



324 East River Road
Brainerd, MN 56401
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www.brainerdhra.org

Brainerd HRA Board of Commissioners Meeting
Wednesday, February 26th, 2025 @ 1:00pm
Brainerd City Hall Council Chambers
501 Laurel St, Brainerd, MN 56401

Join from browser:

<https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=mcf3454debd20ab5e27d2ca3620981c16>

Join by phone: 415-655-0001

Meeting number (access code): 2556 983 2193

Meeting password: 2HBmSD7HEm3

"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 February 26th, 2025
4. APPROVAL OF MINUTES (*Attachment 1 – Pg. 3*)
 - a. Approval of Minutes from Regular Board Mtg. on January 22nd, 2025
5. UNFINISHED BUSINESS
6. NEW BUSINESS (*Attachment 2 – Pg. 7*)
 - a. Shared Services Agreement between Brainerd HRA & Crosby HRA
7. BILLS & COMMUNICATIONS
 - a. Financial Report (*Attachment 3 – Pg. 15*)
 - b. HCV Report (*Attachment 4 – Pg. 35*)
 - c. Housing Management Report (*Attachment 5 – Pg. 39*)

- d. Rehab Programs Report (*Attachment 6 – Pg. 45*)
- e. Executive Director Report (*Attachment 7 – Pg. 47*)

8. COMMISSIONER COMMENTS

9. NEXT MEETING: March 26th, 2025

10. ADJOURN

- a. Adjourn to Closed Session Pursuant to MN Statutes 13D.05 subd. 3(A), to conduct
Executive Director Charpentier’s Performance Review

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
Kevin Yeager, term expiring 12/31/26
Allie Verchota, term expiring 12/31/29
Vacant, term expiring 12/31/27



Brainerd HRA
BOARD MEETING MINUTES
Wednesday, January 22nd, 2025 @ 1:00pm

A regular meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the City of Brainerd, Minnesota, was held in person at Brainerd HRA Conference Room at 1:00 p.m., Wednesday, January 22nd, 2025.

1. **CALL TO ORDER:** Executive Director Eric Charpentier called the meeting to order at 1:00 p.m.

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

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

3. **REVIEW AND APPROVE AGENDA:**
 - a. Approval of Agenda for Board Mtg. dated January 22nd, 2025

Commissioner Yeager motioned to approve the agenda for Wednesday, January 22nd, 2025, as presented. Seconded by Commissioner Duval. Motion Carried Unanimously.

4. **ANNUAL MEETING:**
 - a. **Oath of Office, Commissioner Verchota**

At the January 21st, 2025, Brainerd City Council meeting, Allie Verchota was reappointed on the Brainerd Housing and Redevelopment Authority for a term expiring 12/31/29. An official oath of office was conducted for Commissioner Verchota.

Commissioner Duval made a motion to acknowledge Commissioner Johnson's years of service on the board by sending a letter of appreciation. Seconded by Commissioner Verchota. Motion Carried Unanimously.

- b. **Election of Officers**

Commissioner Yeager nominated Commissioner Duval for board **chair**. Charpentier called three times for any other nominations, hearing none, roll call vote was conducted. All commissioners were in favor of Commissioner Duval, none were opposed. Charpentier then called for nominations for **vice**

chair. Commissioner Yeager nominated Commissioner Verchota. Commissioner Verchota nominated Commissioner Yeager. Upon roll call, Commissioners Decker, Deblock, and Verchota voted in favor of Commissioner Yeager. Commissioners Yeager and Duval voted in favor of Verchota. Charpentier then called for nominations for **secretary/treasurer**. Commissioner Deblock nominated Commissioner Verchota. Commissioner Yeager nominated Commissioner Deblock. Upon roll call, Commissioners Decker and Yeager voted in favor of commissioner Deblock. Commissioners Deblock, Duval, and Verchota voted in favor of Commissioner Verchota. Nominations were approved.

Commissioner Duval was elected as **Chair**.

Commissioner Yeager was elected as **Vice Chair**.

Commissioner Verchota was elected as **Secretary/Treasurer**.

5. APPROVAL OF MINUTES:

- a. Approval of Minutes from Regular Board Meeting on December 18th, 2024

Commissioner Yeager motioned to approve the minutes of the December 18th, 2024, regular board meeting, as presented. Seconded by Commissioner Deblock. Motion Carried Unanimously.

6. UNFINISHED BUSINESS: None

7. NEW BUSINESS:

- a. Designation of Official Depository

Karen Young presented the Designation of Official Depository information.

Commissioner Verchota inquired whether the designation needs to be changed due to Old National Bank's acquisition of Bremer Bank. Charpentier clarified that the matter will be brought to the board once the change has been finalized.

Commissioner Yeager motioned to approve the designation of Bremer Bank as the official depository, as presented. Seconded by Commissioner Deblock. Motion Carried Unanimously.

- b. **Pay Equity Report**

Karen Young presented the Pay Equity Report.

Commissioner Verchota motioned to approve the submittal of the Pay Equity Report for wages as of December 31, 2024, as presented. Seconded by Commissioner Yeager. Motion Carried Unanimously.

8. BILLS & COMMUNICATIONS:

- a. **Financial Report:**

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

Commissioner Yeager inquired about the allocation of Tax Increment Financing (TIF) funds. Young clarified that the funds are designated for the SEH building parcel in the downtown TIF district.

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

b. HCV Report:

Fortune presented the HCV report.

Chair Duval recommended to make a change to the Admin Plan to include email as a second form of communication in the waiting list notification process. Charpentier advised we will make that update and bring it back to the board at February's meeting.

Commissioner Verchota inquired what the consequences will be if MN Housing meets after 1/31/25. Fortune advised that our notice will be rescinded, and we will apply for AMHI funding. Chair Duval advised a formal motion does not need to be made, staff can continue with the plan that is already in place.

c. Housing Management Report:

Fortune presented the housing management report.

d. Rehab Programs Report:

Schommer presented the rehab programs report.

Schommer noted that an ELP loan is in process in Morrison County for roof repairs.

e. Executive Director Report:

Charpentier presented his executive director report.

Charpentier informed the board that a motion was made at the January 21st City Council meeting to relocate HRA meetings to the City Hall Council Chambers. However, as stated in the HRA bylaws, the commissioners are responsible for determining the meeting location, so a motion will need to be made for the relocation to City Hall. City Administrator Broyles added that the city and the HRA have had a great partnership and asked the board to support the city council's motion. There was further discussion on how this would affect staff and commissioners.

Chair Duval made a motion to relocate Brainerd HRA Board Meetings to City Hall Council Chambers, effective February 26th, contingent upon the HRA not incurring any additional costs and that there are no legal ramifications. Seconded by Commissioner Decker. Motion Carried Unanimously.

Commissioner Yeager inquired about how the demolition was funded for 805 Laurel St. Charpentier advised that it was a 70/30 split. Commissioner Decker inquired on the redesign of 805 Laurel St. Charpentier advised that parking was moved above ground, and they lowered the number of units.

Commissioner Verchota inquired if the homes would be rentals after the redevelopment of Outlots E & F. Charpentier confirmed that they will be.

9. COMMISSIONER COMMENTS:

Commissioner Deblock advised that the annual Point in Time (PIT) homeless count is tonight for Crow Wing County. Commissioner Verchota thanked the board for her appointment as secretary/treasurer. Commissioner Yeager thanked staff for everything and noted that he is looking forward to 2025. Commissioner Duval concurred that the group is very talented. He noted that the vacant seat will need to be filled. Charpentier added that referrals can be sent to him for the open position.

10. ADJOURNMENT:

Commissioner Verchota motioned to adjourn the meeting. Seconded by Commissioner Yeager. Motion Carried Unanimously. Meeting was adjourned at 2:28 PM.



To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: February 26th, 2025
Re: Crosby Shared Services Agreement

In 2013 the Crosby HRA entered into a shared services agreement with the Brainerd HRA to implement and conduct the day-to-day business of the agency. This shared services contract continues to renew on a yearly basis unless there are updates to that agreement. We have updated the services agreement for 2025 to reflect an increase in funding to the Brainerd HRA which per the agreement will now total \$114,400 annually.

I have attached a draft of the updated services agreement that reflects the current compensation amount. (*Attachment 2a*)

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

Recommendation: Authorize the Executive Director to execute Resolution 2025-01 the updated shared services agreement between the Crosby HRA and the Brainerd HRA.

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

This Agreement made this 26th day of February, 2025, by and between the Brainerd Housing and Redevelopment Authority (Brainerd HRA), and the Crosby Housing and Redevelopment Authority (Crosby HRA).

