



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

Brainerd HRA Board of Commissioners Meeting
March 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=m6d69089721c9eed2980e73fc2526f117>

Join by phone: 415-655-0001

Meeting number (access code): 2551 653 2790

Meeting password: YSiTJ8kfy52

"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 March 25th, 2026
4. APPROVAL OF MINUTES – Attachment 1 (pg. 3)
 - a. Approval of Minutes from Regular Board Mtg. on February 25th, 2026
5. UNFINISHED BUSINESS - Attachment 2 (pg. 7)
 - a. Review of Strategic Goals
6. NEW BUSINESS
 - a. Fund Balance Review - Attachment 3 (pg. 13)
 - b. Wright Street Extension Purchase Opportunity - Attachment 4 (pg. 15)

7. **BILLS & COMMUNICATIONS**

- a. Financial Report – Attachment 5 (pg. 17)
- b. HCV Report – Attachment 6 (pg. 39)
- c. Housing Management Report – Attachment 7 (pg. 43)
- d. Rehab Programs Report – Attachment 8 (pg. 47)
- e. Executive Director Report – Attachment 9 (pg. 49)

8. **COMMISSIONER COMMENTS**

9. **NEXT MEETING:** April 22nd, 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



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Brainerd HRA Board of Commissioners Meeting Minutes

Wednesday, February 25th, 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 Janet Decker, Michael Duval, Wayne Erickson, Justin Grecula, Katie Imgrund, Allie Verchota, Kevin Yeager.

Absent: None.

Staff Present: Eric Charpentier (Executive Director), Karen Young (Finance Director), Mallory Demel (Rental Assistance Manager), Brit Thompson (Rehab Administrative Specialist).

3. REVIEW AND APPROVE AGENDA

Agenda for February 25, 2026, reviewed.

Motion: Commissioner Justin Grecula moved to approve the agenda; Commissioner Katie Imgrund seconded. Motion carried by voice vote.

4. APPROVAL OF MINUTES

Approval of January 28, 2026 Regular Meeting Minutes.

Motion: Commissioner Wayne Erickson moved approval; Commissioner Justin Grecula seconded. Motion carried by voice vote.

5. UNFINISHED BUSINESS

None.

6. NEW BUSINESS

a. Shared Services Agreement between Brainerd HRA and Crosby HRA.

Executive Director Eric Charpentier presented the updated Shared Services Agreement for 2026, reflecting a 6% increase in compensation to \$121,260 annually. The agreement continues the long-standing arrangement under which Brainerd HRA provides administrative and operational services to Crosby HRA. The Board reviewed Resolution No. **2026-02** authorizing execution of the agreement.

Motion: Commissioner Allie Verchota moved to adopt Resolution 2026-02; Commissioner Kevin Yeager seconded. Motion carried by voice vote.

b. Public Housing Flat Rent Updates.

Housing Manager Hannah Gangl's written report was presented by Executive Director Eric Charpentier. HUD Fair Market Rent updates require annual adjustment of flat rents to at least 80% of FMR. Due to increases exceeding HUD's 35% cap, staff recommended a phased-in increase of 30% per year to mitigate resident impact. The proposal affects 57 households currently paying flat rent.

Motion: Commissioner Wayne Erickson moved approval; Commissioner Justin Grecula seconded. Motion carried by voice vote.

7. BILLS & COMMUNICATIONS

a. Financial Report - Finance Director Karen Young presented the January 2026 financials, noting audit fieldwork conducted by CliftonLarsonAllen, REAC submission deadlines, and payments related to the North Star office remodel funded through the 2025 Capital Fund Program.

Motion: Commissioner Allie Verchota moved to approve January payments as presented; Commissioner Katie Imgrund seconded. Motion carried by voice vote.

b. HCV Report – Rental Assistance Manager Mallory Demel reported on voucher utilization, lease-ups, and Bridges activity. Staff noted continued outreach to applicants and stable program operations. No action was requested.

c. Housing Management Report – The written report from Housing Manager Hannah Gangl was reviewed. Highlights included Valley View occupancy, waitlist activity, and ROSS program updates. No action was requested.

d. Rehab Programs Report – The written report from Rehab & Maintenance Director John Schommer was reviewed. Staff reported progress on SCDP grants and ongoing owner-occupied and rental rehab applications. No action was requested.

e. Executive Director Report – Executive Director Eric Charpentier provided updates on the upcoming HUD NSPIRE inspection scheduled for March 4, Wright Street development discussions with the Brainerd EDA, and recruitment for the Operations Administrative Specialist position. No action was requested.

8. COMMISSIONER COMMENTS

Commissioners discussed general observations related to property conditions and resident issues, including pet waste concerns. Staff indicated they would follow up with maintenance and enforcement as appropriate. Commissioners also expressed appreciation for staff efforts and ongoing work.

9. NEXT MEETING

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

10. ADJOURNMENT

Motion: Commissioner Kevin Yeager moved to adjourn; Commissioner Janet Decker seconded. Motion carried by voice vote.

The meeting adjourned at 1:43 p.m.

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: March 25th, 2026
Re: Strategic Goals Quarterly Update

We have updated the status of the goals that we have been working on in the 1st quarter of the year. As we look at this every 3 months it will be helpful for staff to get feedback and/or guidance from the board to ensure we are making any priority adjustments as we work towards fulfilling these goals. This will continue to help guide staff on our path forward.

We have removed Gustafson Park from our priorities as the City Council has opted to retain that as parkland.

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

**2025 – 2026 Brainerd HRA Goals and Action Steps
Status Report**

Goal	Action Steps	Status
Goal 1: Workforce Retention and Development – High Priority	Maintain stable workforce – focus on retention and additions.	<i>We have brought in a new operations admin specialist who will be integral in getting the Bring It Home program operational. We anticipate hiring a ROSS coordinator in Quarter 2 of 2026</i>
	Support well-trained, competent, and professional workforce.	<i>We continue to encourage staff training and with the addition of new management positions we will have additional training opportunities for those managers throughout the rest of this year. Training opportunities continue to be a focus for our staff, particularly our staff that have moved into new roles.</i>
	Succession planning – transfer of institutional knowledge preserved and applied through cross-training.	<i>Staff cross training and providing support across departments, locating and encouraging training events for staff to attend</i>
	Monitor staff capacity and well-being while managing 3 HRA's.	<i>Ongoing</i>
Goal 2: Intentional Decisions for Properties to be Redeveloped or Rehabilitated	Washington Street redevelopment and SCDP grant scheduled for 2026.	<i>Staff is working with DEED and the City as this project gears up for a spring 2026 start.</i>
	Possible development/redevelopment of Wright Street extension site	<i>Staff has been given the go-ahead by the EDA to work with the City and their listing agent to put together a purchase and development agreement for 5.5 acres of the Wright St extension land. The PDA will need the approval of the HRA board, the EDA and the City Council</i>
	Continued support of the proposed redevelopment project at 805 Laurel Street	

		<i>Staff is still supportive of this project or any housing development at this site. There are no updates from the owner/developer of this site at this time.</i>
	Use available resources for the development of Outlot E and F. Continue to utilize the scattered site replacement program (SSRP), tax forfeited program and our various rehab programs to catalyze infill projects and provide for the rehab of our housing stock.	<i>We anticipate the sale of Outlots E&F to Level Contracting to happen in Q2 with the development of the road and infrastructure to begin this spring. We have had a request to sell some tax forfeited property in Brainerd to a developer and staff is currently working through that process. Staff have also looked at blighted/dilapidated homes in Brainerd for possible purchase through our SSRP program. None of the houses that are currently on the market are at a price point that staff would feel comfortable purchasing at this time.</i>
	City acquisition of former state hospital site.	<i>Councilman Johnson has moved this to a top priority for the City Council. HRA staff will assist as we are needed.</i>
Goal 3: Engage Developers	Guide and mentor developers to greater successes through our expertise.	<i>We have spoken with 1 developer about the potential opportunity on Wright street. We have reached out to another developer to gauge interest in a land trust project.</i>
	Work with local non-profit builders such as Lakes Area Habitat for Humanity and Central Minnesota Housing Partnership on affordable housing projects in Brainerd.	<i>Staff is actively pursuing a partnership with CMHP for the development of 5.5 acres of property in the Wright St. extension.</i>
	Utilize available state and federal funding to help incentivize development in Brainerd.	<i>Staff will continue to look at funding opportunities. We do not have any active requests through our federal or state programs at this time.</i>

	Continue to review management and shared services contracts to supplement and increase agency revenue.	<i>Both agreements have been approved for funding throughout 2026</i>
	Use technology to make programs and opportunities known and easier to access.	<i>Continuing to improve PHA Web to have a web based application available to our prospective partners. We are also implementing the use of AI for small tasks such as note taking. We will need to work on putting together an AI policy for board review and implementation as we continue down this path.</i>
Goal 4: Acquire Lands	Explore capacity to acquire developable land to market to developers.	<i>Currently working on a purchase and development agreement with the EDA and City to purchase 5.5 acres of the Wright St. Extension. There are additional parcels for sale that staff are reviewing</i>
	Creation of more housing: especially 1- and 2-bedroom units.	<i>Exploring partnerships with developers to identify their needs and limitations in developing within city limits</i>
	Increase senior level living and meet the needs of increasing boomer retirees.	<i>Working to identify interested developers for patio style homes, single level living.</i>
	Explore housing needs and pursue a perpetually affordable housing model through a land trust.	<i>No current update on this initiative</i>
Goals 5: Build efficiencies within the 3 – 4 HRA’s within Crow Wing County – (Low priority as time allows)	Discover efficiencies and reduce duplications resulting in possible budget savings.	
	Maintain a high performer status with HUD with our federal programs	<i>Our federal program scoring continues to maintain high performance standards.</i>
	Collaborate on more housing projects between the HRA’s within the County.	
	Keep abreast of HUD issues and changes.	
	Collaborate and communicate with our elected officials. Adding a yearly progress presentation to the Brainerd City Council	<i>Working on connecting with Council members on a one to one basis to</i>

		<i>provide updates throughout the year on our priority projects</i>

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: March 18, 2026
Re: Review Committed and Assigned Fund Balance

The intent of the Fund Balance Policy is to define the classifications of fund balance based on the constraints placed on the use of the current fund balance. Per GASB Statement No. 54, the following classifications are established for governmental funds.

1. **Nonspendable** - fund balance not expected to be converted to cash such as inventory or prepaid expenses.
2. **Restricted** - fund balance with constraints from an external source such as unspent Minnesota Housing Loan funds.
3. **Committed** – fund balance constrained for a specific purpose by the HRA board prior to yearend. Such as the Housing Rehab funds committed by the board.
4. **Assigned** – fund balance that is intended for a specific purpose by the board or Executive Director/Finance Director. These funds are neither restricted nor committed.
5. **Unassigned** – General Fund balance that is available for any purpose.

