



Brainerd HRA Board of Commissioners Meeting
February 25th, 2026 @ 1:00pm
Brainerd City Hall Council Chambers
501 Laurel St, Brainerd, MN 56401

Members of the Board of Commissioners may be participating remotely

Join from browser:

<https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=mea408c811e57e15fe0057a953fb015e7>

Join by phone: 415-655-0001

Meeting number (access code): 2552 612 0254

Meeting password: 2mcMr5JrCH5

"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 25th, 2026
4. APPROVAL OF MINUTES – Attachment 1 (pg. 3)
 - a. Approval of Minutes from Regular Board Mtg. on January 28th, 2026
5. UNFINISHED BUSINESS
6. NEW BUSINESS
 - a. Shared Services Agreement between Brainerd HRA and Crosby HRA – Attachment 2 (pg. 3)
 - b. Public Housing Flat Rent Updates – Attachment 3 (pg. 3)

7. **BILLS & COMMUNICATIONS**

- a.** Financial Report – Attachment 4 (pg. 3)
- b.** HCV Report – Attachment 5 (pg. 3)
- c.** Housing Management Report – Attachment 6 (pg. 3)
- d.** Rehab Programs Report – Attachment 7 (pg. 3)
- e.** Executive Director Report – Attachment 8 (pg. 3)

8. **COMMISSIONER COMMENTS**

9. **NEXT MEETING:** March 25th, 2026

10. **ADJOURN**

Katie Imgrund, term expiring 12/31/28
Janet Decker, term expiring 12/31/26
Michael Duval, term expiring 12/31/30
Wayne Erickson, term expiring 12/31/30
Kevin Yeager, term expiring 12/31/26
Allie Verchota, term expiring 12/31/29
Justin Grecula, term expiring 12/31/27



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

Brainerd HRA Board of Commissioners Meeting Minutes

Wednesday, January 28th, 2026 @ 1:00 p.m.

City Hall Council Chambers, 501 Laurel St, Brainerd, MN 56401

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

1. CALL TO ORDER

Chair Michael Duval called the meeting to order at 1:00 p.m. and presided.

2. ROLL CALL

Present: Commissioners Katie Imgrund, Janet Decker, Michael Duval, Wayne Erickson, Allie Verchota, Justin Grecula.

Absent: Kevin Yeager.

Staff Present: Eric Charpentier (Executive Director), Karen Young (Finance Director), John Schommer (Rehab & Maintenance Director), Hannah Gangl (Housing Manager), Mallory Demel (Rental Assistance Manager), Brit Thompson (Rehab Administrative Specialist), Nick Broyles (Administrator).

Guests: Members of the public and media; City staff in attendance.

3. REVIEW AND APPROVE AGENDA

Agenda for January 28, 2026, reviewed. **Motion:**

Commissioner Wayne Erickson moved to approve the agenda; Commissioner Allie Verchota seconded. Motion carried by voice vote.

4. ANNUAL MEETING

a. **Oath of Office** – Oaths were administered to Michael Duval and Wayne Erickson.

b. **Election of Officers** – The Executive Director facilitated nominations. A motion was made to re-elect the prior slate; additional nominations were received for Vice Chair (Allie Verchota) and Secretary/Treasurer (Katie Imgrund). A paper ballot was conducted for contested positions. Results:

- Chair: Michael Duval (unanimous).

- Vice Chair: Allie Verchota (by ballot).
- Secretary/Treasurer: Katie Imgrund (by ballot).

c. Review of Bylaws – The Board reviewed the bylaws last revised June 26, 2019; no changes were recommended. The Board acknowledged the review and moved to the next item.

5. APPROVAL OF MINUTES

a. December 17, 2025 Regular Meeting Minutes. **Motion:**

Commissioner Allie Verchota moved approval; Commissioner Justin Grecula seconded. Motion carried by voice vote.

6. UNFINISHED BUSINESS

None.

7. NEW BUSINESS

a. Designation of Official Depository. Finance Director Karen Young presented the annual designation pursuant to Minn. Stat. 118A.02 recommending retention of Old National Bank as the Authority’s depository. Discussion acknowledged Crow Wing County HRA’s suggestion to consider an RFP; staff will monitor service quality and bring an RFP recommendation if needed.

Motion: Commissioner Wayne Erickson moved to designate Old National Bank as the official depository; Commissioner Katie Imgrund seconded. Motion carried by voice vote.

b. Updates to the Employee Policy Manual. Executive Director Eric Charpentier outlined updates effective January 1, 2026:

- Meals and rest breaks (Sections 5.01 & 5.04) updated to reflect statutory changes: a 30-minute unpaid meal period for shifts of 6+ consecutive hours and a paid 15-minute rest break (or time to use the nearest restroom, whichever is longer) within each four consecutive hours.
- Minnesota Paid Leave added (Section 6.02), providing up to 20 weeks combined family/medical leave with 0.66% payroll premium (small employer).
- Standard hours updated to 7:00 a.m. – 5:30 p.m., Monday–Thursday, with an employee acknowledgment available for alternate schedules within legal parameters.

Discussion clarified waiver mechanics and administrative tracking; flexibility allows employees to change elections without adverse effect. Staff confirmed no impact to public office hours.

Motion: Commissioner Allie Verchota moved to adopt Resolution 2026-01 updating Sections 5.01, 5.04 and adding Section 6.02; Commissioner Justin Grecula seconded. Roll call vote: Yes – Grecula, Imgrund, Decker, Verchota, Erickson, Duval. Motion passed.

8. BILLS & COMMUNICATIONS

a. Financial Report – Finance Director Karen Young highlighted: final payment for the North Star project (\$136,562.50) closing out the 2024 CFP grant; first payment for the North Star office remodel (\$54,174.95) against the 2025 CFP grant; 2025 levy second half settlement of \$74,837.26 (YTD levy \$171,641.64); Downtown TIF receipts of \$20,198.08; Valley View Salto keyless system payment (\$34,254.12); and revenue recapture outcomes (~\$145,000 recovered of ~\$240,000 in claims over six years). Audit timing with CLA in February and REAC submissions by February 28 were noted.

Motion: Commissioner Wayne Erickson moved to approve December payments as presented; Commissioner Justin Grecula seconded. Motion carried.

b. HCV Report – Rental Assistance Manager Mallory Demel reported 2025 UML at 96.00% and HAP utilization at 103.39%; 6 vouchers issued in December with 8 lease-ups effective 1/1/2026 and additional lease-ups anticipated for 2/1/2026. Bring It Home contract fully executed on 12/31/2025; next steps include requesting startup funds and hiring one FTE.

c. Housing Management Report – Housing Manager Hannah Gangl reported 100% PH occupancy with a 25-household Valley View waitlist; December ROSS activity included 9 new enrollments, 48 contacts with enrollees, 6 contacts with non-enrolled residents, CSFP boxes to 30 residents, and two events (pest control prevention; Ticket to Work webinar). Annual unit inspections for 203 units were completed in 2025. Management noted upcoming HUD NSPIRE inspection on March 4, 2026. Staff changes: ROSS coordinator position will be backfilled after temporary leave coverage.

d. Rehab Programs Report – Rehab & Maintenance Director John Schommer reported DEED clearance for Washington Street SCDP (clearance date Jan 22, 2026); last owner-occupied application received to meet goals; interest for three rental rehabs (two more units available). Housing Management office renovation substantially complete with punchlist items outstanding.

e. Executive Director Report – Eric Charpentier provided development updates: (1) 805 Laurel – Crow Wing County HRA rescinded its 2024 Housing Trust Fund loan approval due to lack of progress; developer remains site owner and engaged; Brainerd HRA TIF support remains available. (2) Wright Street Extension – developer refining site acreage; intent to seek a purchase agreement via Kamp Realty for EDA review in March. (3) Other sites – staff evaluating market listings for potential acquisition to enable future RFPs.

9. COMMISSIONER COMMENTS

Commissioners shared remarks: travel observations related to housing (Katie Imgrund); appreciation for staff performance and optimism for 2026 (Wayne Erickson, Allie Verchota), including vice chair transition notes; acknowledgment of staff's proactive issue resolution by Chair Michael Duval.

10. NEXT MEETING

Wednesday, February 25, 2026 at 1:00 p.m., City Hall Council Chambers.

11. ADJOURNMENT

Motion: Commissioner Justin Grecula moved to adjourn; Commissioner Katie Imgrund seconded. Motion carried. The meeting adjourned at 2:01 p.m.



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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: February 25th, 2026
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 2026 to reflect an increase in funding to the Brainerd HRA which per the agreement will now total \$121,260 annually which represents a 4% increase from the previous year.

I have attached a draft of the updated services agreement that reflects the current compensation amount.

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 2026-02 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 25th day of February, 2026, 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, 2026 and terminating on the 31st day of March, 2027. 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 time 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 \$121,260 annually, which will be disbursed monthly at \$10,105 during the contract period from April 1, 2026 through March 31, 2027.
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

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. **2026-02**

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 25th day of February 2026.

Chair – Michael Duval

ATTEST:

Executive Director – Eric Charpentier



To: Brainerd HRA Board Members
 From: Hannah Gangl, Housing Manager
 Date: January 30th, 2026
 Re: Public Housing Flat Rent Annual Update

Pursuant to PIH notice 2021-27, HUD requires us to update our public housing flat rent amounts each year so that they are no less than 80% of the Fair Market Rents (FMRs) for our area.