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

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

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

1. **TERM:** The term of this agreement shall be for a period one-year commencing on the 1st day of April, 2025 and terminating on the 31st day of March, 2026. This agreement shall automatically renew for successive one-year terms there after unless one of the parties hereto provides at least 60-day notice of its intent to terminate this agreement at the end of the then current term. However, either party may terminate this agreement for any reason upon sixty (60) day advance written notice. In the event either party terminates this agreement before its expiration, any fees owed to the Brainerd HRA will be prorated through the last day of the 60-day termination period.
2. **NOTICES:** All written notices between the parties (including billing) will be addressed as follows:

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

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

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

6. COMPENSATION: The Crosby HRA shall pay to the Brainerd HRA for services a total of \$114,400 annually, which will be disbursed monthly at \$9,533.33 during the contract period from April 1, 2025 through March 31, 2026.
7. TRAVEL: Brainerd HRA staff will be reimbursed at the IRS mileage rate, or the current rate set by the Crosby HRA, for traveling to and from Crosby or to some other destination on behalf of the Crosby HRA. Mileage will be documented by staff.
8. EMPLOYMENT: The Brainerd HRA staff shall remain employees of the Brainerd HRA. Without limiting the generality of the foregoing, the parties agree as follows:
 - a. The Crosby HRA will employ a Housing Specialist, Maintenance Engineer, Maintenance Specialist, and Tenant Activities Coordinator and will continue to employ these positions if needed during the term of this contract to ensure the agency runs efficiently. The Crosby HRA will be liable for all wages, employer payroll taxes and other compensation and benefits.
 - b. The Brainerd HRA shall be liable for all wages and other compensation and benefits due to the Brainerd HRA employees. The Brainerd HRA shall be responsible for collecting, remitting and reporting employment and withholding taxes related thereto and for all workers' compensation coverage, unemployment, and retirement contributions for its own employees.
 - c. The Brainerd HRA employees shall be considered to be acting in the course of their employment with the Brainerd HRA at all times they are serving either Brainerd HRA or Crosby HRA, including any time spent in traveling to or from either location or traveling elsewhere on behalf of either party.
9. INDEMNIFICATION: The Crosby HRA agrees to indemnify, save and hold harmless and defend the Brainerd HRA, its employees, board members and agents from any and all claims, demands, action or causes of any nature arising out of or by reason of the execution of the services provided for herewith. The Brainerd HRA will hold harmless and indemnify the Crosby HRA, its officers, employees and agents, against any claims, losses, liabilities, damages, costs and expenses for claims as a result of any damages arising out of the Brainerd HRA's performance under this Agreement.
10. CONFIDENTIALITY: Each party recognizes and acknowledges that the Brainerd HRA employees will have access to certain confidential information of the other party, including but not limited to non-public data relating to employees and/or facilities and operations of each party. Each party will treat as confidential all confidential information of the other party; will implement reasonable procedures to prohibit the disclosure, unauthorized duplication, use misuse or removal of the other party's confidential information; and will comply with the provisions of the Minnesota Data Practices Act and all applicable federal laws and HUD requirements.
11. NO PARTNERSHIP OR JOINT VENTURE: The Brainerd HRA is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between Crosby HRA and the Brainerd HRA or their agents, servants or employees. The Brainerd HRA shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. The Brainerd HRA acknowledges and agrees that the

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

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

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

Crosby HRA

Brainerd HRA

Board Chairperson Date

Executive Director Date

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. **2025-01**

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

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

Section 1. Recitals.

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

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

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

Section 2. Authority Approval; Further Proceedings.

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

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

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

Approved by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Brainerd this 26th day of February, 2025.

Chair – Michael Duval

ATTEST:

Executive Director – Eric Charpentier

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: February 19, 2025
Re: February Financial Report

Please find attached the financial information for January 2025.

Audit Schedule

Auditors from CliftonLarsonAllen (CLA) conducted on-site fieldwork during the second week of February for the Brainerd HRA. Crow Wing County HRA and Brainerd South on-site fieldwork will be conducted during the fourth week of 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

Last month we reported that 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 Capital Fund Program (CFP) grant in January. That check was lost in the mail and voided. As a result, a second check was issued and is reflected in the January payment summary report.

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

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Brainerd Housing & Redevelopment Authority

2025 Ratios (and December, 2024)

FASS Ratios	Max Pts	Scoring	Dec 2024 After YE JE, B4 audit	Jan
Quick Ratio	12	QR <1 =0, QR >2 =12	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00
Total Points	25		25.00	25.00

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

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

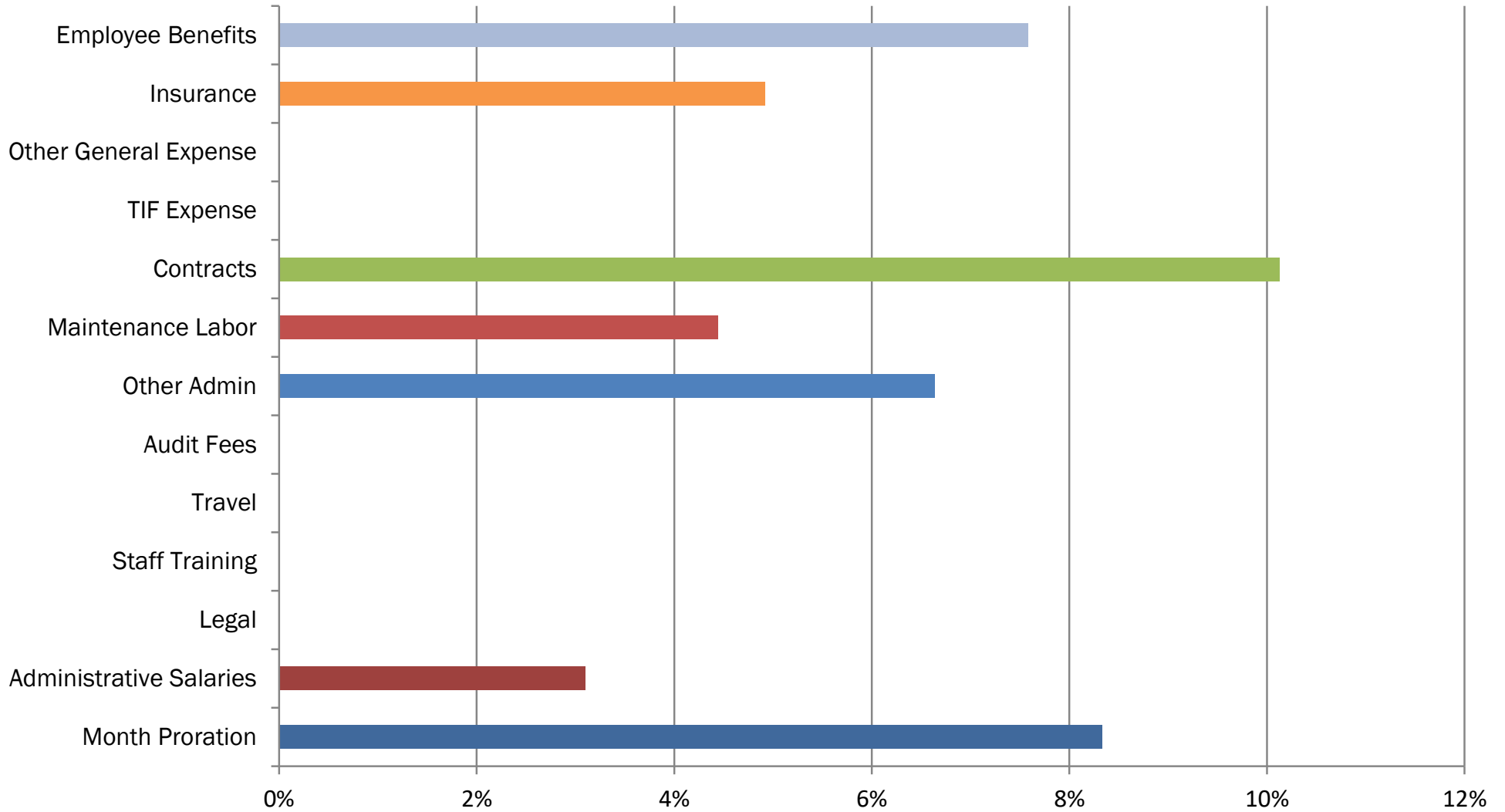
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January 2025 Operating Account Balances