The Fund Balance Policy recommends 8 to 10 months of expenses in unassigned fund balance. The following amounts for committed and assigned funds would result in an unassigned fund balance of approximately 8 months:

- Committed Funds: Housing Rehab \$170,334
- Committed Funds: Level Contracting Outlots E/F \$150,000
- Assigned Funds: Trail Ridge Housing Replacement \$233,786
- Assigned Funds: Housing and Redevelopment \$80,388

Action Requested: Approve a motion to determine the committed and assigned fund balance amounts as specified above for 12/31/2025.

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: March 25th, 2026
Re: Wright Street Extension Property Purchase Opportunity

Staff have been working with the Central Minnesota Housing Partnership (CMHP) on the potential development of a 50-unit multifamily housing project on City-owned land off Wright Street. This project would utilize approximately 5.5 acres on the north side of Wright Street, which CMHP has identified as appropriate for a LIHTC-supported development.

At the March 5th Brainerd EDA meeting, staff presented the concept and requested feedback regarding HRA negotiations with the City and its listing agent. The EDA was receptive and directed City staff to begin drafting a development agreement for their review.

To move the project forward, staff recommend pursuing purchase of the 5.5 acres required for CMHP's proposed development. We request that the City consider selling this land to the HRA at \$1 per acre plus the realtor's fee (which will be based upon the appraised value of the land) as well as any additional legal fees needed to complete the transaction. Securing site control is a key scoring component for Minnesota Housing's competitive Low-Income Housing Tax Credit (LIHTC) application process and would strengthen CMHP's ability to secure funding.

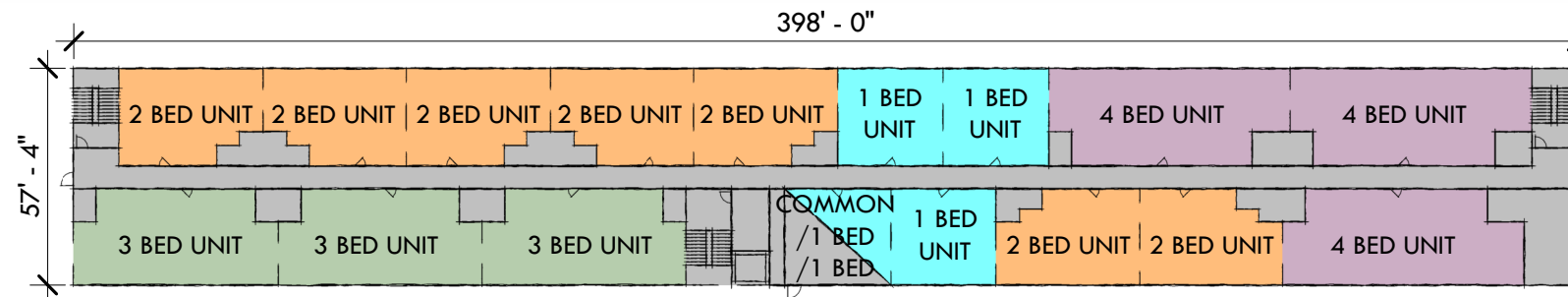
Staff have continued productive discussions with CMHP and recommend utilizing proceeds from the Trail Ridge townhomes sale as a funding source for the land acquisition and contribution to the project. If land control is secured, staff would negotiate a partnership structure with CMHP that could include a shared-ownership model, which would be brought back to the Board for approval.

A preliminary site layout and building concept are attached for review. The project will require zoning changes and a conditional use permit; however, based on initial conversations, staff do not anticipate significant barriers at this stage.

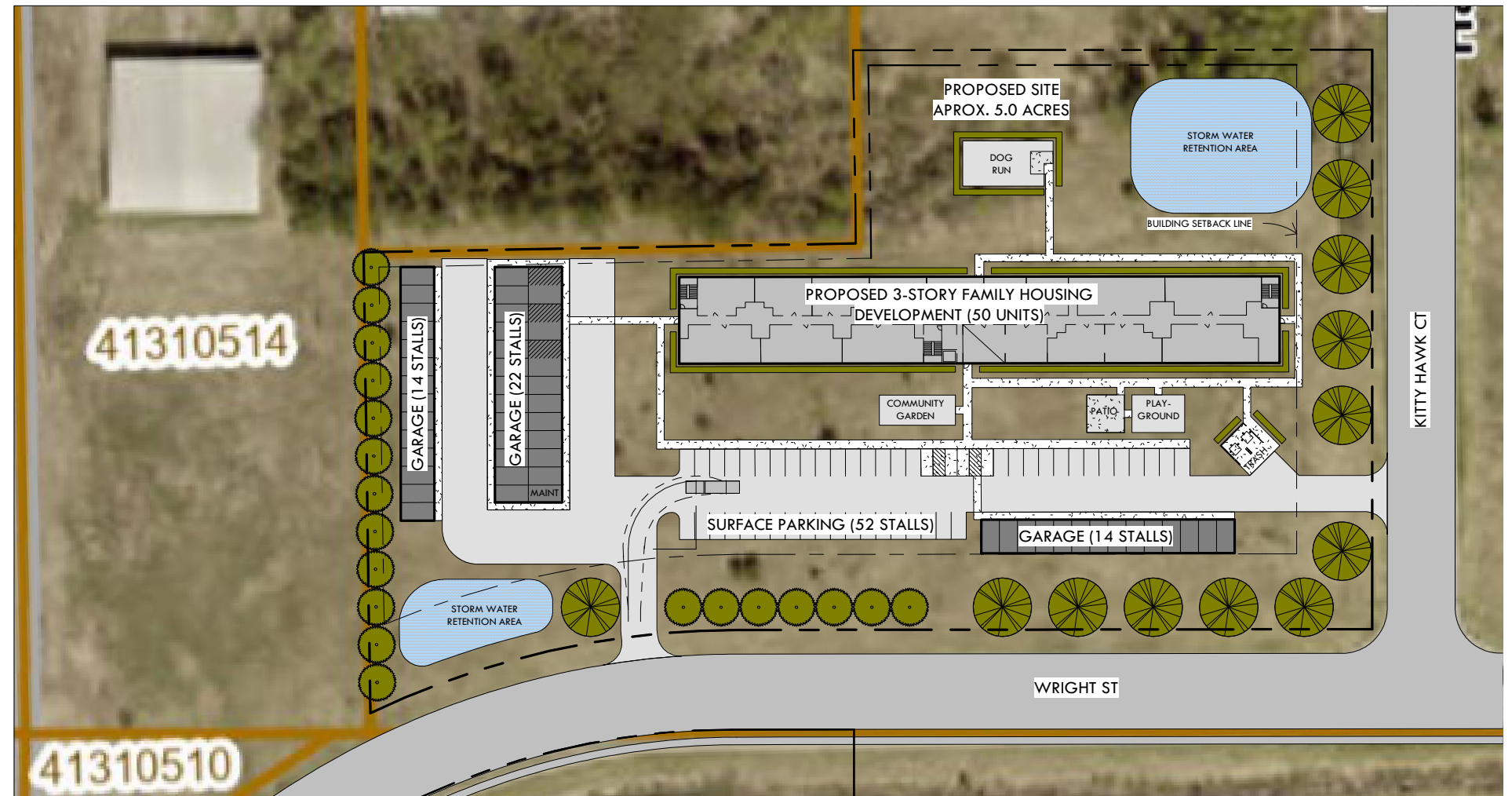
Action Item: Direct staff to work with the City to draft a purchase and development agreement for the acquisition of 5.5 acres of City-owned land for housing development. Further direct staff to begin negotiations on a partnership agreement with CMHP, both of which will be brought back to the Board for review and approval.



FRONT ELEVATION



50 UNIT 3 STORY APARTMENT TYPICAL FLOORPLAN



SITE PLAN - WRIGHT ST - SITE A

UNIT MATRIX

Unit Size	1st Flr	2nd Flr	3rd Flr	Total	% of total	Max/Min
1 Bed	3	4	4	11	22%	25% Max
2 Bed	7	7	7	21	42%	
3 Bed	3	3	3	9	36%	33% Min
4 Bed	3	3	3	9		
Total	16	17	17	50		



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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: March 18, 2026
Re: March Financial Report

Please find attached the financial information for February 2026.

Agency Audit

We have received a draft audit for review from our auditors. The audit identified a material weakness in internal control over compliance for the Housing Choice Voucher (HCV) Program. Program requirements mandate that rent reasonableness determinations be supported by current market data for non-assisted comparable units. During testing it was determined that outdated rental comparison data was utilized and sometimes relied on assisted units rather than non-assisted comparable units. It is recommended that we update our rent reasonableness procedures to ensure compliance. Mary Reedy from CliftonLarsonAllen (CLA) will be at an upcoming meeting to present the Brainerd HRA audit.

The unaudited financial statements were due to the Real Estate Assessment Center (REAC) by February 28th and have been submitted and accepted.

Crow Wing County HRA Audit

The CWC HRA audit draft has been issued with no findings or misstatements. The audit will be presented to the CWC HRA Board at an upcoming meeting.

Brainerd South Compilation

The Brainerd South compilation draft has been issued by CLA with no findings.

The financial statement information is due to REAC by March 31st.

Hy-Tec Construction Payment

In February we processed the fourth payment for the North Star office remodel project to Hy-Tec Construction in the amount of \$19,751.76 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 payments as presented.

