



Brainerd HRA Board of Commissioners Meeting
April 22nd, 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=m79d321641643840c07bd1895b85025fc>

Join by phone: 415-655-0001

Meeting number (access code): 2557 781 8524

Meeting password: Migrxquf327

*"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 April 22nd, 2026
4. APPROVAL OF MINUTES – Attachment 1 (pg. 3)
 - a. Approval of Minutes from Regular Board Mtg. on March 25th, 2026
5. PRESENTATION
 - a. 2025 Brainerd HRA Audit: Mary Reedy, Clifton Larson Allen
6. UNFINISHED BUSINESS
7. NEW BUSINESS

8. BILLS & COMMUNICATIONS

- a.** Financial Report – Attachment 2 (pg. 7)
- b.** HCV Report – Attachment 3 (pg. 27)
- c.** Housing Management Report – Attachment 4 (pg. 31)
- d.** Rehab Programs Report – Attachment 5 (pg. 35)
- e.** Executive Director Report – Attachment 6 (pg. 37)

9. COMMISSIONER COMMENTS

10. NEXT MEETING: May 27th, 2026

11. 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



Brainerd HRA Board of Commissioners Meeting Minutes

Wednesday, March 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

Vice Chair Allie Verchota called the meeting to order at 1:00 p.m. and presided.

2. ROLL CALL

Present: Commissioners Janet Decker, Justin Grecula, Wayne Erickson, Allie Verchota, and Kevin Yeager.

Absent: Michael Duval and Katie Imgrund.

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

3. REVIEW AND APPROVE AGENDA

Agenda for March 25, 2026, reviewed.

Motion: Commissioner Kevin Yeager moved to approve the agenda; Commissioner Wayne Erickson seconded. Motion carried by voice vote.

4. APPROVAL OF MINUTES

Approval of February 25, 2026 Regular Meeting Minutes.

Motion: Commissioner Justin Grecula moved approval; Commissioner Kevin Yeager seconded. Motion carried by voice vote.

5. UNFINISHED BUSINESS

a. Review of Strategic Goals

Executive Director Eric Charpentier presented the quarterly strategic goals update. Staff reported that Gustafson Park had been removed from the agency’s priorities after the City Council opted to retain the property as parkland. Discussion also included continued work on

redevelopment priorities, including the Wright Street extension area, other possible land acquisitions, scattered-site replacement opportunities, and continued coordination with the City and development partners on housing initiatives. No action was requested.

6. NEW BUSINESS

a. Fund Balance Review

The Board reviewed the committed and assigned fund balance classifications for year-end 2025. The recommended amounts included committed funds for Housing Rehab in the amount of \$170,334 and Level Contracting Outlots E/F in the amount of \$150,000, along with assigned funds for Trail Ridge Housing Replacement in the amount of \$233,786 and Housing and Redevelopment in the amount of \$80,388.

Motion: Commissioner Wayne Erickson moved approval of the committed and assigned fund balance amounts as presented; Commissioner Kevin Yeager seconded. Motion carried by voice vote.

b. Wright Street Extension Purchase Opportunity

Executive Director Eric Charpentier presented a potential housing development opportunity involving approximately 5.5 acres of City-owned land on the north side of Wright Street. Staff reported that the project concept had been developed with Central Minnesota Housing Partnership for a proposed 50-unit multifamily development and that site control would strengthen the competitive application for Low-Income Housing Tax Credits. Staff recommended pursuing acquisition of the property from the City at \$1 per acre plus realtor and legal costs, with Trail Ridge housing replacement funds identified as a potential funding source. The Board discussed the development concept, site control, zoning considerations, estimated transaction costs, and the risk associated with acquisition if the project does not proceed.

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

Motion: Commissioner Justin Grecula moved to direct staff to begin negotiations on a partnership agreement with Central Minnesota Housing Partnership, both to be brought back to the Board for review and approval; Commissioner Kevin Yeager seconded. Motion carried by voice vote.

7. BILLS & COMMUNICATIONS

a. Financial Report

The February 2026 financial report was reviewed. The Board was informed that the draft Brainerd HRA audit identified a material weakness in internal control over compliance for the

Housing Choice Voucher Program related to rent reasonableness documentation. Staff also reported that the Crow Wing County HRA audit draft and Brainerd South compilation draft had been issued with no findings, and that a February payment to Hy-Tec Construction for the North Star office remodel had been processed through the 2025 Capital Fund Program.

Motion: Commissioner Kevin Yeager moved to approve the payments as presented; Commissioner Justin Grecula seconded. Motion carried by voice vote.

b. HCV Report

Rental Assistance Manager Mallory Demel presented the Housing Choice Voucher report. Staff reported program activity through February 28, 2026, including vouchers issued, move-ins, recertifications, inspections, and waiting list notifications. The Board also received updates on the Bring It Home Program, including submission of the first quarterly monitoring narrative and the start of new staff on March 16, 2026, as well as Bridges Program activity and Family Self-Sufficiency activity, including an early graduate payout of \$20,313.27 and approval of an interim disbursement for car repairs. No action was requested.

c. Housing Management Report

The written Housing Management Report was reviewed. Staff reported that Valley View Townhomes was at 95% occupancy, with two applicants notified, two in screening, and one denied. The Board also received an update that no ROSS events were held during the month due to the departure of the ROSS Coordinator and that the Housing Administrative Specialist was assisting residents with information and resources as available. No action was requested.

d. Rehab Programs Report

The written Rehab Programs and Maintenance Report was reviewed. Staff reported continued work on one owner-occupied and three rental rehabilitation applications under the current Southeast Brainerd SCDP grant. The Board also received an update regarding the March 4 NSPIRE inspection, including notice of deficiencies requiring correction within 24 hours and confirmation that all required corrections were completed and documented within the required timeframe. No action was requested.

e. Executive Director Report

Executive Director Eric Charpentier reported that he was completing his self-evaluation in preparation for the Board's annual performance review process and would coordinate with Chair Duval regarding distribution and collection of evaluation materials. No action was requested.

8. COMMISSIONER COMMENTS

Commissioners noted that ReStore is closing.

9. NEXT MEETING

Wednesday, April 22nd, 2026 at 1:00 p.m., City Hall Council Chambers.

10. ADJOURNMENT

Motion: Commissioner Kevin Yeager moved to adjourn; Commissioner Justin Grecula seconded. Motion carried by voice vote.

The meeting adjourned at 1:39 p.m.



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PH (218) 828-3705
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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: April 14, 2026
Re: April Financial Report

Please find attached the financial information for March 2026.

Agency Audit

Mary Reedy from CliftonLarsonAllen (CLA) will be at our April meeting to present the Brainerd HRA audit. The audited financial statements and Power Point slides will be sent separately for Mary to discuss during our meeting.

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	Mar
			After YE JE, B4 audit			
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00

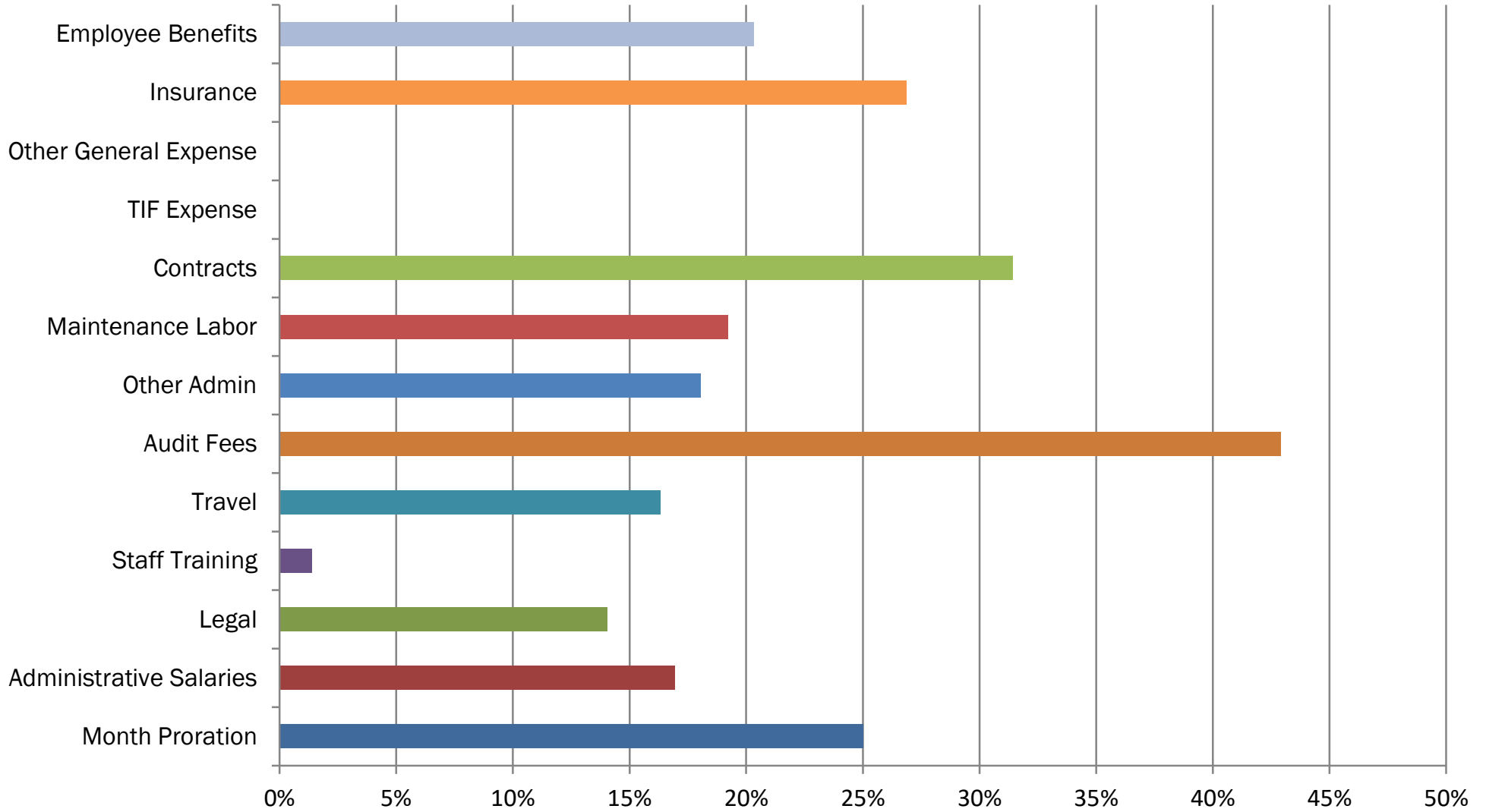
MASS Ratios	Max Pts	Scoring				
			Jan	Feb	Mar	
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	5.00	0.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00
Total Points	25		25.00	20.00	20.00	20.00
Total of Above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

