITA) form to MN Housing. Chair Duval sought clarification whether the purpose of the ITA is to assess the need statewide and whether it is binding in any way. Commissioner Yeager asked about the obligations associated with it. Charpentier explained that there are no obligations. The ITA helps Minnesota Housing understand which HRAs may not be applying, so they can allocate the funding to other potential recipients.

Commissioner Yeager motioned to approve the submission of the ITA form to Minnesota Housing. Seconded by Commissioner Verchota. Motion Carried Unanimously.

Charpentier presented the developer contact list that was requested at last month's board meeting.

Charpentier also noted that he is working on his self-reflection for the board's performance review of him and that it will go out to the board on 12/23. Chair Duval requested that staff compile Eric's notes for the review. Comments should be submitted by the next board meeting, and the review will be presented at the February board meeting. Commissioner Yeager questioned if the executive director performance review is in the By-laws. Staff commented that it is not currently in the By-laws, but could be discussed as we review the By-laws at the annual meeting in January.

8. COMMISSIONER COMMENTS:

Commissioner Yeager expressed his appreciation to Eric and staff for their work at the HRA. He also thanked chair Duval for his phenomenal leadership and contributions to the board.

9. ADJOURNMENT:

Commissioner Verchota motioned to adjourn the meeting. Seconded by Commissioner Erickson. Motion Carried Unanimously. Meeting was adjourned at 2:04 PM.



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: January 8, 2025
Re: Designation of Official Depository

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

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

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: January 14, 2025
Re: Pay Equity Report

Pursuant to State law, the Brainerd HRA is required to submit a Pay Equity Report to the State of Minnesota every three years. Our next Pay Equity Report is due January 31, 2025 for wages as of December 31, 2024.

Upon entering all required data into the State's website, the attached Compliance Report was generated that determined the Brainerd HRA will meet compliance requirements of the Pay Equity Law. Also attached is the Pay Equity Implementation Form that will be submitted upon approval from the Board.

Action Requested: Approve submittal of the Pay Equity Report for wages as of December 31, 2024.

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Minnesota Pay Equity Management System - Brainerd HRA(25-No Submission)

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Pay Equity Implementation Form

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

Part A: Jurisdiction Identification

Jurisdiction: Brainerd HRA
324 East River Road
Brainerd
Jurisdiction Type: HRA - Housing and Redevelopment Authority

Contact:	Name	Title	Phone	Email
	Eric Charpentier	Executive Director	218-824-3425	eric@brainerdhra.org
	Joseph Christenson	Accounting Specialis	218-824-3428	joseph@brainerdhra.org
	Karen Young	Finance Director	218-824-3423	karen@brainerdhra.org

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

State Job Match

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (*less than 240 characters)

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

All worksite bulletin boards
(prominent location) (*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Board of Commissioners

(governing body) (*less than 60 characters)

Gabe Johnngson

(chief elected official)(*less than 60 characters)

Board Chair

(title) (*less than 60 characters)

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and

- all employees over which the jurisdiction has final budgetary authority are included

Part C: Total Payroll

is the annual payroll for the calendar year just ended December 31.

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up. Thank you.



Minnesota Pay Equity Management System - Brainerd HRA(25-No Submission)

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Compliance Report

Jurisdiction: Brainerd HRA

Report Year: 2025

Case:1 - Private (Jur Only)

Contact:	Name	Title	Phone	Email
	Eric Charpentier	Executive Director	218-824-3425	eric@brainerdhra.org
	Joseph Christenson	Accounting Specialis	218-824-3428	joseph@brainerdhra.org
	Karen Young	Finance Director	218-824-3423	karen@brainerdhra.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity Report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the guidebook.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	5	10	1	16
# Employees	6	10	2	18
Avg.Max Monthly Pay Per Employee	6,070.99	5,148.92		5,379.62

II. STATISTICAL ANALYSIS TEST

A. UNDERPAYMENT RATIO = 85.71 *	Male Classes	Female Classes
a. # at or above Predicted Pay	2	3
b. # Below Predicted Pay	3	7
c. TOTAL	5	10
d. % Below Predicted Pay (b divided by c = d)	60.00	70.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 14	Value of T = 0.471
---------------------------------	--------------------

- a. Avg.diff.in pay from predicted pay for male jobs = (\$227)
- b. Avg.diff.in pay from predicted pay for female jobs = (\$398)

III. SALARY RANGE TEST = 0.00% (Result is A divided by B)

- A. Avg.# of years to max salary for male jobs = 0.00
- B. Avg.# of years to max salary for female jobs = 0.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00% (Result is B divided by A)

- A. % of male classes receiving ESP 0.00 *
- B. % of female classes receiving ESP 0.00

*(If 20% or less, test result will be 0.00)

Go To Implementation Form

View Another Case

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up. Thank you.



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: January 14, 2025
Re: January Financial Report

Please find attached the financial information for December 2024.

Year-end Financial Statements and Ratios

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

2024 Levy Payment

In December we received the second half 2024 tax settlement of \$75,515.60 as reflected in the General Fund financial statements. Year to date, we received \$170,715.72 in levy payments. The 2024 tax levy was approved at \$173,960.

We also received a total of \$21,286.26 in Tax Increment Financing (TIF) for the Downtown TIF District.

Audit Schedule

The 2024 audit schedule has been set with CliftonLarsonAllen (CLA). The Brainerd HRA audit is scheduled for the second week of February. The Crow Wing County HRA audit and Brainerd South compilation are scheduled for the fourth week in February. The Agency unaudited financial statements are due to the Real Estate Assessment Center (REAC) by February 28th, and the unaudited Brainerd South financial statements are due to REAC by March 31st.

Urban Companies Payment - Capital Fund Program (CFP) Draw

The second payment for the North Star project was processed to Urban Companies for \$193,650.38 in December and drawn out of the 2024 CFP grant in January. The total contract amount for this project is \$950,000 and total payments of \$667,612.50 have been processed.

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

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December 2024 Operating Account Balances

Property/Program	December 2023	November 2024	December 2024
General Fund	\$545,319.45	\$557,687.11	\$644,213.12
Housing Rehab Program	\$253,522.55	\$295,661.09	\$303,748.21
Bridges	\$44.56	\$9,601.28	\$64.56
Crow Wing County HRA	\$1,221,903.71	\$1,772,108.39	\$2,095,997.98
Public Housing	\$849,413.30	\$1,026,971.19	\$702,765.34
Valley View	\$347,400.00	\$368,070.34	\$361,158.43
Brainerd South	\$42,762.78	\$60,521.25	\$66,493.57
Housing Choice Voucher	\$38,196.63	\$46,422.14	\$21,690.35
Total	\$3,298,562.98	\$4,137,042.79	\$4,196,131.56

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Brainerd Housing & Redevelopment Authority

2024 Ratios (and December, 2023)

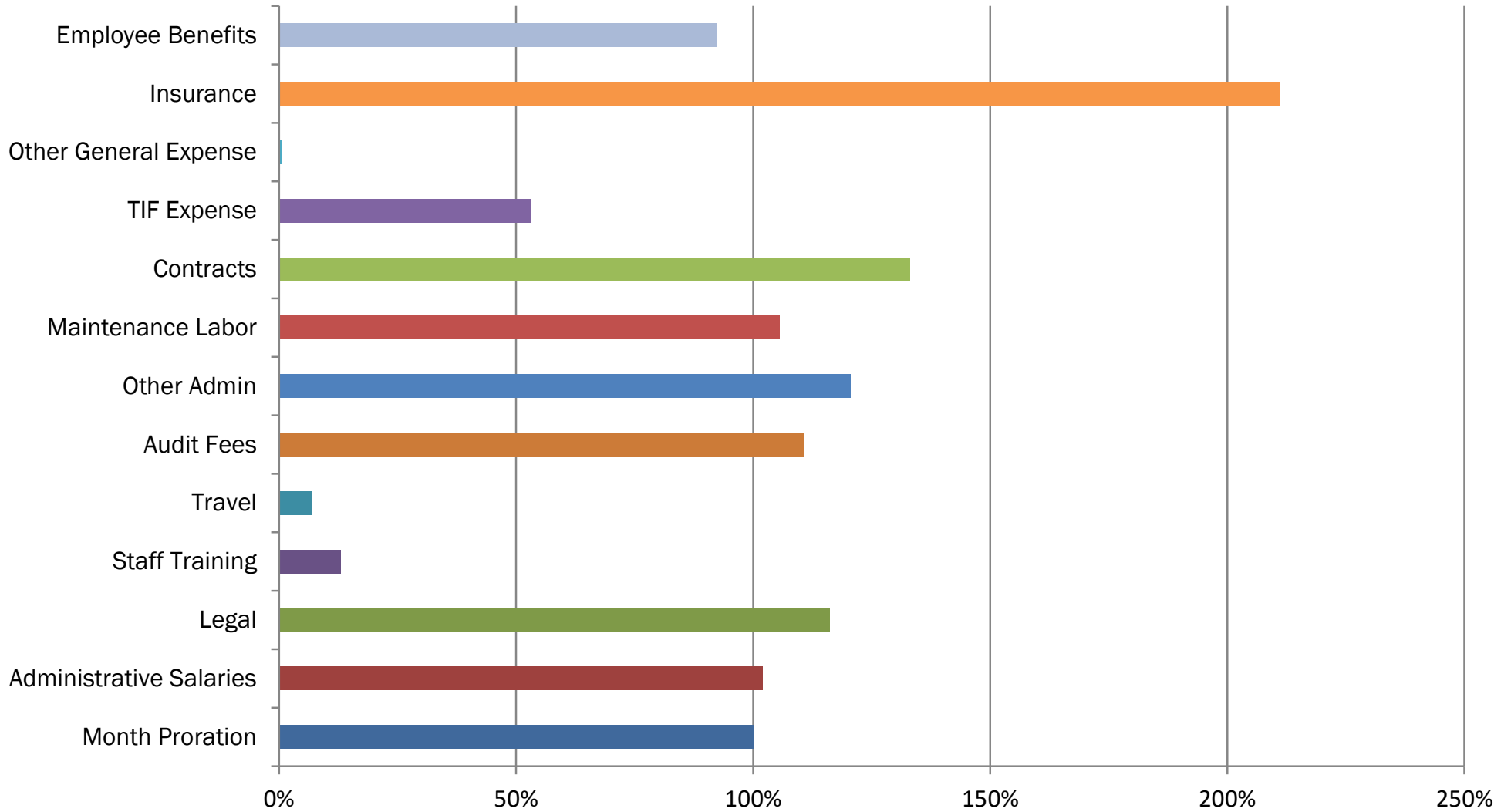
FASS Ratios	Max Pts	Scoring	Dec 2023 After YE JE, B4 audit	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec 2024
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00