Brainerd Housing & Redevelopment Authority

2026 Ratios (and December, 2025)

FASS Ratios	Max Pts	Scoring	Dec 2025	Jan	Feb
			After YE JE, B4 audit		
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring	Dec 2025	Jan	Feb
			After YE JE, B4 audit		
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	5.00	5.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00
Total Points	25		25.00	25.00	20.00
Total of Above Ratios	50		50.00	50	45

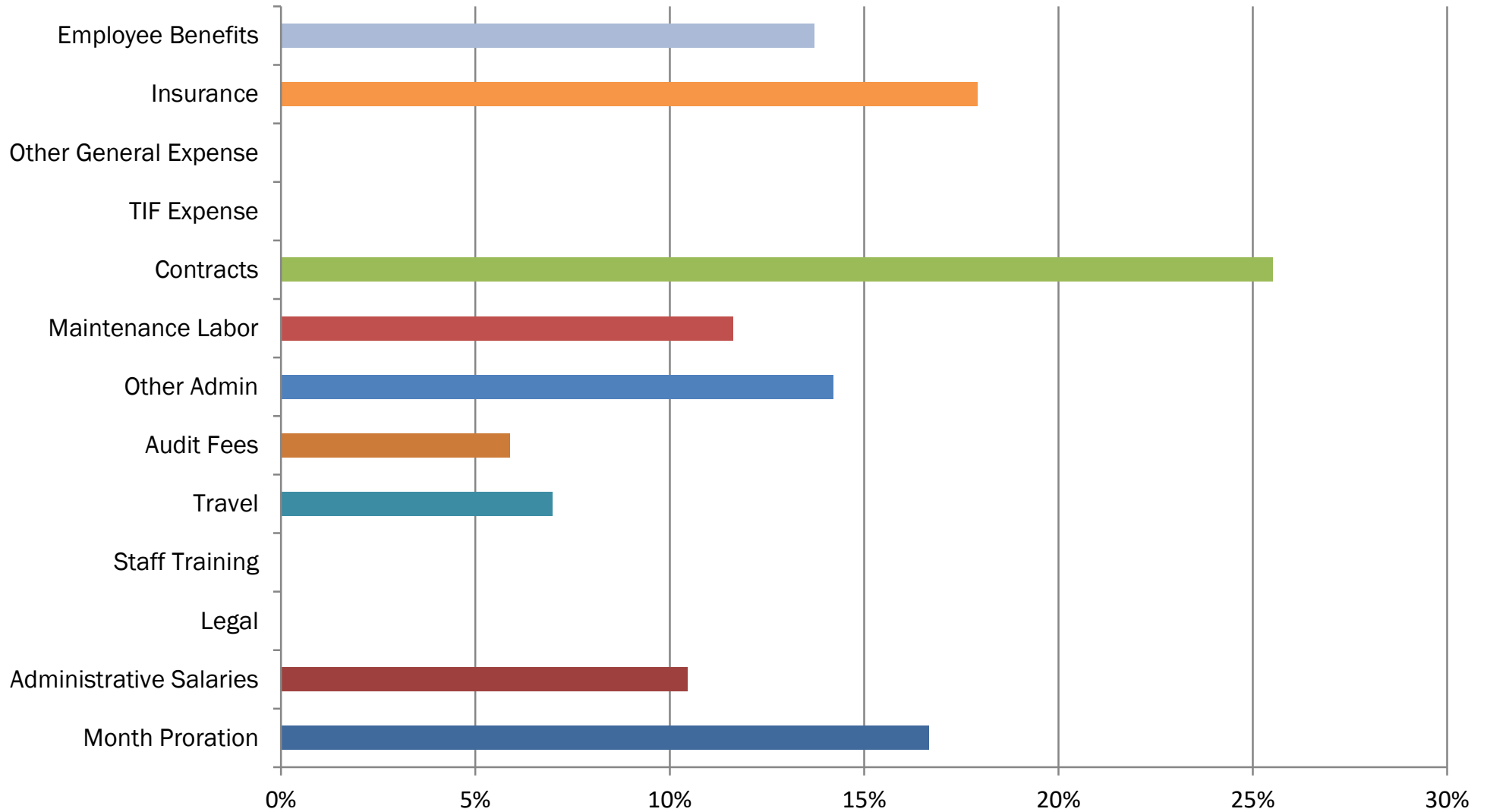
Capital Fund Ratios	Max Pts	Scoring	Dec 2025	Jan	Feb
			After YE JE, B4 audit		
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0

February 2026 Operating Account Balances

Property/Program	February 2025	January 2026	February 2026
General Fund	\$633,578.09	\$953,567.69	\$944,521.96
Housing Rehab Program	\$299,699.01	\$273,313.52	\$244,461.02
Housing Choice Voucher	\$54,821.79	\$1,607.18	\$31,787.92
Bridges	-\$8,116.57	\$900.23	\$1,788.23
Bring It Home	\$0.00	-\$1,772.68	-\$3,377.18
Public Housing	\$956,069.40	\$856,677.06	\$826,001.16
Valley View	\$374,672.88	\$461,921.79	\$482,240.63
Brainerd South Housing Group	\$49,106.11	\$105,542.95	\$94,720.73
Crow Wing County HRA	\$2,110,092.02	\$2,360,660.45	\$2,288,241.60
Total	\$4,469,922.73	\$5,012,418.19	\$4,910,386.07

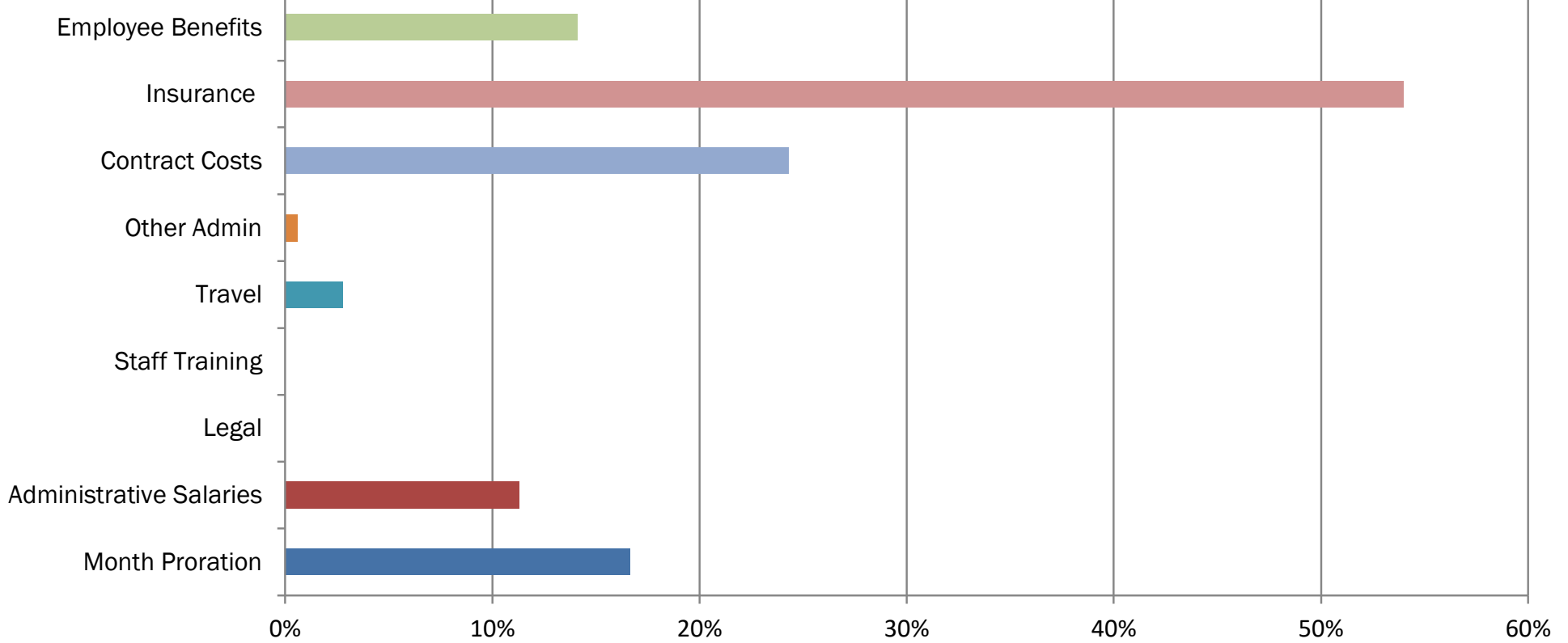
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February 2026 YTD General Fund Expense/Annual Budget Comparison



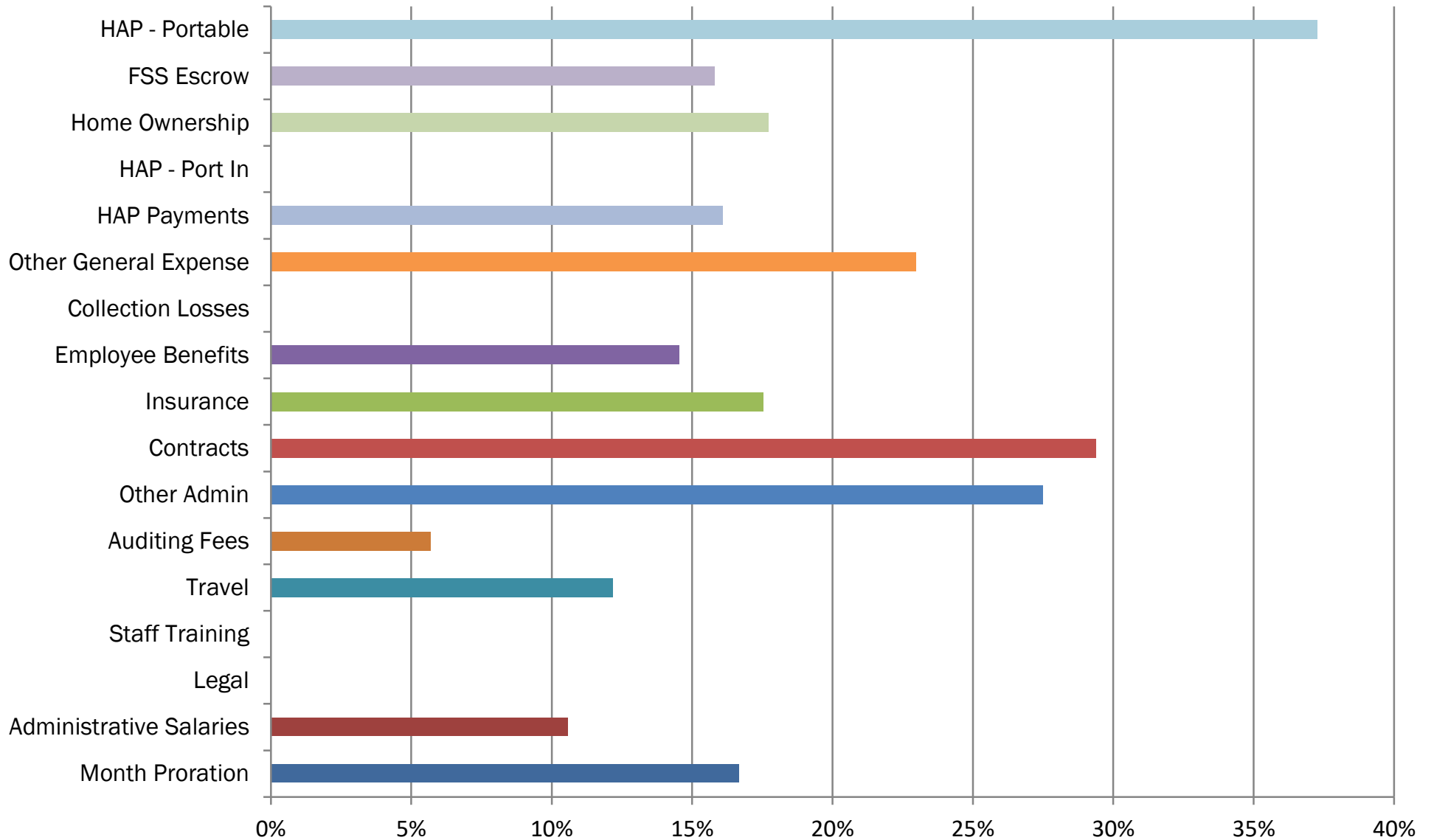
Contract Costs: Paid Q1 for HR services and yearly PHA Web subscription.

