



324 East River Road
Brainerd, MN 56401
PH (218) 828-3705
FAX (218) 828-8817
www.brainerdhra.org

Brainerd HRA Board of Commissioners Meeting

June 24th, 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=m71fd3f7a1eccc64699e1a40846136bd9>

Join by phone: 415-655-0001

Meeting number (access code): 2569 807 6462

Meeting password: hK3BZpmKq33

"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 June 24th, 2026

4. OPEN FORUM

Time allocated for citizens and tenants to bring matters not on the agenda to the attention of the Brainerd HRA board. If you are going to give a report or wish to speak, please state your full name and address. You will be restricted to 3 minutes, and no Board action will be taken.

5. APPROVAL OF MINUTES – Attachment 1 (pg. 3)

a. Approval of Minutes from Regular Board Mtg. on May 27th, 2026

6. UNFINISHED BUSINESS

- a. Review of Strategic Goals – Attachment 2 (pg. 9)

7. NEW BUSINESS

- a. File Access and Internal Controls Policy Update – Attachment 3 (pg. 13)

8. BILLS & COMMUNICATIONS

- a. Financial Report – Attachment 4 (pg. 19)
- b. HCV Report – Attachment 5 (pg. 39)
- c. Housing Management Report – Attachment 6 (pg. 43)
- d. Rehab Programs Report – Attachment 7 (pg. 47)
- e. Executive Director Report – Attachment 8 (pg. 49)

9. COMMISSIONER COMMENTS

10. NEXT MEETING: July 22nd, 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
Jeff Czeczok, 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, May 27, 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 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, Allie Verchota, and Jeff Czczok.

Absent: Katie Imgrund, Secretary/Treasurer.

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

Guests Present: Nick Broyles (Brainerd City Administrator).

3. REVIEW AND APPROVE AGENDA

Presented by the Board Chair. The agenda for May 27, 2026 was reviewed.

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

4. OATH OF OFFICE

a. Oath of Office for Jeff Czczok

Presented by Eric Charpentier, Executive Director. Mr. Charpentier reported that Council Member Jeff Czczok was appointed to the Brainerd HRA Board as the City Council liaison at the City Council meeting of May 18, 2026, filling the remaining term vacated by Councilman Kevin Yeager, which expires December 31, 2026. Mr. Charpentier administered the oath of office and welcomed Commissioner Czczok to the Board.

5. APPROVAL OF MINUTES

a. Approval of Minutes from Regular Board Meeting on April 22, 2026

Motion: Commissioner Justin Grecula moved to approve the minutes; Commissioner Janet Decker seconded. Motion carried by voice vote.

6. UNFINISHED BUSINESS

None.

7. NEW BUSINESS

a. ACOP Update – Over-Income Limits (Resolution No. 2026-03)

Presented by Hannah Gangl, Housing Manager. Ms. Gangl reviewed an update to the Admissions and Continued Occupancy Policy (ACOP) related to HUD over-income limits. She explained that HUD publishes updated limits annually effective May 1 and that the updated limits must be reflected in the ACOP within 60 days of publication. Discussion clarified that the action before the Board was to update the over-income limit numbers shown in the ACOP table, not to revise policy language. Commissioner Czczok asked who provided the notice requiring the update; staff explained that HUD publishes the income limits annually.

Motion: Commissioner Jeff Czczok moved to adopt Resolution No. 2026-03 approving the updated ACOP; Commissioner Wayne Erickson seconded. Motion carried by roll call vote (unanimous).

b. HCV Leasing Update

Presented by Eric Charpentier, Executive Director. Mr. Charpentier reported that the Housing Choice Voucher (HCV) program ended 2025 in shortfall after housing assistance payments exceeded the amount appropriated by HUD, and the agency had been directed to limit costs and not issue new vouchers while in shortfall prevention status. He noted staff continued to contact HUD for updates and that delays could reduce voucher utilization and affect future funding. Mr. Charpentier reported that HUD notified the agency the prior day that it was released from shortfall and shortfall prevention status, allowing leasing activity to resume. He stated staff had begun coordinating with voucher staff to restart leasing and work toward filling the gap between currently leased vouchers and available voucher capacity. Board discussion included clarification of the term “leasing” in the voucher program and the approximate amount of shortfall assistance received. No action was requested.

8. BILLS & COMMUNICATIONS

a. Financial Report

Presented by Karen Young, Finance Director. Ms. Young reviewed highlights from the April 2026 financial report and provided updates for the Board. She reported the agency received its 2026 Public Housing Capital Fund award in the amount of \$538,126, which was an increase from the prior year, and the highest funding received to date. She explained that capital funds are primarily used for capital improvements and, as a small agency, the HRA may also draw a portion into operations; staff historically budgets a portion for operations and uses the remainder for capital improvements. Commissioner Czczok asked whether the agency maintains a multi-year capital plan; staff explained that a five-year action plan is updated annually and that capital fund awards have timelines for obligation and expenditure. John Schommer provided an example of a planned capital project involving slope stabilization behind the office building, noting that an engineering assessment was underway and that the project was expected to proceed after recommendations are received.

Ms. Young also reported that, for the Minnesota Housing Bring It Home rental assistance program, the agency requested and received a 50% advance on eligible startup costs totaling \$51,320 to cover administrative costs during implementation and also received a two-month housing assistance payment (HAP) advance of \$47,825 to provide a buffer in the event reimbursements are delayed. She further noted that two payments for the North Star office remodel project were processed to Hy-Tec Construction in April, totaling \$33,898.59, and that the total contract amount for the project is \$139,164.44 funded through the 2025 Capital Fund grant.

Additional Board discussion addressed capital fund tracking and scoring, including the obligation and expenditure timelines and the capital fund ratio used in HUD scoring. Ms. Young reported that approximately \$392,000 of the 2025 capital fund grant was not yet obligated at the time of the meeting. Discussion also addressed a perceived variance in the rehab budget; Ms. Young and Mr. Charpentier explained that much of the apparent year-to-date variance reflected the spending down of restricted fund balance from prior state rehab funding as contractor work proceeds, rather than an operating deficit.