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

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

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December 2024 YTD General Fund Expense/Annual Budget Comparison

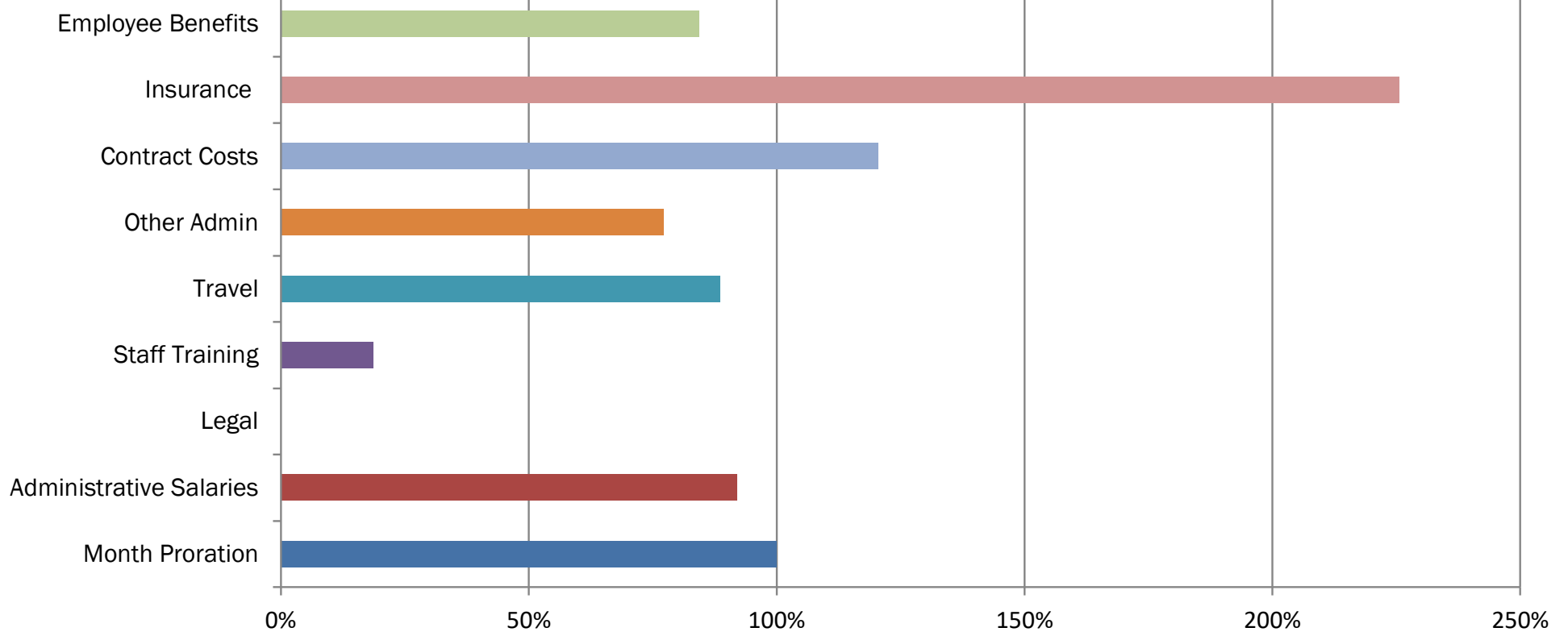


Other Admin: Purchased new computers.

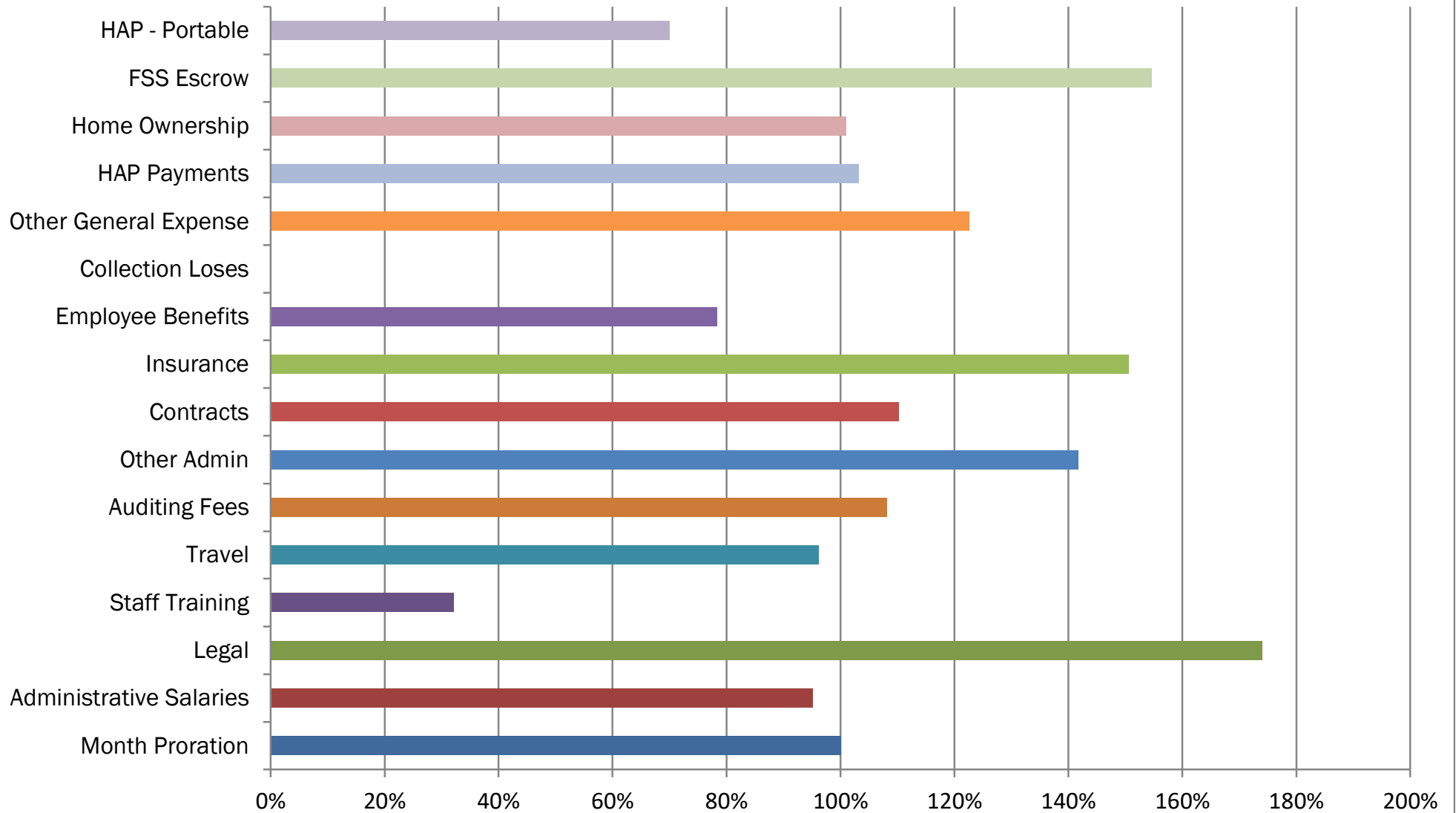
Insurance: Work Comp rates increased due to a LMCIT change.

Legal: Employee Policy Manual update.