February 2026 YTD Housing Rehab Expense/Annual Budget Comparison



Insurance: Paid for the full year.

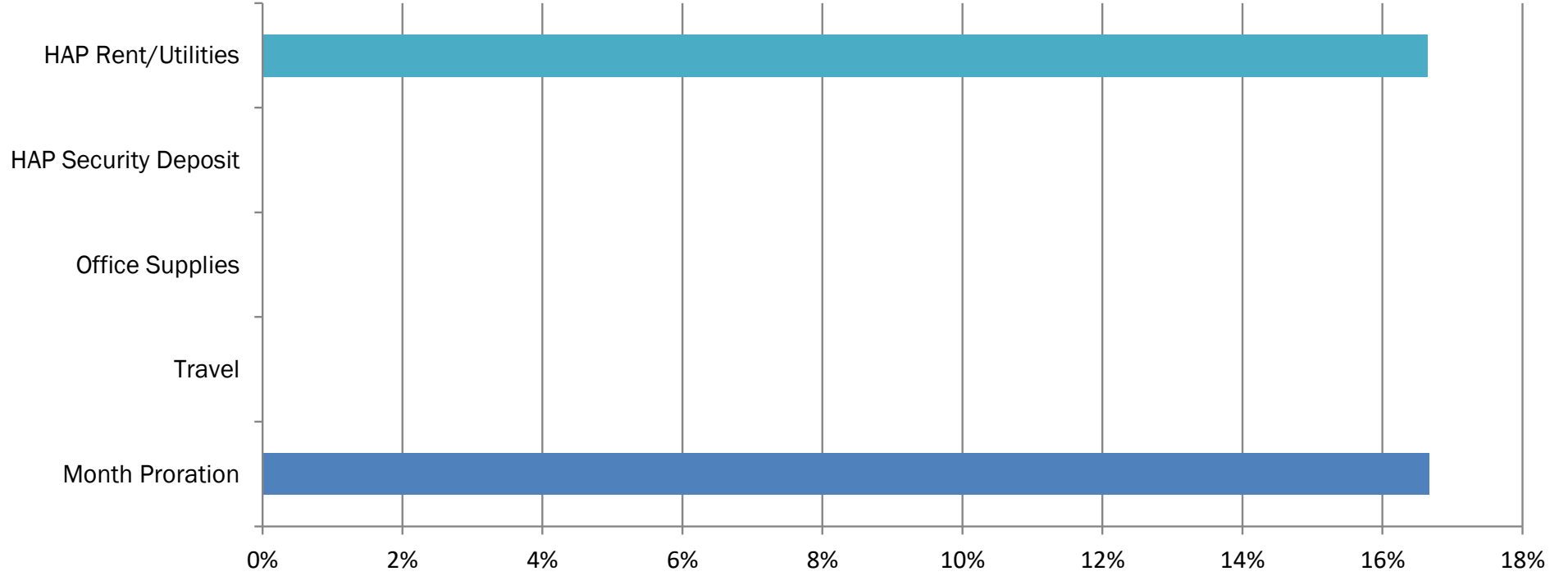
February 2026 YTD Housing Choice Voucher Expense/Annual Budget Comparison



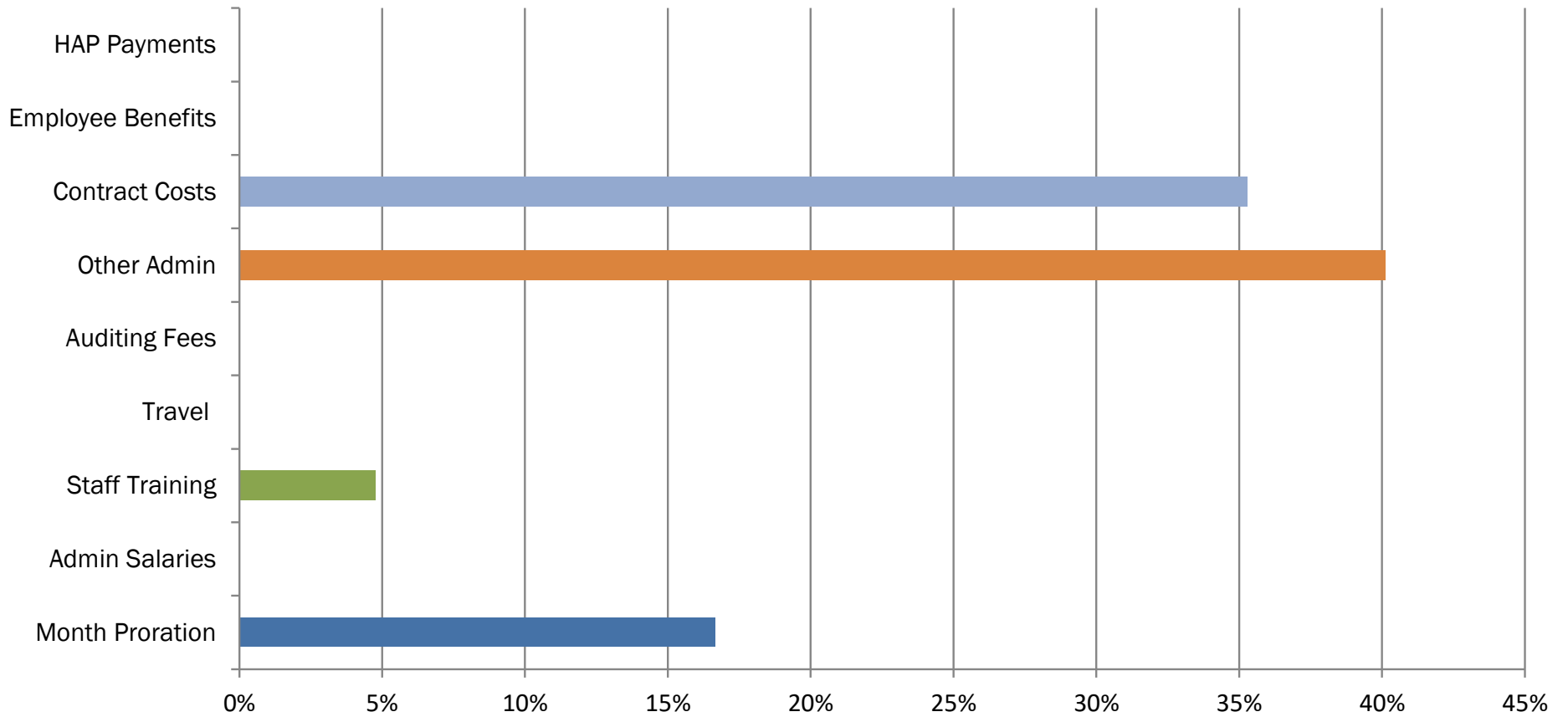
Other Admin: Paid for yearly amount of stamps.

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

February 2026 YTD Bridges Expense/Annual Budget Comparison



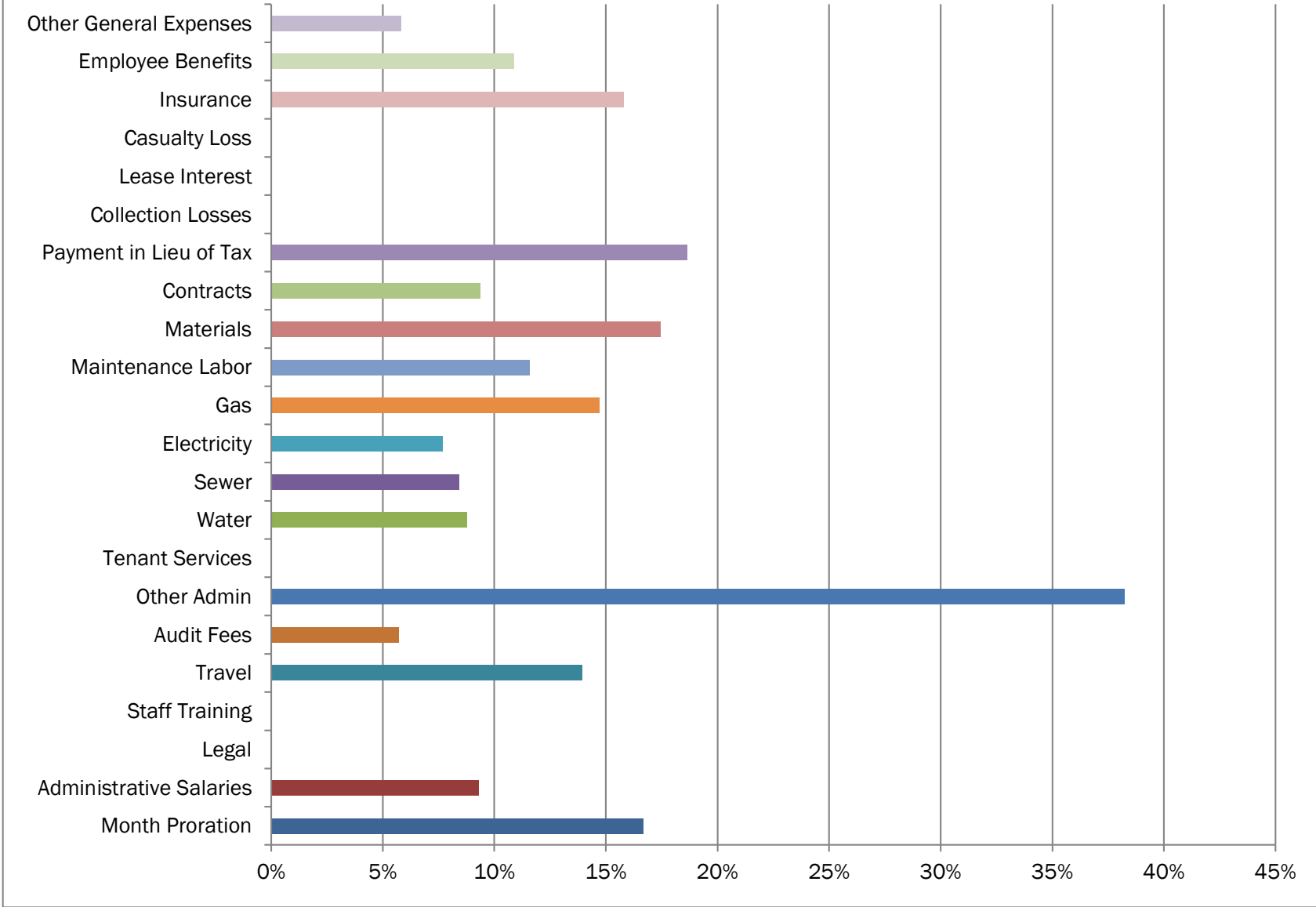
February 2026 YTD Bring It Home Expense/Annual Budget Comparison



Other Admin: Sent out a mass mailing of applications.