Motion: Commissioner Justin Grecula moved for approval of payments as presented; Commissioner Allie Verchota, Vice Chair, seconded. Motion carried by voice vote.

b. HCV / Rental Assistance Programs Report

Presented by Mallory Demel, Rental Assistance Manager. Ms. Demel reported that HCV activity had limited movement during the period in which the agency was unable to issue vouchers, and she confirmed receipt of the agency's SEMAP letter and score from HUD, reporting a final SEMAP score of 81% and a "Standard" overall performance rating. She noted that the release from shortfall prevention would allow leasing to resume. Ms. Demel also provided an update on the Bring It Home program, reporting that program

activity was increasing and that staff had issued vouchers and moved participants into units, with additional leasing activity anticipated. No action was requested.

c. Housing Management Report

Presented by Hannah Gangl, Housing Manager. Ms. Gangl reported that Valley View Townhomes was at 95% occupancy with a waiting list of 23 applicants. She provided ROSS program updates, reporting 32 residents participating in the CSFP food box program and noting that events were not held in April due to the departure of the ROSS Coordinator. Ms. Gangl reported that interviews were underway to fill the position and that an update would be provided in a future month. She also reported that an eviction matter in process had been resolved with a move-out date scheduled. No action was requested.

d. Rehab Programs & Maintenance Report

Presented by John Schommer, Rehab & Maintenance Director. Mr. Schommer reported that DEED conducted onsite monitoring of the Southeast Brainerd Small Cities Development Program (SCDP) grant in April and that the monitoring resulted in no findings; he acknowledged the work of staff and the City in preparing the materials. He then reviewed NSPIRE inspection-related materials included in the packet and summarized deficiencies identified during the inspection, including life-threatening deficiencies tied to combustible storage near furnaces and obstructions near sprinkler heads, as well as deficiencies related to dryer venting tape, holes in fire doors, and missing or inoperable GFCI protection. He also summarized moderate and low deficiencies including loose toilets, window screen damage, trash chute issues, refrigerator gasket damage, a closet door off its track, and leaking showerhead fittings. Mr. Schommer reported that all deficiencies had been mitigated and entered into the NSPIRE system and that HUD had acknowledged the corrective actions.

Commissioner Czczok asked whether HRA staff conduct these inspections; Mr. Schommer explained that HUD contracts with independent inspectors and that HRA staff escort the inspectors during the process.

Mr. Charpentier and staff also responded to a Board question regarding rehabilitation program funding and activities. Staff explained that rehabilitation activities include several programs with different eligibility and funding parameters, including Minnesota Housing rehabilitation funding with low-income eligibility and an asset limit, Small Cities grant funding with moderate-income eligibility and per-project limits, and Housing Trust Fund rehabilitation with higher income limits and repayment requirements. Staff also noted that certain funding sources allow rehabilitation of mobile homes while others do not. No action was requested.

e. Executive Director Report

Presented by Eric Charpentier, Executive Director. Mr. Charpentier provided an update on the Wright Street development concept and reported that the Planning Commission reviewed the requested rezoning and related approvals on May 20, 2026, and denied the requests following the public hearing. He stated that the matter would proceed to the City Council meeting of June 1, 2026, for final review, but staff did not expect the requests to advance given the Planning Commission findings. Mr. Charpentier reported that Central Minnesota Housing Partnership remains interested in working with the HRA on a housing project and that staff would continue working with the developer to identify alternative sites that may be available. He noted that the tight timeline made a July tax credit application uncertain if a new site must be secured and vetted.

Board discussion addressed the Planning Commission vote count; staff explained that multiple Planning Commission members recused themselves due to potential conflicts, resulting in a 3–0 vote with a minimal quorum. Commissioner Czczok asked questions regarding the proposed development size and the source of potential HRA participation funds; staff explained that the proposed unit count reflected the developer’s concept design based on the available acreage and that potential participation could be supported by Trail Ridge proceeds, subject to future agreements. Staff noted that the developer has an existing operational presence in Brainerd. No action was requested.

9. COMMISSIONER COMMENTS

Commissioners welcomed Commissioner Czczok to the Board and thanked him for his questions and participation. Commissioner Czczok raised the idea of adding a standing public forum to the agenda, noting that other city boards and commissions include public forums; staff and the Chair indicated the agenda format could be discussed for potential inclusion. Chair Duval welcomed Commissioner Czczok and commented on the strength and professionalism of staff and the organization.

10. NEXT MEETING

Wednesday, June 24, 2026, at 1:00 p.m., City Hall Council Chambers.

11. ADJOURNMENT

Motion: Commissioner Allie Verchota, Vice Chair, moved to adjourn; Commissioner Janet Decker seconded. Motion carried by voice vote.

The meeting adjourned at 1:46 p.m.

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To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: June 24th, 2026

Re: Strategic Goals Quarterly Update

We have updated the status of the goals that we have been working on in the 2nd 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.

Board Chair Duval, Vice Chair Verchota and I have been discussing ways to elevate and put a spotlight on housing in the Brainerd Lakes Area, specifically exploring opportunities to get media coverage for the initiatives that the HRA is working on. We plan to engage with the local print media as a starting point to provide ideas for content to gauge the interest from the Brainerd Dispatch. The goal would be to better inform the community about the challenges the community faces along with what types of housing are needed in the greater community. The vision is for series of articles with input from our community partners.

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 made an offer to an individual to fill our ROSS coordinator position with an estimated start date at the end of June 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. Through our Regional Directors group, we are bringing in national trainers to Fergus Falls to provide training on both the Public Housing and HCV programs which gives staff an in state local option for in person training.</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 real estate in conjunction with Central MN Housing Partnership	<i>The proposed Wright Street site was not approved for a zoning change and ultimately failed to gain Council approval. Staff will be looking to bring purchase opportunities to the board for land that would be suitable for multi-family development.</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. I did speak with the developer in June 2026, and they continue to look for opportunities to bridge the funding gap.</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 Q3 with the development of the road and infrastructure to begin shortly thereafter. 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>Staff continues to work with CMHP in partnership to bring a LIHTC multi family development project forward.</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 continues to be engaged with CMHP and are looking at other land that is available within Brainerd</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</i>

		<i>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 reviewing properties that would be suitable for multi-family development</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 provide updates throughout the year on our priority projects</i>



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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: June 12th, 2026
Re: File Access & Internal Controls Policy

The purpose of the File Access & Internal Controls Policy is to ensure the confidentiality of each client by following all regulations regarding client access, staff access, consent to release of information, and storage of resident files. Attached are necessary updates to the titles of employees who are included in this policy.