December 2024 YTD Housing Rehab Expense/Annual Budget Comparison



December 2024 YTD Housing Choice Voucher Expense/Annual Budget Comparison

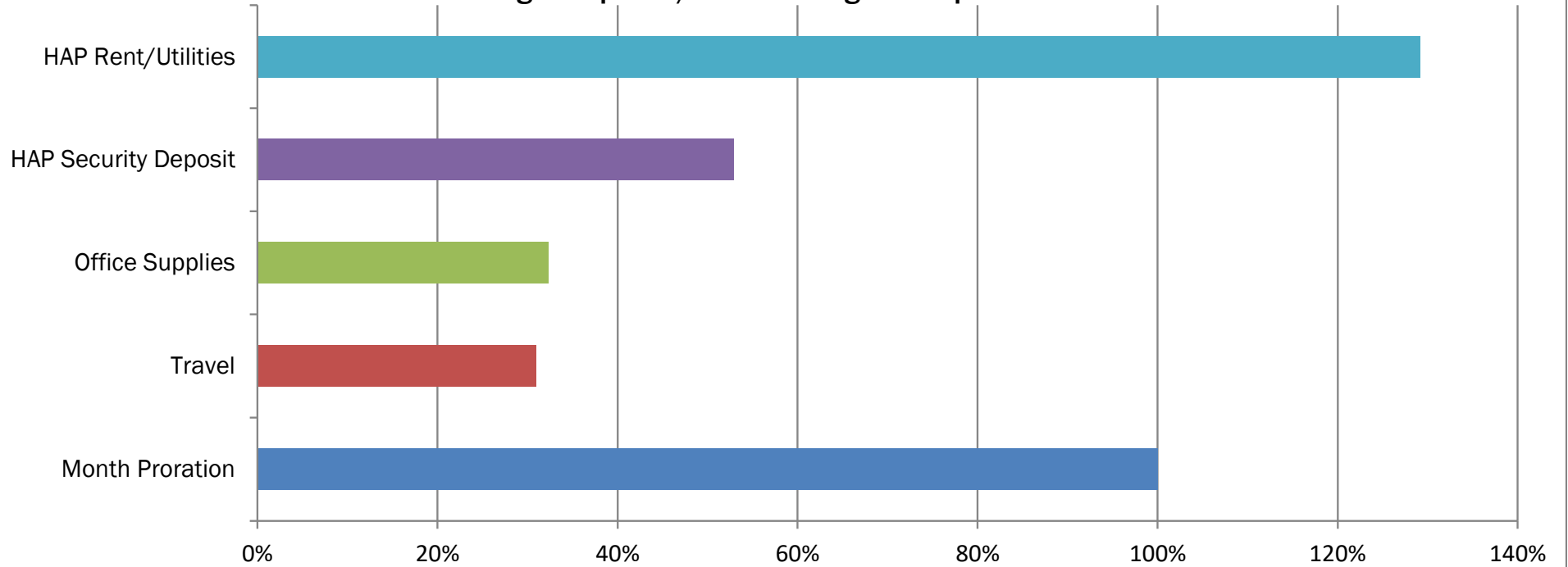


Legal: Employee policy manual update and HR issues.

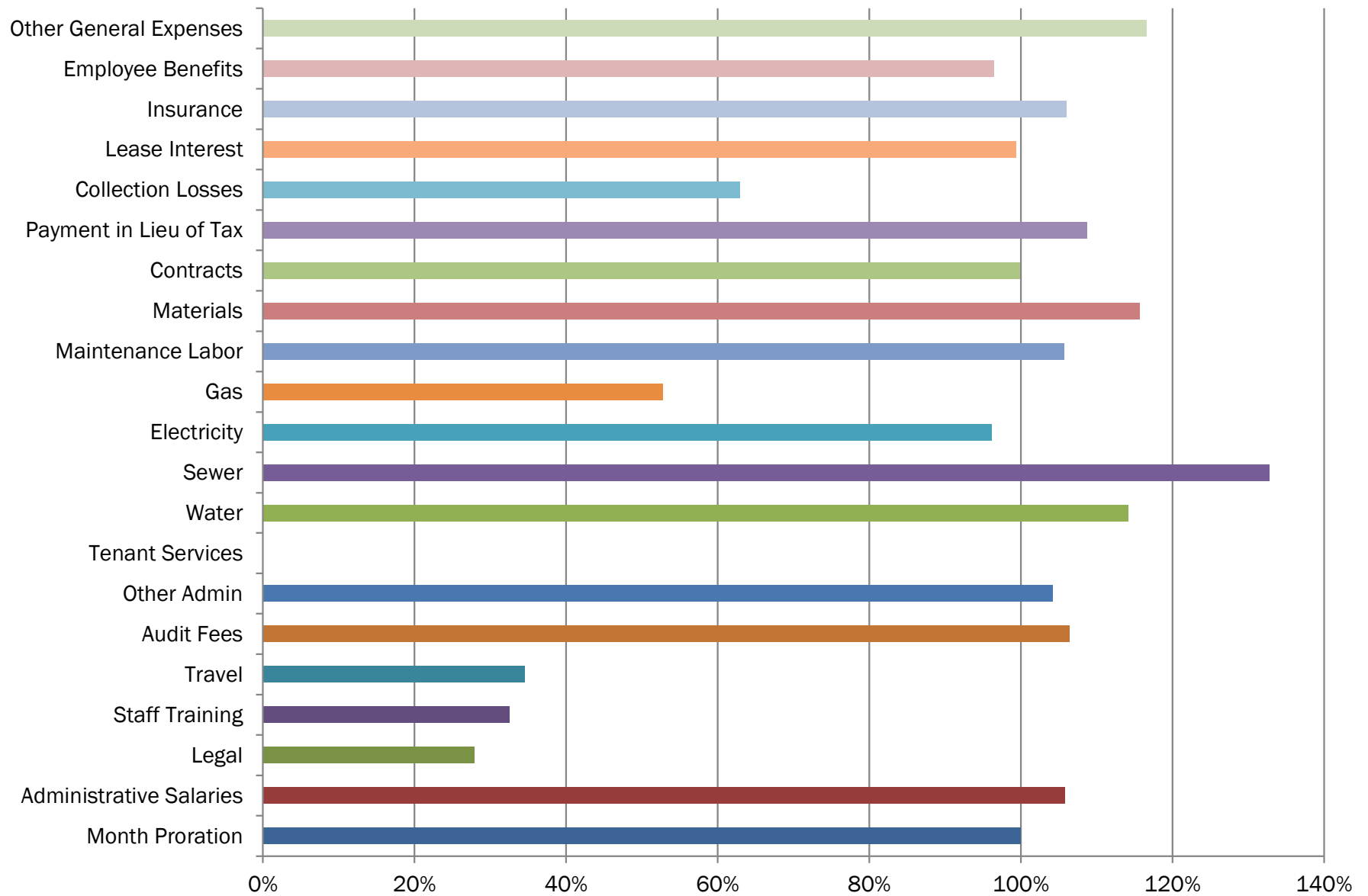
Other Admin: Purchased new computers.

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

December 2024 YTD Bridges Expense/Annual Budget Comparison



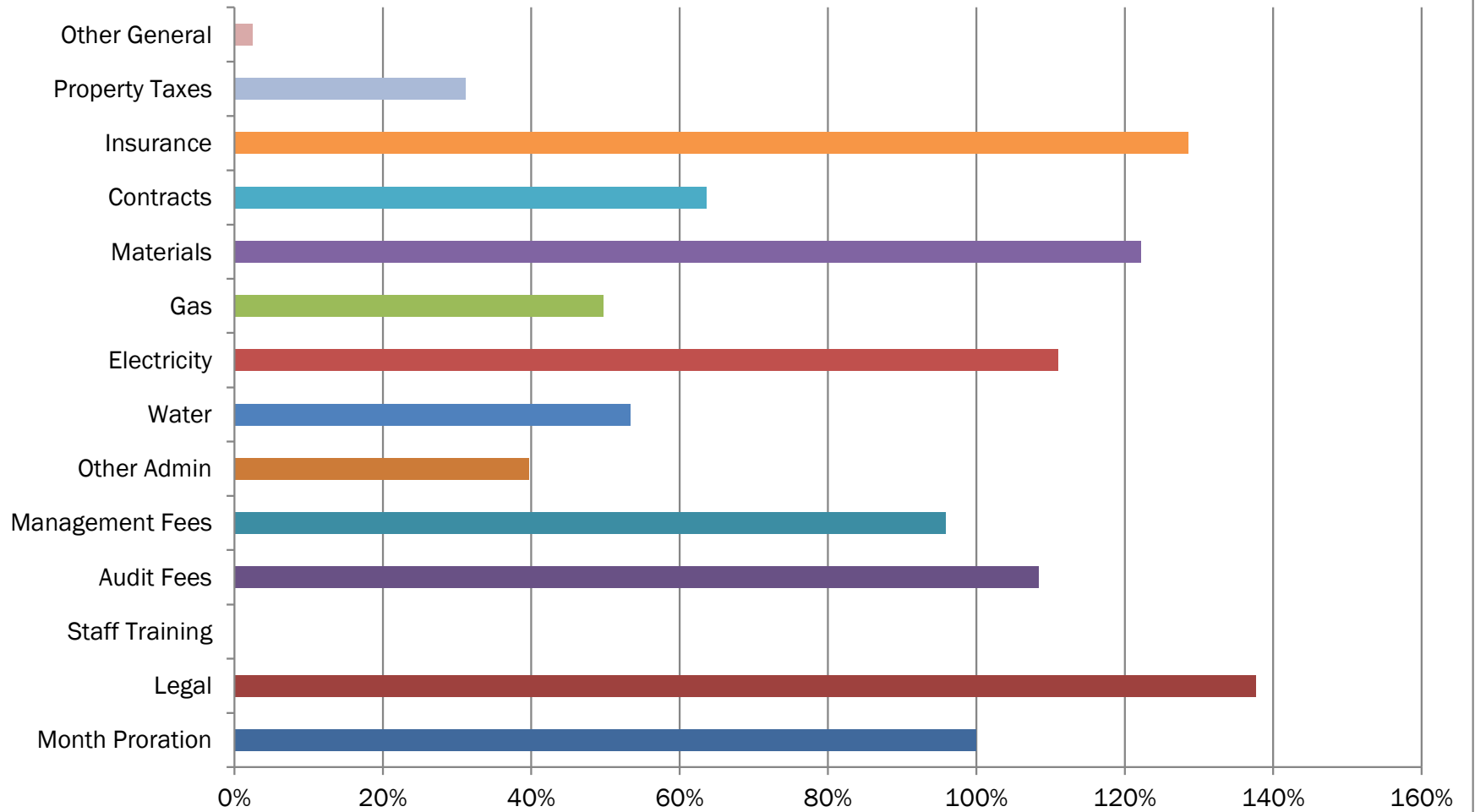
December 2024 YTD Public Housing Expense/Annual Budget Comparison



Materials: Purchased 14 refrigerators.