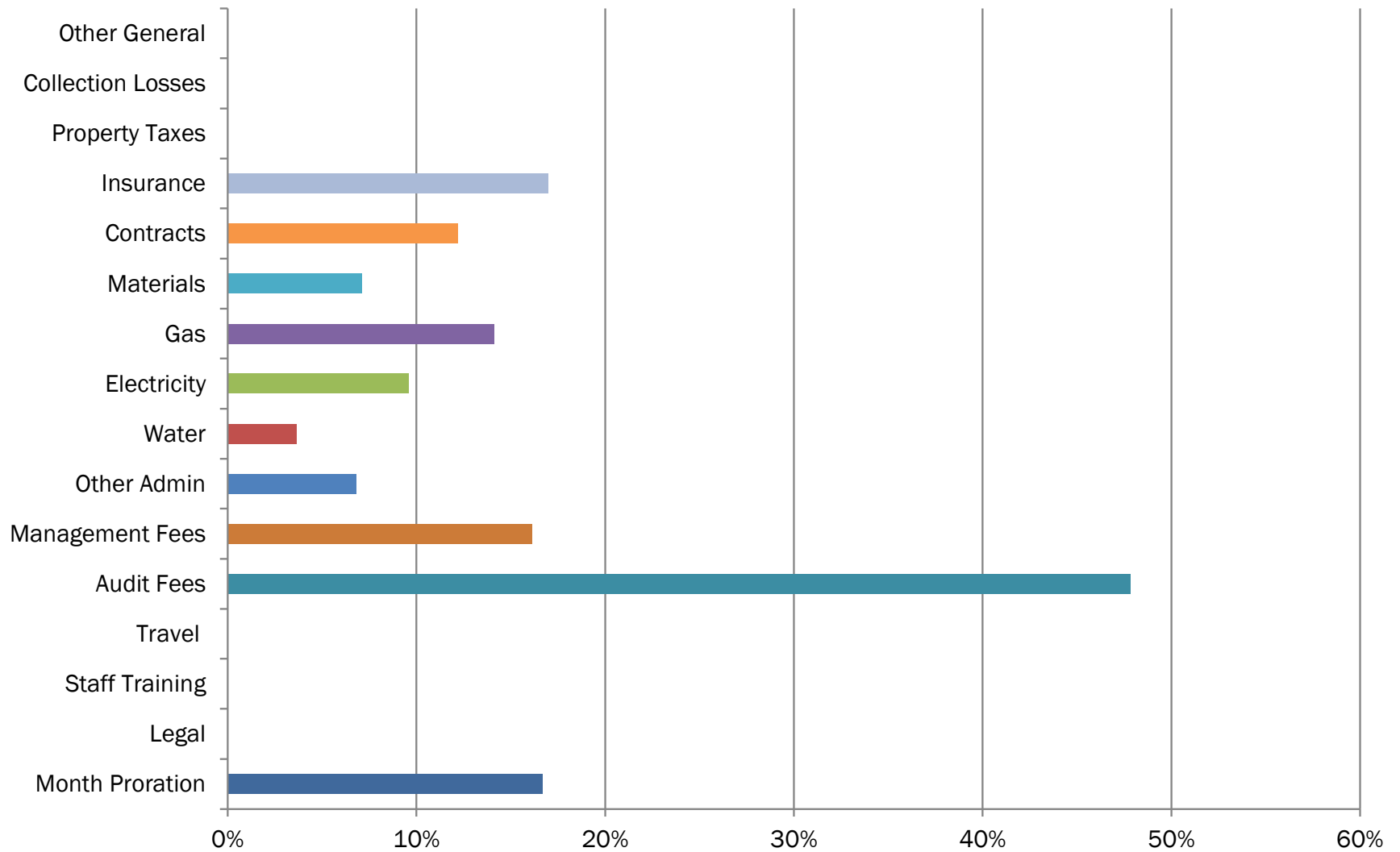
Contract Costs: Paid for yearly PHA Web subscription.

February 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.

February 2026 YTD Valley View Expense/Annual Budget Comparison



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Brainerd HRA
Operating Statement
Two Months Ending 02/28/2026
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	2,764.94	1,250.00	1,514.94	5,999.11	2,500.00	3,499.11	15,000.00	(9,000.89)
Operating Transfer In	0.00	924.58	(924.58)	0.00	1,849.17	(1,849.17)	11,095.00	(11,095.00)
Other Income	222.45	1,104.17	(881.72)	703.70	2,208.33	(1,504.63)	13,250.00	(12,546.30)
City Tax Settlements	0.00	18,988.83	(18,988.83)	0.00	37,977.67	(37,977.67)	227,866.00	(227,866.00)
Developer Revenue	0.00	0.00	0.00	2,833.95	0.00	2,833.95	0.00	2,833.95
Management Fees	24,069.54	24,059.67	9.87	48,295.10	48,119.33	175.77	288,716.00	(240,420.90)
Loan Interest Revenue	0.00	589.17	(589.17)	0.00	1,178.33	(1,178.33)	7,070.00	(7,070.00)
TOTAL INCOME	27,056.93	46,916.42	(19,859.49)	57,831.86	93,832.83	(36,000.97)	562,997.00	(505,165.14)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	20,896.16	25,453.00	4,556.84	31,904.16	50,906.00	19,001.84	305,436.00	273,531.84
Legal	0.00	416.67	416.67	0.00	833.33	833.33	5,000.00	5,000.00
Staff Training	0.00	833.33	833.33	0.00	1,666.67	1,666.67	10,000.00	10,000.00
Travel	34.86	41.67	6.81	34.86	83.33	48.47	500.00	465.14
Auditing Fees	612.50	866.67	254.17	612.50	1,733.33	1,120.83	10,400.00	9,787.50
Other Admin	666.52	1,000.01	333.49	1,705.13	1,999.99	294.86	12,000.00	10,294.87
TOTAL ADMINISTRATIVE	22,210.04	28,611.35	6,401.31	34,256.65	57,222.65	22,966.00	343,336.00	309,079.35
MAINTENANCE								
Labor	3,181.40	3,497.00	315.60	4,879.41	6,994.00	2,114.59	41,964.00	37,084.59
Contracts	851.40	1,636.25	784.85	5,007.91	3,272.50	(1,735.41)	19,635.00	14,627.09
TOTAL MAINTENANCE	4,032.80	5,133.25	1,100.45	9,887.32	10,266.50	379.18	61,599.00	51,711.68
OTHER								
TIF Expense	0.00	10.83	10.83	0.00	21.67	21.67	130.00	130.00
Other General Exp	0.00	1,040.50	1,040.50	0.00	2,081.00	2,081.00	12,486.00	12,486.00
Insurance	702.87	653.83	(49.04)	1,405.74	1,307.67	(98.07)	7,846.00	6,440.26
Employee Benefits	9,618.24	11,312.56	1,694.32	18,615.73	22,625.19	4,009.46	135,751.00	117,135.27
TOTAL OTHER	10,321.11	13,017.72	2,696.61	20,021.47	26,035.53	6,014.06	156,213.00	136,191.53
TOTAL EXPENSES	36,563.95	46,762.32	10,198.37	64,165.44	93,524.68	29,359.24	561,148.00	496,982.56
SURPLUS	(9,507.02)	154.10	(9,661.12)	(6,333.58)	308.15	(6,641.73)	1,849.00	(8,182.58)

Brainerd HRA
Operating Statement
Two Months Ending 02/28/2026
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	0.00	41.67	(41.67)	225.00	83.33	141.67	500.00	(275.00)
Other Inc - Mgnt Fees	10,000.00	10,000.00	0.00	20,000.00	20,000.00	0.00	120,000.00	(100,000.00)
Other Inc - MHFA	9,682.20	20,675.00	(10,992.80)	9,682.20	41,350.00	(31,667.80)	248,100.00	(238,417.80)
SC Grant Admin	0.00	1,895.83	(1,895.83)	0.00	3,791.67	(3,791.67)	22,750.00	(22,750.00)
TOTAL INCOME	19,682.20	32,612.50	(12,930.30)	29,907.20	65,225.00	(35,317.80)	391,350.00	(361,442.80)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	8,893.29	9,815.00	921.71	13,300.46	19,630.00	6,329.54	117,780.00	104,479.54
Legal	0.00	416.67	416.67	0.00	833.33	833.33	5,000.00	5,000.00
Staff Training	0.00	416.67	416.67	0.00	833.33	833.33	5,000.00	5,000.00
Travel	42.07	125.00	82.93	42.07	250.00	207.93	1,500.00	1,457.93
Other Admin	17.50	491.67	474.17	35.00	983.33	948.33	5,900.00	5,865.00
TOTAL ADMINISTRATIVE	8,952.86	11,265.01	2,312.15	13,377.53	22,529.99	9,152.46	135,180.00	121,802.47
MAINTENANCE								
Contracts Costs	36,230.00	18,750.00	(17,480.00)	54,655.00	37,500.00	(17,155.00)	225,000.00	170,345.00
TOTAL MAINTENANCE	36,230.00	18,750.00	(17,480.00)	54,655.00	37,500.00	(17,155.00)	225,000.00	170,345.00
OTHER								
Insurance	0.00	78.75	78.75	510.00	157.50	(352.50)	945.00	435.00
Employee Benefits	3,351.84	3,795.34	443.50	6,425.24	7,590.66	1,165.42	45,544.00	39,118.76
TOTAL OTHER	3,351.84	3,874.09	522.25	6,935.24	7,748.16	812.92	46,489.00	39,553.76
TOTAL EXPENSES	48,534.70	33,889.10	(14,645.60)	74,967.77	67,778.15	(7,189.62)	406,669.00	331,701.23
SURPLUS	(28,852.50)	(1,276.60)	(27,575.90)	(45,060.57)	(2,553.15)	(42,507.42)	(15,319.00)	(29,741.57)