Capital Fund Ratios	Max Pts	Scoring				
			Jan	Feb	Mar	
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	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	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0

March 2026 Operating Account Balances

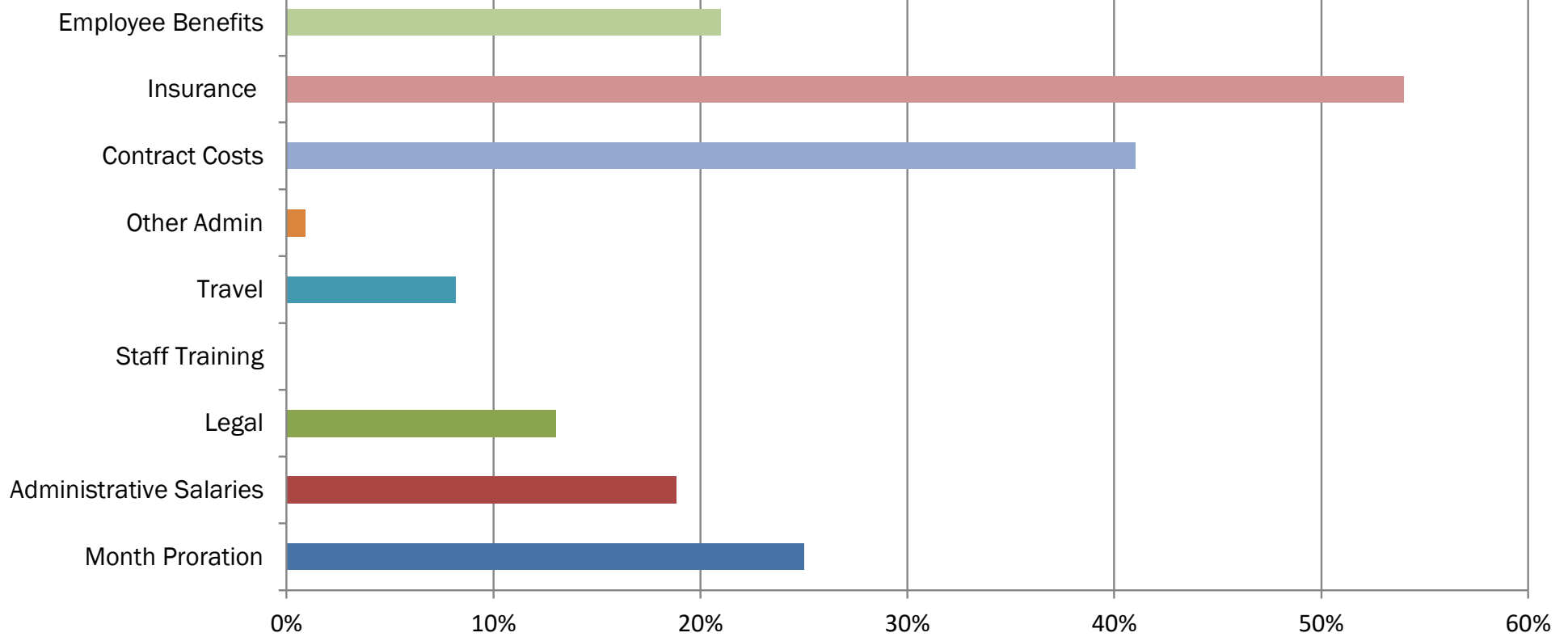
Property/Program	March 2025	February 2026	March 2026
General Fund	\$617,593.30	\$944,521.96	\$846,984.96
Housing Rehab Program	\$287,319.52	\$244,461.02	\$204,025.77
Housing Choice Voucher	\$39,972.53	\$31,787.92	\$28,043.11
Bridges	-\$6,247.57	\$1,788.23	-\$7,205.13
Bring It Home	\$0.00	-\$3,377.18	-\$5,492.12
Public Housing	\$951,256.33	\$826,001.16	\$815,808.27
Valley View	\$390,196.07	\$482,240.63	\$497,445.98
Brainerd South Housing Group	\$56,837.15	\$94,720.73	\$86,803.17
Crow Wing County HRA	\$2,120,737.42	\$2,288,241.60	\$2,471,329.21
Total	\$4,457,664.75	\$4,910,386.07	\$4,937,743.22

March 2026 YTD General Fund Expense/Annual Budget Comparison



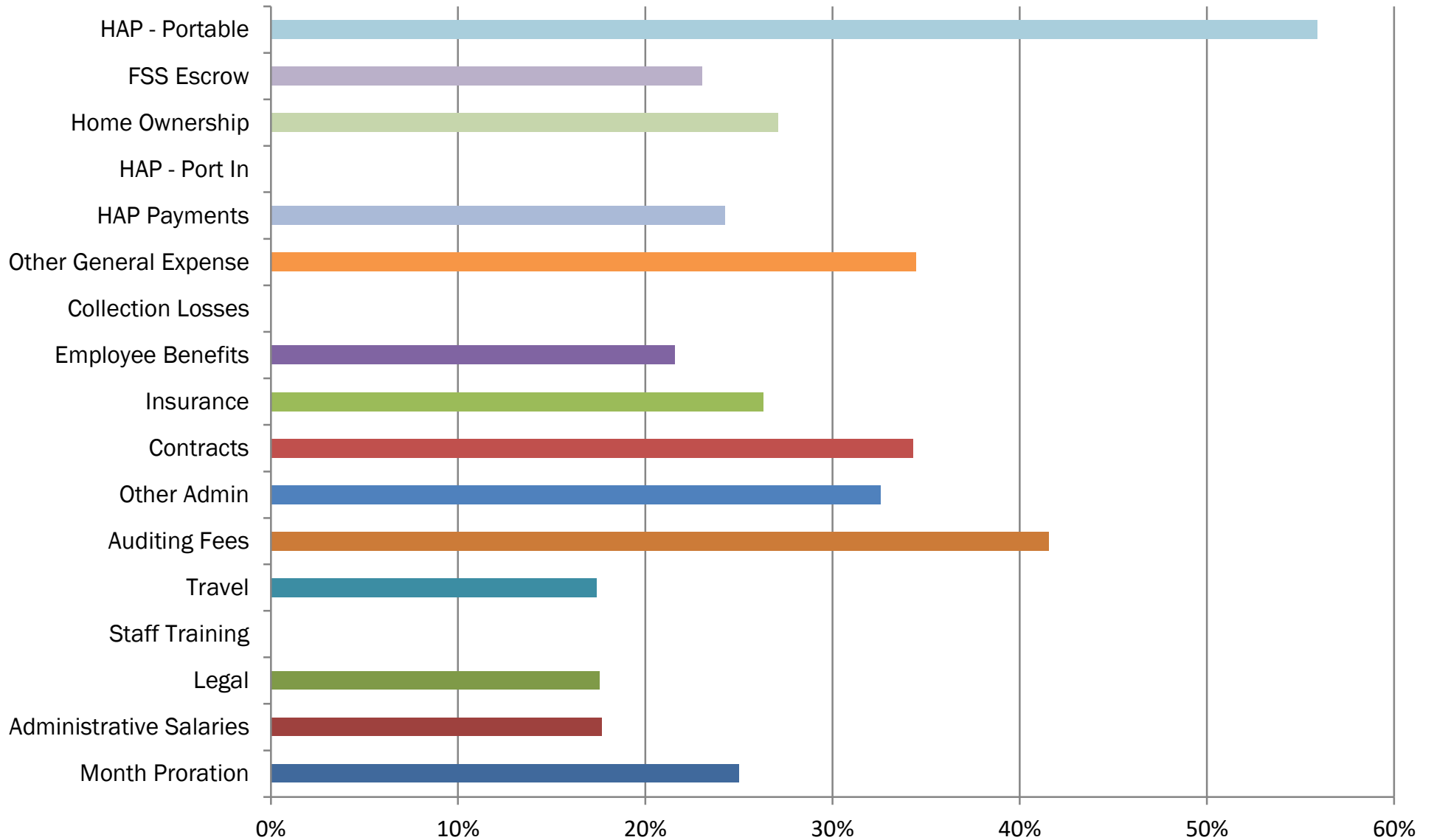
Contract Costs: Paid yearly PHA Web subscription.
 Audit Fees: Audit has been finalized. Final billing is pending.