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

December 2024 YTD Valley View Expense/Annual Budget Comparison



Legal: Eviction Court

Insurance: New rates through Housing Authority Insurance.

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Brainerd HRA
Operating Statement
Twelve Months Ending 12/31/2024
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	2,915.81	416.67	2,499.14	31,883.57	5,000.00	26,883.57	5,000.00	26,883.57
Operating Transfer In	10,425.00	762.50	9,662.50	10,425.00	9,150.00	1,275.00	9,150.00	1,275.00
Other Income	2,675.28	166.67	2,508.61	5,857.91	2,000.00	3,857.91	2,000.00	3,857.91
City Tax Settlements	75,519.44	14,496.67	61,022.77	170,719.56	173,960.00	(3,240.44)	173,960.00	(3,240.44)
Developer Fees	0.00	416.67	(416.67)	0.00	5,000.00	(5,000.00)	5,000.00	(5,000.00)
TIF Income	461.55	0.00	461.55	461.55	0.00	461.55	0.00	461.55
Management Fees	22,022.40	20,173.33	1,849.07	253,480.55	242,080.00	11,400.55	242,080.00	11,400.55
Loan Interest Revenue	7,968.50	825.00	7,143.50	7,968.50	9,900.00	(1,931.50)	9,900.00	(1,931.50)
TOTAL INCOME	121,987.98	37,257.51	84,730.47	480,796.64	447,090.00	33,706.64	447,090.00	33,706.64
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	35,661.15	20,461.25	(15,199.90)	250,534.23	245,535.00	(4,999.23)	245,535.00	(4,999.23)
Legal	0.00	166.67	166.67	2,322.92	2,000.00	(322.92)	2,000.00	(322.92)
Staff Training	255.00	416.67	161.67	648.04	5,000.00	4,351.96	5,000.00	4,351.96
Travel	0.00	41.67	41.67	34.69	500.00	465.31	500.00	465.31
Auditing Fees	(480.00)	708.33	1,188.33	9,419.10	8,500.00	(919.10)	8,500.00	(919.10)
Other Admin	639.61	774.99	135.38	11,203.53	9,300.00	(1,903.53)	9,300.00	(1,903.53)
TOTAL ADMINISTRATIVE	36,075.76	22,569.58	(13,506.18)	274,162.51	270,835.00	(3,327.51)	270,835.00	(3,327.51)
MAINTENANCE								
Labor	2,565.85	1,610.42	(955.43)	20,410.34	19,325.00	(1,085.34)	19,325.00	(1,085.34)
Contracts	1,182.16	1,043.75	(138.41)	16,669.12	12,525.00	(4,144.12)	12,525.00	(4,144.12)
TOTAL MAINTENANCE	3,748.01	2,654.17	(1,093.84)	37,079.46	31,850.00	(5,229.46)	31,850.00	(5,229.46)
OTHER								
TIF Expense	0.00	10.83	10.83	69.13	130.00	60.87	130.00	60.87
Other General Exp	0.00	2,083.33	2,083.33	98.68	25,000.00	24,901.32	25,000.00	24,901.32
Depreciation Expense	1,602.51	0.00	(1,602.51)	1,602.51	0.00	(1,602.51)	0.00	(1,602.51)
Insurance	595.17	381.25	(213.92)	9,658.05	4,575.00	(5,083.05)	4,575.00	(5,083.05)
Employee Benefits	9,188.60	9,002.49	(186.11)	99,730.83	108,030.00	8,299.17	108,030.00	8,299.17
TOTAL OTHER	11,386.28	11,477.90	91.62	111,159.20	137,735.00	26,575.80	137,735.00	26,575.80
TOTAL EXPENSES	51,210.05	36,701.65	(14,508.40)	422,401.17	440,420.00	18,018.83	440,420.00	18,018.83
SURPLUS	70,777.93	555.86	70,222.07	58,395.47	6,670.00	51,725.47	6,670.00	51,725.47

Brainerd HRA
Operating Statement
Twelve Months Ending 12/31/2024
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	0.00	41.67	(41.67)	425.00	500.00	(75.00)	500.00	(75.00)
Other Inc - Mgnt Fees	10,000.00	10,000.00	0.00	120,000.00	120,000.00	0.00	120,000.00	0.00
Other Inc - MHFA	43,877.20	17,000.00	26,877.20	269,906.85	204,000.00	65,906.85	204,000.00	65,906.85
SC Grant Admin	9,306.78	375.00	8,931.78	8,985.17	4,500.00	4,485.17	4,500.00	4,485.17
TOTAL INCOME	63,183.98	27,416.67	35,767.31	399,317.02	329,000.00	70,317.02	329,000.00	70,317.02
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	7,704.00	8,335.42	631.42	92,097.23	100,025.00	7,927.77	100,025.00	7,927.77
Legal	0.00	83.33	83.33	0.00	1,000.00	1,000.00	1,000.00	1,000.00
Staff Training	0.00	416.67	416.67	932.20	5,000.00	4,067.80	5,000.00	4,067.80
Travel	76.80	116.67	39.87	1,240.90	1,400.00	159.10	1,400.00	159.10
Other Admin	298.77	530.84	232.07	4,921.09	6,370.00	1,448.91	6,370.00	1,448.91
TOTAL ADMINISTRATIVE	8,079.57	9,482.93	1,403.36	99,191.42	113,795.00	14,603.58	113,795.00	14,603.58
MAINTENANCE								
Contracts Costs	35,365.00	15,000.00	(20,365.00)	216,889.79	180,000.00	(36,889.79)	180,000.00	(36,889.79)
TOTAL MAINTENANCE	35,365.00	15,000.00	(20,365.00)	216,889.79	180,000.00	(36,889.79)	180,000.00	(36,889.79)
OTHER								
Insurance	0.00	51.67	51.67	1,398.91	620.00	(778.91)	620.00	(778.91)
Employee Benefits	2,469.41	2,875.01	405.60	29,109.64	34,500.00	5,390.36	34,500.00	5,390.36
TOTAL OTHER	2,469.41	2,926.68	457.27	30,508.55	35,120.00	4,611.45	35,120.00	4,611.45
TOTAL EXPENSES	45,913.98	27,409.61	(18,504.37)	346,589.76	328,915.00	(17,674.76)	328,915.00	(17,674.76)
SURPLUS	17,270.00	7.06	17,262.94	52,727.26	85.00	52,642.26	85.00	52,642.26