Action Requested: Approve Resolution No. 2026-04 adopting the updated File Access & Internal Controls Policy.

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**BRAINERD HOUSING AND REDEVELOPMENT AUTHORITY
FILE ACCESS & INTERNAL CONTROLS POLICY**

Adopted: 06/24/26

Resolution No.: 2026-04

POLICY STATEMENT

It is the policy of the Brainerd Housing and Redevelopment Authority (hereinafter, “the Agency”) to ensure the confidentiality of each client by following all regulations regarding client access, staff access, consent to release of information, and storage resident files.

- A. All client information will be kept in a secure file cabinet or in a secure room.
- B. The following program staff will have access to client files: executive director, finance director, housing manager, housing administrative specialist, rental assistance manager, rental assistance specialist, resident program coordinator, operations administrative specialist, and ROSS coordinator.
- C. Access to files will be given to HUD staff and external audit firms for the purpose of reviewing and auditing client files.
- D. Files containing EIV records will follow EIV security requirements to prevent unauthorized staff access.
- E. Client information will be protected (in all forms and media) through appropriate security safeguards against risk such as loss, unauthorized access or use, destruction, modification, or unintended or inappropriate disclosure.
- F. Database or IT system file access should employ technical safeguards and access controls to restrict access to client files and information.
- G. Individual company computers access passwords will be assigned to each staff member and shared with direct supervisors. Passwords will not be shared between staff. System-level passwords must be changed regularly to comply with IT security protocols.
- H. All staff will be accountable for complying with these principles and all staff will be trained on the policy and procedures.

BRAINERD HOUSING AND REDEVELOPMENT AUTHORITY
FILE ACCESS & INTERNAL CONTROLS POLICY
Adopted: ~~9/26/2018~~ 06/24/26 Resolution No.: ~~2018-20~~ 2026-04

POLICY STATEMENT

It is the policy of the Brainerd Housing and Redevelopment Authority (hereinafter, “the Agency”) to ensure the confidentiality of each client by following all regulations regarding client access, staff access, consent to release of information, and storage resident files.

- A. All client information will be kept in a secure file cabinet or in a secure room.
- B. The following program staff will have access to client files: executive director, finance director, housing manager, ~~administrative assistant,~~ housing administrative specialist, rental assistance manager, ~~rental assistant,~~ rental assistance specialist, resident program coordinator, ~~specialist~~ operations administrative specialist, and ROSS coordinator.
- C. Access to files will be given to HUD staff and external audit firms for the purpose of reviewing and auditing client files.
- D. Files containing EIV records will follow EIV security requirements to prevent unauthorized staff access.
- E. Client information will be protected (in all forms and media) through appropriate security safeguards against risk such as loss, unauthorized access or use, destruction, modification, or unintended or inappropriate disclosure.
- F. Database or IT system file access should employ technical safeguards and access controls to restrict access to client files and information.
- G. Individual company computers access passwords will be assigned to each staff member and shared with direct supervisors. Passwords will not be shared between staff. System-level passwords must be changed regularly to comply with IT security protocols.
- H. All staff will be accountable for complying with these principles and all staff will be trained on the policy and procedures.

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. 2026-04

FILE ACCESS & INTERNAL CONTROLS POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd is required to have in place a File Access & Internal Controls Policy to ensure the confidentiality of each client; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd has reviewed and updated its previously established File Access & Internal Controls Policy that follows all regulations regarding client access, staff access, consent to release of information, and storage of resident files; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the HRA as follows:

1. The File Access & Internal Controls Policy is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Brainerd.

Dated: _____
Michael Duval, Board Chair

Dated: _____
Eric Charpentier, Executive Director

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: June 15, 2026
Re: June Financial Report

Please find attached the financial information for May 2026.

Brainerd HRA General Fund Budget

Staff are preparing the 2027 General Fund budget that will be presented at the August board meeting.

CWC HRA Budget Presentation

We are presenting the 2027 CWC HRA budget to the CWC HRA Board on July 21. The approved budget will then be presented to the CWC Commissioners at the Budget Committee meeting on August 13.

Crosby HRA Audit

The Crosby HRA audit fieldwork will be conducted by the auditors from CLA on June 24.

Action Requested: Motion for approval of payments as presented.

Brainerd Housing & Redevelopment Authority

2026 Ratios *(and December, 2025)*

FASS Ratios	Max Pts	Scoring	December 2025	Jan	Feb	Mar	Apr	May
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	0.00	2.00
Total FASS Points	25		25.00	25.00	25.00	25.00	23.00	25.00