For the current year, HUD has established the following Fair Market Rents for Crow Wing County:

One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom
\$854	\$1,120	\$1,345	\$1,569

Based on 80% of the FMRs, the flat rents will be increased as follows:

Unit Size	Current Flat Rent	New Flat Rent	Phase In Flat Rent
One Bedroom	\$489	\$684	\$636
Two Bedroom	\$543	\$791	\$706
Three Bedroom (single)	\$687	\$932	\$893
Three Bedroom (duplex)	\$702	\$948	\$913
Four Bedroom (single)	\$737	\$1,089	\$958
Four Bedroom (duplex)	\$755	\$1,107	\$982

HUD has limited rent increases to 35% per year for residents currently paying flat rent. PHAs may also choose to phase in increases of less than 35%, as long as the new flat rents are reached within 3 years. Because the proposed flat rents would result in increases greater than 35%, we are proposing a phase in of 30% per year to limit the financial impact on current residents. As listed above, current one-bedroom residents who would like to continue paying flat rent will pay \$636 this year instead of \$684. At this time, 57 households have elected to pay flat rent rather than income-based rent. At their next annual recertification, they will choose between the new phase in flat rent or income-based rent.

Action Requested: Approval of the increased Public Housing Flat Rent amounts.

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Brainerd, MN 56401
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www.brainerdhra.org

To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: February 19, 2026
Re: February Financial Report

Please find attached the financial information for January 2026.

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.

Hy-Tec Construction Payment

In January we processed the third payment for the North Star office remodel project to Hy-Tec Construction in the amount of \$16,547.12 and funds were drawn out of the 2025 Capital Fund Program (CFP) grant. The total contract amount for this project is \$139,164.44.

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

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Brainerd Housing & Redevelopment Authority

2026 Ratios (and December, 2025)

FASS Ratios	Max Pts	Scoring	Dec 2025 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

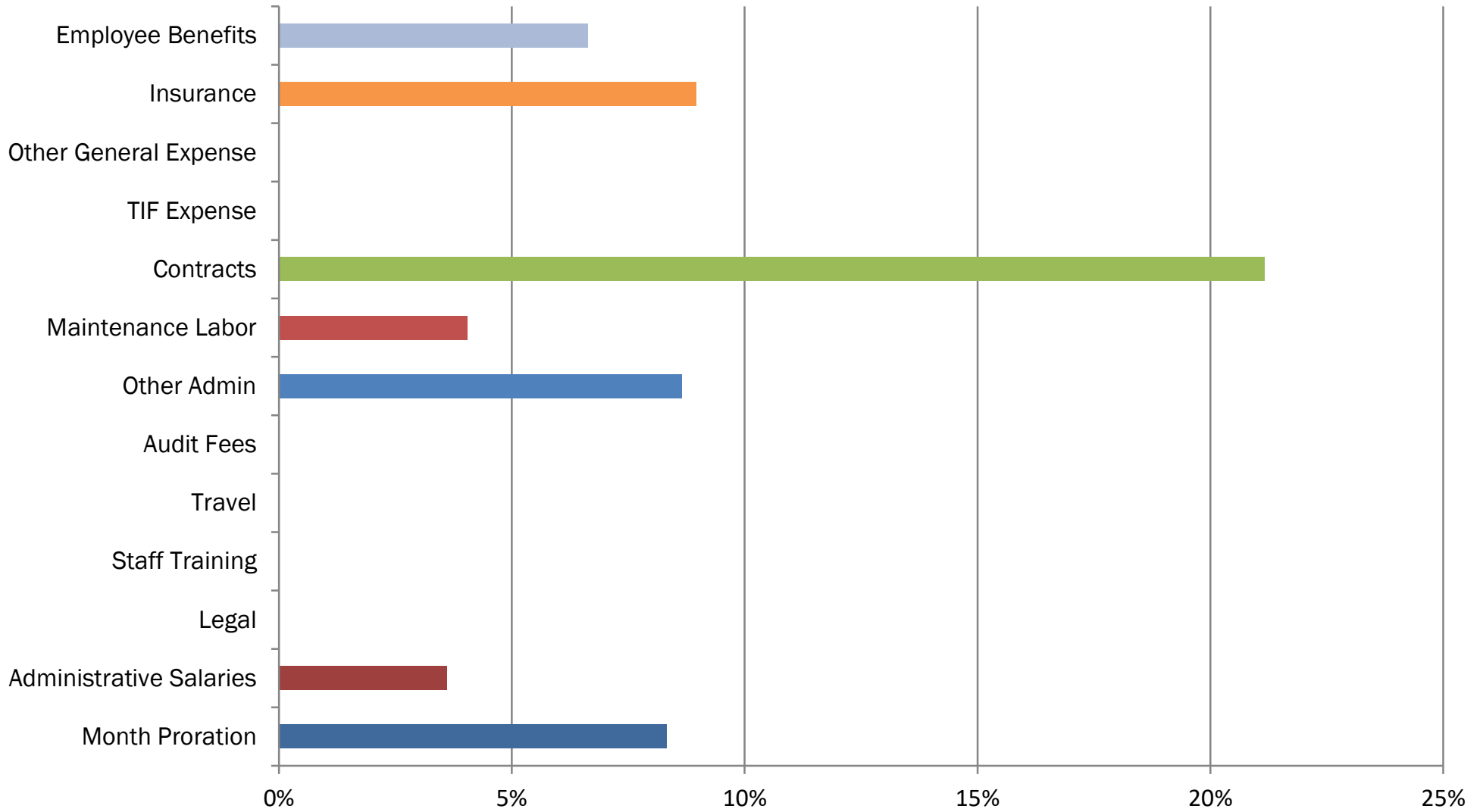
MASS Ratios	Max Pts	Scoring		
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	5.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00
Total Points	25		25.00	20.00
Total of Above Ratios	50		50.00	45

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

January 2026 Operating Account Balances

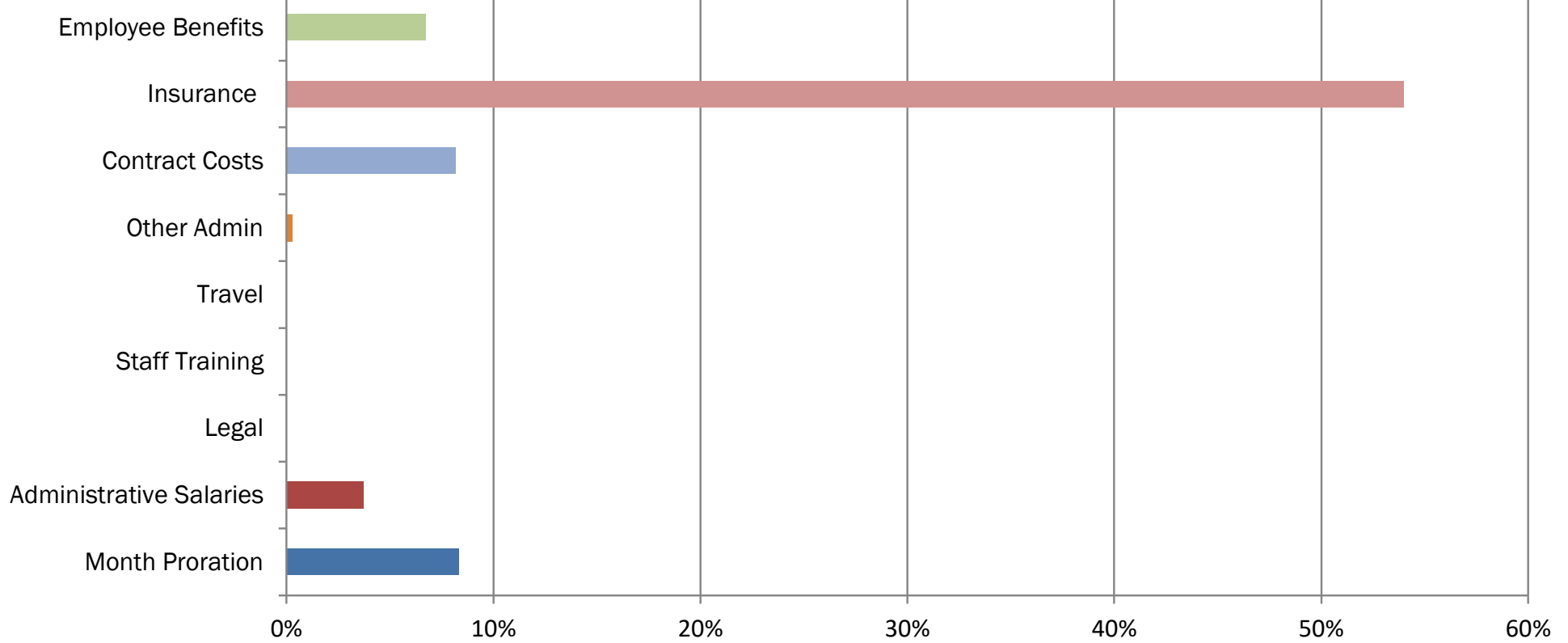
Property/Program	January 2025	December 2025	January 2026
General Fund	\$638,280.55	\$962,753.29	\$953,567.69
Housing Rehab Program	\$302,854.56	\$293,721.30	\$273,313.52
Housing Choice Voucher	\$81,481.60	\$40,822.31	\$1,607.18
Bring It Home	\$0.00	\$0.00	-\$1,772.68
Bridges	-\$9,185.57	\$12.23	\$900.23
Public Housing	\$940,674.38	\$796,283.12	\$856,677.06
Valley View	\$369,165.36	\$446,186.85	\$461,921.79
Brainerd South Housing Group	\$60,603.84	\$56,880.72	\$105,542.95
Crow Wing County HRA	\$2,179,923.82	\$2,315,791.75	\$2,360,660.45
Total	\$4,563,798.54	\$4,912,451.57	\$5,012,418.19