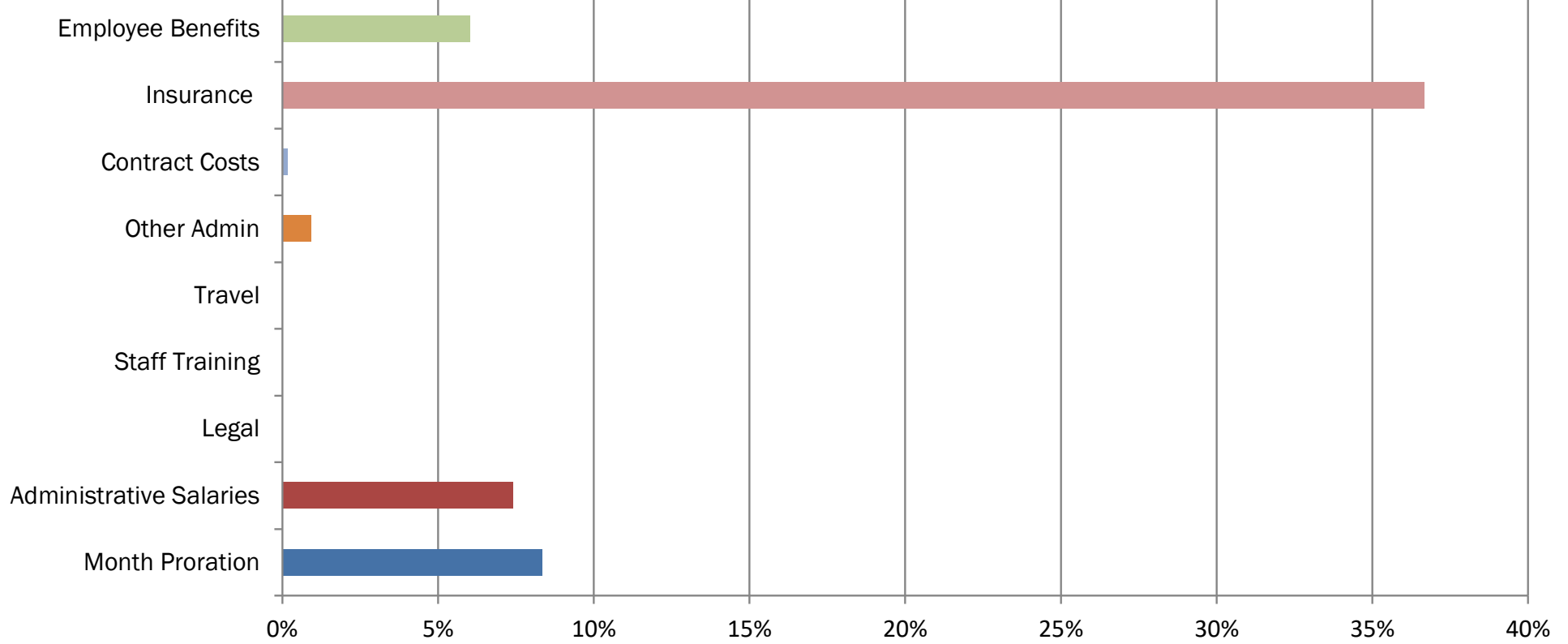
Property/Program	January 2024	December 2024	January 2025
General Fund	\$542,519.31	\$644,213.12	\$638,280.55
Housing Rehab Program	\$256,900.05	\$303,748.21	\$302,854.56
Bridges	\$920.56	\$64.56	-\$9,185.57
Crow Wing County HRA	\$1,196,280.71	\$2,095,997.98	\$2,179,923.82
Public Housing	\$889,607.56	\$702,765.34	\$940,674.38
Valley View	\$338,847.32	\$361,158.43	\$369,165.36
Brainerd South	\$54,075.30	\$66,493.57	\$60,603.84
Housing Choice Voucher	\$13,455.16	\$21,690.35	\$81,481.60
Total	\$3,292,605.97	\$4,196,131.56	\$4,563,798.54

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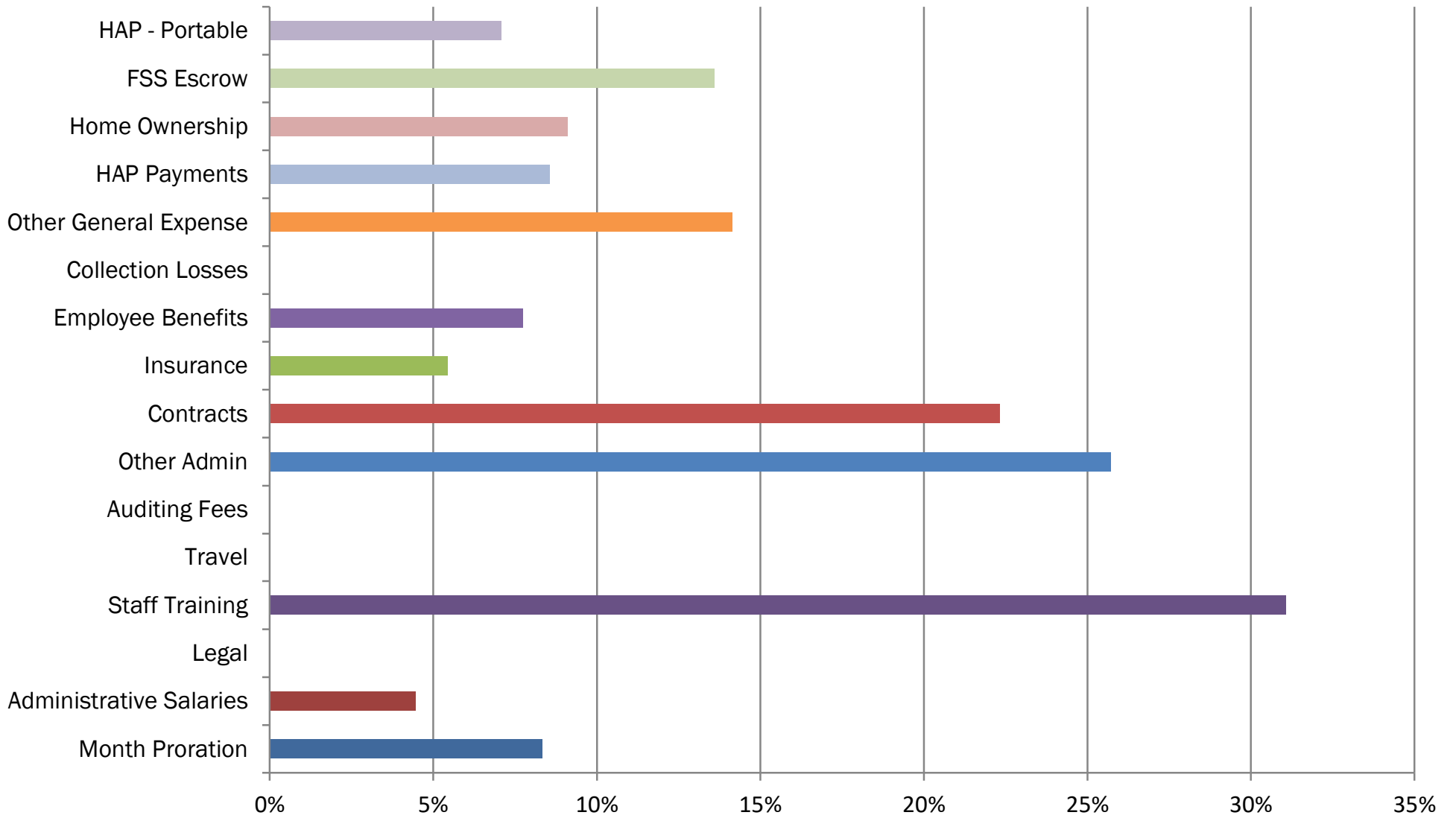
January 2025 YTD General Fund Expense/Annual Budget Comparison



January 2025 YTD Housing Rehab Expense/Annual Budget Comparison



January 2025 YTD Housing Choice Voucher Expense/Annual Budget Comparison

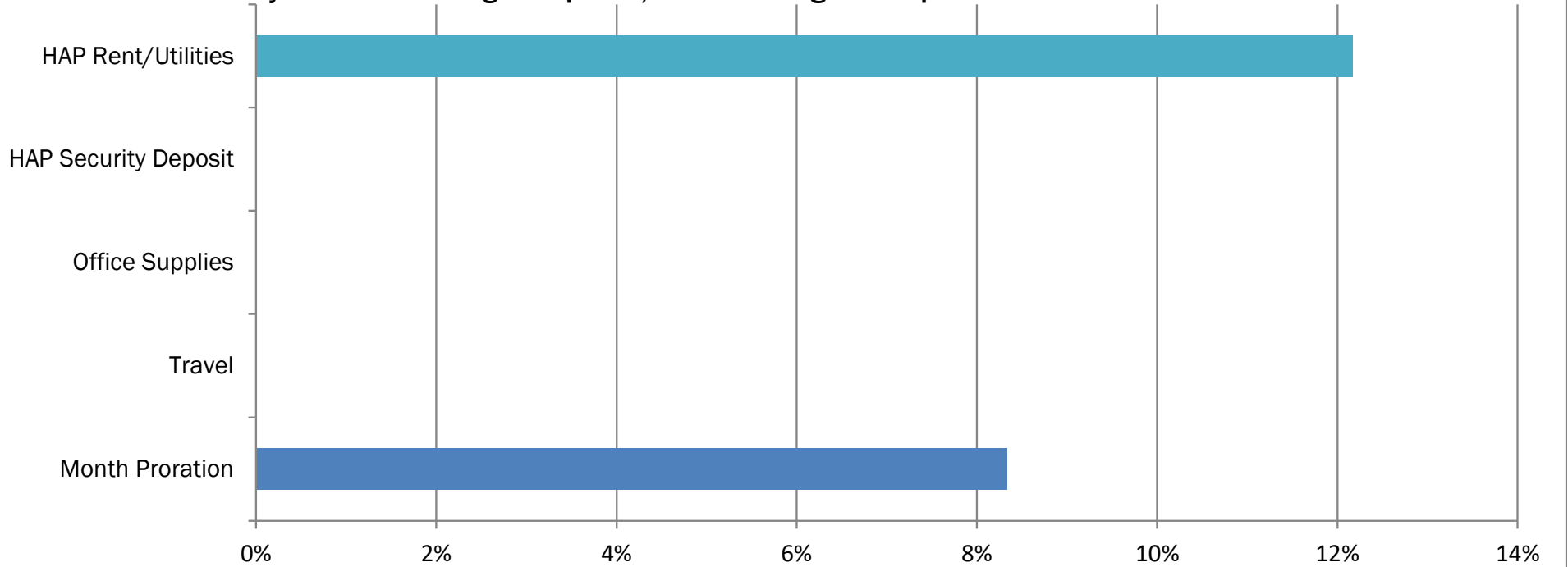


Training: National HCV training.