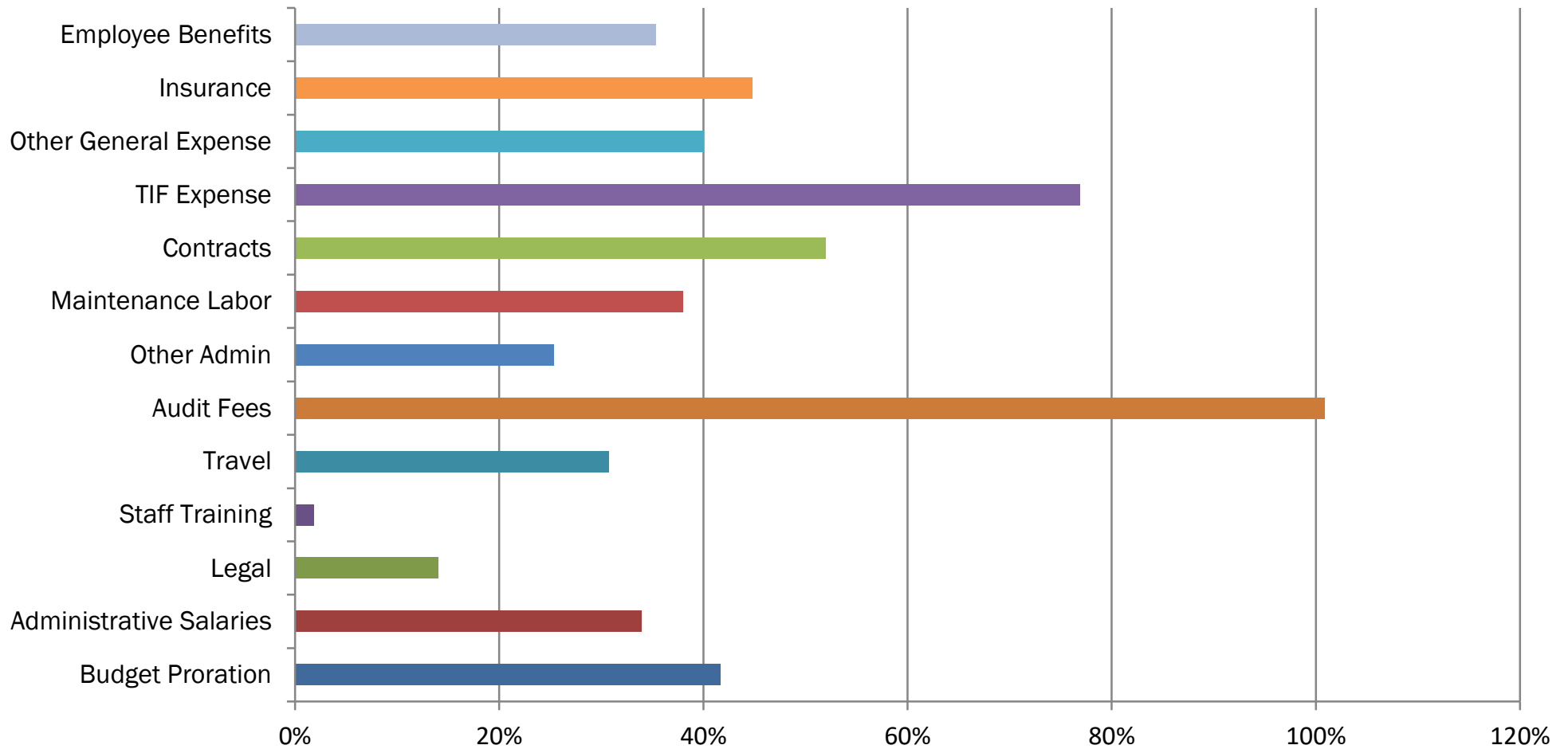
MASS Ratios	Max Pts	Scoring	December 2025	Jan	Feb	Mar	Apr	May
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	5.00	0.00	0.00	0.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00	4.00
Total MASS Points	25		25.00	20.00	20.00	20.00	20.00	20.00
Total of FASS and MASS Ratios	50		50.00	45	45	45	43	45

Capital Fund Ratios	Max Pts	Scoring	December 2025	Jan	Feb	Mar	Apr	May
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5	5.00	5.00	5.00	5.00	5.00	5.00
Total Capital Fund Points	10	Must have 5 points or Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0

May 2026 Operating Account Balances

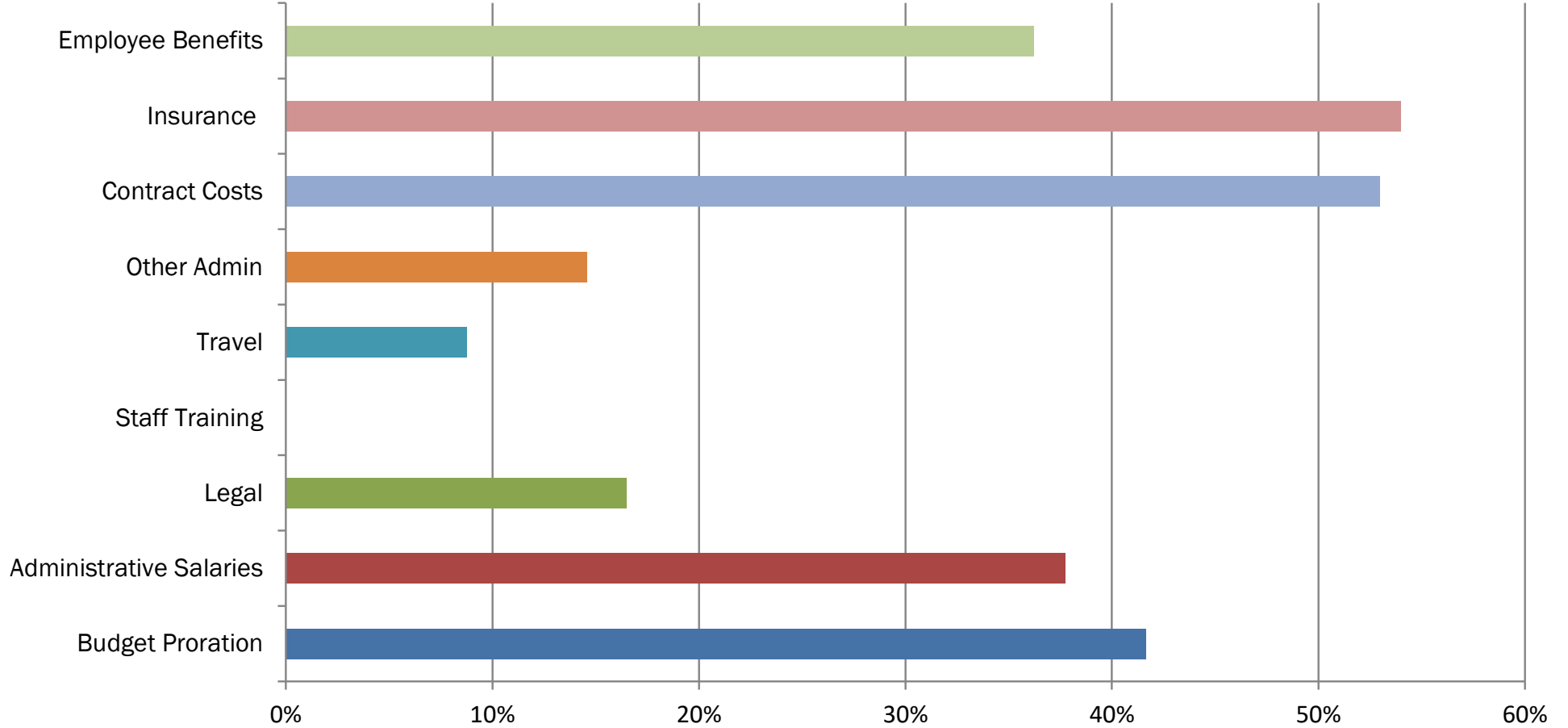
Property/Program	May 2025	April 2026	May 2026
General Fund	\$578,698.61	\$901,782.44	\$895,962.88
Housing Rehab Program	\$232,231.50	\$188,345.53	\$168,295.31
Housing Choice Voucher	-\$3,767.97	-\$5,102.11	\$49,169.79
Bridges	-\$20,311.77	\$3,556.97	\$4,439.17
Bring It Home	\$0.00	\$85,093.84	\$75,973.17
Public Housing	\$919,792.46	\$749,403.42	\$824,524.20
Valley View	\$412,359.23	\$499,346.06	\$511,651.21
Brainerd South Housing Group	\$40,462.43	\$75,831.55	\$87,109.78
Crow Wing County HRA	\$1,705,430.44	\$2,425,233.43	\$2,406,107.30
Total	\$3,864,894.93	\$4,923,491.13	\$5,023,232.81