March 2026 YTD Housing Rehab Expense/Annual Budget Comparison



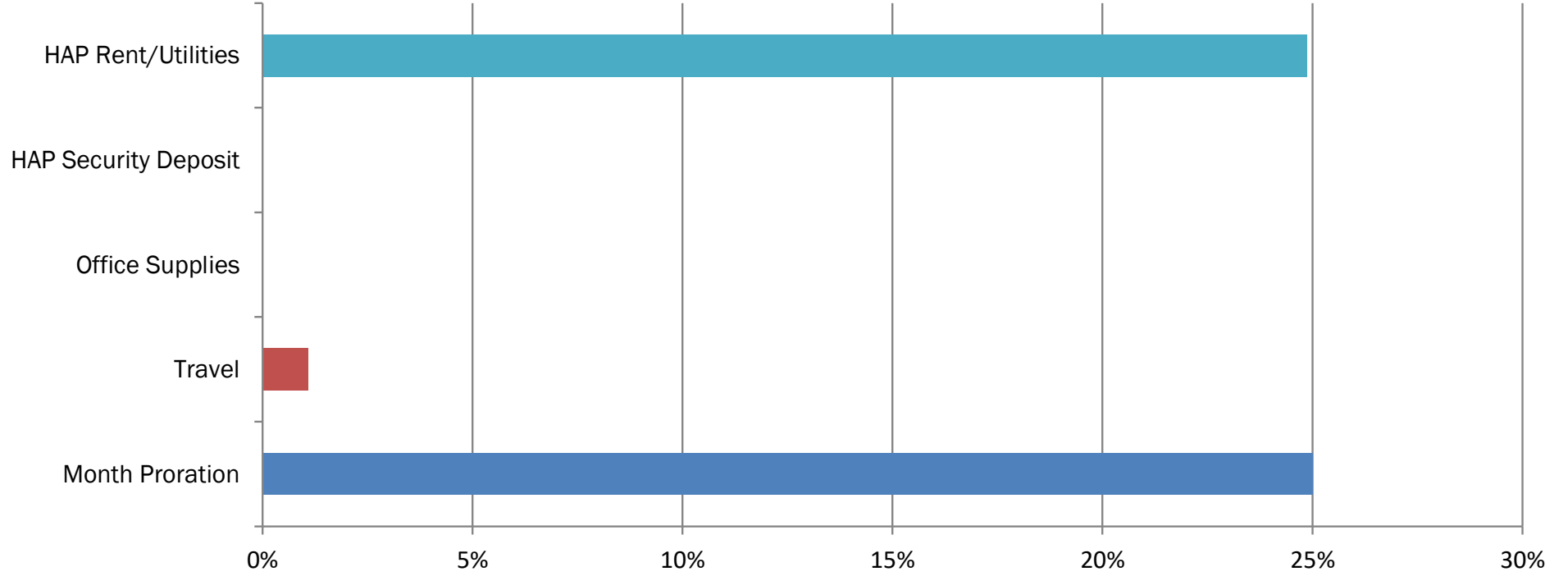
Insurance: Paid for the full year.

March 2026 YTD Housing Choice Voucher Expense/Annual Budget Comparison

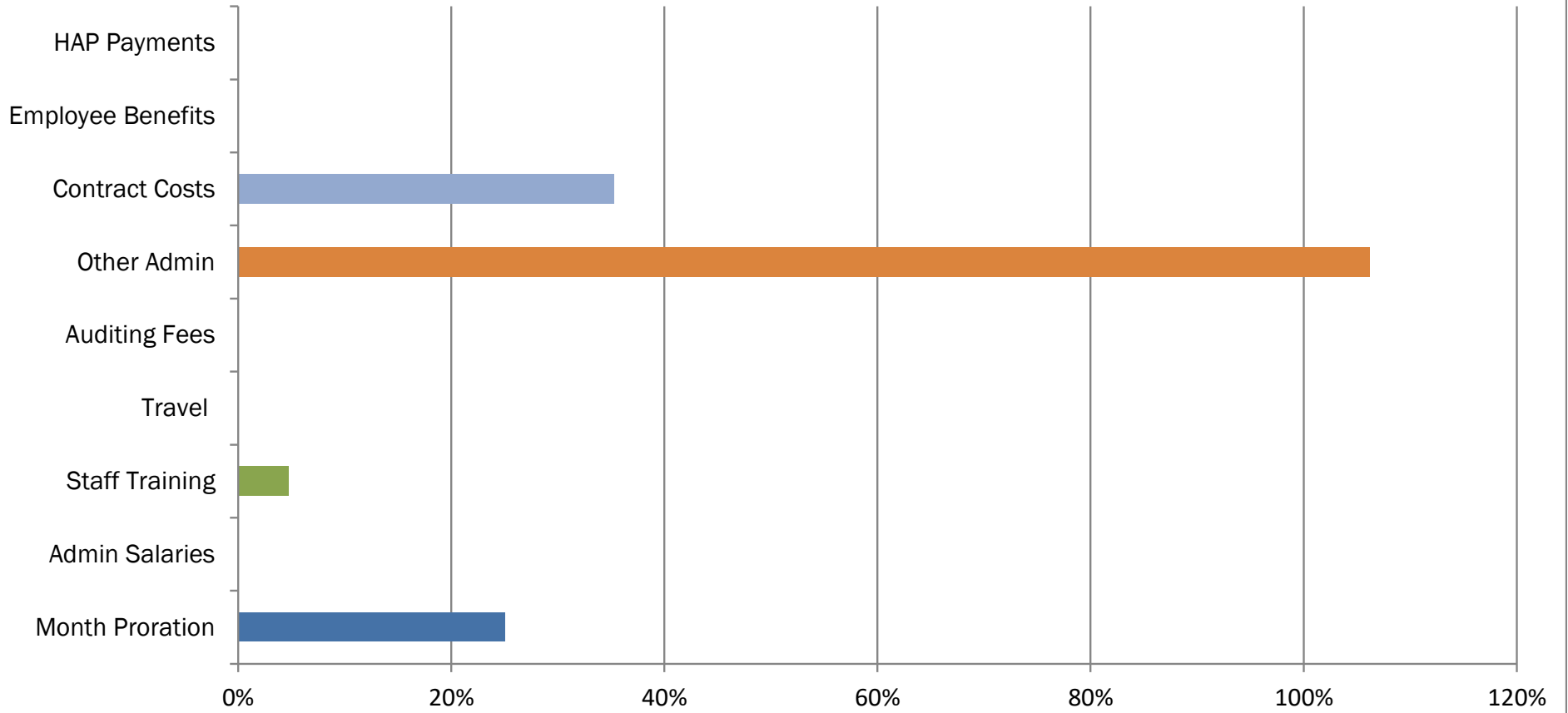


Other Admin: Paid for yearly amount of stamps.
 Contract Costs: Paid yearly PHA Web subscription.
 Audit Fees: Audit has been finalized. Final billing is pending.

March 2026 YTD Bridges Expense/Annual Budget Comparison



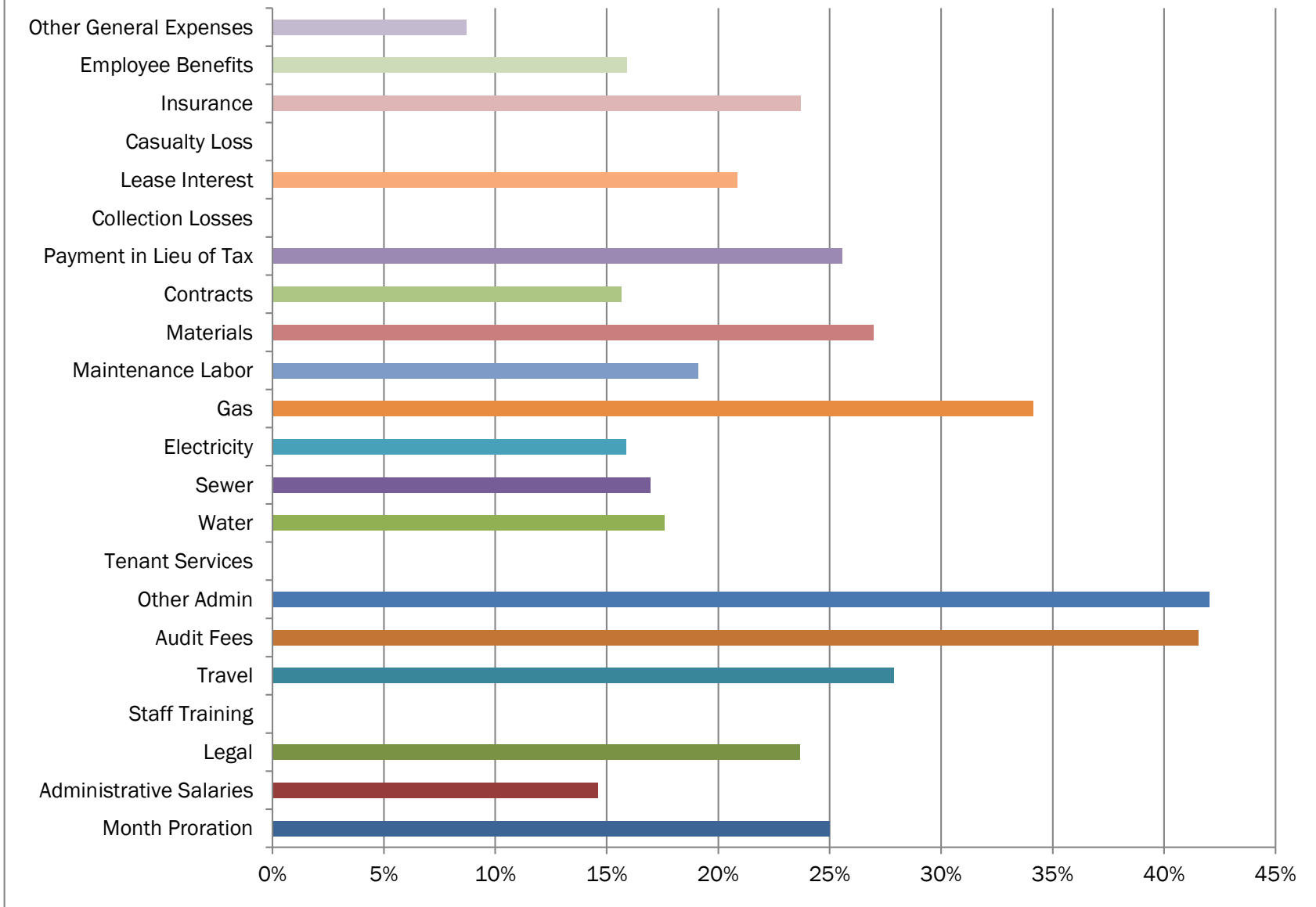
March 2026 YTD Bring It Home Expense/Annual Budget Comparison