January 2026 YTD General Fund Expense/Annual Budget Comparison



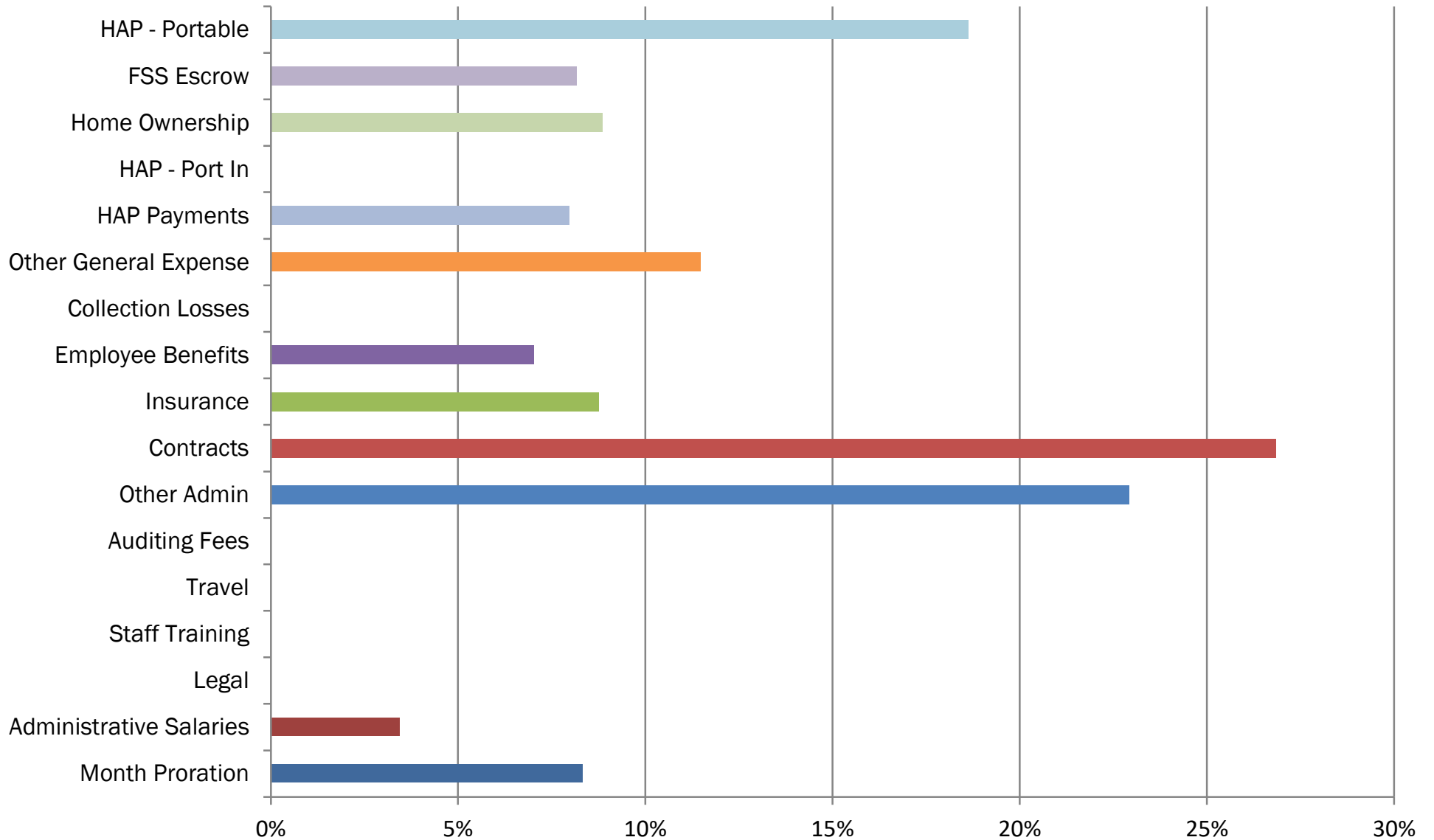
Contract Costs: Paid Q1 for HR services and yearly PHA Web subscription.

January 2026 YTD Housing Rehab Expense/Annual Budget Comparison



Insurance: Paid for the full year.

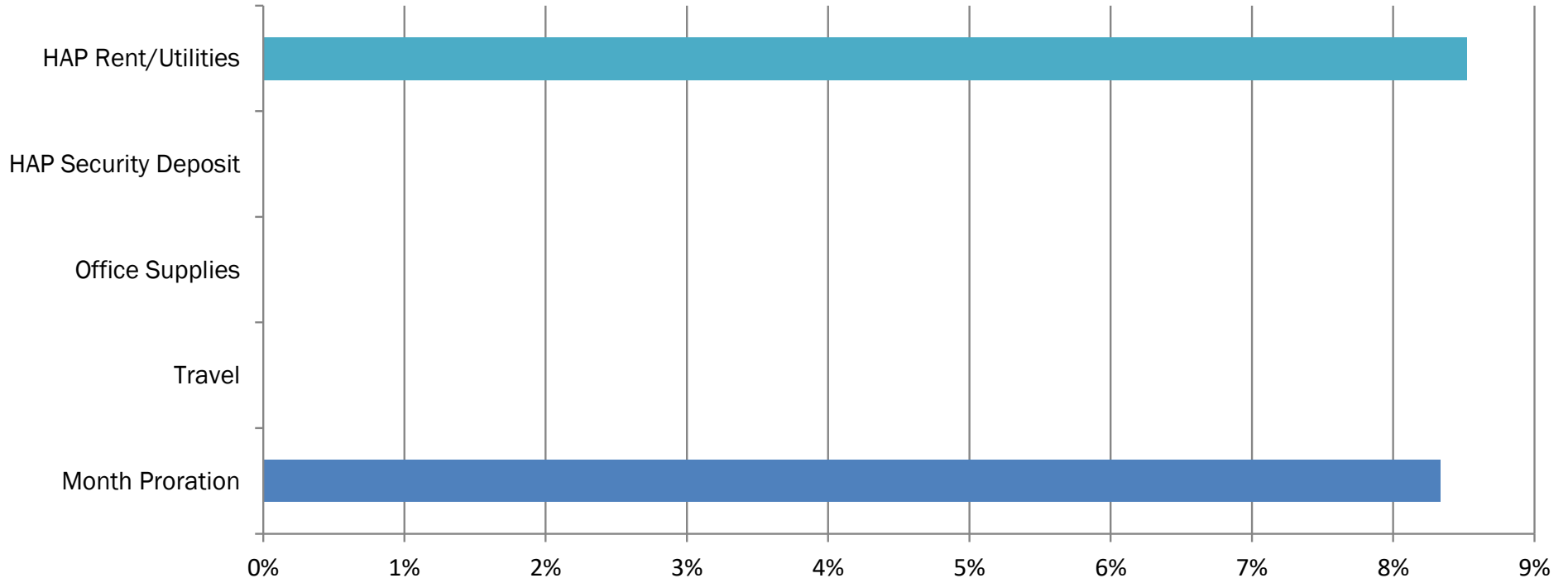
January 2026 YTD Housing Choice Voucher Expense/Annual Budget Comparison