May 2026 YTD General Fund Expense/Annual Budget Comparison



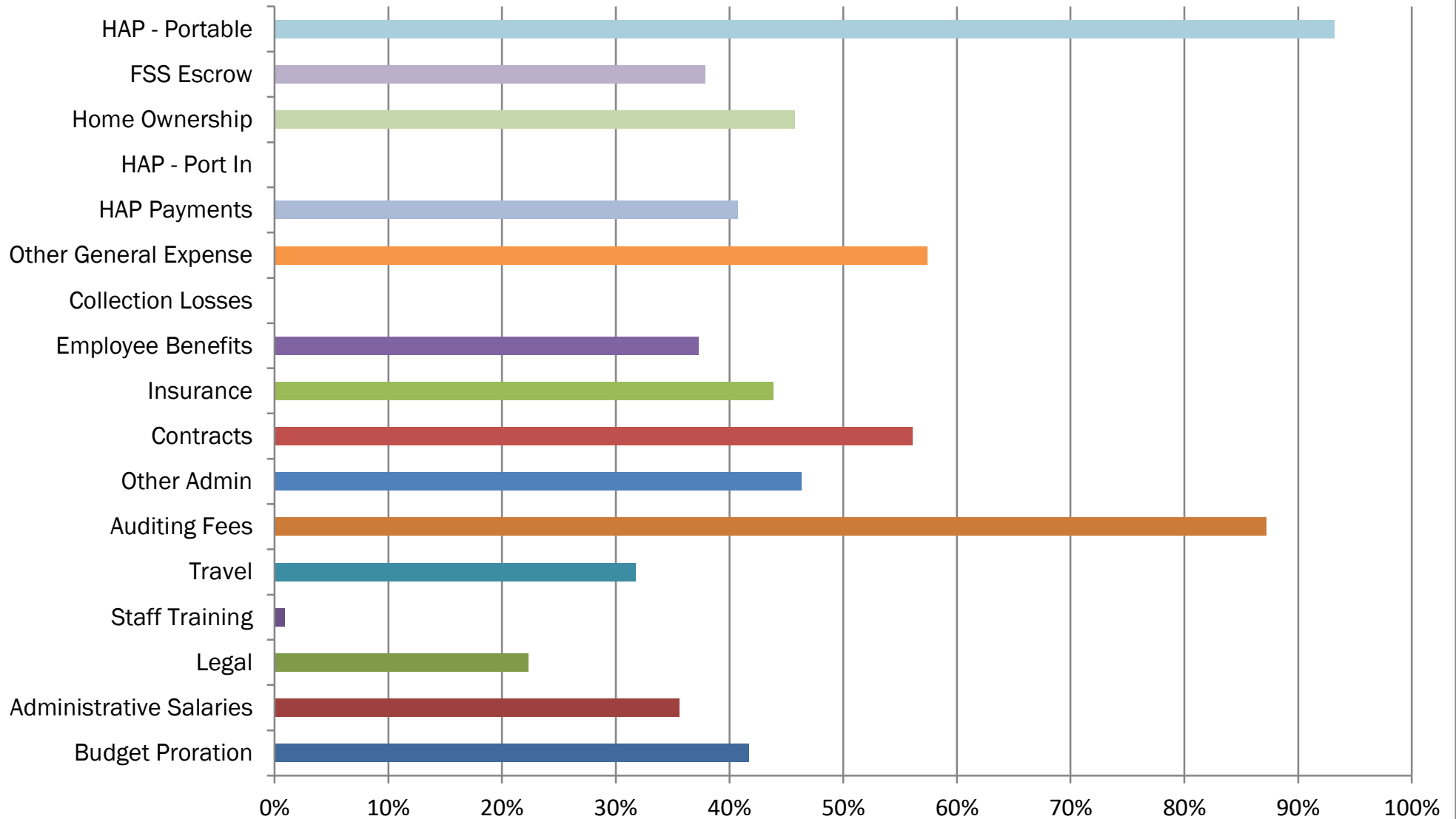
Contract Costs: Paid yearly PHA Web subscription.
Audit Fees: Audit has been finalized. Final billing is pending.