Brainerd HRA
Operating Statement
Twelve Months Ending 12/31/2024
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	173,713.00	158,053.33	15,659.67	1,898,869.00	1,896,640.00	2,229.00	1,896,640.00	2,229.00
Admin Fees Earned	50,941.00	28,495.83	22,445.17	359,573.00	341,950.00	17,623.00	341,950.00	17,623.00
Investment Interest	156.86	8.33	148.53	3,602.05	100.00	3,502.05	100.00	3,502.05
Other Income	2,160.15	2,458.33	(298.18)	23,566.22	29,500.00	(5,933.78)	29,500.00	(5,933.78)
TOTAL REVENUE	226,971.01	189,015.82	37,955.19	2,285,610.27	2,268,190.00	17,420.27	2,268,190.00	17,420.27
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	25,224.85	18,849.17	(6,375.68)	215,228.75	226,190.00	10,961.25	226,190.00	10,961.25
Legal	0.00	225.00	225.00	4,698.71	2,700.00	(1,998.71)	2,700.00	(1,998.71)
Staff Training	0.00	416.67	416.67	1,604.83	5,000.00	3,395.17	5,000.00	3,395.17
Travel	221.17	125.00	(96.17)	1,442.21	1,500.00	57.79	1,500.00	57.79
Auditing Fees	(480.00)	471.67	951.67	6,122.70	5,660.00	(462.70)	5,660.00	(462.70)
Other Admin	355.78	516.66	160.88	8,783.11	6,200.00	(2,583.11)	6,200.00	(2,583.11)
TOTAL ADMINISTRATIVE	25,321.80	20,604.17	(4,717.63)	237,880.31	247,250.00	9,369.69	247,250.00	9,369.69
MAINTENANCE								
Contracts	4,486.08	2,500.00	(1,986.08)	33,057.52	30,000.00	(3,057.52)	30,000.00	(3,057.52)
TOTAL MAINTENANCE	4,486.08	2,500.00	(1,986.08)	33,057.52	30,000.00	(3,057.52)	30,000.00	(3,057.52)
OTHER EXPENSE								
Insurance	563.21	545.00	(18.21)	9,846.44	6,540.00	(3,306.44)	6,540.00	(3,306.44)
Employee Benefits	9,184.90	9,714.58	529.68	91,370.39	116,575.00	25,204.61	116,575.00	25,204.61
Collection Losses	0.00	208.33	208.33	0.00	2,500.00	2,500.00	2,500.00	2,500.00
Other General Exp	152.82	90.00	(62.82)	1,324.44	1,080.00	(244.44)	1,080.00	(244.44)
TOTAL OTHER EXPENSE	9,900.93	10,557.91	656.98	102,541.27	126,695.00	24,153.73	126,695.00	24,153.73
HAP PAYMENTS								
HAP Payments	153,334.00	144,579.58	(8,754.42)	1,789,823.00	1,734,955.00	(54,868.00)	1,734,955.00	(54,868.00)
Home Ownership	2,932.00	2,617.92	(314.08)	31,713.00	31,415.00	(298.00)	31,415.00	(298.00)
FSS Escrow	15,537.00	9,362.50	(6,174.50)	173,688.00	112,350.00	(61,338.00)	112,350.00	(61,338.00)
HAP - Portable	1,340.00	1,493.33	153.33	12,530.00	17,920.00	5,390.00	17,920.00	5,390.00
TOTAL HAP PAYMENTS	173,143.00	158,053.33	(15,089.67)	2,007,754.00	1,896,640.00	(111,114.00)	1,896,640.00	(111,114.00)
TOTAL EXPENSES	212,851.81	191,715.41	(21,136.40)	2,381,233.10	2,300,585.00	(80,648.10)	2,300,585.00	(80,648.10)
Depreciation Expense	2,102.22	0.00	(2,102.22)	2,102.22	0.00	(2,102.22)	0.00	(2,102.22)
SURPLUS	12,016.98	(2,699.59)	14,716.57	(97,725.05)	(32,395.00)	(65,330.05)	(32,395.00)	(65,330.05)

Brainerd HRA
Operating Statement
Twelve Months Ending 12/31/2024
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	9,965.00	6,666.67	3,298.33	100,285.00	80,000.00	20,285.00	80,000.00	20,285.00
MHFA Admin Rev	949.00	800.00	149.00	10,585.00	9,600.00	985.00	9,600.00	985.00
Operating Trans Out	(10,425.00)	(762.50)	(9,662.50)	(10,425.00)	(9,150.00)	(1,275.00)	(9,150.00)	(1,275.00)
TOTAL INCOME	489.00	6,704.17	(6,215.17)	100,445.00	80,450.00	19,995.00	80,450.00	19,995.00
EXPENSES								
Travel	10.72	33.33	22.61	123.82	400.00	276.18	400.00	276.18
Office Supplies	0.00	4.17	4.17	16.18	50.00	33.82	50.00	33.82
HAP - Sec Dep	0.00	333.33	333.33	2,115.00	4,000.00	1,885.00	4,000.00	1,885.00
HAP Payments	9,965.00	6,333.33	(3,631.67)	98,170.00	76,000.00	(22,170.00)	76,000.00	(22,170.00)
TOTAL EXPENSES	9,975.72	6,704.16	(3,271.56)	100,425.00	80,450.00	(19,975.00)	80,450.00	(19,975.00)
SURPLUS	(9,486.72)	0.01	(9,486.73)	20.00	0.00	20.00	0.00	20.00

Brainerd HRA
Operating Statement
Twelve Months Ending 12/31/2024
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	70,780.53	71,197.50	(416.97)	877,292.14	854,370.00	22,922.14	854,370.00	22,922.14
Excess Utilities	(24.00)	325.00	(349.00)	3,679.53	3,900.00	(220.47)	3,900.00	(220.47)
Operating Subsidy	34,366.00	32,448.75	1,917.25	405,851.00	389,385.00	16,466.00	389,385.00	16,466.00
Operating Transfer In	0.00	5,500.00	(5,500.00)	0.00	66,000.00	(66,000.00)	66,000.00	(66,000.00)
Other Income	(51,377.87)	1,214.17	(52,592.04)	34,537.68	14,570.00	19,967.68	14,570.00	19,967.68
Other Inc - Ross Grant	85,604.71	6,829.17	78,775.54	85,604.71	81,950.00	3,654.71	81,950.00	3,654.71
Other Inc - Grants	33,606.00	0.00	33,606.00	225,646.00	0.00	225,646.00	0.00	225,646.00
Other Income Tenant	2,166.50	2,133.75	32.75	21,493.52	25,605.00	(4,111.48)	25,605.00	(4,111.48)
Lease Revenue	8,937.50	8,937.50	0.00	107,250.00	107,250.00	0.00	107,250.00	0.00
Laundry Income	2,272.00	1,648.33	623.67	23,983.75	19,780.00	4,203.75	19,780.00	4,203.75
Investment Interest	6,769.18	333.33	6,435.85	80,434.06	4,000.00	76,434.06	4,000.00	76,434.06
Capital Fund Revenue	196,650.38	0.00	196,650.38	861,050.00	0.00	861,050.00	0.00	861,050.00
TOTAL INCOME	389,750.93	130,567.50	259,183.43	2,726,822.39	1,566,810.00	1,160,012.39	1,566,810.00	1,160,012.39
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	55,475.36	28,765.83	(26,709.53)	365,381.34	345,190.00	(20,191.34)	345,190.00	(20,191.34)
Legal	150.00	1,000.00	850.00	3,353.00	12,000.00	8,647.00	12,000.00	8,647.00
Staff Training	410.72	1,166.67	755.95	4,558.81	14,000.00	9,441.19	14,000.00	9,441.19
Travel	129.51	83.33	(46.18)	345.88	1,000.00	654.12	1,000.00	654.12
Auditing Fees	960.00	1,179.17	219.17	15,060.70	14,150.00	(910.70)	14,150.00	(910.70)
Other Admin	1,346.19	1,891.66	545.47	23,659.94	22,700.00	(959.94)	22,700.00	(959.94)
TOTAL ADMINISTRATIVE	58,471.78	34,086.66	(24,385.12)	412,359.67	409,040.00	(3,319.67)	409,040.00	(3,319.67)
TENANT SERVICES								
Rec Publication Other	0.00	412.50	412.50	0.00	4,950.00	4,950.00	4,950.00	4,950.00
TOTAL TENANT SERVICES	0.00	412.50	412.50	0.00	4,950.00	4,950.00	4,950.00	4,950.00
UTILITIES								
Water	6,535.98	3,342.08	(3,193.90)	45,808.64	40,105.00	(5,703.64)	40,105.00	(5,703.64)
Sewer	9,792.63	4,214.58	(5,578.05)	67,191.32	50,575.00	(16,616.32)	50,575.00	(16,616.32)
Electricity	11,796.82	7,076.67	(4,720.15)	81,694.02	84,920.00	3,225.98	84,920.00	3,225.98
Gas	6,494.35	5,348.75	(1,145.60)	33,898.50	64,185.00	30,286.50	64,185.00	30,286.50
TOTAL UTILITIES	34,619.78	19,982.08	(14,637.70)	228,592.48	239,785.00	11,192.52	239,785.00	11,192.52
MAINTENANCE								
Labor	30,514.41	16,673.34	(13,841.07)	211,541.68	200,080.00	(11,461.68)	200,080.00	(11,461.68)
Materials	2,191.27	2,500.00	308.73	34,717.10	30,000.00	(4,717.10)	30,000.00	(4,717.10)
Contracts	37,044.68	21,486.65	(15,558.03)	257,526.29	257,840.00	313.71	257,840.00	313.71
TOTAL MAINTENANCE	69,750.36	40,659.99	(29,090.37)	503,785.07	487,920.00	(15,865.07)	487,920.00	(15,865.07)
OTHER								
PILOT	1,591.29	2,416.67	825.38	31,535.89	29,000.00	(2,535.89)	29,000.00	(2,535.89)
Collection Losses	5,728.32	758.33	(4,969.99)	5,728.32	9,100.00	3,371.68	9,100.00	3,371.68
Lease Int Exp - Cintas	42.72	24.17	(18.55)	288.30	290.00	1.70	290.00	1.70
Casualty Loss-Non Capitalized	3,630.47	0.00	(3,630.47)	3,630.47	0.00	(3,630.47)	0.00	(3,630.47)
Depreciation Expense	343,279.96	0.00	(343,279.96)	430,317.96	0.00	(430,317.96)	0.00	(430,317.96)
Gain/Loss on Disposal	2,713.21	0.00	(2,713.21)	2,713.21	0.00	(2,713.21)	0.00	(2,713.21)
Insurance	10,332.17	9,323.33	(1,008.84)	118,626.12	111,880.00	(6,746.12)	111,880.00	(6,746.12)
Employee Benefits	21,311.67	19,562.07	(1,749.60)	226,494.43	234,745.00	8,250.57	234,745.00	8,250.57