Other Admin: Sent out a mass mailing of applications.

Contract Costs: Paid for yearly PHA Web subscription.

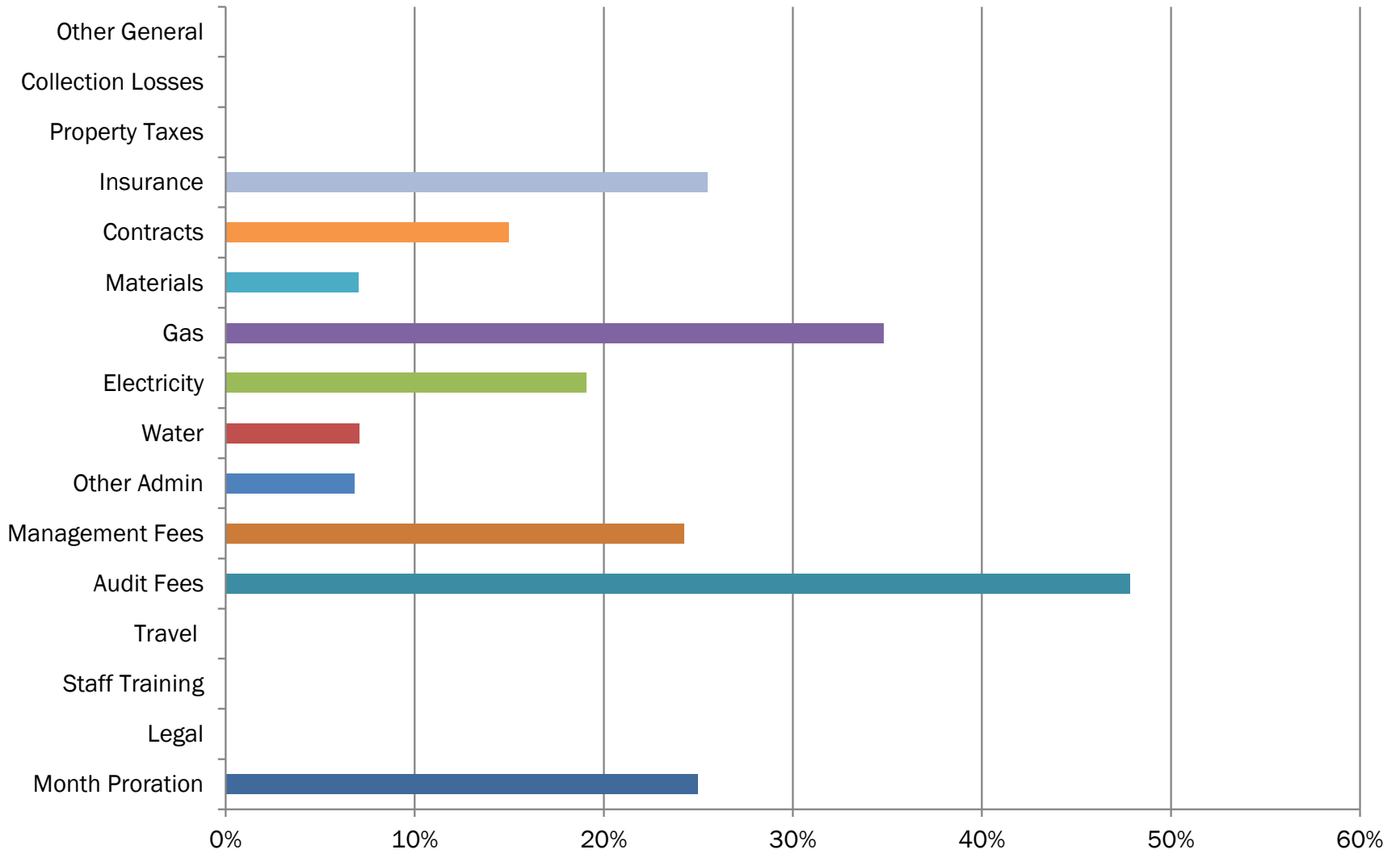
March 2026 YTD Public Housing Expense/Annual Budget Comparison



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

Audit Fees: Audit has been finalized. Final billing is pending.

March 2026 YTD Valley View Expense/Annual Budget Comparison



Audit Fees: Audit is complete. Final billing is pending.

Brainerd HRA
Operating Statement
Three Months Ending 03/31/2026
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	2,908.74	1,250.00	1,658.74	8,907.85	3,750.00	5,157.85	15,000.00	(6,092.15)
Operating Transfer In	0.00	924.58	(924.58)	0.00	2,773.75	(2,773.75)	11,095.00	(11,095.00)
Other Income	0.00	1,104.17	(1,104.17)	703.70	3,312.50	(2,608.80)	13,250.00	(12,546.30)
City Tax Settlements	0.00	18,988.83	(18,988.83)	0.00	56,966.50	(56,966.50)	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	24,169.23	24,059.67	109.56	72,464.33	72,179.00	285.33	288,716.00	(216,251.67)
Loan Interest Revenue	0.00	589.17	(589.17)	0.00	1,767.50	(1,767.50)	7,070.00	(7,070.00)
TOTAL INCOME	27,077.97	46,916.42	(19,838.45)	84,909.83	140,749.25	(55,839.42)	562,997.00	(478,087.17)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	19,845.03	25,453.00	5,607.97	51,749.19	76,359.00	24,609.81	305,436.00	253,686.81
Legal	702.00	416.67	(285.33)	702.00	1,250.00	548.00	5,000.00	4,298.00
Staff Training	140.00	833.33	693.33	140.00	2,500.00	2,360.00	10,000.00	9,860.00
Travel	46.75	41.67	(5.08)	81.61	125.00	43.39	500.00	418.39
Auditing Fees	3,850.00	866.67	(2,983.33)	4,462.50	2,600.00	(1,862.50)	10,400.00	5,937.50
Other Admin	453.99	1,000.01	546.02	2,164.12	3,000.00	835.88	12,000.00	9,835.88
TOTAL ADMINISTRATIVE	25,037.77	28,611.35	3,573.58	59,299.42	85,834.00	26,534.58	343,336.00	284,036.58
MAINTENANCE								
Labor	3,181.40	3,497.00	315.60	8,060.81	10,491.00	2,430.19	41,964.00	33,903.19
Contracts	1,166.22	1,636.25	470.03	6,169.13	4,908.75	(1,260.38)	19,635.00	13,465.87
TOTAL MAINTENANCE	4,347.62	5,133.25	785.63	14,229.94	15,399.75	1,169.81	61,599.00	47,369.06
OTHER								
TIF Expense	0.00	10.83	10.83	0.00	32.50	32.50	130.00	130.00
Other General Exp	0.00	1,040.50	1,040.50	0.00	3,121.50	3,121.50	12,486.00	12,486.00
Insurance	702.87	653.83	(49.04)	2,108.61	1,961.50	(147.11)	7,846.00	5,737.39
Employee Benefits	8,969.91	11,312.56	2,342.65	27,585.64	33,937.75	6,352.11	135,751.00	108,165.36
TOTAL OTHER	9,672.78	13,017.72	3,344.94	29,694.25	39,053.25	9,359.00	156,213.00	126,518.75
TOTAL EXPENSES	39,058.17	46,762.32	7,704.15	103,223.61	140,287.00	37,063.39	561,148.00	457,924.39
SURPLUS	(11,980.20)	154.10	(12,134.30)	(18,313.78)	462.25	(18,776.03)	1,849.00	(20,162.78)