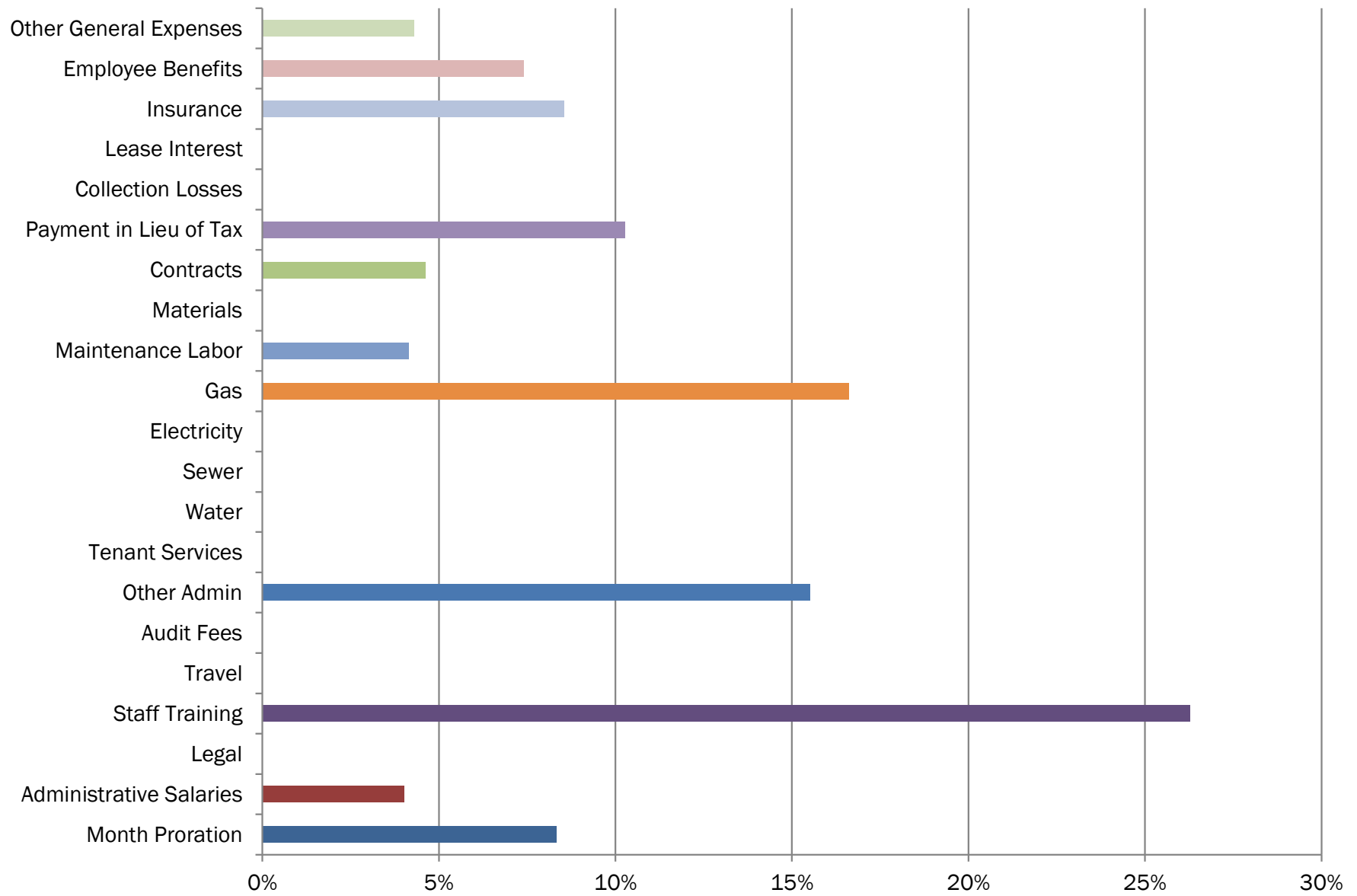
Other Admin: Yearly postage paid.

Contracts: Yearly software contract paid for PHA Web.

January 2025 YTD Bridges Expense/Annual Budget Comparison

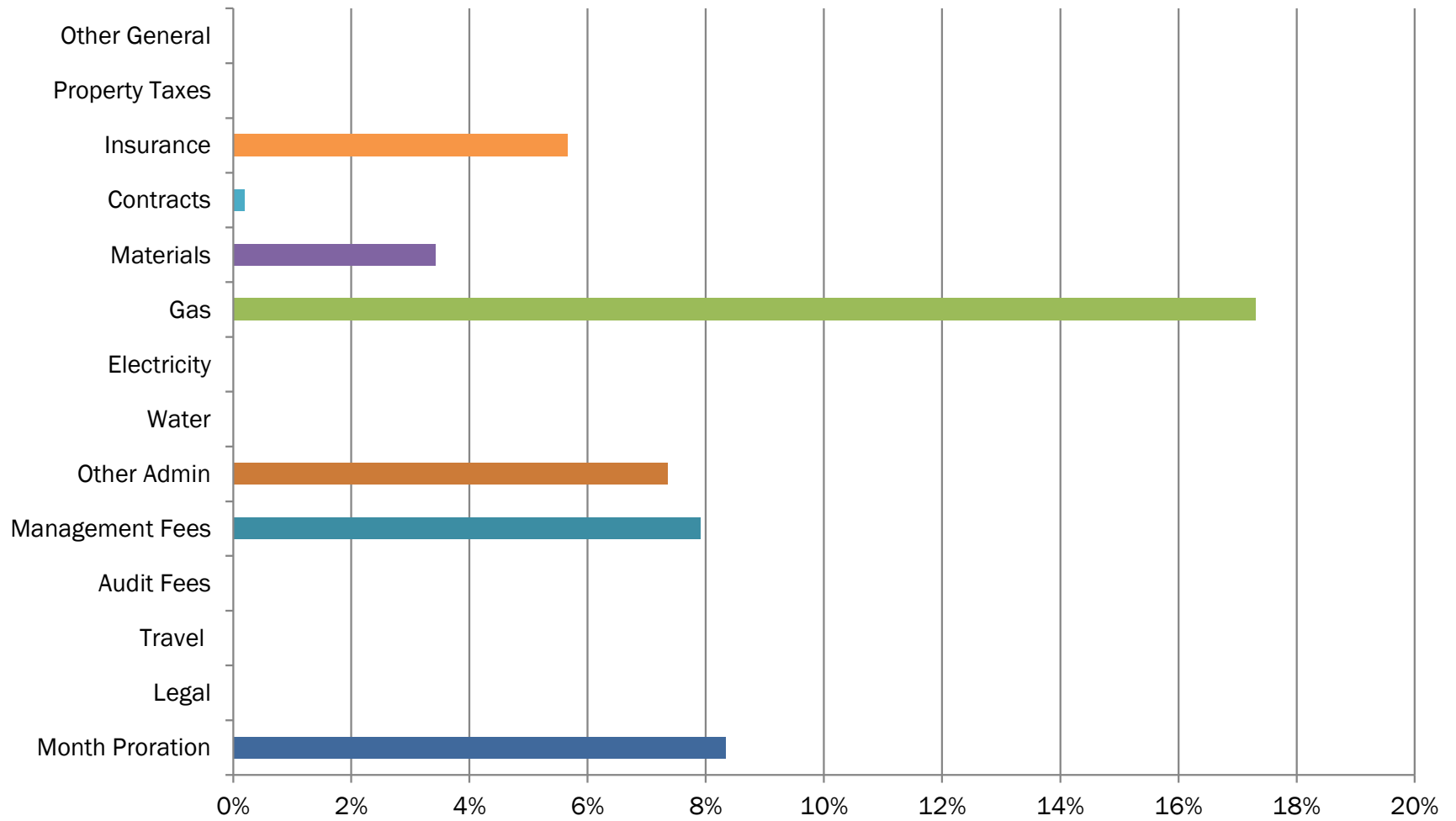


January 2025 YTD Public Housing Expense/Annual Budget Comparison



Training: National procurement training.
 Other Admin: Yearly postage paid.