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
OTHER								
Other General Expense	133.95	467.50	333.55	6,539.06	5,610.00	(929.06)	5,610.00	(929.06)
TOTAL OTHER	388,763.76	32,552.07	(356,211.69)	825,873.76	390,625.00	(435,248.76)	390,625.00	(435,248.76)
TOTAL EXPENSES	551,605.68	127,693.30	(423,912.38)	1,970,610.98	1,532,320.00	(438,290.98)	1,532,320.00	(438,290.98)
SURPLUS	(161,854.75)	2,874.20	(164,728.95)	756,211.41	34,490.00	721,721.41	34,490.00	721,721.41

Brainerd HRA
Operating Statement
Twelve Months Ending 12/31/2024
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	15,125.00	16,637.25	(1,512.25)	184,494.92	199,647.00	(15,152.08)	199,647.00	(15,152.08)
Excess Utilities	0.00	0.00	0.00	950.41	0.00	950.41	0.00	950.41
Investment Interest	1,272.95	496.00	776.95	13,846.89	5,952.00	7,894.89	5,952.00	7,894.89
Other Income Tenant	1,518.42	0.00	1,518.42	11,840.52	0.00	11,840.52	0.00	11,840.52
Laundry Income	65.25	55.00	10.25	744.00	660.00	84.00	660.00	84.00
TOTAL INCOME	17,981.62	17,188.25	793.37	211,876.74	206,259.00	5,617.74	206,259.00	5,617.74
EXPENSES								
ADMINISTRATIVE								
Legal	0.00	83.00	83.00	1,371.60	996.00	(375.60)	996.00	(375.60)
Staff Training	0.00	17.00	17.00	0.00	204.00	204.00	204.00	204.00
Travel	1.00	0.00	(1.00)	8.37	0.00	(8.37)	0.00	(8.37)
Auditing Fees	0.00	711.08	711.08	9,250.00	8,533.00	(717.00)	8,533.00	(717.00)
Management Fees	1,760.00	1,760.00	0.00	20,240.00	21,120.00	880.00	21,120.00	880.00
Other Admin	5.64	287.25	281.61	1,369.80	3,447.00	2,077.20	3,447.00	2,077.20
TOTAL ADMINISTRATIVE	1,766.64	2,858.33	1,091.69	32,239.77	34,300.00	2,060.23	34,300.00	2,060.23
UTILITIES								
Water	273.44	504.00	230.56	3,230.91	6,048.00	2,817.09	6,048.00	2,817.09
Electricity	565.28	247.00	(318.28)	3,289.08	2,964.00	(325.08)	2,964.00	(325.08)
Gas	1,086.29	914.75	(171.54)	5,462.85	10,977.00	5,514.15	10,977.00	5,514.15
TOTAL UTILITIES	1,925.01	1,665.75	(259.26)	11,982.84	19,989.00	8,006.16	19,989.00	8,006.16
MAINTENANCE								
Materials	1,774.93	708.33	(1,066.60)	10,385.62	8,500.00	(1,885.62)	8,500.00	(1,885.62)
Contracts	4,539.65	5,665.33	1,125.68	43,212.53	67,984.00	24,771.47	67,984.00	24,771.47
TOTAL MAINTENANCE	6,314.58	6,373.66	59.08	53,598.15	76,484.00	22,885.85	76,484.00	22,885.85
OTHER								
Insurance	1,012.42	1,192.92	180.50	18,397.53	14,315.00	(4,082.53)	14,315.00	(4,082.53)
Property Taxes	4,016.00	1,072.17	(2,943.83)	4,016.00	12,866.00	8,850.00	12,866.00	8,850.00
Collection Losses	15,207.62	0.00	(15,207.62)	15,207.62	0.00	(15,207.62)	0.00	(15,207.62)
Interest Expense-Mortgage	4,500.00	0.00	(4,500.00)	4,500.00	0.00	(4,500.00)	0.00	(4,500.00)
Other General Expense	0.00	835.50	835.50	250.00	10,026.00	9,776.00	10,026.00	9,776.00
Depreciation Expense	40,682.70	0.00	(40,682.70)	40,682.38	0.00	(40,682.38)	0.00	(40,682.38)
Amortization Expense	241.43	0.00	(241.43)	241.63	0.00	(241.63)	0.00	(241.63)
TOTAL OTHER	65,660.17	3,100.59	(62,559.58)	83,295.16	37,207.00	(46,088.16)	37,207.00	(46,088.16)
TOTAL EXPENSES	75,666.40	13,998.33	(61,668.07)	181,115.92	167,980.00	(13,135.92)	167,980.00	(13,135.92)
SURPLUS	(57,684.78)	3,189.92	(60,874.70)	30,760.82	38,279.00	(7,518.18)	38,279.00	(7,518.18)

Brainerd Housing and Redevelopment Authority
Payment Summary Report
December 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/2/2024	88	Angel Zierden	\$ 900.00
12/2/2024	89	Colonywood Apartments	\$ 419.00
12/2/2024	90	Dianna Lorimor	\$ 412.00
12/2/2024	91	Grand Oaks Court Townhomes	\$ 297.00
12/2/2024	92	Grand Oaks Townhomes	\$ 660.00
12/2/2024	93	Ferrian, Joseph	\$ 566.00
12/2/2024	94	Lake Investments, LLC	\$ 825.00
12/2/2024	95	Maridia LLC	\$ 895.00
12/2/2024	96	Michael Degen	\$ 1,942.00
12/2/2024	97	Progressive Property Management	\$ 1,250.00
12/2/2024	98	Sprucewood Townhomes	\$ 948.00
12/2/2024	99	White Oak Estates of Baxter LP	\$ 647.00
12/13/2024	100	Carrie Burrell	\$ 34.84
12/13/2024	101	Creo Block	\$ 101.17
12/13/2024	102	Eric Charpentier	\$ 128.84
12/13/2024	103	Hannah Anderson	\$ 4.02
12/13/2024	104	Jamie Olson	\$ 180.11
12/13/2024	105	John Schommer	\$ 87.77
12/13/2024	106	Nancy Thull	\$ 14.41
12/13/2024	107	Patsy Rajala	\$ 412.73
12/13/2024	108	Ryan Barnett	\$ 25.46
12/27/2024	109	Nancy Thull	\$ 2.68
12/31/2024	110	Brit Thompson	\$ 0.42
12/31/2024	111	Carrie Burrell	\$ 8.04
12/31/2024	112	Creo Block	\$ 92.46
12/31/2024	113	Eric Charpentier	\$ 128.84
12/31/2024	114	Hannah Anderson	\$ 7.70
12/31/2024	115	Jamie Olson	\$ 114.24
12/31/2024	116	John Schommer	\$ 255.18
12/31/2024	117	Mallory Demel	\$ 23.99
12/31/2024	118	Patsy Rajala	\$ 3.35
12/31/2024	119	Ryan Barnett	\$ 10.72
12/3/2024	ACH	90 Degree Benefits Inc.	\$ 29,580.08
12/5/2024	ACH	Payroc LLC	\$ 252.57
12/5/2024	ACH	Payroc LLC	\$ 141.00
12/12/2024	ACH	Harpers Payroll Service	\$ 11,818.68
12/12/2024	ACH	Harpers Payroll Service	\$ 93.93
12/12/2024	ACH	Health Savings Accounts	\$ 3,583.57
12/12/2024	ACH	Security Benefit	\$ 1,972.83
12/12/2024	ACH	Minnesota State Retirement System	\$ 1,033.76
12/19/2024	ACH	Bremer Bank Credit Card	\$ 5,083.36
12/26/2024	ACH	Harpers Payroll Service	\$ 13,855.81
12/26/2024	ACH	Harpers Payroll Service	\$ 100.99
12/26/2024	ACH	Health Savings Accounts	\$ 1,839.09
12/26/2024	ACH	Security Benefit	\$ 2,291.64
12/26/2024	ACH	Minnesota State Retirement System	\$ 1,033.76
12/12/2024	26797	Absolute Electric of Central MN LLC	\$ 1,928.40
12/12/2024	26798	Bathtub Refinishing USA	\$ 850.00
12/12/2024	26799	Brainerd Hardware	\$ 171.70
12/12/2024	26800	Brainerd Public Utilities	\$ 13,865.32
12/12/2024	26801	Bremer Bank Credit Card	\$ 1,166.74
12/12/2024	26802	Builders FirstSource	\$ 1,084.31
12/12/2024	26803	Capital One Commercial (Menards Card)	\$ 983.46
12/12/2024	26804	CenturyLink	\$ 122.82
12/12/2024	26805	Cintas	\$ 304.33
12/12/2024	26806	Crow Wing County Land Services Dept	\$ 92.00
12/12/2024	26807	Crow Wing County Land Services Dept	\$ 40.00
12/12/2024	26808	Culligan	\$ 75.50
12/12/2024	26809	Granite Pest Control LLC	\$ 173.00
12/12/2024	26810	Hagman Inc.	\$ 1,008.00
12/12/2024	26811	Handyman's, Inc.	\$ 203.73
12/12/2024	26812	Harpers Time & Attendance	\$ 61.75