Brainerd HRA
Operating Statement
Three Months Ending 03/31/2026
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	0.00	41.67	(41.67)	225.00	125.00	100.00	500.00	(275.00)
Other Inc - Mgnt Fees	10,000.00	10,000.00	0.00	30,000.00	30,000.00	0.00	120,000.00	(90,000.00)
Other Inc - MHFA	0.00	20,675.00	(20,675.00)	9,682.20	62,025.00	(52,342.80)	248,100.00	(238,417.80)
SC Grant Admin	0.00	1,895.83	(1,895.83)	0.00	5,687.50	(5,687.50)	22,750.00	(22,750.00)
TOTAL INCOME	10,000.00	32,612.50	(22,612.50)	39,907.20	97,837.50	(57,930.30)	391,350.00	(351,442.80)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	8,893.28	9,815.00	921.72	22,193.74	29,445.00	7,251.26	117,780.00	95,586.26
Legal	650.00	416.67	(233.33)	650.00	1,250.00	600.00	5,000.00	4,350.00
Staff Training	0.00	416.67	416.67	0.00	1,250.00	1,250.00	5,000.00	5,000.00
Travel	80.63	125.00	44.37	122.70	375.00	252.30	1,500.00	1,377.30
Other Admin	17.50	491.67	474.17	52.50	1,475.00	1,422.50	5,900.00	5,847.50
TOTAL ADMINISTRATIVE	9,641.41	11,265.01	1,623.60	23,018.94	33,795.00	10,776.06	135,180.00	112,161.06
MAINTENANCE								
Contracts Costs	37,667.00	18,750.00	(18,917.00)	92,322.00	56,250.00	(36,072.00)	225,000.00	132,678.00
TOTAL MAINTENANCE	37,667.00	18,750.00	(18,917.00)	92,322.00	56,250.00	(36,072.00)	225,000.00	132,678.00
OTHER								
Insurance	0.00	78.75	78.75	510.00	236.25	(273.75)	945.00	435.00
Employee Benefits	3,126.84	3,795.34	668.50	9,552.08	11,386.00	1,833.92	45,544.00	35,991.92
TOTAL OTHER	3,126.84	3,874.09	747.25	10,062.08	11,622.25	1,560.17	46,489.00	36,426.92
TOTAL EXPENSES	50,435.25	33,889.10	(16,546.15)	125,403.02	101,667.25	(23,735.77)	406,669.00	281,265.98
SURPLUS	(40,435.25)	(1,276.60)	(39,158.65)	(85,495.82)	(3,829.75)	(81,666.07)	(15,319.00)	(70,176.82)

Brainerd HRA
Operating Statement
Three Months Ending 03/31/2026
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	173,547.00	173,395.83	151.17	504,285.00	520,187.50	(15,902.50)	2,080,750.00	(1,576,465.00)
Admin Fees Earned	46,140.00	32,479.33	13,660.67	87,431.00	97,438.00	(10,007.00)	389,752.00	(302,321.00)
Admin Fees - Portable	0.00	0.00	0.00	(7.63)	0.00	(7.63)	0.00	(7.63)
Investment Interest	77.87	166.67	(88.80)	186.57	500.00	(313.43)	2,000.00	(1,813.43)
Other Income	3,715.83	3,836.67	(120.84)	13,231.83	11,510.00	1,721.83	46,040.00	(32,808.17)
TOTAL REVENUE	223,480.70	209,878.50	13,602.20	605,126.77	629,635.50	(24,508.73)	2,518,542.00	(1,913,415.23)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	18,723.82	21,971.67	3,247.85	46,643.12	65,915.00	19,271.88	263,660.00	217,016.88
Legal	702.00	333.33	(368.67)	702.00	1,000.00	298.00	4,000.00	3,298.00
Staff Training	0.00	416.67	416.67	0.00	1,250.00	1,250.00	5,000.00	5,000.00
Travel	78.37	125.00	46.63	261.20	375.00	113.80	1,500.00	1,238.80
Auditing Fees	3,850.00	895.00	(2,955.00)	4,462.50	2,685.00	(1,777.50)	10,740.00	6,277.50
Other Admin	415.73	683.32	267.59	2,669.66	2,050.00	(619.66)	8,200.00	5,530.34
TOTAL ADMINISTRATIVE	23,769.92	24,424.99	655.07	54,738.48	73,275.00	18,536.52	293,100.00	238,361.52
MAINTENANCE								
Contracts	1,648.54	2,808.33	1,159.79	11,554.19	8,425.00	(3,129.19)	33,700.00	22,145.81
TOTAL MAINTENANCE	1,648.54	2,808.33	1,159.79	11,554.19	8,425.00	(3,129.19)	33,700.00	22,145.81
OTHER EXPENSE								
Insurance	701.60	667.07	(34.53)	2,104.80	2,001.25	(103.55)	8,005.00	5,900.20
Employee Benefits	8,121.05	9,607.08	1,486.03	24,882.25	28,821.25	3,939.00	115,285.00	90,402.75
Collection Losses	0.00	208.33	208.33	0.00	625.00	625.00	2,500.00	2,500.00
Other General Exp	206.73	150.00	(56.73)	620.19	450.00	(170.19)	1,800.00	1,179.81
TOTAL OTHER EXPENSE	9,029.38	10,632.48	1,603.10	27,607.24	31,897.50	4,290.26	127,590.00	99,982.76
HAP PAYMENTS								
HAP Payments	151,049.00	154,322.50	3,273.50	449,062.00	462,967.50	13,905.50	1,851,870.00	1,402,808.00
HAP - Port In	0.00	1,734.17	1,734.17	0.00	5,202.50	5,202.50	20,810.00	20,810.00
Home Ownership	3,305.00	2,947.50	(357.50)	9,575.00	8,842.50	(732.50)	35,370.00	25,795.00
FSS Escrow	11,166.00	12,831.25	1,665.25	35,505.00	38,493.75	2,988.75	153,975.00	118,470.00
HAP - Portable	3,489.00	1,560.42	(1,928.58)	10,467.00	4,681.25	(5,785.75)	18,725.00	8,258.00
TOTAL HAP PAYMENTS	169,009.00	173,395.84	4,386.84	504,609.00	520,187.50	15,578.50	2,080,750.00	1,576,141.00
TOTAL EXPENSES	203,456.84	211,261.64	7,804.80	598,508.91	633,785.00	35,276.09	2,535,140.00	1,936,631.09
SURPLUS	20,023.86	(1,383.14)	21,407.00	6,617.86	(4,149.50)	10,767.36	(16,598.00)	23,215.86

Brainerd HRA
Operating Statement
Three Months Ending 03/31/2026
Program: 312 - Bridges Project: General

	Period	Period	Period	YTD	YTD	YTD	Annual	Remaining
	Amount	Budget	Variance	Amount	Budget	Variance	Budget	Budget
INCOME								
MHFA HAP Revenue	8,989.00	9,786.67	(797.67)	27,179.00	29,360.00	(2,181.00)	117,440.00	(90,261.00)
MHFA Admin Rev	888.00	962.08	(74.08)	2,664.00	2,886.25	(222.25)	11,545.00	(8,881.00)
Operating Trans Out	0.00	(924.58)	924.58	0.00	(2,773.75)	2,773.75	(11,095.00)	11,095.00
Other Income	300.00	0.00	300.00	900.00	0.00	900.00	0.00	900.00
TOTAL INCOME	10,177.00	9,824.17	352.83	30,743.00	29,472.50	1,270.50	117,890.00	(87,147.00)
EXPENSES								
Travel	4.36	33.33	28.97	4.36	100.00	95.64	400.00	395.64
Office Supplies	0.00	4.17	4.17	0.00	12.50	12.50	50.00	50.00
HAP - Sec Dep	0.00	374.83	374.83	0.00	1,124.50	1,124.50	4,498.00	4,498.00
HAP Payments	9,289.00	9,411.83	122.83	28,079.00	28,235.50	156.50	112,942.00	84,863.00
TOTAL EXPENSES	9,293.36	9,824.16	530.80	28,083.36	29,472.50	1,389.14	117,890.00	89,806.64
SURPLUS	883.64	0.01	883.63	2,659.64	0.00	2,659.64	0.00	2,659.64

Brainerd HRA
Operating Statement
Three Months Ending 03/31/2026
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	71,737.50	(71,737.50)	286,950.00	(286,950.00)
Admin Fees Earned	0.00	5,806.00	(5,806.00)	0.00	17,418.00	(17,418.00)	69,672.00	(69,672.00)
Other Income	0.00	8,553.33	(8,553.33)	0.00	25,660.00	(25,660.00)	102,640.00	(102,640.00)
TOTAL INCOME	0.00	38,271.83	(38,271.83)	0.00	114,815.50	(114,815.50)	459,262.00	(459,262.00)
EXPENSES								
Admin Salaries	0.00	5,026.67	5,026.67	0.00	15,080.00	15,080.00	60,320.00	60,320.00
Staff Training	0.00	1,753.33	1,753.33	1,000.00	5,260.00	4,260.00	21,040.00	20,040.00
Travel	0.00	37.50	37.50	0.00	112.50	112.50	450.00	450.00
Auditing Fees	0.00	125.00	125.00	0.00	375.00	375.00	1,500.00	1,500.00
Other Admin	2,114.94	266.67	(1,848.27)	3,398.70	800.00	(2,598.70)	3,200.00	(198.70)
Contracts Costs	0.00	258.33	258.33	1,093.42	775.00	(318.42)	3,100.00	2,006.58
Employee Benefits	0.00	3,085.41	3,085.41	0.00	9,256.25	9,256.25	37,025.00	37,025.00
HAP Payments	0.00	23,912.50	23,912.50	0.00	71,737.50	71,737.50	286,950.00	286,950.00
TOTAL EXPENSES	2,114.94	34,465.41	32,350.47	5,492.12	103,396.25	97,904.13	413,585.00	408,092.88
SURPLUS	(2,114.94)	3,806.42	(5,921.36)	(5,492.12)	11,419.25	(16,911.37)	45,677.00	(51,169.12)