January 2025 YTD Valley View Expense/Annual Budget Comparison



Brainerd HRA
Operating Statement
One Month Ending 01/31/2025
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	3,118.27	1,250.00	1,868.27	3,118.27	1,250.00	1,868.27	15,000.00	(11,881.73)
Operating Transfer In	0.00	925.42	(925.42)	0.00	925.42	(925.42)	11,105.00	(11,105.00)
Other Income	1,852.88	1,104.17	748.71	1,852.88	1,104.17	748.71	13,250.00	(11,397.12)
City Tax Settlements	0.00	14,496.67	(14,496.67)	0.00	14,496.67	(14,496.67)	173,960.00	(173,960.00)
Management Fees	22,099.76	22,395.00	(295.24)	22,099.76	22,395.00	(295.24)	268,740.00	(246,640.24)
Loan Interest Revenue	0.00	679.17	(679.17)	0.00	679.17	(679.17)	8,150.00	(8,150.00)
TOTAL INCOME	27,070.91	40,850.43	(13,779.52)	27,070.91	40,850.43	(13,779.52)	490,205.00	(463,134.09)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	8,067.32	21,675.00	13,607.68	8,067.32	21,675.00	13,607.68	260,100.00	252,032.68
Legal	0.00	416.67	416.67	0.00	416.67	416.67	5,000.00	5,000.00
Staff Training	0.00	833.33	833.33	0.00	833.33	833.33	10,000.00	10,000.00
Travel	0.00	41.67	41.67	0.00	41.67	41.67	500.00	500.00
Auditing Fees	0.00	833.33	833.33	0.00	833.33	833.33	10,000.00	10,000.00
Other Admin	723.66	908.33	184.67	723.66	908.33	184.67	10,900.00	10,176.34
TOTAL ADMINISTRATIVE	8,790.98	24,708.33	15,917.35	8,790.98	24,708.33	15,917.35	296,500.00	287,709.02
MAINTENANCE								
Labor	1,039.61	1,950.00	910.39	1,039.61	1,950.00	910.39	23,400.00	22,360.39
Contracts	1,814.66	1,493.33	(321.33)	1,814.66	1,493.33	(321.33)	17,920.00	16,105.34
TOTAL MAINTENANCE	2,854.27	3,443.33	589.06	2,854.27	3,443.33	589.06	41,320.00	38,465.73
OTHER								
TIF Expense	0.00	10.83	10.83	0.00	10.83	10.83	130.00	130.00
Other General Exp	0.00	3,152.17	3,152.17	0.00	3,152.17	3,152.17	37,826.00	37,826.00
Insurance	571.66	968.33	396.67	571.66	968.33	396.67	11,620.00	11,048.34
Employee Benefits	8,541.94	9,389.17	847.23	8,541.94	9,389.17	847.23	112,670.00	104,128.06
TOTAL OTHER	9,113.60	13,520.50	4,406.90	9,113.60	13,520.50	4,406.90	162,246.00	153,132.40
TOTAL EXPENSES	20,758.85	41,672.16	20,913.31	20,758.85	41,672.16	20,913.31	500,066.00	479,307.15
SURPLUS	6,312.06	(821.73)	7,133.79	6,312.06	(821.73)	7,133.79	(9,861.00)	16,173.06

Brainerd HRA
Operating Statement
One Month Ending 01/31/2025
Program: 660 - Rehab Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Other Income - Misc	225.00	41.67	183.33	225.00	41.67	183.33	500.00	(275.00)
Other Inc - Mgnt Fees	10,000.00	10,000.00	0.00	10,000.00	10,000.00	0.00	120,000.00	(110,000.00)
Other Inc - MHFA	0.00	27,566.67	(27,566.67)	0.00	27,566.67	(27,566.67)	330,800.00	(330,800.00)
SC Grant Admin	0.00	1,895.83	(1,895.83)	0.00	1,895.83	(1,895.83)	22,750.00	(22,750.00)
TOTAL INCOME	10,225.00	39,504.17	(29,279.17)	10,225.00	39,504.17	(29,279.17)	474,050.00	(463,825.00)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	7,857.92	8,847.50	989.58	7,857.92	8,847.50	989.58	106,170.00	98,312.08
Legal	0.00	416.67	416.67	0.00	416.67	416.67	5,000.00	5,000.00
Staff Training	0.00	416.67	416.67	0.00	416.67	416.67	5,000.00	5,000.00
Travel	0.00	125.00	125.00	0.00	125.00	125.00	1,500.00	1,500.00
Other Admin	54.68	491.67	436.99	54.68	491.67	436.99	5,900.00	5,845.32
TOTAL ADMINISTRATIVE	7,912.60	10,297.51	2,384.91	7,912.60	10,297.51	2,384.91	123,570.00	115,657.40
MAINTENANCE								
Contracts Costs	500.00	25,000.00	24,500.00	500.00	25,000.00	24,500.00	300,000.00	299,500.00
TOTAL MAINTENANCE	500.00	25,000.00	24,500.00	500.00	25,000.00	24,500.00	300,000.00	299,500.00
OTHER								
Insurance	590.20	134.17	(456.03)	590.20	134.17	(456.03)	1,610.00	1,019.80
Employee Benefits	2,578.59	3,561.25	982.66	2,578.59	3,561.25	982.66	42,735.00	40,156.41
TOTAL OTHER	3,168.79	3,695.42	526.63	3,168.79	3,695.42	526.63	44,345.00	41,176.21
TOTAL EXPENSES	11,581.39	38,992.93	27,411.54	11,581.39	38,992.93	27,411.54	467,915.00	456,333.61
SURPLUS	(1,356.39)	511.24	(1,867.63)	(1,356.39)	511.24	(1,867.63)	6,135.00	(7,491.39)

Brainerd HRA
Operating Statement
One Month Ending 01/31/2025
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	178,043.00	167,207.50	10,835.50	178,043.00	167,207.50	10,835.50	2,006,490.00	(1,828,447.00)
Admin Fees Earned	19,739.00	30,920.00	(11,181.00)	19,739.00	30,920.00	(11,181.00)	371,040.00	(351,301.00)
Investment Interest	65.00	250.00	(185.00)	65.00	250.00	(185.00)	3,000.00	(2,935.00)
Other Income	1,863.38	2,083.33	(219.95)	1,863.38	2,083.33	(219.95)	25,000.00	(23,136.62)
TOTAL REVENUE	199,710.38	200,460.83	(750.45)	199,710.38	200,460.83	(750.45)	2,405,530.00	(2,205,819.62)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	10,567.42	19,784.17	9,216.75	10,567.42	19,784.17	9,216.75	237,410.00	226,842.58
Legal	0.00	225.00	225.00	0.00	225.00	225.00	2,700.00	2,700.00
Staff Training	1,553.57	416.67	(1,136.90)	1,553.57	416.67	(1,136.90)	5,000.00	3,446.43
Travel	0.00	125.00	125.00	0.00	125.00	125.00	1,500.00	1,500.00
Auditing Fees	0.00	860.83	860.83	0.00	860.83	860.83	10,330.00	10,330.00
Other Admin	2,004.58	650.00	(1,354.58)	2,004.58	650.00	(1,354.58)	7,800.00	5,795.42
TOTAL ADMINISTRATIVE	14,125.57	22,061.67	7,936.10	14,125.57	22,061.67	7,936.10	264,740.00	250,614.43
MAINTENANCE								
Contracts	6,856.60	2,560.00	(4,296.60)	6,856.60	2,560.00	(4,296.60)	30,720.00	23,863.40
TOTAL MAINTENANCE	6,856.60	2,560.00	(4,296.60)	6,856.60	2,560.00	(4,296.60)	30,720.00	23,863.40
OTHER EXPENSE								
Insurance	626.20	958.75	332.55	626.20	958.75	332.55	11,505.00	10,878.80
Employee Benefits	9,728.59	10,477.09	748.50	9,728.59	10,477.09	748.50	125,725.00	115,996.41
Collection Losses	0.00	208.33	208.33	0.00	208.33	208.33	2,500.00	2,500.00
Other General Exp	152.82	90.00	(62.82)	152.82	90.00	(62.82)	1,080.00	927.18
TOTAL OTHER EXPENSE	10,507.61	11,734.17	1,226.56	10,507.61	11,734.17	1,226.56	140,810.00	130,302.39
HAP PAYMENTS								
HAP Payments	157,048.00	152,953.33	(4,094.67)	157,048.00	152,953.33	(4,094.67)	1,835,440.00	1,678,392.00
Home Ownership	3,027.00	2,769.58	(257.42)	3,027.00	2,769.58	(257.42)	33,235.00	30,208.00
FSS Escrow	16,155.00	9,905.42	(6,249.58)	16,155.00	9,905.42	(6,249.58)	118,865.00	102,710.00
HAP - Portable	1,340.00	1,579.17	239.17	1,340.00	1,579.17	239.17	18,950.00	17,610.00
TOTAL HAP PAYMENTS	177,570.00	167,207.50	(10,362.50)	177,570.00	167,207.50	(10,362.50)	2,006,490.00	1,828,920.00
TOTAL EXPENSES	209,059.78	203,563.34	(5,496.44)	209,059.78	203,563.34	(5,496.44)	2,442,760.00	2,233,700.22
SURPLUS	(9,349.40)	(3,102.51)	(6,246.89)	(9,349.40)	(3,102.51)	(6,246.89)	(37,230.00)	27,880.60

Brainerd HRA
Operating Statement
One Month Ending 01/31/2025
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	0.00	9,597.50	(9,597.50)	0.00	9,597.50	(9,597.50)	115,170.00	(115,170.00)
MHFA Admin Rev	0.00	962.92	(962.92)	0.00	962.92	(962.92)	11,555.00	(11,555.00)
Operating Trans Out	0.00	(925.42)	925.42	0.00	(925.42)	925.42	(11,105.00)	11,105.00
TOTAL INCOME	0.00	9,635.00	(9,635.00)	0.00	9,635.00	(9,635.00)	115,620.00	(115,620.00)
EXPENSES								
Travel	0.00	33.33	33.33	0.00	33.33	33.33	400.00	400.00
Office Supplies	0.00	4.17	4.17	0.00	4.17	4.17	50.00	50.00
HAP - Sec Dep	0.00	187.50	187.50	0.00	187.50	187.50	2,250.00	2,250.00
HAP Payments	9,245.00	9,410.00	165.00	9,245.00	9,410.00	165.00	112,920.00	103,675.00
TOTAL EXPENSES	9,245.00	9,635.00	390.00	9,245.00	9,635.00	390.00	115,620.00	106,375.00
SURPLUS	(9,245.00)	0.00	(9,245.00)	(9,245.00)	0.00	(9,245.00)	0.00	(9,245.00)