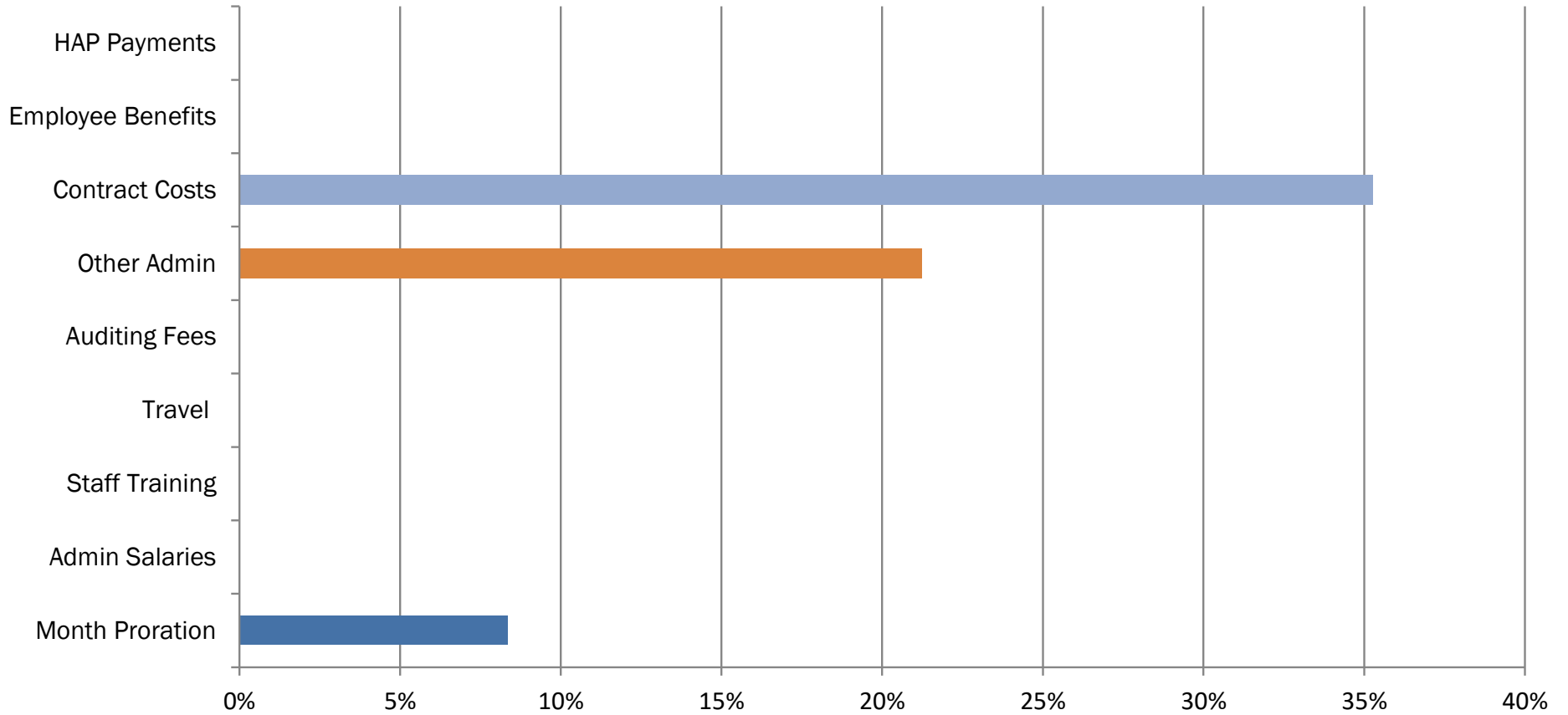
Other Admin: Paid for yearly amount of stamps.

Contract Costs: Paid Q1 for HR services and yearly PHA Web subscription.

January 2026 YTD Bridges Expense/Annual Budget Comparison



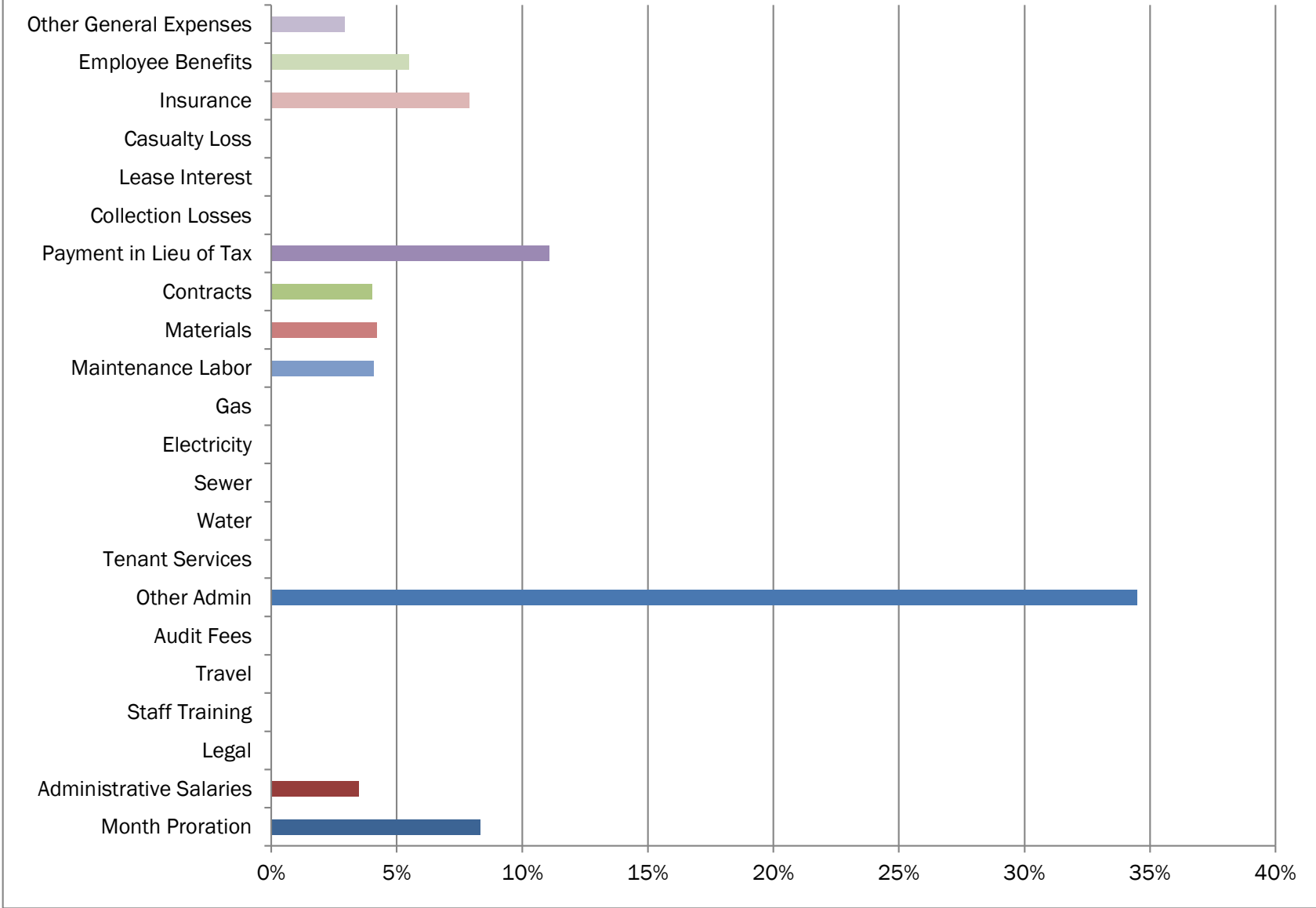
January 2026 YTD Bring It Home Expense/Annual Budget Comparison



Other Admin: Sent out a mass mailing of applications.

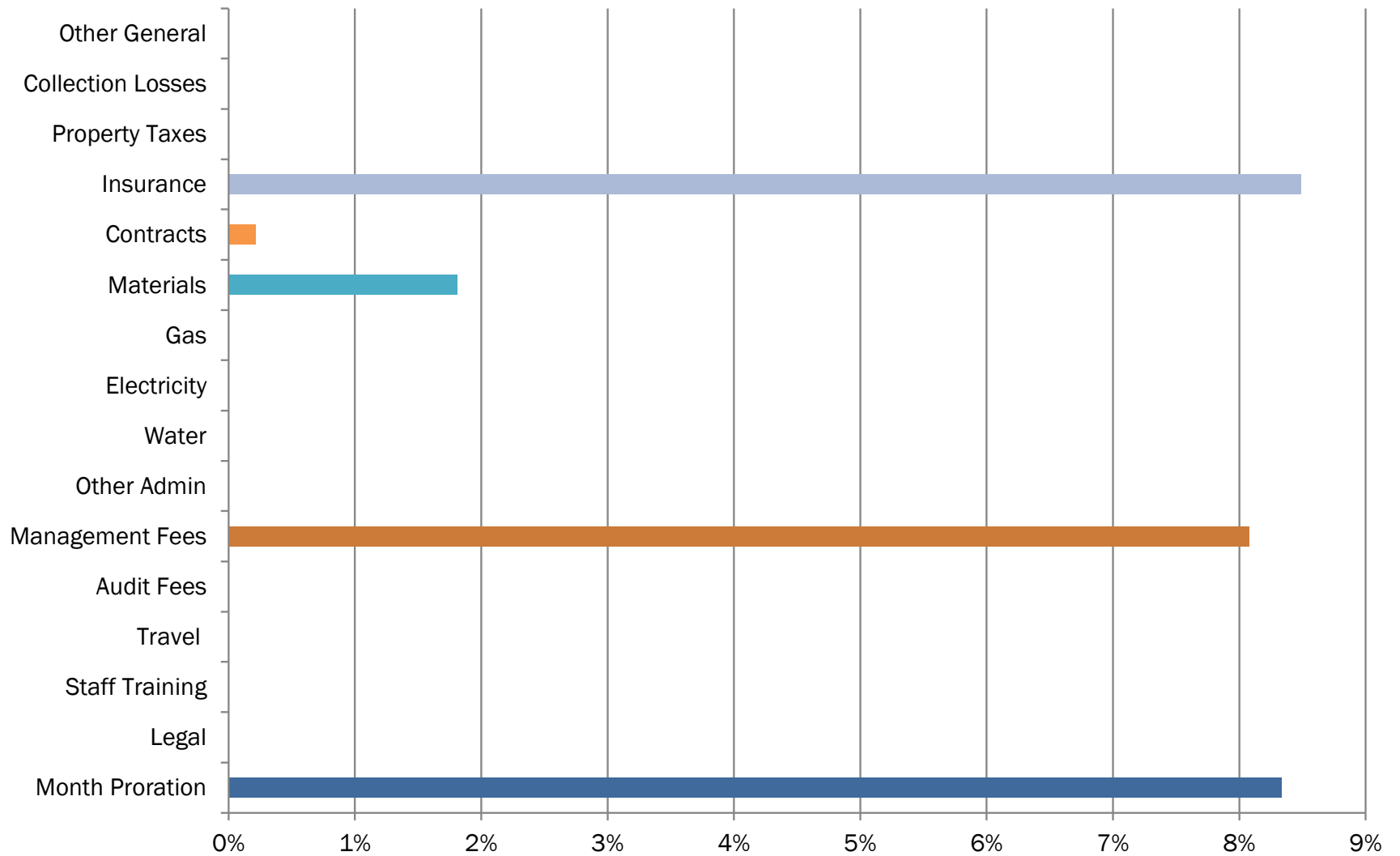
Contract Costs: Paid for yearly PHA Web subscription.