Brainerd HRA
Operating Statement
Three Months Ending 03/31/2026
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	74,423.00	76,414.17	(1,991.17)	225,267.00	229,242.50	(3,975.50)	916,970.00	(691,703.00)
Excess Utilities	141.63	325.00	(183.37)	451.42	975.00	(523.58)	3,900.00	(3,448.58)
Operating Subsidy	0.00	27,044.17	(27,044.17)	0.00	81,132.50	(81,132.50)	324,530.00	(324,530.00)
Other Income	758.31	1,072.50	(314.19)	3,100.28	3,217.50	(117.22)	12,870.00	(9,769.72)
Other Inc - Ross Grant	0.00	7,668.33	(7,668.33)	4,969.50	23,005.00	(18,035.50)	92,020.00	(87,050.50)
Other Income Tenant	3,863.88	2,185.83	1,678.05	10,301.54	6,557.50	3,744.04	26,230.00	(15,928.46)
Lease Revenue	8,937.50	8,937.50	0.00	26,812.50	26,812.50	0.00	107,250.00	(80,437.50)
Laundry Income	1,760.00	1,935.00	(175.00)	5,008.00	5,805.00	(797.00)	23,220.00	(18,212.00)
Investment Interest	4,814.57	4,658.33	156.24	14,480.82	13,975.00	505.82	55,900.00	(41,419.18)
Capital Fund Revenue	92.33	5,500.00	(5,407.67)	19,844.09	16,500.00	3,344.09	66,000.00	(46,155.91)
TOTAL INCOME	94,791.22	135,740.83	(40,949.61)	310,235.15	407,222.50	(96,987.35)	1,628,890.00	(1,318,654.85)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	20,654.97	32,577.08	11,922.11	56,987.73	97,731.25	40,743.52	390,925.00	333,937.27
Legal	1,538.50	541.67	(996.83)	1,538.50	1,625.00	86.50	6,500.00	4,961.50
Staff Training	0.00	1,666.67	1,666.67	0.00	5,000.00	5,000.00	20,000.00	20,000.00
Travel	69.73	41.67	(28.06)	139.43	125.00	(14.43)	500.00	360.57
Auditing Fees	3,850.00	895.83	(2,954.17)	4,462.50	2,687.50	(1,775.00)	10,750.00	6,287.50
Other Admin	921.20	2,016.67	1,095.47	10,171.31	6,050.00	(4,121.31)	24,200.00	14,028.69
TOTAL ADMINISTRATIVE	27,034.40	37,739.59	10,705.19	73,299.47	113,218.75	39,919.28	452,875.00	379,575.53
TENANT SERVICES								
Rec Publication Other	0.00	412.50	412.50	0.00	1,237.50	1,237.50	4,950.00	4,950.00
TOTAL TENANT SERVICES	0.00	412.50	412.50	0.00	1,237.50	1,237.50	4,950.00	4,950.00
UTILITIES								
Water	4,495.50	4,253.75	(241.75)	8,976.57	12,761.25	3,784.68	51,045.00	42,068.43
Sewer	5,900.76	5,753.33	(147.43)	11,706.33	17,260.00	5,553.67	69,040.00	57,333.67
Electricity	6,830.59	6,963.33	132.74	13,245.60	20,890.00	7,644.40	83,560.00	70,314.40
Gas	10,285.04	4,416.67	(5,868.37)	18,076.15	13,250.00	(4,826.15)	53,000.00	34,923.85
TOTAL UTILITIES	27,511.89	21,387.08	(6,124.81)	52,004.65	64,161.25	12,156.60	256,645.00	204,640.35
MAINTENANCE								
Labor	18,240.22	20,212.58	1,972.36	46,341.47	60,637.75	14,296.28	242,551.00	196,209.53
Materials	3,231.04	2,833.33	(397.71)	9,158.90	8,500.00	(658.90)	34,000.00	24,841.10
Contracts	17,614.60	23,420.00	5,805.40	43,971.30	70,260.00	26,288.70	281,040.00	237,068.70
TOTAL MAINTENANCE	39,085.86	46,465.91	7,380.05	99,471.67	139,397.75	39,926.08	557,591.00	458,119.33
OTHER								
PILOT	2,347.14	2,833.33	486.19	8,680.20	8,500.00	(180.20)	34,000.00	25,319.80
Collection Losses	0.00	416.67	416.67	0.00	1,250.00	1,250.00	5,000.00	5,000.00
Lease Int Exp - Cintas	27.09	10.83	(16.26)	27.09	32.50	5.41	130.00	102.91
Casualty Loss-Non Capitalized	0.00	541.67	541.67	0.00	1,625.00	1,625.00	6,500.00	6,500.00
Insurance	10,870.63	11,468.34	597.71	32,611.89	34,405.00	1,793.11	137,620.00	105,008.11
Employee Benefits	12,597.97	20,820.83	8,222.86	39,734.88	62,462.50	22,727.62	249,850.00	210,115.12
Other General Expense	133.95	384.17	250.22	401.85	1,152.50	750.65	4,610.00	4,208.15
TOTAL OTHER	25,976.78	36,475.84	10,499.06	81,455.91	109,427.50	27,971.59	437,710.00	356,254.09
TOTAL EXPENSES	119,608.93	142,480.92	22,871.99	306,231.70	427,442.75	121,211.05	1,709,771.00	1,403,539.30
SURPLUS	(24,817.71)	(6,740.09)	(18,077.62)	4,003.45	(20,220.25)	24,223.70	(80,881.00)	84,884.45

Brainerd HRA
Operating Statement
Three Months Ending 03/31/2026
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	17,945.00	18,708.33	(763.33)	53,500.00	56,125.00	(2,625.00)	224,500.00	(171,000.00)
Excess Utilities	0.00	29.17	(29.17)	21.87	87.50	(65.63)	350.00	(328.13)
Investment Interest	1,192.60	833.33	359.27	3,404.27	2,500.00	904.27	10,000.00	(6,595.73)
Other Income	25.00	33.33	(8.33)	25.00	100.00	(75.00)	400.00	(375.00)
Other Income Tenant	3,516.00	583.33	2,932.67	4,837.49	1,750.00	3,087.49	7,000.00	(2,162.51)
Laundry Income	0.00	50.00	(50.00)	26.75	150.00	(123.25)	600.00	(573.25)
TOTAL INCOME	22,678.60	20,237.49	2,441.11	61,815.38	60,712.50	1,102.88	242,850.00	(181,034.62)
EXPENSES								
ADMINISTRATIVE								
Legal	0.00	125.00	125.00	0.00	375.00	375.00	1,500.00	1,500.00
Staff Training	0.00	375.00	375.00	0.00	1,125.00	1,125.00	4,500.00	4,500.00
Travel	0.00	4.17	4.17	0.00	12.50	12.50	50.00	50.00
Auditing Fees	0.00	870.83	870.83	5,000.00	2,612.50	(2,387.50)	10,450.00	5,450.00
Management Fees	2,052.00	2,116.67	64.67	6,156.00	6,350.00	194.00	25,400.00	19,244.00
Other Admin	0.00	183.33	183.33	150.00	550.00	400.00	2,200.00	2,050.00
TOTAL ADMINISTRATIVE	2,052.00	3,675.00	1,623.00	11,306.00	11,025.00	(281.00)	44,100.00	32,794.00
UTILITIES								
Water	154.35	375.00	220.65	318.03	1,125.00	806.97	4,500.00	4,181.97
Electricity	284.17	250.00	(34.17)	572.49	750.00	177.51	3,000.00	2,427.51
Gas	2,027.95	816.67	(1,211.28)	3,411.26	2,450.00	(961.26)	9,800.00	6,388.74
TOTAL UTILITIES	2,466.47	1,441.67	(1,024.80)	4,301.78	4,325.00	23.22	17,300.00	12,998.22
MAINTENANCE								
Materials	(7.38)	833.33	840.71	703.66	2,500.00	1,796.34	10,000.00	9,296.34
Contracts	1,170.40	3,495.82	2,325.42	6,283.43	10,487.50	4,204.07	41,950.00	35,666.57
TOTAL MAINTENANCE	1,163.02	4,329.15	3,166.13	6,987.09	12,987.50	6,000.41	51,950.00	44,962.91
OTHER								
Insurance	1,035.80	1,016.66	(19.14)	3,107.40	3,050.00	(57.40)	12,200.00	9,092.60
Property Taxes	0.00	550.00	550.00	0.00	1,650.00	1,650.00	6,600.00	6,600.00
Collection Losses	0.00	500.00	500.00	0.00	1,500.00	1,500.00	6,000.00	6,000.00
Other General Expense	0.00	441.67	441.67	0.00	1,325.00	1,325.00	5,300.00	5,300.00
TOTAL OTHER	1,035.80	2,508.33	1,472.53	3,107.40	7,525.00	4,417.60	30,100.00	26,992.60
TOTAL EXPENSES	6,717.29	11,954.15	5,236.86	25,702.27	35,862.50	10,160.23	143,450.00	117,747.73
SURPLUS	15,961.31	8,283.34	7,677.97	36,113.11	24,850.00	11,263.11	99,400.00	(63,286.89)