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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/12/2024	26813	Holden Electric Co. Inc.	\$ 11,180.30
12/12/2024	26814	Home Depot Credit Services	\$ 403.37
12/12/2024	26815	Home Depot Supply	\$ 36.79
12/12/2024	26816	Housing Auth Risk Retention Group	\$ 27,740.00
12/12/2024	26817	Housing Insurance Services Inc.	\$ 104,158.66
12/12/2024	26818	Integrity Services Inc	\$ 975.60
12/12/2024	26819	JP Contracting LLC	\$ 15,960.00
12/12/2024	26820	Kennedy & Graven, Chartered	\$ 676.00
12/12/2024	26821	Mike Jones	\$ 82.41
12/12/2024	26822	MN Elevator, Inc. Lockbox 446080	\$ 911.28
12/12/2024	26823	MRI Software LLC	\$ 75.00
12/12/2024	26824	North Central Lawn Care & Irrigation	\$ 260.00
12/12/2024	26825	Northland Fire Protection	\$ 1,644.90
12/12/2024	26826	Office Shop	\$ 768.29
12/12/2024	26827	Pike Plumbing & Heating, Inc	\$ 386.75
12/12/2024	26828	Quick Construction Inc.	\$ 1,868.20
12/12/2024	26829	Safeguard Security Inc.	\$ 315.00
12/12/2024	26830	Sherwin Williams	\$ 33.19
12/12/2024	26831	Tkda	\$ 1,169.00
12/12/2024	26832	T-Mobile	\$ 306.70
12/12/2024	26833	Vsp	\$ 63.56
12/12/2024	26834	Waste Partners Inc	\$ 3,221.69
12/12/2024	26835	West Central Flooring	\$ 3,393.50
12/12/2024	26836	Wex Health	\$ 9.00
12/12/2024	26837	Xtona	\$ 1,130.00
12/12/2024	26838	Brainerd Public Utilities	\$ 164.00
12/12/2024	26839	CenterPoint Energy	\$ 90.00
12/12/2024	26840	Brainerd Public Utilities	\$ 110.00
12/18/2024	26841	Tenant Refund	\$ 279.29
12/19/2024	26842	Tenant Refund	\$ 234.02
12/19/2024	26843	Tenant Refund	\$ 212.69
12/19/2024	26844	Tenant Refund	\$ 206.69
12/26/2024	26845	Amazon Capital Services Inc.	\$ 475.75
12/26/2024	26846	Brainerd Public Utilities	\$ 13,357.15
12/26/2024	26847	Builders FirstSource	\$ 293.19
12/26/2024	26848	Cash	\$ 1.00
12/26/2024	26849	CenterPoint Energy	\$ 10,057.72
12/26/2024	26850	City of Brainerd	\$ 2,170.48
12/26/2024	26851	Crow Wing County Land Services Dept	\$ 46.00
12/26/2024	26852	Crow Wing County Land Services Dept	\$ 46.00
12/26/2024	26853	Crow Wing County Land Services Dept	\$ 46.00
12/26/2024	26854	Crow Wing County Land Services Dept	\$ 92.00
12/26/2024	26855	Crow Wing County Land Services Dept	\$ 46.00
12/26/2024	26856	Crow Wing County Land Services Dept	\$ 46.00
12/26/2024	26857	Ctc-446126	\$ 1,148.89
12/26/2024	26858	David Simon Construction LLC	\$ 6,744.90
12/26/2024	26859	Granite Pest Control LLC	\$ 689.50
12/26/2024	26860	Handyman's, Inc.	\$ 203.73
12/26/2024	26861	Kennedy & Graven, Chartered	\$ 427.00
12/26/2024	26862	Northland Fire Protection	\$ 70.85
12/26/2024	26863	ODP Business Solutions	\$ 124.19
12/26/2024	26864	Quick Construction Inc.	\$ 18,990.00
12/26/2024	26865	Roto-Rooter	\$ 245.00
12/26/2024	26866	Strike Painting & Finishing	\$ 800.00
12/26/2024	26867	The Cleaning Bee LLC	\$ 1,440.00
12/26/2024	26868	Thelen Heating And Roofing	\$ 96.00
12/26/2024	26869	Yde's Major Appliance	\$ 59.95
12/31/2024	26870	Amazon Capital Services Inc.	\$ 6.59
12/31/2024	26871	Borden Steinbauer And Kruger	\$ 150.00
12/31/2024	26872	Brainerd Hardware	\$ 53.15
12/31/2024	26873	Bremer Bank Credit Card	\$ 2,310.54
12/31/2024	26874	Capital One Commercial (Menards Card)	\$ 351.07

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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/31/2024	26875	Cintas	\$ 311.54
12/31/2024	26876	City of Brainerd	\$ 37.00
12/31/2024	26877	Climate Makers Acquisition, Inc.	\$ 4,946.00
12/31/2024	26878	Culligan	\$ 60.00
12/31/2024	26879	Essentia Health	\$ 103.00
12/31/2024	26880	Hagman Inc.	\$ 1,134.00
12/31/2024	26881	Harpers Time & Attendance	\$ 61.75
12/31/2024	26882	Holden Electric Co. Inc.	\$ 884.13
12/31/2024	26883	Home Depot Credit Services	\$ 486.24
12/31/2024	26884	Integrity Services Inc	\$ 975.60
12/31/2024	26885	LandWerx LLC	\$ 1,088.40
12/31/2024	26886	Mike Jones	\$ 54.94
12/31/2024	26887	Minnesota Department of Employment &	\$ 348.06
12/31/2024	26888	MRI Software LLC	\$ 100.00
12/31/2024	26889	Office Shop	\$ 839.75
12/31/2024	26890	Paper Storm	\$ 52.00
12/31/2024	26891	Pike Plumbing & Heating, Inc	\$ 172.50
12/31/2024	26892	Quick Construction Inc.	\$ 4,986.69
12/31/2024	26893	Voided Check	\$ -
12/31/2024	26894	SS Lawn & Landscaping	\$ 555.00
12/31/2024	26895	T-Mobile	\$ 306.70
12/31/2024	26896	Urban Companies LLC	\$ 193,650.38
12/31/2024	26897	West Central Flooring	\$ 744.75
12/31/2024	26898	Wex Health	\$ 8.50
12/31/2024	26899	Xtona	\$ 1,130.00
12/31/2024	26900	Amazon Capital Services Inc.	\$ 97.51
12/31/2024	26901	LandWerx LLC	\$ 4,121.00
		Report Total	\$ 562,120.07

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To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Director
 Date: Jan-09-2024
 Re: Housing Choice Voucher Report

HCV Program

- Through 12/31/2024, our Unit Months Leased (UML) was 99.08% and HAP utilization was 102.18%.
- Activity Recap:
 - Vouchers Issued: 1
 - New Move-Ins: 1
 - Annual Recertifications: 27
 - Interim Recertifications: 25
 - Inspections: 16
 - Terminations: 1

Additional Info: Please see attached data summary.

- Waiting List Purge Information: At the last meeting, the board requested additional information on the waiting list purge process as well as staff recommendations for building in redundancy to prevent unnecessary removals for households still interested in the voucher program. On 12/3/2024 the annual waiting list update letter was mailed out, per the process outlined in the Admin Plan. Responses received through the end of the month were accepted as timely and the waiting list was updated in preparation for the first round of notifications for 2025. Of the households removed from the waiting list after the purge, 37 letters were related to notice letters being received back as undeliverable. A review of the undeliverable notices shows 25 were local/Crow Wing County applicants and 17 were disabled applicants. Although any change to the waiting list purge process would require an update the Admin Plan, it would not be difficult to mirror language in the section related to voucher briefing notifications, which adds a required email notification for households that do not respond to a mailed notice. Additionally, with our new software, there is an applicant portal module that would help applicants better report address changes and manage notification options to include an email address.

Bridges Program

- Tenants leased up in units: 12
- 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	▪ Crow Wing: 10
▪ Morrison: 0	▪ Todd: 0
▪ Aitkin: 1	▪ Wadena: 0
- Total Bridges HAP Request: \$9,245.00

Additional Info: We received an update from MN Housing indicating that they will be meeting on 1/30/2025 to review our overutilization funding request. If the request is approved, they will send an amended contract to us for signature. If the request is not approved, or not approved in full, we will be applying for funding through AMHI.

Family Self-Sufficiency Program

- Active FSS participants (as of 12/31/2024): 58
- Tenants going OFF for month: 0
- Tenants going ON for month: 0
- New tenants ESCROWING: 1
- Total number of FSS participants escrowing monthly: 36
- Total amount of escrow: \$15,537.00
- Total combined amount of monthly escrow: \$252,106.48

Additional Info: FY24 FSS awards were announced and we received \$93,385.00. Staff will be working on the closeout information to HUD.

Bring It Home MN (BIHMN) State Rental Assistance Program

- The grant application package has not yet been released, however we did complete the “Intent To Apply” survey sent out from MN Housing. Submitting this survey does not obligate us to apply for the program once the RFP has been released.