May 2026 YTD Housing Rehab Expense/Annual Budget Comparison



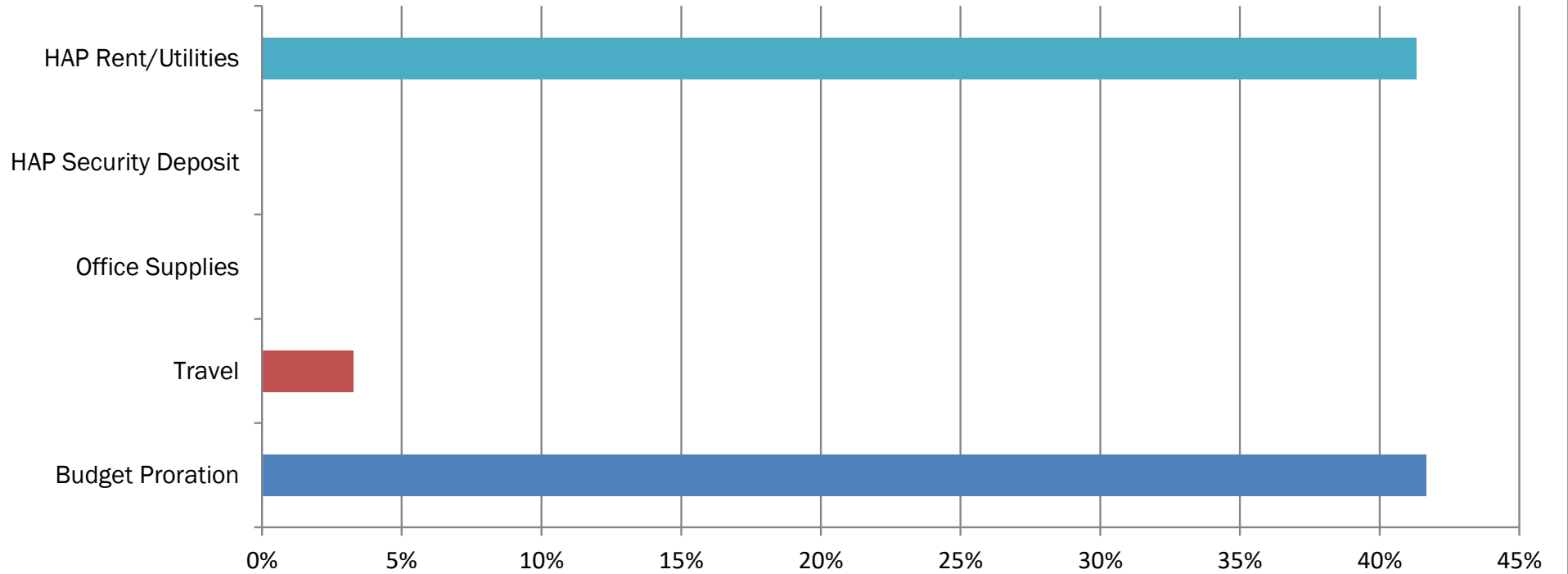
Insurance: Paid for the full year.

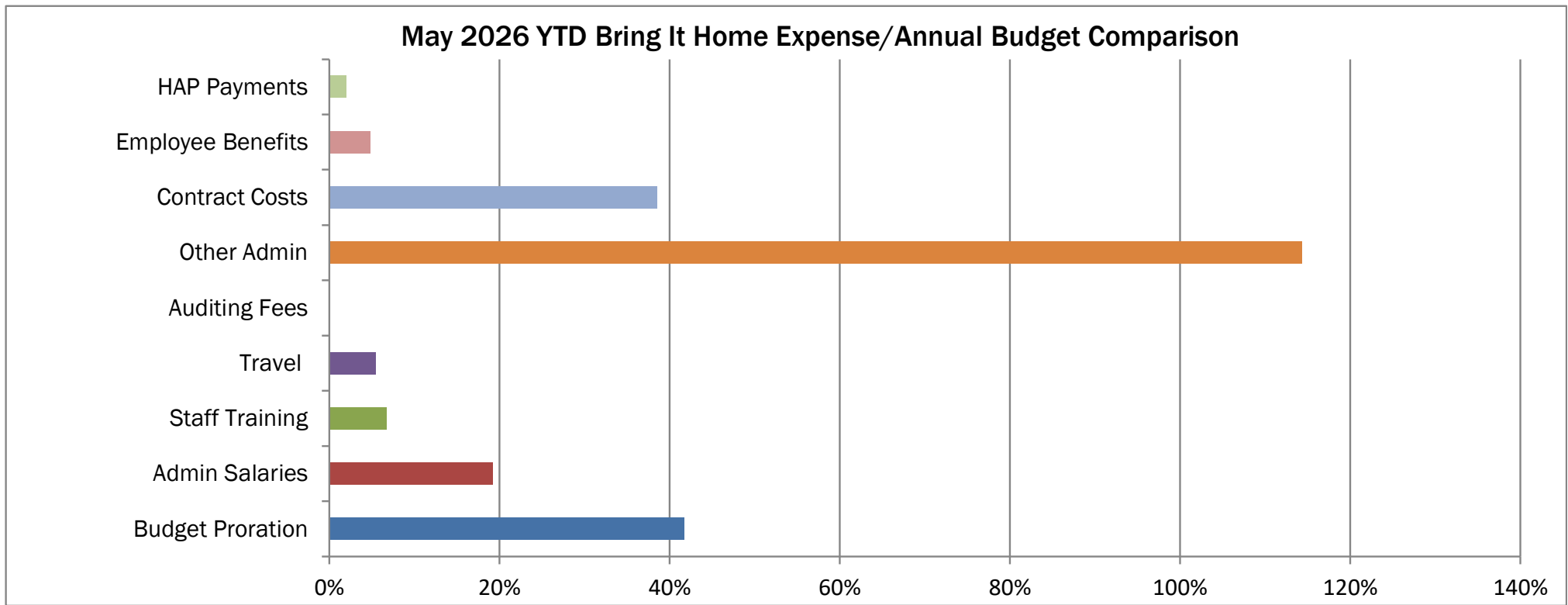
May 2026 YTD Housing Choice Voucher Expense/Annual Budget Comparison



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.