Brainerd HRA
Operating Statement
Two Months Ending 02/28/2026
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	161,005.00	173,395.83	(12,390.83)	330,738.00	346,791.67	(16,053.67)	2,080,750.00	(1,750,012.00)
Admin Fees Earned	20,646.00	32,479.33	(11,833.33)	41,291.00	64,958.67	(23,667.67)	389,752.00	(348,461.00)
Admin Fees - Portable	(7.63)	0.00	(7.63)	(7.63)	0.00	(7.63)	0.00	(7.63)
Investment Interest	3.62	166.67	(163.05)	108.70	333.33	(224.63)	2,000.00	(1,891.30)
Other Income	3,912.00	3,836.67	75.33	9,516.00	7,673.33	1,842.67	46,040.00	(36,524.00)
TOTAL REVENUE	185,558.99	209,878.50	(24,319.51)	381,646.07	419,757.00	(38,110.93)	2,518,542.00	(2,136,895.93)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	18,848.98	21,971.67	3,122.69	27,919.30	43,943.33	16,024.03	263,660.00	235,740.70
Legal	0.00	333.33	333.33	0.00	666.67	666.67	4,000.00	4,000.00
Staff Training	0.00	416.67	416.67	0.00	833.33	833.33	5,000.00	5,000.00
Travel	182.83	125.00	(57.83)	182.83	250.00	67.17	1,500.00	1,317.17
Auditing Fees	612.50	895.00	282.50	612.50	1,790.00	1,177.50	10,740.00	10,127.50
Other Admin	373.65	683.32	309.67	2,253.93	1,366.68	(887.25)	8,200.00	5,946.07
TOTAL ADMINISTRATIVE	20,017.96	24,424.99	4,407.03	30,968.56	48,850.01	17,881.45	293,100.00	262,131.44
MAINTENANCE								
Contracts	858.91	2,808.33	1,949.42	9,905.65	5,616.67	(4,288.98)	33,700.00	23,794.35
TOTAL MAINTENANCE	858.91	2,808.33	1,949.42	9,905.65	5,616.67	(4,288.98)	33,700.00	23,794.35
OTHER EXPENSE								
Insurance	701.60	667.07	(34.53)	1,403.20	1,334.18	(69.02)	8,005.00	6,601.80
Employee Benefits	8,655.16	9,607.08	951.92	16,761.20	19,214.17	2,452.97	115,285.00	98,523.80
Collection Losses	0.00	208.33	208.33	0.00	416.67	416.67	2,500.00	2,500.00
Other General Exp	206.73	150.00	(56.73)	413.46	300.00	(113.46)	1,800.00	1,386.54
TOTAL OTHER EXPENSE	9,563.49	10,632.48	1,068.99	18,577.86	21,265.02	2,687.16	127,590.00	109,012.14
HAP PAYMENTS								
HAP Payments	150,453.00	154,322.50	3,869.50	298,013.00	308,645.00	10,632.00	1,851,870.00	1,553,857.00
HAP - Port In	0.00	1,734.17	1,734.17	0.00	3,468.33	3,468.33	20,810.00	20,810.00
Home Ownership	3,135.00	2,947.50	(187.50)	6,270.00	5,895.00	(375.00)	35,370.00	29,100.00
FSS Escrow	11,778.00	12,831.25	1,053.25	24,339.00	25,662.50	1,323.50	153,975.00	129,636.00
HAP - Portable	3,489.00	1,560.42	(1,928.58)	6,978.00	3,120.83	(3,857.17)	18,725.00	11,747.00
TOTAL HAP PAYMENTS	168,855.00	173,395.84	4,540.84	335,600.00	346,791.66	11,191.66	2,080,750.00	1,745,150.00
TOTAL EXPENSES	199,295.36	211,261.64	11,966.28	395,052.07	422,523.36	27,471.29	2,535,140.00	2,140,087.93
SURPLUS	(13,736.37)	(1,383.14)	(12,353.23)	(13,406.00)	(2,766.36)	(10,639.64)	(16,598.00)	3,192.00

Brainerd HRA
Operating Statement
Two Months Ending 02/28/2026
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	8,867.00	9,786.67	(919.67)	18,190.00	19,573.33	(1,383.33)	117,440.00	(99,250.00)
MHFA Admin Rev	888.00	962.08	(74.08)	1,776.00	1,924.17	(148.17)	11,545.00	(9,769.00)
Operating Trans Out	0.00	(924.58)	924.58	0.00	(1,849.17)	1,849.17	(11,095.00)	11,095.00
Other Income	300.00	0.00	300.00	600.00	0.00	600.00	0.00	600.00
TOTAL INCOME	10,055.00	9,824.17	230.83	20,566.00	19,648.33	917.67	117,890.00	(97,324.00)
EXPENSES								
Travel	0.00	33.33	33.33	0.00	66.67	66.67	400.00	400.00
Office Supplies	0.00	4.17	4.17	0.00	8.33	8.33	50.00	50.00
HAP - Sec Dep	0.00	374.83	374.83	0.00	749.67	749.67	4,498.00	4,498.00
HAP Payments	9,167.00	9,411.83	244.83	18,790.00	18,823.67	33.67	112,942.00	94,152.00
TOTAL EXPENSES	9,167.00	9,824.16	657.16	18,790.00	19,648.34	858.34	117,890.00	99,100.00
SURPLUS	888.00	0.01	887.99	1,776.00	(0.01)	1,776.01	0.00	1,776.00

Brainerd HRA
Operating Statement
Two Months Ending 02/28/2026
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	47,825.00	(47,825.00)	286,950.00	(286,950.00)
Admin Fees Earned	0.00	5,806.00	(5,806.00)	0.00	11,612.00	(11,612.00)	69,672.00	(69,672.00)
Other Income	0.00	8,553.33	(8,553.33)	0.00	17,106.67	(17,106.67)	102,640.00	(102,640.00)
TOTAL INCOME	0.00	38,271.83	(38,271.83)	0.00	76,543.67	(76,543.67)	459,262.00	(459,262.00)
EXPENSES								
Admin Salaries	0.00	5,026.67	5,026.67	0.00	10,053.33	10,053.33	60,320.00	60,320.00
Staff Training	1,000.00	1,753.33	753.33	1,000.00	3,506.67	2,506.67	21,040.00	20,040.00
Travel	0.00	37.50	37.50	0.00	75.00	75.00	450.00	450.00
Auditing Fees	0.00	125.00	125.00	0.00	250.00	250.00	1,500.00	1,500.00
Other Admin	604.50	266.67	(337.83)	1,283.76	533.33	(750.43)	3,200.00	1,916.24
Contracts Costs	0.00	258.33	258.33	1,093.42	516.67	(576.75)	3,100.00	2,006.58
Employee Benefits	0.00	3,085.41	3,085.41	0.00	6,170.84	6,170.84	37,025.00	37,025.00
HAP Payments	0.00	23,912.50	23,912.50	0.00	47,825.00	47,825.00	286,950.00	286,950.00
TOTAL EXPENSES	1,604.50	34,465.41	32,860.91	3,377.18	68,930.84	65,553.66	413,585.00	410,207.82
SURPLUS	(1,604.50)	3,806.42	(5,410.92)	(3,377.18)	7,612.83	(10,990.01)	45,677.00	(49,054.18)

Brainerd HRA
Operating Statement
Two Months Ending 02/28/2026
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	75,515.00	76,414.17	(899.17)	150,844.00	152,828.33	(1,984.33)	916,970.00	(766,126.00)
Excess Utilities	284.66	325.00	(40.34)	309.79	650.00	(340.21)	3,900.00	(3,590.21)
Operating Subsidy	0.00	27,044.17	(27,044.17)	0.00	54,088.33	(54,088.33)	324,530.00	(324,530.00)
Other Income	1,277.60	1,072.50	205.10	2,341.97	2,145.00	196.97	12,870.00	(10,528.03)
Other Inc - Ross Grant	4,969.50	7,668.33	(2,698.83)	4,969.50	15,336.67	(10,367.17)	92,020.00	(87,050.50)
Other Income Tenant	1,569.77	2,185.83	(616.06)	6,437.66	4,371.67	2,065.99	26,230.00	(19,792.34)
Lease Revenue	8,937.50	8,937.50	0.00	17,875.00	17,875.00	0.00	107,250.00	(89,375.00)
Laundry Income	1,644.00	1,935.00	(291.00)	3,248.00	3,870.00	(622.00)	23,220.00	(19,972.00)
Investment Interest	4,749.77	4,658.33	91.44	9,666.25	9,316.67	349.58	55,900.00	(46,233.75)
Capital Fund Revenue	19,751.76	5,500.00	14,251.76	19,751.76	11,000.00	8,751.76	66,000.00	(46,248.24)
TOTAL INCOME	118,699.56	135,740.83	(17,041.27)	215,443.93	271,481.67	(56,037.74)	1,628,890.00	(1,413,446.07)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	22,709.50	32,577.08	9,867.58	36,332.76	65,154.17	28,821.41	390,925.00	354,592.24
Legal	0.00	541.67	541.67	0.00	1,083.33	1,083.33	6,500.00	6,500.00
Staff Training	0.00	1,666.67	1,666.67	0.00	3,333.33	3,333.33	20,000.00	20,000.00
Travel	69.70	41.67	(28.03)	69.70	83.33	13.63	500.00	430.30
Auditing Fees	612.50	895.83	283.33	612.50	1,791.67	1,179.17	10,750.00	10,137.50
Other Admin	902.40	2,016.67	1,114.27	9,250.11	4,033.33	(5,216.78)	24,200.00	14,949.89
TOTAL ADMINISTRATIVE	24,294.10	37,739.59	13,445.49	46,265.07	75,479.16	29,214.09	452,875.00	406,609.93
TENANT SERVICES								
Rec Publication Other	0.00	412.50	412.50	0.00	825.00	825.00	4,950.00	4,950.00
TOTAL TENANT SERVICES	0.00	412.50	412.50	0.00	825.00	825.00	4,950.00	4,950.00
UTILITIES								
Water	4,481.07	4,253.75	(227.32)	4,481.07	8,507.50	4,026.43	51,045.00	46,563.93
Sewer	5,805.57	5,753.33	(52.24)	5,805.57	11,506.67	5,701.10	69,040.00	63,234.43
Electricity	6,415.01	6,963.33	548.32	6,415.01	13,926.67	7,511.66	83,560.00	77,144.99
Gas	7,791.11	4,416.67	(3,374.44)	7,791.11	8,833.33	1,042.22	53,000.00	45,208.89
TOTAL UTILITIES	24,492.76	21,387.08	(3,105.68)	24,492.76	42,774.17	18,281.41	256,645.00	232,152.24
MAINTENANCE								
Labor	18,240.22	20,212.58	1,972.36	28,101.25	40,425.17	12,323.92	242,551.00	214,449.75
Materials	4,499.21	2,833.33	(1,665.88)	5,927.86	5,666.67	(261.19)	34,000.00	28,072.14
Contracts	15,101.03	23,420.00	8,318.97	26,356.70	46,840.00	20,483.30	281,040.00	254,683.30
TOTAL MAINTENANCE	37,840.46	46,465.91	8,625.45	60,385.81	92,931.84	32,546.03	557,591.00	497,205.19
OTHER								
PILOT	2,565.35	2,833.33	267.98	6,333.06	5,666.67	(666.39)	34,000.00	27,666.94
Collection Losses	0.00	416.67	416.67	0.00	833.33	833.33	5,000.00	5,000.00
Lease Int Exp - Cintas	0.00	10.83	10.83	0.00	21.67	21.67	130.00	130.00
Casualty Loss-Non Capitalized	0.00	541.67	541.67	0.00	1,083.33	1,083.33	6,500.00	6,500.00
Insurance	10,870.63	11,468.34	597.71	21,741.26	22,936.66	1,195.40	137,620.00	115,878.74
Employee Benefits	13,417.00	20,820.83	7,403.83	27,136.91	41,641.67	14,504.76	249,850.00	222,713.09
Other General Expense	133.95	384.17	250.22	267.90	768.33	500.43	4,610.00	4,342.10
TOTAL OTHER	26,986.93	36,475.84	9,488.91	55,479.13	72,951.66	17,472.53	437,710.00	382,230.87
TOTAL EXPENSES	113,614.25	142,480.92	28,866.67	186,622.77	284,961.83	98,339.06	1,709,771.00	1,523,148.23
SURPLUS	5,085.31	(6,740.09)	11,825.40	28,821.16	(13,480.16)	42,301.32	(80,881.00)	109,702.16