No Action Requested; Discussion Items

Housing Choice Voucher Programs (HCV)

Voucher Allocation

	325	
December Move-ins	1	
December Move-outs	3	
December Vouchers - looking for housing	7	
December Vouchers - first day of month	323	
Average Vouchers to date	322	
Unit Months Leased	99.80%	
HAP Utilization through 12/31/2024	102.18%	
HAP Payments	\$155,083	

Reasons For Leaving Program

Voluntarily Left	1	
Terminated	1	
Deceased	1	

Revenue

Housing Assistance Payment (HAP)	\$173,713	
December HUD Administrative Fee	\$21,501	

Port Out Vouchers

St Cloud HRA	3	
	\$1,340	

Homeownership

Homeownership HAP	5	
	\$2,631	

FYI Vouchers

FYI Vouchers HAP	0	
	\$0	

Demographics

Elderly Households	36.25%	
Disabled/Handicapped Households	30.31%	
Families with Children	103	
Average Annual Income	\$17,690	↑
Average HAP	\$487	↓

Waiting List Total

Crow Wing County Preference	150 (-49 after WL update)
Non Preference	31 (-50 after WL update)

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To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Director
Date: Jan-09-2025
Re: Housing Management Report

Vacancy Report for December 2024

Please see attachment.

Monthly Property Performance Report for December 2024

Please see attachment.

Valley View Townhomes:

Occupancy: 100%
Move Ins: 1
Move Outs: 1
Notified: 1
Screening: 1
Denied: 0
Waiting List: 16

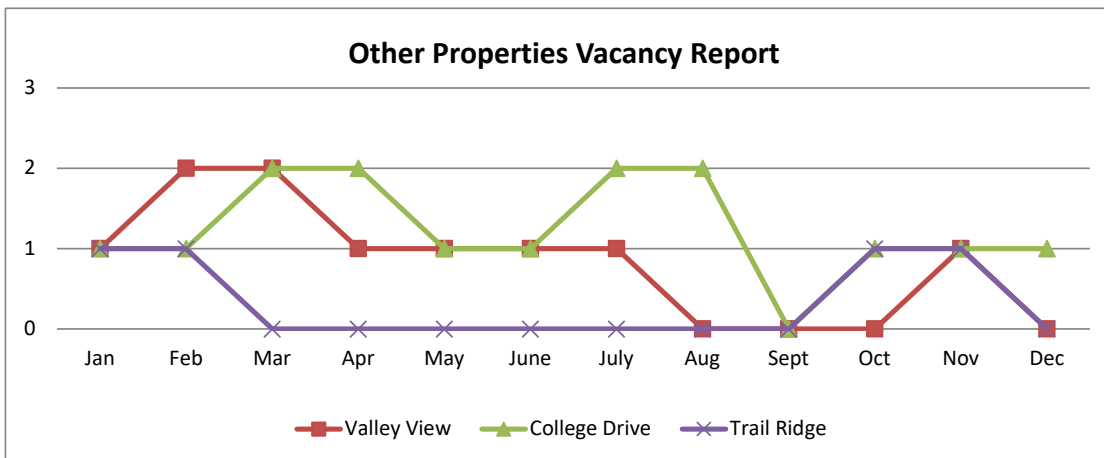
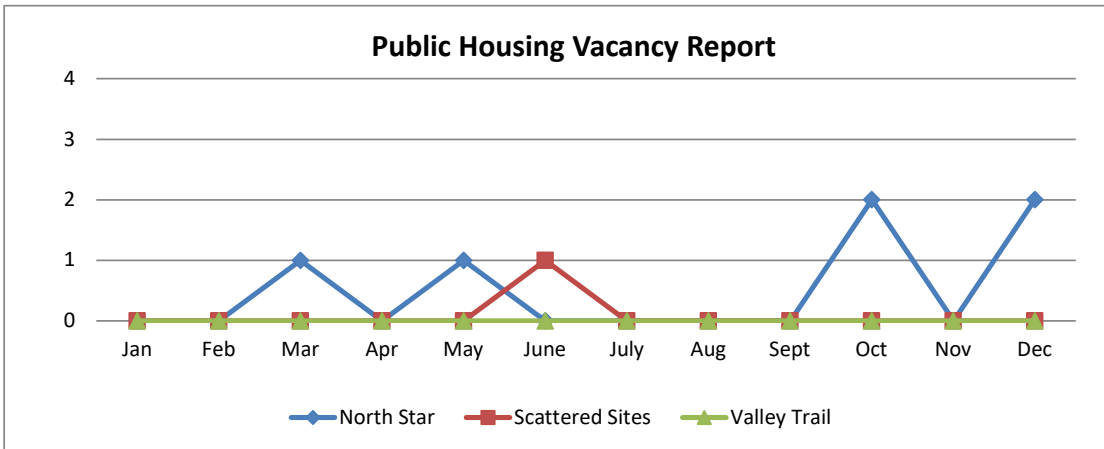
ROSS Program Updates

- 21 active participants in the ROSS program; 0 newly enrolled and 0 exited participants
- 5 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.
- Facebook Update: There were 8 new posts on the ROSS Facebook page this past month which reached 27 individuals, with 1 like, no comments or shares, and 2 viewers clicked through to obtain more information about the topics.
- The December event was “How To Manage Holiday Stress” and was attended by 4 tenants. The Health & Wellness Fair has been set for 1/22. Dates for the File of Life/Emergency preparedness and the tax help clinic are yet to be set.

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	2	0	0	1	0	1	1
Oct %	1.23%	0.00%	0.00%	0.49%	0.00%	4.17%	5.56%
Nov 30	0	0	0	0	1	1	1
Nov %	0.00%	0.00%	0.00%	0.00%	5.00%	4.17%	5.56%
Dec 31	2	0	0	2	0	1	0
Dec %	1.23%	0.00%	0.00%	0.99%	0.00%	4.17%	0.00%
Total	6	1	0	6	10	14	5
%	0.31%	0.52%	0.00%	0.25%	4.17%	4.86%	2.31%



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report December 2024

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
North Star	162	160	n/a	n/a	2	99%
Valley Trail	25	25	n/a	n/a	0	100%
Scattered Sites	16	16	n/a	n/a	0	100%
TOTAL	203	201	0	0	2	99%

3. Customer Traffic

Applications Requested	38
Applications Placed on PH Wait List	17
Applications Denied on PH Wait List	2

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	158	15	3	0
2 bdrm	14	60	0	0	0
3 bdrm	24	37	0	0	0
4 bdrm	5	15	0	0	0
TOTAL	203	270	15	3	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	19
Move-Outs	1	21

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
NS#416	1BR	mid-Jan	Yes

NS#1213	1BR	mid-Jan	Yes
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7. Recertifications

Interim Recertifications	7
Annual Recertifications	5
Completed for this month	12

8. Annual Unit Inspections

Total units to be inspected this year	203
Number completed start of month	0
Number inspected for the month	203
Number completed year-to-date	203
Total left to be inspected this year	0
Have all building system inspections been completed?	Yes
If yes, please enter date	by 12/31/2024

9. Lease Enforcements

Lease warnings/violations issued	7
30-day lease terminations	5

10. Evictions

Resident	Reason	Summons Date	Judgment Action
n/a			

11. Non-Emergency Work Orders

Beginning Balance	7
Received	182
Closed	106
Ending Balance	83
Total Completed Work Orders for Year	856

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	20	42
Completed within 24 hours	20	42

Percent completed within 24 hours	100%	100%
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13. Rent Collection

	This Month
Rent Charges	71,627
Other Charges	2,034
Total New Charges	73,660
Arrears, tenants in possession	6,859

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	3,232
Current Rent Charges	71,627
Current Rent Collections	68,395
Accounts Receivable Rate	5%
Collection Rate	95%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	9,617
Prior Rent Charges	880,854
Collection Rate	99%

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To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: January 7, 2025
 Re: Rehab Programs and Maintenance Report

Brainerd SCDP Preliminary Proposal

We are waiting to find out if our preliminary proposal will be deemed competitive or marginally competitive so we can submit an application. Announcements are anticipated in late January or early February.

Current Projects in Process:

	HTF	MHFA-RLP/ELP	SCDP	Total
City of Brainerd	0	2/0	10	12
Crow Wing County	*	5/1	*	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.

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: January 22nd, 2025
Re: Executive Director Report

805 Laurel St

The former Thrifty White building was brought down on January 2nd of this year and the backfilling of the lot is continuing. The demolition was expected and should still qualify them for the funding from the City that spurred the demolition work. I have requested an updated pro forma statement from the developer so that we can see the updated unit mix and count as well as estimate the remaining funding gap for the project. I am continuing to stay in contact with the developer as our staff still view this is a top priority project for the agency and community.

Outlots E & F

Staff has been in contact with the interested developer of the twin homes for this property and the developer's interest has increased in light of some updated building code requirements that will be taking effect in Minnesota in 2026. The developer has reached out to get updated cost estimates for the infrastructure to get into Outlot F and they are planning on attending the CWC HRA board meeting in February. We still plan on responding to the infrastructure grant RFP through Minnesota Housing to request assistance with the roadway, water and sewer for this project, but due to the heightened interest by the developer to get this project moving, we will also be looking for funding opportunities through the CWC HRA in support of this project to solidify the developer's intent. We anticipate that staff will have a request to the Brainerd HRA board in the coming months to convey these outlot properties to the CWC HRA for inclusion in the current development agreement for Brainerd Oaks/Serene Pines/Dal Mar Estates.

No Action Requested; Discussion items

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