Brainerd Housing and Redevelopment Authority
Payment Summary Report
March 2026

Doc. Date		Number	Payments
03/03/2026	Better Health Collective	ACH	\$ 17,980.00
03/05/2026	Payroll for 03/05/2026	ACH	\$ 30,645.16
03/05/2026	Payroc LLC	ACH	\$ 141.34
03/05/2026	Payroc LLC	ACH	\$ 207.57
03/05/2026	Health Savings Accounts	ACH	\$ 2,525.14
03/05/2026	Security Benefit	ACH	\$ 5,037.01
03/05/2026	Minnesota State Retirement System	ACH	\$ 1,694.76
03/05/2026	Harpers Payroll Service	ACH	\$ 101.95
03/05/2026	Harpers Payroll Service	ACH	\$ 12,460.50
03/19/2026	Payroll for 03/19/2026	ACH	\$ 30,429.67
03/19/2026	Health Savings Accounts	ACH	\$ 858.47
03/19/2026	Security Benefit	ACH	\$ 5,037.01
03/19/2026	Minnesota State Retirement System	ACH	\$ 1,694.76
03/19/2026	Harpers Payroll Service	ACH	\$ 92.96
03/19/2026	Harpers Payroll Service	ACH	\$ 12,411.70
03/25/2026	Wex Health	ACH	\$ 566.75
03/02/2026	Angel Zierden	354	\$ 965.00
03/02/2026	Colonywood Apartments	355	\$ 192.00
03/02/2026	Grand Oaks Court Townhomes	356	\$ 290.00
03/02/2026	Grand Oaks Townhomes	357	\$ 882.00
03/02/2026	Lake Investments, LLC	358	\$ 1,788.00
03/02/2026	Lorimor Investments Two	359	\$ 606.00
03/02/2026	Degen, Michael	360	\$ 2,143.00
03/02/2026	Real Property Management Deluxe	361	\$ 1,250.00
03/02/2026	Sprucewood Townhomes	362	\$ 913.00
03/05/2026	Thompson, Brit	363	\$ 10.02
03/05/2026	Burrell, Carrie	364	\$ 6.54
03/05/2026	Block, Creo	365	\$ 121.80
03/05/2026	Charpentier, Eric	366	\$ 144.09
03/05/2026	Olson, Jamie	367	\$ 182.77
03/05/2026	Schommer, John	368	\$ 78.30
03/05/2026	Barnett, Ryan	369	\$ 41.33
03/05/2026	Brainerd Public Utilities	27970	\$ 260.00
03/05/2026	Amazon Capital Services Inc.	27971	\$ 99.95
03/05/2026	Batteries Plus	27972	\$ 21.90
03/05/2026	Brainerd Hardware	27973	\$ 89.71
03/05/2026	Brainerd Public Utilities	27974	\$ 12,863.63
03/05/2026	Capital One Commercial (Menards Card)	27975	\$ 930.52
03/05/2026	CenterPoint Energy	27976	\$ 16,902.40
03/05/2026	CliftonLarsonAllen LLP	27977	\$ 12,180.00
03/05/2026	Column Software PBC	27978	\$ 44.53
03/05/2026	Crow Wing County Land Services Dept	27979	\$ 493.40

Brainerd Housing and Redevelopment Authority
Payment Summary Report
March 2026

Doc. Date		Number	Payments
03/05/2026	Crow Wing County Land Services Dept	27980	\$ 322.00
03/05/2026	Crow Wing County Treasurer	27981	\$ 200.00
03/05/2026	Culligan	27982	\$ 15.00
03/05/2026	Ferguson Enterprises LLC	27983	\$ 13.98
03/05/2026	Granite Pest Control LLC	27984	\$ 413.00
03/05/2026	Handyman's, Inc.	27985	\$ 190.77
03/05/2026	Hirshfield's Inc.	27986	\$ 51.98
03/05/2026	Holden Electric Co. Inc.	27987	\$ 493.75
03/05/2026	Home Depot Credit Services	27988	\$ 228.86
03/05/2026	Integrity Services Inc	27989	\$ 975.60
03/05/2026	Scheving, John	27990	\$ 300.00
03/05/2026	Kutak Rock LLP	27991	\$ 1,175.00
03/05/2026	Lakes Printing	27992	\$ 256.15
03/05/2026	Lawyers Title Service	27993	\$ 15,250.00
03/05/2026	Jones, Mike	27994	\$ 29.73
03/05/2026	MN Elevator, Inc. Lockbox 446080	27995	\$ 1,004.68
03/05/2026	Office Shop	27996	\$ 220.37
03/05/2026	Old National Bank Credit Card	27997	\$ 3,511.00
03/05/2026	Gorvin Inc	27998	\$ 62.40
03/05/2026	Ratwik, Roszak & Maloney, P.A.	27999	\$ 2,808.00
03/05/2026	Rise and Shine Cleaners LLC	28000	\$ 840.00
03/05/2026	SCR Northern	28001	\$ 238.00
03/05/2026	Strike Painting & Finishing	28002	\$ 750.00
03/05/2026	Advanced Business Methods	28003	\$ 601.20
03/05/2026	Thelen Heating And Roofing	28004	\$ 481.00
03/05/2026	T-Mobile	28005	\$ 326.77
03/05/2026	Waste Partners Inc	28006	\$ 3,566.00
03/05/2026	West Central Flooring	28007	\$ 993.75
03/05/2026	Wicks Advanced Drain Cleaning LLC	28008	\$ 300.00
03/05/2026	Alpenglow Technologies	28009	\$ 2,102.55
03/16/2026	Borden Steinbauer Krueger & Knudson, PA	28010	\$ 408.13
03/19/2026	Amazon Capital Services Inc.	28011	\$ 192.26
03/19/2026	Atlas Abstract & Title, Inc.	28012	\$ 200.00
03/19/2026	Borden Steinbauer Krueger & Knudson, PA	28013	\$ 134.50
03/19/2026	Brainerd Public Utilities	28014	\$ 4,851.74
03/19/2026	Builders FirstSource	28015	\$ 1,421.56
03/19/2026	Cintas	28016	\$ 664.65
03/19/2026	CliftonLarsonAllen LLP	28017	\$ 787.50
03/19/2026	Crow Wing County Land Services Dept	28018	\$ 46.00
03/19/2026	Ctc-446126	28019	\$ 1,094.26
03/19/2026	Granite Pest Control LLC	28020	\$ 1,019.50
03/19/2026	Handyman's, Inc.	28021	\$ 160.77

Brainerd Housing and Redevelopment Authority
Payment Summary Report
March 2026

Doc. Date		Number	Payments
03/19/2026	Labor Logic LLC	28022	\$ 55.25
03/19/2026	Holden Electric Co. Inc.	28023	\$ 1,327.50
03/19/2026	Lakes Printing	28024	\$ 163.55
03/19/2026	Management Computer Services Inc	28025	\$ 1,015.25
03/19/2026	Master Trade Service Inc.	28026	\$ 36,945.00
03/19/2026	Metropolitan Life Insurance Company	28027	\$ 763.50
03/19/2026	Minnesota Department of Labor & Industry	28028	\$ 25.00
03/19/2026	MRI Software LLC	28029	\$ 100.00
03/19/2026	Northland Fire Protection	28030	\$ 789.80
03/19/2026	Gorvin Inc	28031	\$ 62.40
03/19/2026	Philadelphia Insurance Companies	28032	\$ 25.00
03/19/2026	SS Lawn & Landscaping	28033	\$ 580.00
03/19/2026	The Hartford	28034	\$ 371.39
03/19/2026	Viking Electric Supply LLC	28035	\$ 286.00
03/19/2026	Vsp	28036	\$ 63.56
03/19/2026	West Central Flooring	28037	\$ 2,906.00
03/19/2026	Wex Health	28038	\$ 7.50
Total			\$269,573.75



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To: Brainerd HRA Board Members
From: Mallory Demel, Rental Assistance Manager
Date: April 15, 2026
Re: Rental Assistance Programs Report

FEDERAL RENTAL ASSISTANCE PROGRAMS

Housing Choice Voucher (HCV) Program

Through 3/31/2026, our Unit Months Leased (UML) was 22.97 % and HAP utilization was 23.60%.

- Activity Recap:
 - Vouchers Issued: 3
 - New Move-Ins: 3
 - Annual Recertifications: 23
 - Interim Recertifications: 17
 - Inspections: 15
 - Terminations: 0

Additional Info: We have stopped issuing vouchers and processing new admissions since the March 19 conference call with our HUD Shortfall Team. We are waiting for HUD's budget to be approved in April so that we can be released from 2025 shortfall, as predicted by our HUD Shortfall Representative, and can resume issuing vouchers and new admissions again. We were notified on April 2 that our last remaining FYI voucher was not renewed for 2026 so we will no longer be administering or reporting on this voucher.

Family Self-Sufficiency (FSS) Program

- Activity Recap:
 - Active FSS participants (*as of 4/1/2026*): 47
 - Tenants going OFF for month: 2
 - Tenants going ON for month: 1
 - Total number of FSS participants escrowing monthly: 29
 - Total amount of escrow: \$11,166.00
 - Total combined amount of monthly escrow: \$235,348.60

Additional Info: We had 2 families exit the program in March. The first family escrowed \$17,444.01 and will be using it to pay down medical expenses. The second family escrowed \$6,478.88 and stated they will be placing the money in their savings.