January 2026 YTD Public Housing Expense/Annual Budget Comparison



Other Admin: Paid for yearly amount of stamps. Purchased new desks for the updated Housing Office at NS.

January 2026 YTD Valley View Expense/Annual Budget Comparison



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Brainerd HRA
Operating Statement
One Month Ending 01/31/2026
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	3,234.17	1,250.00	1,984.17	3,234.17	1,250.00	1,984.17	15,000.00	(11,765.83)
Operating Transfer In	0.00	924.58	(924.58)	0.00	924.58	(924.58)	11,095.00	(11,095.00)
Other Income	481.25	1,104.17	(622.92)	481.25	1,104.17	(622.92)	13,250.00	(12,768.75)
City Tax Settlements	0.00	18,988.83	(18,988.83)	0.00	18,988.83	(18,988.83)	227,866.00	(227,866.00)
Developer Revenue	2,833.95	0.00	2,833.95	2,833.95	0.00	2,833.95	0.00	2,833.95
Management Fees	24,225.56	24,059.67	165.89	24,225.56	24,059.67	165.89	288,716.00	(264,490.44)
Loan Interest Revenue	0.00	589.17	(589.17)	0.00	589.17	(589.17)	7,070.00	(7,070.00)
TOTAL INCOME	30,774.93	46,916.42	(16,141.49)	30,774.93	46,916.42	(16,141.49)	562,997.00	(532,222.07)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	11,008.00	25,453.00	14,445.00	11,008.00	25,453.00	14,445.00	305,436.00	294,428.00
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	866.67	866.67	0.00	866.67	866.67	10,400.00	10,400.00
Other Admin	1,038.61	1,000.01	(38.60)	1,038.61	1,000.01	(38.60)	12,000.00	10,961.39
TOTAL ADMINISTRATIVE	12,046.61	28,611.35	16,564.74	12,046.61	28,611.35	16,564.74	343,336.00	331,289.39
MAINTENANCE								
Labor	1,698.01	3,497.00	1,798.99	1,698.01	3,497.00	1,798.99	41,964.00	40,265.99
Contracts	4,156.51	1,636.25	(2,520.26)	4,156.51	1,636.25	(2,520.26)	19,635.00	15,478.49
TOTAL MAINTENANCE	5,854.52	5,133.25	(721.27)	5,854.52	5,133.25	(721.27)	61,599.00	55,744.48
OTHER								
TIF Expense	0.00	10.83	10.83	0.00	10.83	10.83	130.00	130.00
Other General Exp	0.00	1,040.50	1,040.50	0.00	1,040.50	1,040.50	12,486.00	12,486.00
Insurance	702.87	653.83	(49.04)	702.87	653.83	(49.04)	7,846.00	7,143.13
Employee Benefits	8,997.49	11,312.56	2,315.07	8,997.49	11,312.56	2,315.07	135,751.00	126,753.51
TOTAL OTHER	9,700.36	13,017.72	3,317.36	9,700.36	13,017.72	3,317.36	156,213.00	146,512.64
TOTAL EXPENSES	27,601.49	46,762.32	19,160.83	27,601.49	46,762.32	19,160.83	561,148.00	533,546.51
SURPLUS	3,173.44	154.10	3,019.34	3,173.44	154.10	3,019.34	1,849.00	1,324.44

Brainerd HRA
Operating Statement
One Month Ending 01/31/2026
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	20,675.00	(20,675.00)	0.00	20,675.00	(20,675.00)	248,100.00	(248,100.00)
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	32,612.50	(22,387.50)	10,225.00	32,612.50	(22,387.50)	391,350.00	(381,125.00)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	4,407.17	9,815.00	5,407.83	4,407.17	9,815.00	5,407.83	117,780.00	113,372.83
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	17.50	491.67	474.17	17.50	491.67	474.17	5,900.00	5,882.50
TOTAL ADMINISTRATIVE	4,424.67	11,265.01	6,840.34	4,424.67	11,265.01	6,840.34	135,180.00	130,755.33
MAINTENANCE								
Contracts Costs	18,425.00	18,750.00	325.00	18,425.00	18,750.00	325.00	225,000.00	206,575.00
TOTAL MAINTENANCE	18,425.00	18,750.00	325.00	18,425.00	18,750.00	325.00	225,000.00	206,575.00
OTHER								
Insurance	510.00	78.75	(431.25)	510.00	78.75	(431.25)	945.00	435.00
Employee Benefits	3,073.40	3,795.34	721.94	3,073.40	3,795.34	721.94	45,544.00	42,470.60
TOTAL OTHER	3,583.40	3,874.09	290.69	3,583.40	3,874.09	290.69	46,489.00	42,905.60
TOTAL EXPENSES	26,433.07	33,889.10	7,456.03	26,433.07	33,889.10	7,456.03	406,669.00	380,235.93
SURPLUS	(16,208.07)	(1,276.60)	(14,931.47)	(16,208.07)	(1,276.60)	(14,931.47)	(15,319.00)	(889.07)

Brainerd HRA
Operating Statement
One Month Ending 01/31/2026
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	169,733.00	173,395.83	(3,662.83)	169,733.00	173,395.83	(3,662.83)	2,080,750.00	(1,911,017.00)
Admin Fees Earned	20,645.00	32,479.33	(11,834.33)	20,645.00	32,479.33	(11,834.33)	389,752.00	(369,107.00)
Investment Interest	105.08	166.67	(61.59)	105.08	166.67	(61.59)	2,000.00	(1,894.92)
Other Income	5,604.00	3,836.67	1,767.33	5,604.00	3,836.67	1,767.33	46,040.00	(40,436.00)
TOTAL REVENUE	196,087.08	209,878.50	(13,791.42)	196,087.08	209,878.50	(13,791.42)	2,518,542.00	(2,322,454.92)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	9,070.32	21,971.67	12,901.35	9,070.32	21,971.67	12,901.35	263,660.00	254,589.68
Legal	0.00	333.33	333.33	0.00	333.33	333.33	4,000.00	4,000.00
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
Auditing Fees	0.00	895.00	895.00	0.00	895.00	895.00	10,740.00	10,740.00
Other Admin	1,880.28	683.32	(1,196.96)	1,880.28	683.32	(1,196.96)	8,200.00	6,319.72
TOTAL ADMINISTRATIVE	10,950.60	24,424.99	13,474.39	10,950.60	24,424.99	13,474.39	293,100.00	282,149.40
MAINTENANCE								
Contracts	9,046.74	2,808.33	(6,238.41)	9,046.74	2,808.33	(6,238.41)	33,700.00	24,653.26
TOTAL MAINTENANCE	9,046.74	2,808.33	(6,238.41)	9,046.74	2,808.33	(6,238.41)	33,700.00	24,653.26
OTHER EXPENSE								
Insurance	701.60	667.07	(34.53)	701.60	667.07	(34.53)	8,005.00	7,303.40
Employee Benefits	8,106.04	9,607.08	1,501.04	8,106.04	9,607.08	1,501.04	115,285.00	107,178.96
Collection Losses	0.00	208.33	208.33	0.00	208.33	208.33	2,500.00	2,500.00
Other General Exp	206.73	150.00	(56.73)	206.73	150.00	(56.73)	1,800.00	1,593.27
TOTAL OTHER EXPENSE	9,014.37	10,632.48	1,618.11	9,014.37	10,632.48	1,618.11	127,590.00	118,575.63
HAP PAYMENTS								
HAP Payments	147,560.00	154,322.50	6,762.50	147,560.00	154,322.50	6,762.50	1,851,870.00	1,704,310.00
HAP - Port In	0.00	1,734.17	1,734.17	0.00	1,734.17	1,734.17	20,810.00	20,810.00
Home Ownership	3,135.00	2,947.50	(187.50)	3,135.00	2,947.50	(187.50)	35,370.00	32,235.00
FSS Escrow	12,561.00	12,831.25	270.25	12,561.00	12,831.25	270.25	153,975.00	141,414.00
HAP - Portable	3,489.00	1,560.42	(1,928.58)	3,489.00	1,560.42	(1,928.58)	18,725.00	15,236.00
TOTAL HAP PAYMENTS	166,745.00	173,395.84	6,650.84	166,745.00	173,395.84	6,650.84	2,080,750.00	1,914,005.00
TOTAL EXPENSES	195,756.71	211,261.64	15,504.93	195,756.71	211,261.64	15,504.93	2,535,140.00	2,339,383.29
SURPLUS	330.37	(1,383.14)	1,713.51	330.37	(1,383.14)	1,713.51	(16,598.00)	16,928.37