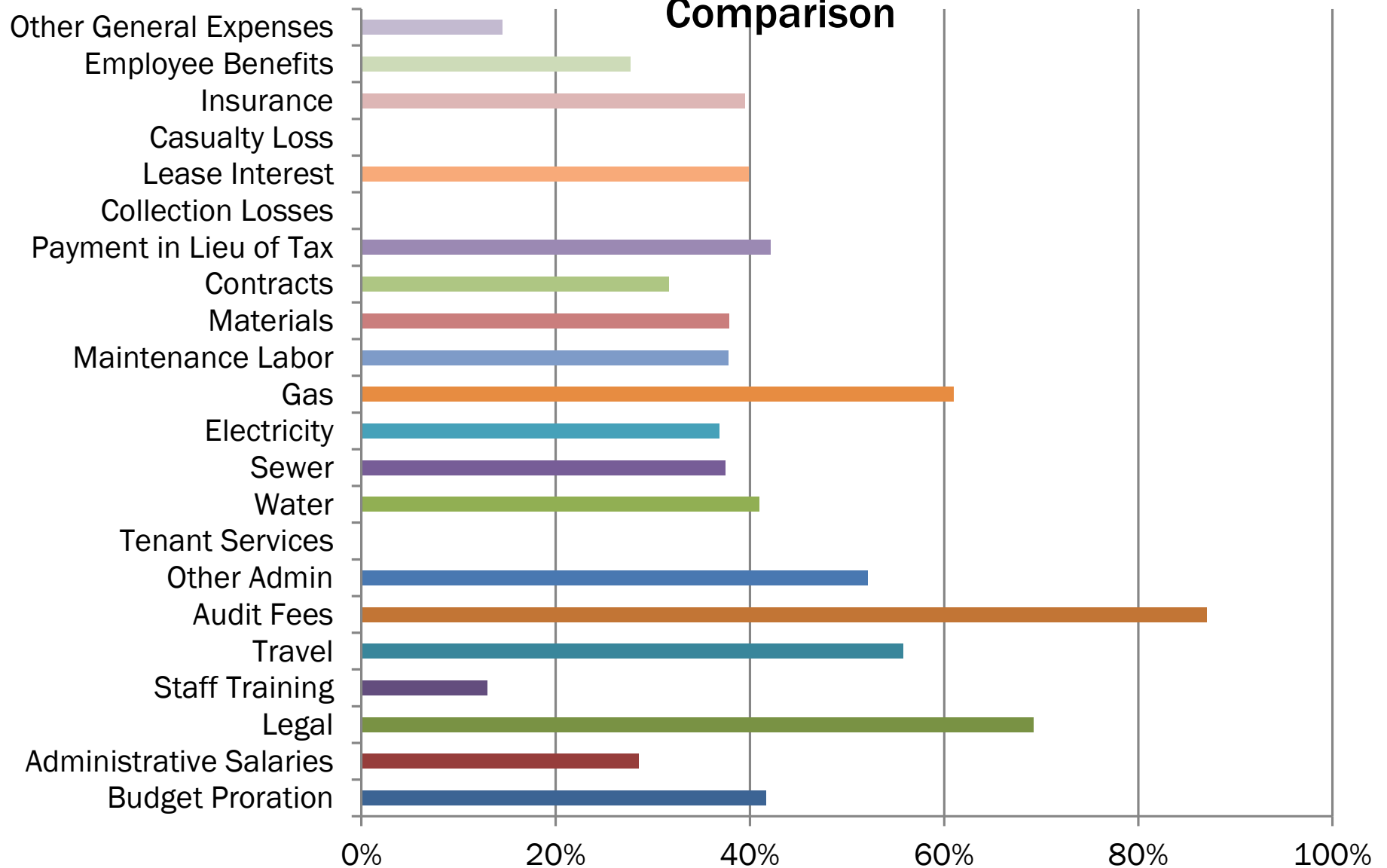
May 2026 YTD Bridges Expense/Annual Budget Comparison





Other Admin: Sent out a mass mailing of applications. Purchased new computer.

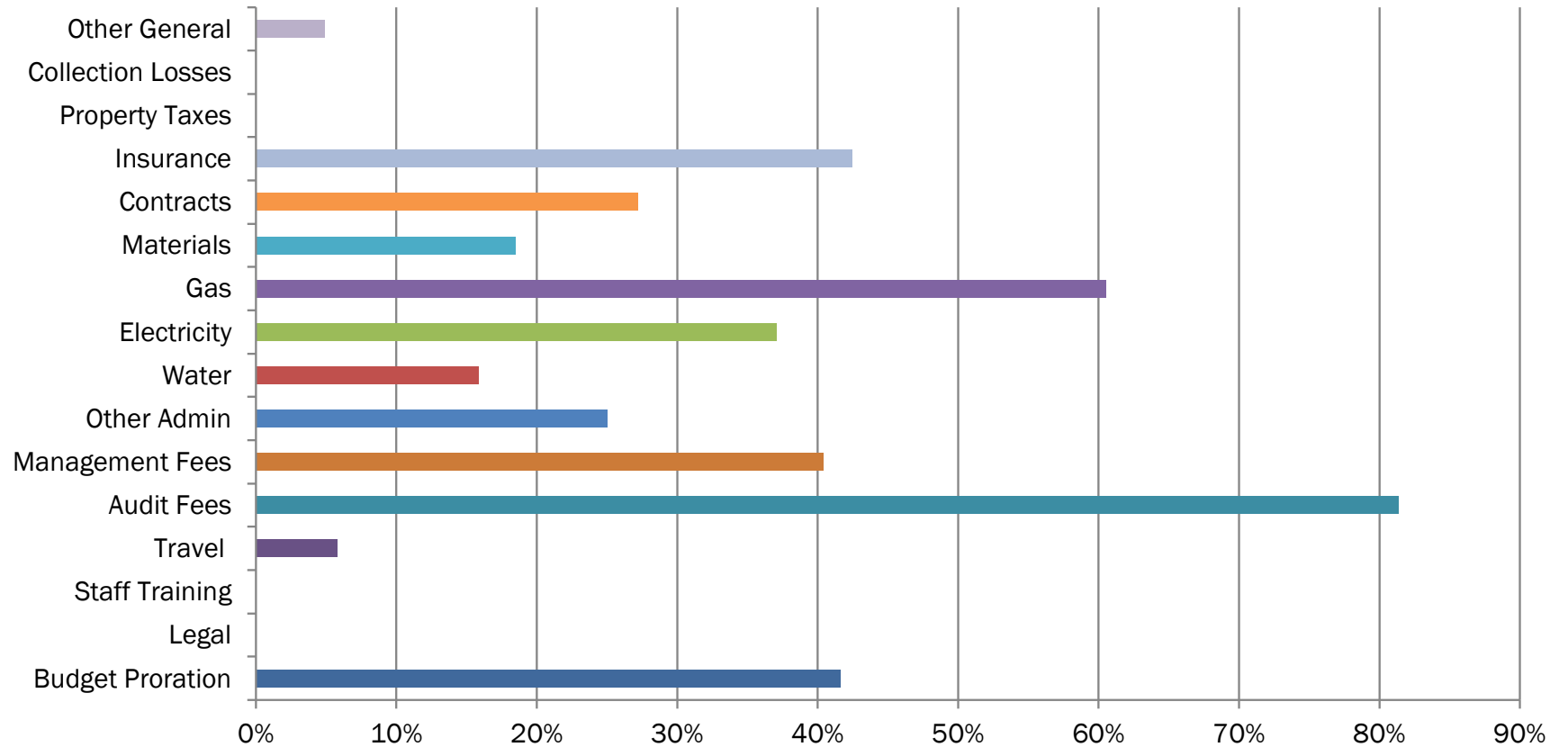
May 2026 YTD Public Housing Expense/Annual Budget Comparison