Brainerd HRA
Operating Statement
One Month Ending 01/31/2025
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	71,990.00	74,939.17	(2,949.17)	71,990.00	74,939.17	(2,949.17)	899,270.00	(827,280.00)
Excess Utilities	0.00	325.00	(325.00)	0.00	325.00	(325.00)	3,900.00	(3,900.00)
Operating Subsidy	27,800.00	28,040.42	(240.42)	27,800.00	28,040.42	(240.42)	336,485.00	(308,685.00)
Other Income	4,534.10	2,115.83	2,418.27	4,534.10	2,115.83	2,418.27	25,390.00	(20,855.90)
Other Inc - Ross Grant	0.00	7,155.83	(7,155.83)	0.00	7,155.83	(7,155.83)	85,870.00	(85,870.00)
Other Income Tenant	877.00	2,095.83	(1,218.83)	877.00	2,095.83	(1,218.83)	25,150.00	(24,273.00)
Lease Revenue	8,937.50	8,937.50	0.00	8,937.50	8,937.50	0.00	107,250.00	(98,312.50)
Laundry Income	1,818.00	1,985.83	(167.83)	1,818.00	1,985.83	(167.83)	23,830.00	(22,012.00)
Investment Interest	8,668.72	2,083.33	6,585.39	8,668.72	2,083.33	6,585.39	25,000.00	(16,331.28)
Capital Fund Revenue	0.00	5,500.00	(5,500.00)	0.00	5,500.00	(5,500.00)	66,000.00	(66,000.00)
TOTAL INCOME	124,625.32	133,178.74	(8,553.42)	124,625.32	133,178.74	(8,553.42)	1,598,145.00	(1,473,519.68)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	15,002.25	31,029.17	16,026.92	15,002.25	31,029.17	16,026.92	372,350.00	357,347.75
Legal	0.00	741.67	741.67	0.00	741.67	741.67	8,900.00	8,900.00
Staff Training	3,680.63	1,166.67	(2,513.96)	3,680.63	1,166.67	(2,513.96)	14,000.00	10,319.37
Travel	0.00	41.67	41.67	0.00	41.67	41.67	500.00	500.00
Auditing Fees	0.00	860.83	860.83	0.00	860.83	860.83	10,330.00	10,330.00
Other Admin	3,520.84	1,891.66	(1,629.18)	3,520.84	1,891.66	(1,629.18)	22,700.00	19,179.16
TOTAL ADMINISTRATIVE	22,203.72	35,731.67	13,527.95	22,203.72	35,731.67	13,527.95	428,780.00	406,576.28
TENANT SERVICES								
Rec Publication Other	0.00	412.50	412.50	0.00	412.50	412.50	4,950.00	4,950.00
TOTAL TENANT SERVICES	0.00	412.50	412.50	0.00	412.50	412.50	4,950.00	4,950.00
UTILITIES								
Water	0.00	4,063.33	4,063.33	0.00	4,063.33	4,063.33	48,760.00	48,760.00
Sewer	0.00	5,290.42	5,290.42	0.00	5,290.42	5,290.42	63,485.00	63,485.00
Electricity	0.00	6,963.33	6,963.33	0.00	6,963.33	6,963.33	83,560.00	83,560.00
Gas	9,571.98	4,799.58	(4,772.40)	9,571.98	4,799.58	(4,772.40)	57,595.00	48,023.02
TOTAL UTILITIES	9,571.98	21,116.66	11,544.68	9,571.98	21,116.66	11,544.68	253,400.00	243,828.02
MAINTENANCE								
Labor	9,663.30	19,389.17	9,725.87	9,663.30	19,389.17	9,725.87	232,670.00	223,006.70
Materials	0.00	2,833.33	2,833.33	0.00	2,833.33	2,833.33	34,000.00	34,000.00
Contracts	12,066.33	21,776.66	9,710.33	12,066.33	21,776.66	9,710.33	261,320.00	249,253.67
TOTAL MAINTENANCE	21,729.63	43,999.16	22,269.53	21,729.63	43,999.16	22,269.53	527,990.00	506,260.37
OTHER								
PILOT	3,119.34	2,529.17	(590.17)	3,119.34	2,529.17	(590.17)	30,350.00	27,230.66
Collection Losses	0.00	416.67	416.67	0.00	416.67	416.67	5,000.00	5,000.00
Lease Int Exp - Cintas	0.00	17.50	17.50	0.00	17.50	17.50	210.00	210.00
Casualty Loss-Non Capitalized	3,425.49	0.00	(3,425.49)	3,425.49	0.00	(3,425.49)	0.00	(3,425.49)
Insurance	11,074.62	10,804.58	(270.04)	11,074.62	10,804.58	(270.04)	129,655.00	118,580.38
Employee Benefits	18,486.71	20,796.24	2,309.53	18,486.71	20,796.24	2,309.53	249,555.00	231,068.29
Other General Expense	133.95	259.17	125.22	133.95	259.17	125.22	3,110.00	2,976.05
TOTAL OTHER	36,240.11	34,823.33	(1,416.78)	36,240.11	34,823.33	(1,416.78)	417,880.00	381,639.89
TOTAL EXPENSES	89,745.44	136,083.32	46,337.88	89,745.44	136,083.32	46,337.88	1,633,000.00	1,543,254.56
SURPLUS	34,879.88	(2,904.58)	37,784.46	34,879.88	(2,904.58)	37,784.46	(34,855.00)	69,734.88

Brainerd HRA
Operating Statement
One Month Ending 01/31/2025
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	15,775.00	16,406.67	(631.67)	15,775.00	16,406.67	(631.67)	196,880.00	(181,105.00)
Excess Utilities	0.00	20.83	(20.83)	0.00	20.83	(20.83)	250.00	(250.00)
Investment Interest	1,209.56	1,000.00	209.56	1,209.56	1,000.00	209.56	12,000.00	(10,790.44)
Other Income Tenant	120.00	216.67	(96.67)	120.00	216.67	(96.67)	2,600.00	(2,480.00)
Laundry Income	31.75	66.67	(34.92)	31.75	66.67	(34.92)	800.00	(768.25)
TOTAL INCOME	17,136.31	17,710.84	(574.53)	17,136.31	17,710.84	(574.53)	212,530.00	(195,393.69)
EXPENSES								
ADMINISTRATIVE								
Legal	0.00	100.00	100.00	0.00	100.00	100.00	1,200.00	1,200.00
Travel	0.00	4.17	4.17	0.00	4.17	4.17	50.00	50.00
Auditing Fees	0.00	870.83	870.83	0.00	870.83	870.83	10,450.00	10,450.00
Management Fees	1,862.00	1,960.00	98.00	1,862.00	1,960.00	98.00	23,520.00	21,658.00
Other Admin	150.00	170.00	20.00	150.00	170.00	20.00	2,040.00	1,890.00
TOTAL ADMINISTRATIVE	2,012.00	3,105.00	1,093.00	2,012.00	3,105.00	1,093.00	37,260.00	35,248.00
UTILITIES								
Water	0.00	461.67	461.67	0.00	461.67	461.67	5,540.00	5,540.00
Electricity	0.00	258.33	258.33	0.00	258.33	258.33	3,100.00	3,100.00
Gas	1,583.17	762.50	(820.67)	1,583.17	762.50	(820.67)	9,150.00	7,566.83
TOTAL UTILITIES	1,583.17	1,482.50	(100.67)	1,583.17	1,482.50	(100.67)	17,790.00	16,206.83
MAINTENANCE								
Materials	343.04	833.33	490.29	343.04	833.33	490.29	10,000.00	9,656.96
Contracts	97.49	4,262.50	4,165.01	97.49	4,262.50	4,165.01	51,150.00	51,052.51
TOTAL MAINTENANCE	440.53	5,095.83	4,655.30	440.53	5,095.83	4,655.30	61,150.00	60,709.47
OTHER								
Insurance	1,012.42	1,490.83	478.41	1,012.42	1,490.83	478.41	17,890.00	16,877.58
Property Taxes	0.00	1,179.17	1,179.17	0.00	1,179.17	1,179.17	14,150.00	14,150.00
Other General Expense	0.00	441.67	441.67	0.00	441.67	441.67	5,300.00	5,300.00
TOTAL OTHER	1,012.42	3,111.67	2,099.25	1,012.42	3,111.67	2,099.25	37,340.00	36,327.58
TOTAL EXPENSES	5,048.12	12,795.00	7,746.88	5,048.12	12,795.00	7,746.88	153,540.00	148,491.88
SURPLUS	12,088.19	4,915.84	7,172.35	12,088.19	4,915.84	7,172.35	58,990.00	(46,901.81)