Brainerd HRA
Operating Statement
One Month Ending 01/31/2026
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	9,323.00	9,786.67	(463.67)	9,323.00	9,786.67	(463.67)	117,440.00	(108,117.00)
MHFA Admin Rev	888.00	962.08	(74.08)	888.00	962.08	(74.08)	11,545.00	(10,657.00)
Operating Trans Out	0.00	(924.58)	924.58	0.00	(924.58)	924.58	(11,095.00)	11,095.00
Other Income	300.00	0.00	300.00	300.00	0.00	300.00	0.00	300.00
TOTAL INCOME	10,511.00	9,824.17	686.83	10,511.00	9,824.17	686.83	117,890.00	(107,379.00)
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	374.83	374.83	0.00	374.83	374.83	4,498.00	4,498.00
HAP Payments	9,623.00	9,411.83	(211.17)	9,623.00	9,411.83	(211.17)	112,942.00	103,319.00
TOTAL EXPENSES	9,623.00	9,824.16	201.16	9,623.00	9,824.16	201.16	117,890.00	108,267.00
SURPLUS	888.00	0.01	887.99	888.00	0.01	887.99	0.00	888.00

Brainerd HRA
Operating Statement
One Month Ending 01/31/2026
Program: 314 - Bring it Home Project: General

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
MN HAP Received	0.00	23,912.50	(23,912.50)	0.00	23,912.50	(23,912.50)	286,950.00	(286,950.00)
Admin Fees Earned	0.00	5,806.00	(5,806.00)	0.00	5,806.00	(5,806.00)	69,672.00	(69,672.00)
Other Income	0.00	8,553.33	(8,553.33)	0.00	8,553.33	(8,553.33)	102,640.00	(102,640.00)
TOTAL INCOME	0.00	38,271.83	(38,271.83)	0.00	38,271.83	(38,271.83)	459,262.00	(459,262.00)
EXPENSES								
Admin Salaries	0.00	5,026.67	5,026.67	0.00	5,026.67	5,026.67	60,320.00	60,320.00
Staff Training	0.00	1,753.33	1,753.33	0.00	1,753.33	1,753.33	21,040.00	21,040.00
Travel	0.00	37.50	37.50	0.00	37.50	37.50	450.00	450.00
Auditing Fees	0.00	125.00	125.00	0.00	125.00	125.00	1,500.00	1,500.00
Other Admin	679.26	266.67	(412.59)	679.26	266.67	(412.59)	3,200.00	2,520.74
Contracts Costs	1,093.42	258.33	(835.09)	1,093.42	258.33	(835.09)	3,100.00	2,006.58
Employee Benefits	0.00	3,085.41	3,085.41	0.00	3,085.41	3,085.41	37,025.00	37,025.00
HAP Payments	0.00	23,912.50	23,912.50	0.00	23,912.50	23,912.50	286,950.00	286,950.00
TOTAL EXPENSES	1,772.68	34,465.41	32,692.73	1,772.68	34,465.41	32,692.73	413,585.00	411,812.32
SURPLUS	(1,772.68)	3,806.42	(5,579.10)	(1,772.68)	3,806.42	(5,579.10)	45,677.00	(47,449.68)

Brainerd HRA
Operating Statement
One Month Ending 01/31/2026
Program: 400 - Public Housing Project: General

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Dwelling Rental	75,329.00	76,414.17	(1,085.17)	75,329.00	76,414.17	(1,085.17)	916,970.00	(841,641.00)
Excess Utilities	25.13	325.00	(299.87)	25.13	325.00	(299.87)	3,900.00	(3,874.87)
Operating Subsidy	0.00	27,044.17	(27,044.17)	0.00	27,044.17	(27,044.17)	324,530.00	(324,530.00)
Other Income	1,064.37	1,072.50	(8.13)	1,064.37	1,072.50	(8.13)	12,870.00	(11,805.63)
Other Inc - Ross Grant	0.00	7,668.33	(7,668.33)	0.00	7,668.33	(7,668.33)	92,020.00	(92,020.00)
Other Income Tenant	4,867.89	2,185.83	2,682.06	4,867.89	2,185.83	2,682.06	26,230.00	(21,362.11)
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	1,604.00	1,935.00	(331.00)	1,604.00	1,935.00	(331.00)	23,220.00	(21,616.00)
Investment Interest	4,916.48	4,658.33	258.15	4,916.48	4,658.33	258.15	55,900.00	(50,983.52)
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	96,744.37	135,740.83	(38,996.46)	96,744.37	135,740.83	(38,996.46)	1,628,890.00	(1,532,145.63)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	13,623.26	32,577.08	18,953.82	13,623.26	32,577.08	18,953.82	390,925.00	377,301.74
Legal	0.00	541.67	541.67	0.00	541.67	541.67	6,500.00	6,500.00
Staff Training	0.00	1,666.67	1,666.67	0.00	1,666.67	1,666.67	20,000.00	20,000.00
Travel	0.00	41.67	41.67	0.00	41.67	41.67	500.00	500.00
Auditing Fees	0.00	895.83	895.83	0.00	895.83	895.83	10,750.00	10,750.00
Other Admin	8,347.71	2,016.67	(6,331.04)	8,347.71	2,016.67	(6,331.04)	24,200.00	15,852.29
TOTAL ADMINISTRATIVE	21,970.97	37,739.59	15,768.62	21,970.97	37,739.59	15,768.62	452,875.00	430,904.03
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	4,253.75	4,253.75	0.00	4,253.75	4,253.75	51,045.00	51,045.00
Sewer	0.00	5,753.33	5,753.33	0.00	5,753.33	5,753.33	69,040.00	69,040.00
Electricity	0.00	6,963.33	6,963.33	0.00	6,963.33	6,963.33	83,560.00	83,560.00
Gas	0.00	4,416.67	4,416.67	0.00	4,416.67	4,416.67	53,000.00	53,000.00
TOTAL UTILITIES	0.00	21,387.08	21,387.08	0.00	21,387.08	21,387.08	256,645.00	256,645.00
MAINTENANCE								
Labor	9,861.03	20,212.58	10,351.55	9,861.03	20,212.58	10,351.55	242,551.00	232,689.97
Materials	1,428.65	2,833.33	1,404.68	1,428.65	2,833.33	1,404.68	34,000.00	32,571.35
Contracts	11,255.67	23,420.00	12,164.33	11,255.67	23,420.00	12,164.33	281,040.00	269,784.33
TOTAL MAINTENANCE	22,545.35	46,465.91	23,920.56	22,545.35	46,465.91	23,920.56	557,591.00	535,045.65
OTHER								
PILOT	3,767.71	2,833.33	(934.38)	3,767.71	2,833.33	(934.38)	34,000.00	30,232.29
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	10.83	10.83	0.00	10.83	10.83	130.00	130.00
Casualty Loss-Non Capitalized	0.00	541.67	541.67	0.00	541.67	541.67	6,500.00	6,500.00
Insurance	10,870.63	11,468.34	597.71	10,870.63	11,468.34	597.71	137,620.00	126,749.37
Employee Benefits	13,719.91	20,820.83	7,100.92	13,719.91	20,820.83	7,100.92	249,850.00	236,130.09
Other General Expense	133.95	384.17	250.22	133.95	384.17	250.22	4,610.00	4,476.05
TOTAL OTHER	28,492.20	36,475.84	7,983.64	28,492.20	36,475.84	7,983.64	437,710.00	409,217.80
TOTAL EXPENSES	73,008.52	142,480.92	69,472.40	73,008.52	142,480.92	69,472.40	1,709,771.00	1,636,762.48
SURPLUS	23,735.85	(6,740.09)	30,475.94	23,735.85	(6,740.09)	30,475.94	(80,881.00)	104,616.85

Brainerd HRA
Operating Statement
One Month Ending 01/31/2026
Program: 513 - Tax Credit Project: Valley View