Brainerd HRA
Operating Statement
Two Months Ending 02/28/2026
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	17,915.00	18,708.33	(793.33)	35,555.00	37,416.67	(1,861.67)	224,500.00	(188,945.00)
Excess Utilities	21.87	29.17	(7.30)	21.87	58.33	(36.46)	350.00	(328.13)
Investment Interest	1,051.44	833.33	218.11	2,211.67	1,666.67	545.00	10,000.00	(7,788.33)
Other Income	0.00	33.33	(33.33)	0.00	66.67	(66.67)	400.00	(400.00)
Other Income Tenant	1,008.99	583.33	425.66	1,321.49	1,166.67	154.82	7,000.00	(5,678.51)
Laundry Income	0.00	50.00	(50.00)	26.75	100.00	(73.25)	600.00	(573.25)
TOTAL INCOME	19,997.30	20,237.49	(240.19)	39,136.78	40,475.01	(1,338.23)	242,850.00	(203,713.22)
EXPENSES								
ADMINISTRATIVE								
Legal	0.00	125.00	125.00	0.00	250.00	250.00	1,500.00	1,500.00
Staff Training	0.00	375.00	375.00	0.00	750.00	750.00	4,500.00	4,500.00
Travel	0.00	4.17	4.17	0.00	8.33	8.33	50.00	50.00
Auditing Fees	5,000.00	870.83	(4,129.17)	5,000.00	1,741.67	(3,258.33)	10,450.00	5,450.00
Management Fees	2,052.00	2,116.67	64.67	4,104.00	4,233.33	129.33	25,400.00	21,296.00
Other Admin	150.00	183.33	33.33	150.00	366.67	216.67	2,200.00	2,050.00
TOTAL ADMINISTRATIVE	7,202.00	3,675.00	(3,527.00)	9,254.00	7,350.00	(1,904.00)	44,100.00	34,846.00
UTILITIES								
Water	163.68	375.00	211.32	163.68	750.00	586.32	4,500.00	4,336.32
Electricity	288.32	250.00	(38.32)	288.32	500.00	211.68	3,000.00	2,711.68
Gas	1,383.31	816.67	(566.64)	1,383.31	1,633.33	250.02	9,800.00	8,416.69
TOTAL UTILITIES	1,835.31	1,441.67	(393.64)	1,835.31	2,883.33	1,048.02	17,300.00	15,464.69
MAINTENANCE								
Materials	529.65	833.33	303.68	711.04	1,666.67	955.63	10,000.00	9,288.96
Contracts	5,021.63	3,495.82	(1,525.81)	5,113.03	6,991.68	1,878.65	41,950.00	36,836.97
TOTAL MAINTENANCE	5,551.28	4,329.15	(1,222.13)	5,824.07	8,658.35	2,834.28	51,950.00	46,125.93
OTHER								
Insurance	1,035.80	1,016.66	(19.14)	2,071.60	2,033.34	(38.26)	12,200.00	10,128.40
Property Taxes	0.00	550.00	550.00	0.00	1,100.00	1,100.00	6,600.00	6,600.00
Collection Losses	0.00	500.00	500.00	0.00	1,000.00	1,000.00	6,000.00	6,000.00
Other General Expense	0.00	441.67	441.67	0.00	883.33	883.33	5,300.00	5,300.00
TOTAL OTHER	1,035.80	2,508.33	1,472.53	2,071.60	5,016.67	2,945.07	30,100.00	28,028.40
TOTAL EXPENSES	15,624.39	11,954.15	(3,670.24)	18,984.98	23,908.35	4,923.37	143,450.00	124,465.02
SURPLUS	4,372.91	8,283.34	(3,910.43)	20,151.80	16,566.66	3,585.14	99,400.00	(79,248.20)

Brainerd Housing and Redevelopment Authority
Payment Summary Report
February 2026

Doc. Date		Number	Payments
02/05/2026	Health Savings Accounts	ACH	\$ 4,310.14
02/05/2026	Security Benefit	ACH	\$ 5,362.34
02/05/2026	Minnesota State Retirement System	ACH	\$ 1,694.76
02/05/2026	Harpers Payroll Service	ACH	\$ 101.75
02/05/2026	Harpers Payroll Service	ACH	\$ 13,442.89
02/06/2026	Wex Health	ACH	\$ 473.25
02/05/2026	Payroll for 02/05/2026	ACH	\$ 32,271.95
02/10/2026	Wex Health	ACH	\$ 96.15
02/19/2026	Payroll for 02/19/2026	ACH	\$ 30,360.72
02/02/2026	Angel Zierden	336	\$ 965.00
02/02/2026	Colonywood Apartments	337	\$ 192.00
02/02/2026	Voided ACH	338	\$ -
02/02/2026	Grand Oaks Court Townhomes	339	\$ 168.00
02/02/2026	Grand Oaks Townhomes	340	\$ 882.00
02/02/2026	Lake Investments, LLC	341	\$ 1,788.00
02/02/2026	Degen, Michael	342	\$ 2,143.00
02/02/2026	Real Property Management Deluxe	343	\$ 1,250.00
02/02/2026	Sprucewood Townhomes	344	\$ 913.00
02/05/2026	Reynolds, Brock	345	\$ 7.25
02/05/2026	Burrell, Carrie	346	\$ 49.30
02/05/2026	Block, Creo	347	\$ 205.18
02/05/2026	Olson, Jamie	348	\$ 217.94
02/05/2026	Schommer, John	349	\$ 50.77
02/05/2026	Demel, Mallory	350	\$ 37.77
02/05/2026	Barnett, Ryan	351	\$ 60.90
02/06/2026	Lorimor Investments Two	352	\$ 606.00
02/20/2026	Charpentier, Eric	353	\$ 343.23
02/05/2026	Atlas Abstract & Title, Inc.	27902	\$ 30.00
02/05/2026	Brainerd Hardware	27903	\$ 104.55
02/05/2026	Brainerd Lakes Area Economic Development Corporation	27904	\$ 47,297.50
02/05/2026	Brainerd Public Utilities	27905	\$ 14,776.86
02/05/2026	Capital One Commercial (Menards Card)	27906	\$ 1,164.77
02/05/2026	CenterPoint Energy	27907	\$ 12,521.70
02/05/2026	City of Brainerd	27908	\$ 1,156.38
02/05/2026	CliftonLarsonAllen LLP	27909	\$ 1,837.50
02/05/2026	Cuyuna Range Economic Development Inc.	27910	\$ 13,592.50
02/05/2026	Handyman's, Inc.	27911	\$ 175.77
02/05/2026	Hillyard / Hutchinson	27912	\$ 108.39
02/05/2026	Home Depot	27913	\$ 237.72
02/05/2026	Home Depot Supply	27914	\$ 1,801.37
02/05/2026	Keeping It Clean LLC	27915	\$ 635.00
02/05/2026	LandWerx LLC	27916	\$ 6,525.80

Brainerd Housing and Redevelopment Authority
Payment Summary Report
February 2026

Doc. Date		Number	Payments
02/05/2026	Metropolitan Life Insurance Company	27917	\$ 763.50
02/05/2026	Jones, Mike	27918	\$ 45.68
02/05/2026	Minnesota Housing Finance Agency	27919	\$ 150.00
02/05/2026	MN Chapter NAHRO	27920	\$ 1,000.00
02/05/2026	MRI Software LLC	27921	\$ 100.00
02/05/2026	Office Shop	27922	\$ 268.85
02/05/2026	Voided Check	27923	
02/05/2026	Philadelphia Insurance Companies	27924	\$ 2,178.00
02/05/2026	Pike Plumbing & Heating, Inc	27925	\$ 682.91
02/05/2026	Rasinski Total Door Service LLC	27926	\$ 1,026.86
02/05/2026	Range Inc.	27927	\$ 269.96
02/05/2026	Shaw Integrated and Turf Solutions	27928	\$ 10,386.02
02/05/2026	Strike Painting & Finishing	27929	\$ 700.00
02/05/2026	The Hartford	27930	\$ 371.39
02/05/2026	Advanced Business Methods	27931	\$ 860.20
02/05/2026	Thelen Heating And Roofing	27932	\$ 256.00
02/05/2026	Alpenglow Technologies	27933	\$ 2,083.55
02/05/2026	Tenant Refund	27934	\$ 209.02
02/05/2026	Brainerd Public Utilities	27935	\$ 260.00
02/19/2026	Amazon Capital Services Inc.	27936	\$ 721.77
02/19/2026	Batteries Plus	27937	\$ 479.76
02/19/2026	Borden Steinbauer Krueger & Knudson, PA	27938	\$ 366.50
02/19/2026	Brainerd Public Utilities	27939	\$ 8,046.19
02/19/2026	Brighton Development Corporation	27940	\$ 741.50
02/19/2026	Crow Wing County Land Services Dept	27941	\$ 46.00
02/19/2026	Crow Wing County Land Services Dept	27942	\$ 46.00
02/19/2026	Ctc-446126	27943	\$ 1,107.47
02/19/2026	Culligan	27944	\$ 92.70
02/19/2026	Forum Communications	27945	\$ 604.50
02/19/2026	Granite Pest Control LLC	27946	\$ 2,151.50
02/19/2026	Handyman's, Inc.	27947	\$ 351.54
02/19/2026	Labor Logic LLC	27948	\$ 58.50
02/19/2026	Holden Electric Co. Inc.	27949	\$ 5,330.00
02/19/2026	Hytec Construction	27950	\$ 19,751.76
02/19/2026	Integrity Services Inc	27951	\$ 975.60
02/19/2026	LandWerx LLC	27952	\$ 14,057.20
02/19/2026	Mahoney CPAS and Advisors	27953	\$ 5,000.00
02/19/2026	Master Trade Service Inc.	27954	\$ 36,108.00
02/19/2026	Metropolitan Life Insurance Company	27955	\$ 763.50
02/19/2026	Minnesota Department of Labor & Industry	27956	\$ 25.00
02/19/2026	MN Elevator, Inc. Lockbox 446080	27957	\$ 956.84
02/19/2026	Patnodes Custom Cabinets	27958	\$ 564.00
02/19/2026	Pike Plumbing & Heating, Inc	27959	\$ 1,557.15