Brainerd Housing and Redevelopment Authority
Payment Summary Report
January 2025

Date	Remit To Vendor:	Payment Number	Total Check Amount
01/02/2025	Angel Zierden	120	\$900.00
01/02/2025	Colonywood Apartments	121	\$419.00
01/02/2025	Dianna Lorimor	122	\$612.00
01/02/2025	Grand Oaks Court Townhomes	123	\$297.00
01/02/2025	Grand Oaks Townhomes	124	\$660.00
01/02/2025	Ferrian, Joseph	125	\$566.00
01/02/2025	Lake Investments, LLC	126	\$825.00
01/02/2025	Michael Degen	127	\$1,942.00
01/02/2025	Progressive Property Management	128	\$1,250.00
01/02/2025	Sprucewood Townhomes	129	\$948.00
01/02/2025	White Oak Estates of Baxter LP	130	\$647.00
01/23/2025	Janet Wedan	131	\$326.73
01/08/2025	Payroc LLC	ACH	\$137.40
01/08/2025	Payroc LLC	ACH	\$253.86
01/08/2025	Wex Health	ACH	\$390.00
01/09/2025	Harpers Payroll Service	ACH	\$29,544.65
01/09/2025	90 Degree Benefits Inc.	ACH	\$26,922.00
01/09/2025	Health Savings Accounts	ACH	\$3,492.22
01/09/2025	Security Benefit	ACH	\$1,825.03
01/09/2025	Minnesota State Retirement System	ACH	\$1,058.76
01/09/2025	Harpers Payroll Service	ACH	\$92.88
01/09/2025	Harpers Payroll Service	ACH	\$11,363.56
01/23/2025	Harpers Payroll Service	ACH	\$31,447.66
01/23/2025	Health Savings Accounts	ACH	\$908.84
01/23/2025	Security Benefit	ACH	\$1,952.74
01/23/2025	Minnesota State Retirement System	ACH	\$1,071.12
01/23/2025	Harpers Payroll Service	ACH	\$331.09
01/23/2025	Harpers Payroll Service	ACH	\$12,273.21
01/02/2025	Voided Checks	26902-26904	
01/02/2025	CIGNA CHLIC-Chicago	26905	\$856.41
01/02/2025	Crow Wing County Land Services Dept	26906	\$20.00
01/02/2025	Dearborn National	26907	\$255.14
01/02/2025	Housing Agency Procurement Assistance	26908	\$1,600.00
01/02/2025	IP Networks	26909	\$315.00
01/02/2025	League of MN Cities Insurance Trust	26910	\$28,276.00
01/02/2025	Lewis Software Associates LLC	26911	\$469.90
01/02/2025	Voided Check	26912	
01/02/2025	Management Computer Services Inc	26913	\$13,550.16
01/02/2025	MN Chapter NAHRO	26914	\$735.00
01/02/2025	Nan Mckay & Associates Inc.	26915	\$419.00
01/02/2025	Postmaster	26916	\$4,745.00
01/09/2025	NAC Mechanical and Electrical Services	26917	\$420.00
01/09/2025	Brainerd Public Utilities	26918	\$2,892.13
01/09/2025	CenturyLink	26919	\$123.10
01/09/2025	Culligan	26920	\$25.50
01/09/2025	David Simon Construction LLC	26921	\$20,526.00
01/09/2025	Houston Housing Authority	26922	\$1,200.00
01/09/2025	JP Contracting LLC	26923	\$500.00
01/09/2025	MN Elevator, Inc. Lockbox 446080	26924	\$911.28
01/09/2025	Office Shop	26925	\$82.62
01/09/2025	The Cleaning Bee LLC	26926	\$270.00
01/09/2025	The Hartford	26927	\$323.29
01/09/2025	Tkda	26928	\$501.00

Brainerd Housing and Redevelopment Authority
Payment Summary Report
January 2025

Date	Remit To Vendor:	Payment Number	Total Check Amount
01/09/2025	Vsp	26929	\$63.56
01/09/2025	Waste Partners Inc	26930	\$3,191.43
01/09/2025	Brainerd Public Utilities	26931	\$620.13
01/09/2025	Brainerd Public Utilities	26932	\$199.00
01/09/2025	Rasinski Total Door Service LLC	26933	\$577.73
01/21/2025	Nix, Gerald	26934	\$347.75
01/21/2025	Tenant Refund	26935	\$610.21
01/21/2025	Tenant Refund	26936	\$835.79
01/23/2025	Brainerd Public Utilities	26937	\$164.00
01/23/2025	CenterPoint Energy	26938	\$15.00
01/23/2025	Borden Steinbauer Krueger & Knudson, PA	26939	\$1,314.03
01/23/2025	Brainerd Public Utilities	26940	\$995.65
01/23/2025	Bremer Bank Credit Card	26941	\$7,399.84
01/23/2025	Builders FirstSource	26942	\$343.04
01/23/2025	CenterPoint Energy	26943	\$14,869.29
01/23/2025	CIGNA CHLIC-Chicago	26944	\$856.41
01/23/2025	Climate Makers Acquisition, Inc.	26945	\$1,138.00
01/23/2025	Ctc-446126	26946	\$1,081.79
01/23/2025	Dearborn National	26947	\$265.54
01/23/2025	Ferguson Enterprises LLC	26948	\$74.89
01/23/2025	Granite Pest Control LLC	26949	\$2,045.00
01/23/2025	Life Insurance Company of North America	26950	\$324.57
01/23/2025	Mcit	26951	\$2,714.00
01/23/2025	Midwest Machinery Co	26952	\$222.86
01/23/2025	Minnesota Housing Finance Agency	26953	\$150.00
01/23/2025	Paper Storm	26954	\$62.40
01/23/2025	Pike Plumbing & Heating, Inc	26955	\$5,451.36
01/23/2025	Ratwik, Roszak & Maloney, P.A.	26956	\$1,156.00
01/23/2025	Strike Painting & Finishing	26957	\$400.00
01/23/2025	The Cleaning Bee LLC	26958	\$1,046.25
01/23/2025	Urban Companies LLC	26959	\$193,650.38
01/23/2025	West Central Flooring	26960	\$1,283.00
			\$454,943.18



To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Director
 Date: Feb-19-2024
 Re: Housing Choice Voucher Report

HCV Program

- Through 1/31/2025, our Unit Months Leased (UML) was 8.21% and HAP utilization was 8.94%.
- Activity Recap:
 - Vouchers Issued: 9
 - New Move-Ins: 0
 - Annual Recertifications: 21
 - Interim Recertifications: 23
 - Inspections: 14
 - Terminations: 3

Additional Info: No additional info.

- Admin Plan Update: In addition to the changes discussed at the January board meeting related to the waiting list purge process, staff would like to include some updated process recommendations learned at a recent training conference and some additional HOTMA requirements all in one update to the Admin Plan. We anticipate having all updates made and ready for presentation at a board meeting later this Spring.
- Fostering Youth to Independence (FYI) Vouchers: After more than 12 months with no FYI Voucher usage, we have contacted HUD to begin the process to return the voucher. Prior to this contact we had connected with our referral partners at Crow Wing County Social Service and Lutheran Social Service Youth Services to discuss barriers to referrals and utilization to ensure that we weren't being premature in our withdrawal.

Bridges Program

- Tenants leased up in units: 11
- Participants Issued Bridges Voucher/Searching For Unit: 1
- Notified: 0
- Participants Receiving HCV Voucher: 0
- Participants Giving Up Bridges Voucher: 0
- Tenants Residing Counties:

▪ Cass County: 1	▪ Crow Wing: 9
▪ Morrison: 0	▪ Todd: 0
▪ Aitkin: 1	▪ Wadena: 0
- Total Bridges HAP Request: \$9,052.00

Additional Info: The contract amendment for the overutilization funding was received, signed, and returned on 2/6/2025 allowing us to pay Bridges rental assistance on 2/7/2025. As the funds had been received, we were also able to withdraw our notice to discontinue administering the program and continue on through the remainder of the grant year.

Family Self-Sufficiency Program

- Active FSS participants (as of 1/31/2025): 57
- Tenants going OFF for month: 1
- Tenants going ON for month: 0
- New tenants ESCROWING: 36
- Total number of FSS participants escrowing monthly: 36
- Total amount of escrow: \$16,155.00
- Total combined amount of monthly escrow: \$267,617.06

Additional Info: FSS household graduated and received an escrow payout of \$17,056.83.

Bring It Home MN (BIHMN) State Rental Assistance Program

- The grant application package was released on 2/18/2025 and is due back to MN Housing at the end of April. Staff have not yet had an opportunity to review the RFP in depth but will plan to present recommendations for the application at the March meeting.

No Action Requested; Discussion Items

Housing Choice Voucher Programs (HCV)

Voucher Allocation

	325	
January Move-ins	0	
January Move-outs	6	
January Vouchers - looking for housing	12	
January Vouchers - first day of month	319	
Average Vouchers to date	320	
Unit Months Leased	8.21%	
HAP Utilization through 1/31/2025	8.94%	
HAP Payments	\$175,230	

Reasons For Leaving Program

Voluntarily Left	3
Deceased	3

Revenue

Housing Assistance Payment (HAP)	\$178,043
January HUD Administrative Fee	\$19,739

Port Out Vouchers

	3
St Cloud HRA	\$1,340

Homeownership

	5
Homeownership HAP	\$3,027

FYI Vouchers

	0
FYI Vouchers HAP	\$0

Demographics

Elderly Households	35.14%	
Disabled/Handicapped Households	30.99%	
Families with Children	102	
Average Annual Income	\$17,007	↓
Average HAP	\$503	↑

Waiting List Total

Crow Wing County Preference	97
Non Preference	33

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To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Director
 Date: Feb-19-2025
 Re: Housing Management Report

Vacancy Report for January 2025

Please see attachment.