	Period	Period	Period	YTD	YTD	YTD	Annual	Remaining
	Amount	Budget	Variance	Amount	Budget	Variance	Budget	Budget
INCOME								
Dwelling Rental	17,640.00	18,708.33	(1,068.33)	17,640.00	18,708.33	(1,068.33)	224,500.00	(206,860.00)
Excess Utilities	0.00	29.17	(29.17)	0.00	29.17	(29.17)	350.00	(350.00)
Investment Interest	1,160.23	833.33	326.90	1,160.23	833.33	326.90	10,000.00	(8,839.77)
Other Income	0.00	33.33	(33.33)	0.00	33.33	(33.33)	400.00	(400.00)
Other Income Tenant	312.50	583.33	(270.83)	312.50	583.33	(270.83)	7,000.00	(6,687.50)
Laundry Income	26.75	50.00	(23.25)	26.75	50.00	(23.25)	600.00	(573.25)
TOTAL INCOME	19,139.48	20,237.49	(1,098.01)	19,139.48	20,237.49	(1,098.01)	242,850.00	(223,710.52)
EXPENSES								
ADMINISTRATIVE								
Legal	0.00	125.00	125.00	0.00	125.00	125.00	1,500.00	1,500.00
Staff Training	0.00	375.00	375.00	0.00	375.00	375.00	4,500.00	4,500.00
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	2,052.00	2,116.67	64.67	2,052.00	2,116.67	64.67	25,400.00	23,348.00
Other Admin	0.00	183.33	183.33	0.00	183.33	183.33	2,200.00	2,200.00
TOTAL ADMINISTRATIVE	2,052.00	3,675.00	1,623.00	2,052.00	3,675.00	1,623.00	44,100.00	42,048.00
UTILITIES								
Water	0.00	375.00	375.00	0.00	375.00	375.00	4,500.00	4,500.00
Electricity	0.00	250.00	250.00	0.00	250.00	250.00	3,000.00	3,000.00
Gas	0.00	816.67	816.67	0.00	816.67	816.67	9,800.00	9,800.00
TOTAL UTILITIES	0.00	1,441.67	1,441.67	0.00	1,441.67	1,441.67	17,300.00	17,300.00
MAINTENANCE								
Materials	181.39	833.33	651.94	181.39	833.33	651.94	10,000.00	9,818.61
Contracts	91.40	3,495.82	3,404.42	91.40	3,495.82	3,404.42	41,950.00	41,858.60
TOTAL MAINTENANCE	272.79	4,329.15	4,056.36	272.79	4,329.15	4,056.36	51,950.00	51,677.21
OTHER								
Insurance	1,035.80	1,016.66	(19.14)	1,035.80	1,016.66	(19.14)	12,200.00	11,164.20
Property Taxes	0.00	550.00	550.00	0.00	550.00	550.00	6,600.00	6,600.00
Collection Losses	0.00	500.00	500.00	0.00	500.00	500.00	6,000.00	6,000.00
Other General Expense	0.00	441.67	441.67	0.00	441.67	441.67	5,300.00	5,300.00
TOTAL OTHER	1,035.80	2,508.33	1,472.53	1,035.80	2,508.33	1,472.53	30,100.00	29,064.20
TOTAL EXPENSES	3,360.59	11,954.15	8,593.56	3,360.59	11,954.15	8,593.56	143,450.00	140,089.41
SURPLUS	15,778.89	8,283.34	7,495.55	15,778.89	8,283.34	7,495.55	99,400.00	(83,621.11)

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Brainerd Housing and Redevelopment Authority
Payment Summary Report
January 2026

Doc. Date		Number	Payments
01/02/2026	Better Health Collective	ACH	\$ 17,980.00
01/06/2026	Payroc LLC	ACH	\$ 235.76
01/06/2026	Payroc LLC	ACH	\$ 162.33
01/08/2026	Payroll for 01/08/2026	ACH	\$ 31,656.95
01/08/2026	Health Savings Accounts	ACH	\$ 2,525.14
01/08/2026	Security Benefit	ACH	\$ 5,057.11
01/08/2026	Minnesota State Retirement System	ACH	\$ 1,632.62
01/08/2026	Harpers Payroll Service	ACH	\$ 89.17
01/08/2026	Harpers Payroll Service	ACH	\$ 12,563.28
01/21/2026	Payroll Manual Check	ACH	\$ 738.27
01/22/2026	Payroll for 01/22/2026	ACH	\$ 34,368.33
01/22/2026	Health Savings Accounts	ACH	\$ 858.47
01/22/2026	Security Benefit	ACH	\$ 5,362.34
01/22/2026	Minnesota State Retirement System	ACH	\$ 1,694.76
01/22/2026	Harpers Payroll Service	ACH	\$ 368.32
01/22/2026	Harpers Payroll Service	ACH	\$ 13,968.96
01/31/2026	2025 Bank Fees (Oct to Dec)	ACH	\$ 1,341.66
01/02/2026	Angel Zierden	320	\$ 995.00
01/02/2026	Colonywood Apartments	321	\$ 554.00
01/02/2026	Grand Oaks Court Townhomes	322	\$ 168.00
01/02/2026	Grand Oaks Townhomes	323	\$ 882.00
01/02/2026	Lake Investments, LLC	324	\$ 1,788.00
01/02/2026	Lorimor Investments Two	325	\$ 612.00
01/02/2026	Degen, Michael	326	\$ 2,143.00
01/02/2026	Real Property Management Deluxe	327	\$ 1,250.00
01/02/2026	Sprucewood Townhomes	328	\$ 913.00
01/08/2026	Elite Environmental Services LLC	27859	\$ 400.00
01/08/2026	Handyman's, Inc.	27860	\$ 245.67
01/08/2026	Voided Check	27861	\$ -
01/08/2026	IP Networks	27862	\$ 315.00
01/08/2026	League of MN Cities Insurance Trust	27863	\$ 24,410.00
01/08/2026	Life Insurance Company of North America	27864	\$ 68.66
01/08/2026	Management Computer Services Inc	27865	\$ 14,702.56
01/08/2026	Mcit	27866	\$ 2,692.00
01/08/2026	Metropolitan Life Insurance Company	27867	\$ 807.84
01/08/2026	MN Chapter NAHRO	27868	\$ 757.00
01/08/2026	Nan Mckay & Associates Inc.	27869	\$ 419.00
01/08/2026	Viking Electric Supply LLC	27870	\$ 99.00
01/08/2026	Vsp	27871	\$ 69.66
01/08/2026	Waste Partners Inc	27872	\$ 3,221.26
01/08/2026	Alpenglow Technologies	27873	\$ 26.80
01/08/2026	Brainerd Public Utilities	27874	\$ 260.00
01/08/2026	CenterPoint Energy	27875	\$ 58.00

Brainerd Housing and Redevelopment Authority
Payment Summary Report
January 2026

Doc. Date		Number	Payments
01/08/2026	Brainerd Public Utilities	27876	\$ 272.00
01/14/2026	Housing Auth Risk Retention Group	27877	\$ 829.90
01/22/2026	Amazon Capital Services Inc.	27878	\$ 269.94
01/22/2026	Borden Steinbauer Krueger & Knudson, PA	27879	\$ 647.00
01/22/2026	Brainerd Public Utilities	27880	\$ 4,832.72
01/22/2026	Builders FirstSource	27881	\$ 1,224.39
01/22/2026	City of Brainerd	27882	\$ 8,535.75
01/22/2026	Ctc-446126	27883	\$ 1,071.08
01/22/2026	Culligan	27884	\$ 15.00
01/22/2026	DeRuyck Construction	27885	\$ 18,425.00
01/22/2026	Granite Pest Control LLC	27886	\$ 847.00
01/22/2026	Holden Electric Co. Inc.	27887	\$ 2,615.75
01/22/2026	Hytec Construction	27888	\$ 16,547.12
01/22/2026	Jim's Electric Co. Inc.	27889	\$ 37.80
01/22/2026	Lakes Printing	27890	\$ 443.15
01/22/2026	Lewis Software Associates LLC	27891	\$ 469.90
01/22/2026	MN Elevator, Inc. Lockbox 446080	27892	\$ 956.84
01/22/2026	MN Multi Housing Association	27893	\$ 451.46
01/22/2026	Office Shop	27894	\$ 3,914.00
01/22/2026	Old National Bank Credit Card	27895	\$ 605.06
01/22/2026	Gorvin Inc	27896	\$ 62.40
01/22/2026	Postmaster	27897	\$ 5,605.00
01/22/2026	SS Lawn & Landscaping	27898	\$ 735.00
01/22/2026	The Hartford	27899	\$ 381.81
01/22/2026	Whitstrom Road LLC	27900	\$ 1,185.00
01/22/2026	Kenneth James Yde	27901	\$ 158.95
Total			\$259,599.94



324 East River Road
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To: Brainerd HRA Board Members
 From: Mallory Demel, Rental Assistance Manager
 Date: February 18, 2026
 Re: Housing Choice Voucher Program Report

Housing Choice Voucher (HCV) Program

Through 1/31/2026, our Unit Months Leased (UML) was 7.67% and HAP utilization was 8.10%.

● Activity Recap:

- Vouchers Issued: 4
- New Move-Ins: 9
- Annual Recertifications: 20
- Interim Recertifications: 20
- Inspections: 13
- Terminations: 0

Additional Info: We notified 50 applicants for new vouchers on January 30, 2026. As of the date of this report, we have had approximately 10 responses to that notification round so far and we are expecting to notify another 50 applicants at the beginning of March.

Bring It Home (BIH) Program

- Activity Recap: No activity to report

Additional Info: No additional to report at this time.

Bridges Program

● Activity Recap:

- Tenants leased up in units: 12
- Participants Issued Bridges Voucher/Searching for Unit: 0
- Notified: 0
- Participants Receiving HCV Voucher: 0
- Participants Giving Up Bridges Voucher: 0
- Tenants Residing Counties:

<input type="checkbox"/> Cass County: 0	<input type="checkbox"/> Crow Wing: 11
<input type="checkbox"/> Morrison: 0	<input type="checkbox"/> Todd: 0
<input type="checkbox"/> Aitkin: 1	<input type="checkbox"/> Wadena: 0
- Total Bridges HAP Request: \$9,623.00 (Rent & URP)

Additional Info: No additional information to report at this time.