Brainerd Housing and Redevelopment Authority
Payment Summary Report
February 2026

Doc. Date		Number	Payments
02/19/2026	Rise and Shine Cleaners LLC	27960	\$ 945.00
02/19/2026	SCR Northern	27961	\$ 1,779.30
02/19/2026	SS Lawn & Landscaping	27962	\$ 330.00
02/19/2026	The Hartford	27963	\$ 371.39
02/19/2026	T-Mobile	27964	\$ 326.77
02/19/2026	Viking Electric Supply LLC	27965	\$ 228.73
02/19/2026	Vsp	27966	\$ 63.56
02/19/2026	Waste Partners Inc	27967	\$ 3,051.62
02/19/2026	West Central Flooring	27968	\$ 12,709.85
02/19/2026	Wex Health	27969	\$ 7.00
Total			\$341,287.24



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To: Brainerd HRA Board Members
From: Mallory Demel, Rental Assistance Manager
Date: March 17, 2026
Re: Housing Choice Voucher Program Report

Housing Choice Voucher (HCV) Program

Through 2/28/2026, our Unit Months Leased (UML) was 15.31 % and HAP utilization was 15.90%.

● Activity Recap:

- Vouchers Issued: 5
- New Move-Ins: 3
- Annual Recertifications: 28
- Interim Recertifications: 19
- 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 notified another 50 applicants on March 10, 2026.

Bring It Home (BIH) Program

- Activity Recap: No activity to report at this time.

Additional Info: We submitted our first Quarterly Monitoring Narrative for fourth quarter of 2025 to Minnesota Housing for the Bring It Home Program. Our next Monitoring Narrative will be due for first quarter of 2026 at the end of May 2026. Our new staff that will be administering our Bring It Home Program started on March 16, 2026. After initial staff training, he will begin the process of starting and administering this program.

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:
 - Cass County: 0
 - Morrison: 0
 - Aitkin: 1
 - Crow Wing: 11
 - Todd: 0
 - Wadena: 0
- Total Bridges HAP Request: \$9,167.00 (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)*: 46
- Tenants going OFF for month: 1
- Tenants going ON for month: 3
- Total number of FSS participants escrowing monthly: 29
- Total amount of escrow: \$11,778.00
- Total combined amount of monthly escrow: \$241,050.20

Additional Info: We had an FSS participant graduate from the program early (household became over income) and earned \$20,313.27. The household initially started with the Bridges program, transitioned into the HCV program, gained safer & more affordable housing for her family and became gainfully employed. The household has purchased a new car.

We had another participant request an interim disbursement to pay for car repairs. We approved the disbursement.

No Action Requested; Discussion Items

Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	325	
Move-ins	4	
Move-outs	2	
Vouchers - looking for housing	4	
Vouchers - first day of month	297	
Average Vouchers to date	299	
HAP Payments	\$148,337	
<u>Reasons For Leaving Program</u>		
Voluntarily Ended Participation	2	
Participation Terminated	0	
<u>Revenue</u>		
Housing Assistance Payment (HAP)	\$161,005	
HUD Administrative Fee	\$20,646	
<u>Port Out Vouchers</u>	4	
St Cloud HRA	\$2,300	
Douglas County HRA	\$677	
Todd County HRA	\$512	
<u>Bring It Home Vouchers</u>	0	<i>*NEW Section as of</i>
Bring It Home HAP	\$0	<i>March's Board Meeting</i>
<u>Homeownership</u>	5	
Homeownership HAP	\$3,135	
<u>FYI Vouchers</u>	0	
FYI Vouchers HAP	\$0	
<u>Demographics</u>		
Elderly Households	39.51%	
Disabled/Handicapped Households	30.07%	
Families with Children	88	
Average Annual Income	\$17,876 (Gross)	
Average HAP	\$569	
<u>Waiting List Total</u>		
Crow Wing County Preference	320	
Non-Preference	106	

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

Vacancy Report for February 2026

Please see attachment.

Valley View Townhomes:

Occupancy: 95%
Move Ins: 0
Move Outs: 0
Notified: 2
Screening: 2
Denied: 1
Waiting List: 11

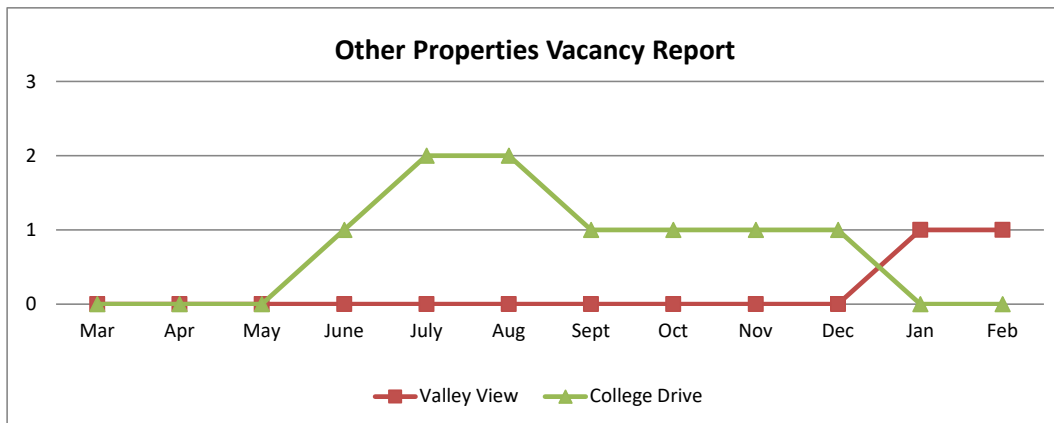
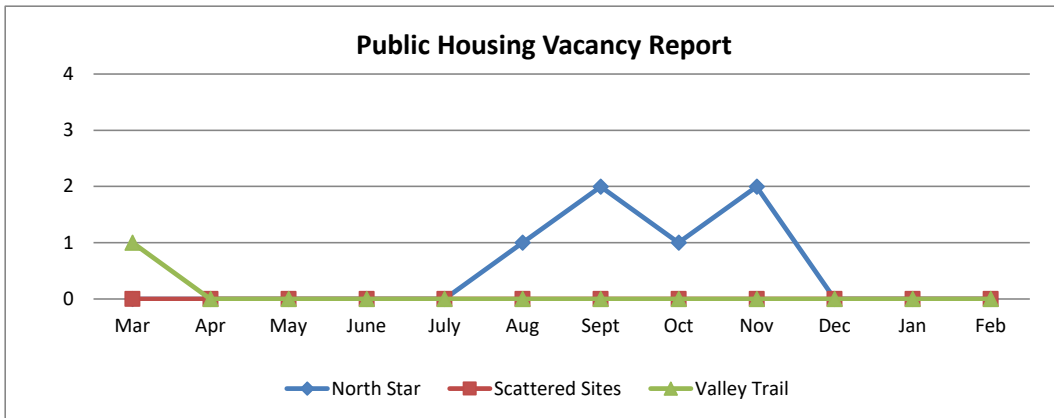
ROSS Program Updates

- CSFP Food Boxes: 32 residents; shelf-stable box; elderly tenants only.
- No events were planned for this month due to the exit of our Ross Coordinator. Events will resume as usual when the position is filled.
- At this time, our Housing Administrative Specialist will be assisting residents in finding applicable information for their needs as she is able to.

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	0	0	0	0	1	0		
Feb %	0.00%	0.00%	0.00%	0.00%	5.00%	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	2	0		
%	0.00%	0.00%	0.00%	0.00%	5.00%	0.00%		



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report

March 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	6
Applications Denied on PH Wait List	1

3. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
NS: 1 BR	160	177	0	0	0
NS: 2 BR	2	20	0	0	0
VT/SS: 2 BR	12	75	0	0	0
VT/SS: 3 BR	24	63	6	0	0
VT/SS: 4 BR	5	12	0	0	0
TOTAL	203	347	0	0	0

4. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	1
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	5
Annual Recertifications	1
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	5
30-day lease terminations	15

9. Evictions

Resident	Reason	Summons Date	Judgment Action
N/A			

10. Rent Collection

	This Month
Rent Charges	75,515
Other Charges	1,854
Total New Charges	77,369
Arrears, tenants in possession	6,197

11. Accounts Receivable

Current Tenant Accounts Receivable (Rent)	4,582
Current Rent Charges	75,515
Current Rent Collections	70,933
Accounts Receivable Rate	6%
Collection Rate	94%

12. Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	9,138
Prior Rent Charges	831,528
Collection Rate	99%



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

Brainerd SCDP Grants

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

NSPIRE Inspection

On March 4th we had our NSPIRE (National Standards for the Physical Inspection of Real Estate) inspection, which replaced the old REAC system of our public housing units. This is a federal inspection that HUD conducts to ensure we are maintaining safe, decent and sanitary housing for our tenants. We have not be able to gain access to the NSPIRE website to get the full results of our inspection but were made known of some deficiencies that required correction within 24 hours such as combustible items within 18” of a sprinkler head, unsuitable tape on dryer venting, lack of/inoperable GFI protection and fire rated doors with holes in them. All of the corrections were completed and documented within the 24 hour timeframe.

Current Projects in Process:

	HTF	MHFA-RLP/ELP	SCDP	Total
City of Brainerd	2	0/1	4	7
Crow Wing County	3	2/1	N/A	6
Cass County	N/A	0/0	N/A	0
Morrison County	N/A	0/0	N/A	0

Action Requested: None, discussion items.

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

Performance Review

I am working on my self-evaluation in preparation for the board to complete my annual performance review. I will coordinate with Chair Duval to get the evaluation form and my self-evaluation disseminated to each board member. I will have one of our staff coordinate and be the collection point for the review material coming in and route that to Chair Duval. The formal review will then take place at an upcoming meeting.

No Action Requested; Discussion items