STATE RENTAL ASSISTANCE PROGRAMS

Bring It Home (BIH) Program

- Activity Recap:
 - Vouchers Issued: 0
 - New Move-Ins: 0
 - Annual Recertifications: 0
 - Interim Recertifications: 0
 - Inspections: 0
 - Terminations: 0
 - Housing Assistance Payments (HAP): \$0

 - Total Program Vouchers (Year to Date): 0

Additional Info: There was no notable program activity to report for March. On April 6, initial notifications were sent to 25 applicants, with 12 applicants having begun the briefing process to date. A second round of notifications was issued to an additional 25 applicants on April 14. The Q1 2026 monitoring narrative was submitted to Minnesota Housing on April 7. A request for initial Bring It Home funds was submitted on April 10 and accepted on April 15. Approved funding includes a startup advance totaling \$51,320.00 and a two-month HAP advance totaling \$47,825.00. The current Bring It Home waitlist includes 86 active applicants, 50 notified applicants and 10 denied applicants recorded.

As of the date of this report, the first 2 Bring It Home vouchers have been issued to its first participants. Program staff is hopeful that these 2 participants will be able to begin receiving rental assistance 5/1/26.

Bridges Program

- Activity Recap:
 - Tenants leased up in units: 12
 - Participants Issued Bridges Voucher/Searching for Unit: 0
 - Notified: 3
 - 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: \$9,289.00 (Rent & URP)

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

No Action Requested; Discussion Items

Federal Rental Assistance Programs - HCV & FSS

March 2026

Voucher Allocation	324 Vouchers
Move-Ins	3
Move-Outs	3
Vouchers – Looking for Housing	3
Vouchers – First Day of the Month	299
Average Vouchers to Date	299
HAP Payments	\$150,438

Reasons for Leaving the Program	Monthly Total
Participation Ended Voluntarily	3
Participation Terminated	0

Program Revenue	Monthly Total
Housing Assistance Payments (HAP)	\$173,547
HUD Administrative Fee	\$20,646

Ported Out Vouchers	4 Vouchers
Douglas County HRA	\$677
St. Cloud HRA	\$2,300
Todd County HRA	\$512

Homeownership	5 Vouchers
Homeownership HAP	\$3,305

Participant Demographics	Monthly Total
Elderly Households	39.93%
Disabled Households	30.03%
Families with Children	90
Average Annual Income	\$18,382 (Gross)
Average HAP	\$584

Waiting List	373 Total Applicants
Crow Wing County Preference	266
Non-Preference	107

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To: Brainerd HRA Board Members
From: Hannah Gangl, Housing Manager
Date: April 15, 2026
Re: Housing Management Report

Vacancy Report for March 2026

Please see attachment.

Valley View Townhomes:

Occupancy: 95%
Move Ins: 1
Move Outs: 0
Notified: 3
Screening: 1
Denied: 1
Waiting List: 12

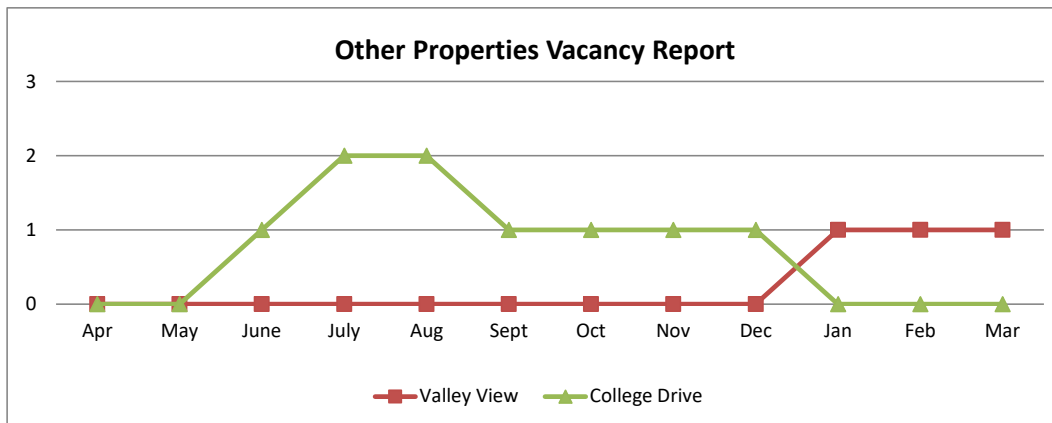
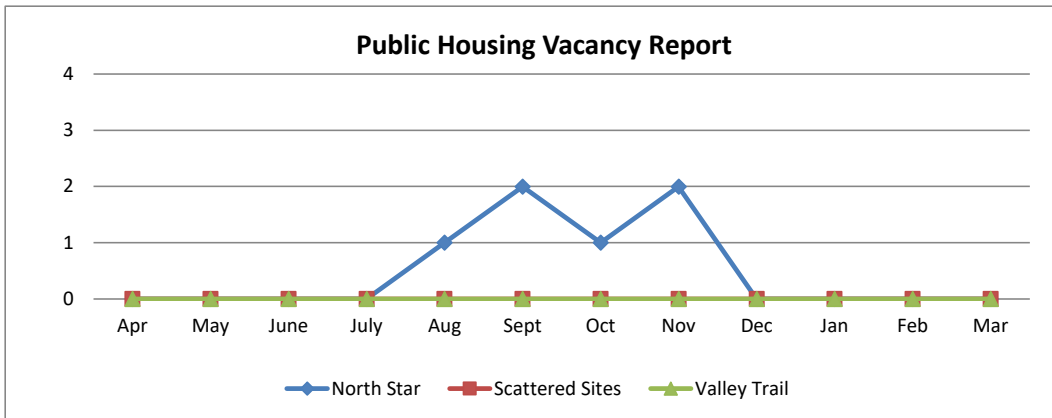
ROSS Program Updates

- 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	0	0	0	0	1		0	
March %	0.00%	0.00%	0.00%	0.00%	5.00%		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	3		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	184	0	3	1
NS: 2 BR	2	21	0	0	0
VT/SS: 2 BR	12	78	0	0	0
VT/SS: 3 BR	24	66	0	0	0
VT/SS: 4 BR	5	12	0	0	0
TOTAL	203	361	0	3	1

4. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	2
Move-Outs	1	3

5. Lists of Vacant Units and Unit Status

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

6. Recertifications

Interim Recertifications	12
Annual Recertifications	2
Completed for this month	14

7. Annual Unit Inspections

Total units to be inspected this year	203
Number inspected for the month	0
Number completed year-to-date	0
Total left to be inspected this year	203
Have all building system inspections been completed?	Ongoing

8. Lease Enforcements

Lease warnings/violations issued	14
30-day lease terminations	13 (Non-Payment of Rent)

9. Evictions

Property	Reason	Summons Date	Judgment Action
North Star Apartments	Non-Payment of Rent	4/8/26	Pay Full Balance or Vacate Unit 4/30/26

10. Rent Collection

	This Month
Rent Charges	74,423
Other Charges	2,565
Total New Charges	76,988
Arrears, tenants in possession	6,445

11. Accounts Receivable

Current Tenant Accounts Receivable (Rent)	4,058
Current Rent Charges	74,423
Current Rent Collections	70,365
Accounts Receivable Rate	5%
Collection Rate	95%

12. Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	8,652
Prior Rent Charges	832,339
Collection Rate	99%



To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: April 15, 2026
 Re: Rehab Programs and Maintenance Report

SCDP

DEED staff was onsite Monday and Tuesday, April 13th & 14th to monitor the SE Brainerd grant. The audit involves the representative looking through the application, broad tier environmental review and in this case, three owner-occupied and three rental rehab files. We will not receive the official results for little while but there were no concerns noted and the representative commented that it was a “nice clean audit”.

NSPIRE Inspection

We still are not able to access the results of the NSPIRE (National Standards for the Physical Inspection of Real Estate) inspection that was conducted on March 4th.

Current Projects in Process:

	HTF	MHFA-RLP/ELP	SCDP	Total
City of Brainerd	1	0/0	4	5
Crow Wing County	4	2/0	N/A	6
Cass County	N/A	0/0	N/A	0
Morrison County	N/A	0/0	N/A	0

Work Orders

Non-Emergency

Received	81
Closed	77
Total Completed Work Orders for Year	252

Emergency

	This Month	Year-to-Date
Requested	11	16
Completed within 24 hours	11	16
Percent completed within 24 hours	100%	100%

Action Requested: None, discussion items.



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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: April 22nd, 2026
Re: Executive Director Report

Wright Street Update

Staff continue to work with City staff and the developer on this proposed project. The parcel will need to be surveyed to plat out the 5.5 acres that we are proposing to purchase from the City and EDA. That survey work has been ordered by the City and the timeline should allow for the survey work to be completed before the next planning commission meeting in May. At that meeting we would anticipate that a rezoning request will be on the agenda to allow for this housing project to be built on this property. We are also working with the City and their consultants to work through a purchase and development agreement and should have a draft of that agreement for a preliminary review by staff soon. I have been in contact with our consultants at Baker Tilly to start moving forward on what a housing TIF district might aid in the development of this housing project. The overall timelines are tight, but we believe that the TIF, zoning change and approval of a proposed development agreement can still be completed prior to the July deadline for the application to Minnesota Housing.

Brainerd Oaks Update

I just wanted to give the board an update on the Outlot E & F project in Brainerd Oaks. Level Contracting has requested the purchase of the final lot that was in the original PDA in Brainerd Oaks along with both Outlots E & F. We anticipate that sale will occur sometime in May with the site work and infrastructure work to commence shortly after. This is a milestone for the Brainerd Oaks/Serene Pines/Dal Mar Estates development agreement as it will conclude all the land sales within that agreement.

No Action Requested; Discussion items