Family Self-Sufficiency Program (FSS)

- Active FSS participants (*as of 1/7/2026*): 43
- Tenants going OFF for month: 1
- Tenants going ON for month: 0
- Total number of FSS participants escrowing monthly: 31
- Total amount of escrow: \$12,561.00
- Total combined amount of monthly escrow: \$249,423.39

Additional Info: We had a FSS household graduate early due to being at Zero Hap and gave up her voucher. She received \$6,570.17. She reported saving her money to someday purchase a home of her own.

No Action Requested; Discussion Items

Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	325
Move-ins	9
Move-outs	5
Vouchers - looking for housing	12
Vouchers - first day of month	294
Average Vouchers to date	299
HAP Payments	\$144,976
<u>Reasons For Leaving Program</u>	
Voluntarily Ended Participation	5
Participation Terminated	0
<u>Revenue</u>	
Housing Assistance Payment (HAP)	\$169,733
HUD Administrative Fee	\$20,645
<u>Port Out Vouchers</u>	3
St Cloud HRA	\$2,300
Douglas County HRA	\$677
<u>Homeownership</u>	5
Homeownership HAP	\$3,135
<u>FYI Vouchers</u>	0
FYI Vouchers HAP	\$0
<u>Demographics</u>	
Elderly Households	39.79%
Disabled/Handicapped Households	29.58%
Families with Children	86
Average Annual Income	\$17,709 (Gross)
Average HAP	\$565
<u>Waiting List Total</u>	
Crow Wing County Preference	292
Non-Preference	98

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To: Brainerd HRA Board Members
From: Hannah Gangl, Housing Manager
Date: February 18, 2026
Re: Housing Management Report

Vacancy Report for January 2026

Please see attachment.

Valley View Townhomes:

Occupancy: 95%
Move Ins: 0
Move Outs: 0
Notified: 0
Screening: 0
Denied: 1
Waiting List: 25

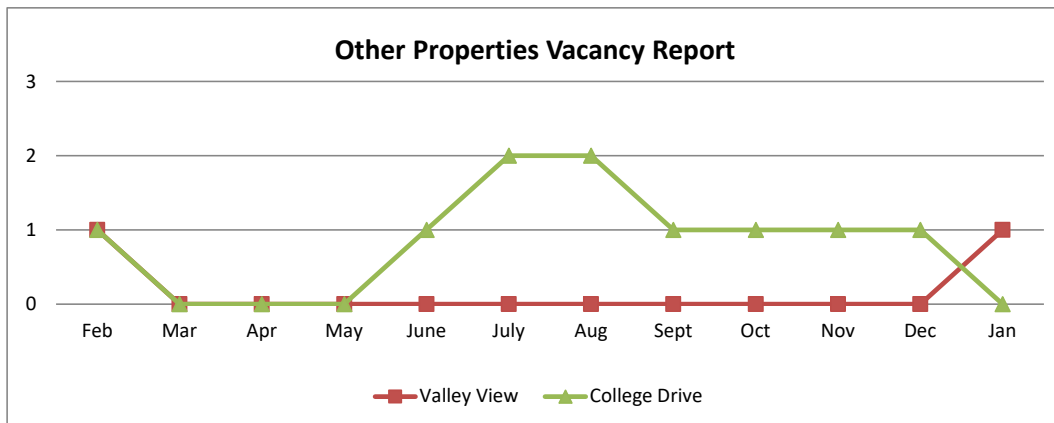
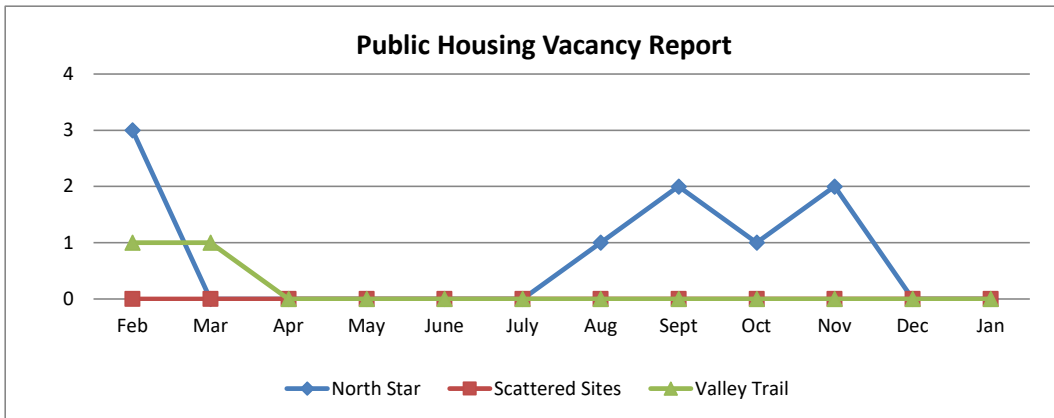
ROSS Program Updates

- CSFP Food Boxes: 33 residents; shelf-stable box; elderly tenants only.
- At this time, our Housing Administrative Specialist will be assisting residents in finding applicable information for their needs as needed.

No Action Requested; Discussion Items

Brainerd HRA 2026 Vacancy Report

	Public Housing				Tax Credit		Tax Credit - DW Jones	
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%	Valley View		College Drive	
# units	162	16	25	203	20		24	
Jan 31	0	0	0	0	1		0	
Jan %	0.00%	0.00%	0.00%	0.00%	5.00%		0.00%	
Feb 28								
Feb %	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%	
April 30								
April %	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%	
June 30								
June %	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%	
Aug 31								
Aug %	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%	
Oct 31								
Oct %	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%	
Dec 31								
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	
Total	0	0	0	0	1		0	
%	0.00%	0.00%	0.00%	0.00%	5.00%		0.00%	



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report

January 2026

1. Physical Occupancy

Properties	Total Units	Occupied Units	Vacant Units	Percent Occupied
North Star	162	162	0	100%
Valley Trail	25	25	0	100%
Scattered Sites	16	16	0	100%
TOTAL	203	203	0	100%

2. Customer Traffic

Applications Placed on PH Wait List	18
Applications Denied on PH Wait List	0

3. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
NS: 1 BR	160	169	1	0	0
NS: 2 BR	2	18	0	0	0
VT/SS: 2 BR	12	69	0	0	0
VT/SS: 3 BR	24	61	6	0	0
VT/SS: 4 BR	5	11	0	0	0
TOTAL	203	328	7	0	0

4. Move-Ins and Move Outs

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

5. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
N/A			

6. Recertifications

Interim Recertifications	3
Annual Recertifications	3
Completed for this month	6

7. Annual Unit Inspections

Total units to be inspected this year	203
Number inspected for the month	0
Number completed year-to-date	203 (as of 12/31/25)
Total left to be inspected this year	0
Have all building system inspections been completed?	Yes

8. Lease Enforcements

Lease warnings/violations issued	
30-day lease terminations	

9. Evictions

Resident	Reason	Summons Date	Judgment Action
N/A			

10. Rent Collection

	This Month
Rent Charges	75,470
Other Charges	4,702
Total New Charges	80,172
Arrears, tenants in possession	5,765

11. Accounts Receivable

Current Tenant Accounts Receivable (Rent)	3,290
Current Rent Charges	75,470
Current Rent Collections	72,180
Accounts Receivable Rate	4%
Collection Rate	96%

12. Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	7,531
Prior Rent Charges	828,337
Collection Rate	99%



To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: February 18, 2026
 Re: Rehab Programs and Maintenance Report

Brainerd SCDP Grants

All of the steps are done for the city to access the grant dollars once the work begins.

Staff is working through several two owner-occupied and two rental rehab applications for the current SE Brainerd grant.

Current Projects in Process:

	HTF	MHFA-RLP/ELP	SCDP	Total
City of Brainerd	2	0/1	3	6
Crow Wing County	1	1/0	N/A	2
Cass County	N/A	0/0	N/A	0
Morrison County	N/A	1/0	N/A	1

Action Requested: None, discussion items.

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: February 25th, 2026
Re: Executive Director Report

NSPIRE Inspection

We are currently scheduled to have our HUD NSPIRE inspection for our public housing units on March 4th. They will be choosing 28 of our units for the inspection and will also be inspecting common areas of the buildings. Staff has been busy getting pre-inspections completed and working through any additional work orders that arise from those.

Wright Street Update

Staff is collaborating with a potential developer to bring forward a request to the Brainerd EDA for consideration of a proposal to purchase up to 5.5 acres on the north parcel of the Wright Street extension for a proposed family-oriented multifamily apartment project. The next EDA meeting is scheduled for March 5th, and the commission's feedback will guide our next steps.

Operations Admin Specialist

Staff has held numerous interviews for candidates to fill our open operations administrative specialist position. This hire will primarily work on getting the Bring It Home state voucher program up and running and will then add additional project management duties to their workload. I would anticipate that an offer will be extended to one of our candidates by the time of our meeting.

No Action Requested; Discussion items

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