Monthly Property Performance Report for January 2025

In January there were three Public Housing tenants with outstanding rent balances in excess of two months owed totaling just over \$5,100.00, which accounts for over two-thirds of the accounts receivable balance. Two of these tenants are working with service providers and one has an eviction case in progress. Staff are also working on resolving a number of smaller non-rent balances owed, which is the other third of the accounts receivable total. Please see attachment for additional information for monthly statistics.

Valley View Townhomes:

Occupancy: 90%
 Move Ins: 0
 Move Outs: 0
 Notified: 1
 Screening: 0
 Denied: 0
 Waiting List: 16

ROSS Program Updates

- 21 active participants in the ROSS program; 0 newly enrolled and 0 exited participants.
- 9 new contacts with non-enrolled residents for more limited resource/referral work.
- SNAP Food Boxes: 29 residents; shelf-stable box; elderly tenants only.
- Facebook Update: There were 4 new posts on the ROSS Facebook page this past month which reached 16 individuals over 50 views, with 0 likes, 0 comments or shares, and 1 viewer clicking through to obtain more information about the topics.
- In January, the Health & Wellness Fair was attended by 16 tenants and 5 vendors participated.. Upcoming events are a "relaunch" of a building-wide activity planning group happening in February and a Senior Linkage event in March.
- Tenant Participation Funds: Patsy is in the initial planning stages of a container gardening project in conjunction with a local community service provider. She hopes to be able to involve the new tenant activities group to help with marketing and enrollment. This project appears to meet the criteria for utilizing Tenant Participation Funds which will be helpful in the purchase of supplies necessary for the event.

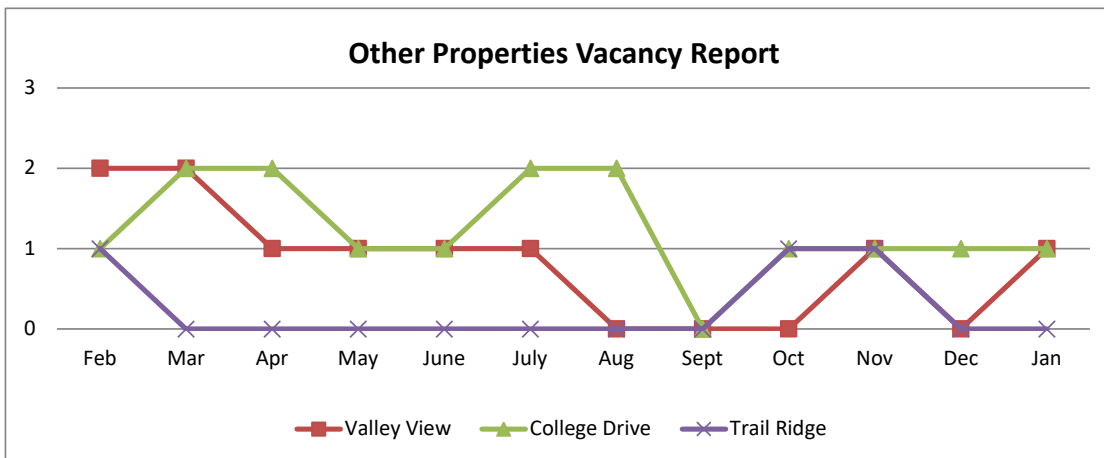
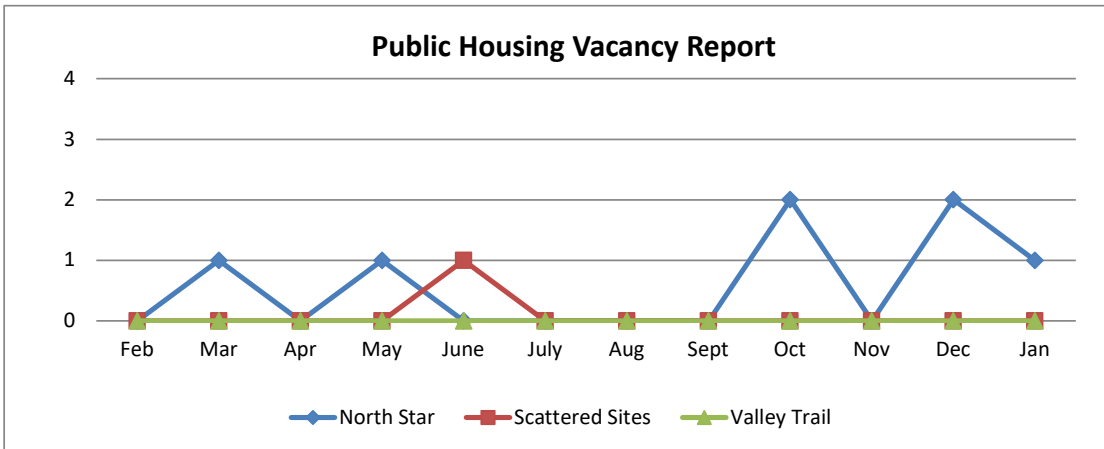
Handbook/House Rules Update

Staff have been working on updated handbook/house rules for all properties and hope to have those ready for tenant meetings in early Spring. The last time these handbooks were significantly updated was 2019.

No Action Requested; Discussion Items

Brainerd HRA 2024 Vacancy Report

	Public Housing				Tax Credit	Tax Credit - DW Jones	
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%	Valley View	College Drive	Trail Ridge
# units	162	16	25	203	20	24	18
Jan 31	1	0	0	1	1	1	0
Jan %	0.62%	0.00%	0.00%	0.49%	5.00%	4.17%	0.00%
Feb 28							
Feb %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
March 31							
March %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
April 30							
April %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
May 31							
May %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
June 30							
June %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
July 31							
July %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Aug 31							
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sept 30							
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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	1	0	0	1	1	1	0
%	0.62%	0.00%	0.00%	0.49%	5.00%	4.17%	0.00%



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report January 2025

1. Property Narrative

2. Physical Occupancy

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

3. Customer Traffic

Applications Requested	31
Applications Placed on PH Wait List	11
Applications Denied	1

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	170	6	1	1
2 bdrm	14	27	6	0	0
3 bdrm	24	45	0	0	0
4 bdrm	5	17	0	0	0
TOTAL	203	259	12	1	1

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	2
Move-Outs	4	4

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
NS#707	1BR	by 2/28	Yes

7. Recertifications

Interim Recertifications	6
Annual Recertifications	3
Completed for this month	9

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 Progress Throughout Year
If yes, please enter date	n/a

9. Lease Enforcements

Lease warnings/violations issued	3
30-day lease terminations	6

10. Evictions

Resident	Reason	Summons Date	Judgment Action
VT#711	Non-Payment	2/19/2025	Paid/Dismissed
VV#711	Non-Payment	2/19/2025	Settlement

11. Non-Emergency Work Orders

Beginning Balance	7
Received	80
Closed	68
Ending Balance	19
Total Completed Work Orders for Year	68

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	5	5
Completed within 24 hours	5	5

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

	This Month
Rent Charges	74,472
Other Charges	395
Total New Charges	72,867
Arrears, tenants in possession	8,975

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	7,460
Current Rent Charges	72,472
Current Rent Collections	65,012
Accounts Receivable Rate	10%
Collection Rate	90%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	10,364
Prior Rent Charges	879,870
Collection Rate	99%

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To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: February 19, 2025
 Re: Rehab Programs and Maintenance Report

Brainerd SCDP Preliminary Proposal

We are happy to report that out of 42 preliminary proposals totaling approximately \$25.5 million in requests, our proposal was deemed competitive. Total available funds are projected to be between \$16 and \$18 million. Work on the application has already begun and staff will be working with city staff to get necessary plans and policies in front of the city council to be adopted in addition to holding a public hearing. The application deadline is April 16th.

Current Projects in Process:

	HTF	MHFA-RLP/ELP	SCDP	Total
City of Brainerd	0	2/0	18	12
Crow Wing County	2	4/1	0	5
Cass County	0	0/0	0	0
Morrison County	0	0/1	0	1

Action Requested: None, discussion items.

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: February 26th, 2025
Re: Executive Director Report

Bring It Home – State Voucher Program

The Bring It Home state voucher program RFP was released on Tuesday February 18th and the deadline to submit a request response is April 21st, 2025. Staff will be reviewing the RFP and will bring back our recommendation on the program and our potential participation in the program at our March board meeting.

Outlots E & F

At the February 11th, 2025 CWC HRA board meeting, the CWC HRA board authorized and approved \$150,000 in infrastructure funding in tandem with the previously approved \$100,000 that the Brainerd HRA board approved for the building of a roadway and infrastructure for this proposed project. With these combined funds along with the conveyance of the two Outlots that the Brainerd HRA have pledged for this project, the developer, Level Contracting, LLC has agreed to move forward with the development of 9 twin homes. We are in the process of drafting the documents for the conveyance of the two parcels to the CWC HRA from the Brainerd HRA to have these parcels added to the purchase and redevelopment agreement that we have with Level Contracting and we anticipate that this process will be completed in the next couple of months. We will also be working with the City of Brainerd to submit a grant request to Minnesota Housing's Greater Minnesota Housing Infrastructure Grant Program to help support this project as well. The RFP is scheduled to be released by the end of March.

No Action Requested; Discussion items

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