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.

May 2026 YTD Valley View Expense/Annual Budget Comparison



Audit Fees: Audit is complete.

Brainerd HRA
Operating Statement
Five Months Ending 05/31/2026
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	2,779.14	1,250.00	1,529.14	14,107.69	6,250.00	7,857.69	15,000.00	(892.31)
Operating Transfer In	0.00	924.58	(924.58)	0.00	4,622.92	(4,622.92)	11,095.00	(11,095.00)
Other Income	149.21	1,104.17	(954.96)	1,538.77	5,520.83	(3,982.06)	13,250.00	(11,711.23)
City Tax Settlements	0.00	18,988.83	(18,988.83)	0.00	94,944.17	(94,944.17)	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	24,776.57	24,059.67	716.90	122,154.53	120,298.33	1,856.20	288,716.00	(166,561.47)
Loan Interest Revenue	0.00	589.17	(589.17)	0.00	2,945.83	(2,945.83)	7,070.00	(7,070.00)
TOTAL INCOME	27,704.92	46,916.42	(19,211.50)	140,634.94	234,582.08	(93,947.14)	562,997.00	(422,362.06)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	21,572.32	25,453.00	3,880.68	103,689.60	127,265.00	23,575.40	305,436.00	201,746.40
Legal	0.00	416.67	416.67	702.00	2,083.33	1,381.33	5,000.00	4,298.00
Staff Training	0.00	833.33	833.33	183.75	4,166.67	3,982.92	10,000.00	9,816.25
Travel	37.32	41.67	4.35	153.78	208.33	54.55	500.00	346.22
Auditing Fees	1,225.00	866.67	(358.33)	10,487.50	4,333.33	(6,154.17)	10,400.00	(87.50)
Other Admin	389.82	1,000.01	610.19	3,042.39	4,999.99	1,957.60	12,000.00	8,957.61
TOTAL ADMINISTRATIVE	23,224.46	28,611.35	5,386.89	118,259.02	143,056.65	24,797.63	343,336.00	225,076.98
MAINTENANCE								
Labor	3,183.30	3,497.00	313.70	15,944.99	17,485.00	1,540.01	41,964.00	26,019.01
Contracts	984.78	1,636.25	651.47	10,202.80	8,181.25	(2,021.55)	19,635.00	9,432.20
TOTAL MAINTENANCE	4,168.08	5,133.25	965.17	26,147.79	25,666.25	(481.54)	61,599.00	35,451.21
OTHER								
TIF Expense	0.00	10.83	10.83	100.00	54.17	(45.83)	130.00	30.00
Other General Exp	0.00	1,040.50	1,040.50	5,000.00	5,202.50	202.50	12,486.00	7,486.00
Insurance	702.87	653.83	(49.04)	3,514.35	3,269.17	(245.18)	7,846.00	4,331.65
Employee Benefits	9,632.35	11,312.56	1,680.21	47,960.57	56,562.94	8,602.37	135,751.00	87,790.43
TOTAL OTHER	10,335.22	13,017.72	2,682.50	56,574.92	65,088.78	8,513.86	156,213.00	99,638.08
TOTAL EXPENSES	37,727.76	46,762.32	9,034.56	200,981.73	233,811.68	32,829.95	561,148.00	360,166.27
SURPLUS	(10,022.84)	154.10	(10,176.94)	(60,346.79)	770.40	(61,117.19)	1,849.00	(62,195.79)

Brainerd HRA
Operating Statement
Five Months Ending 05/31/2026
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	19.54	41.67	(22.13)	244.54	208.33	36.21	500.00	(255.46)
Other Inc - Mgnt Fees	10,000.00	10,000.00	0.00	50,000.00	50,000.00	0.00	120,000.00	(70,000.00)
Other Inc - MHFA	0.00	20,675.00	(20,675.00)	9,682.20	103,375.00	(93,692.80)	248,100.00	(238,417.80)
SC Grant Admin	0.00	1,895.83	(1,895.83)	2,479.64	9,479.17	(6,999.53)	22,750.00	(20,270.36)
TOTAL INCOME	10,019.54	32,612.50	(22,592.96)	62,406.38	163,062.50	(100,656.12)	391,350.00	(328,943.62)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	8,893.28	9,815.00	921.72	44,426.95	49,075.00	4,648.05	117,780.00	73,353.05
Legal	0.00	416.67	416.67	825.00	2,083.33	1,258.33	5,000.00	4,175.00
Staff Training	0.00	416.67	416.67	0.00	2,083.33	2,083.33	5,000.00	5,000.00
Travel	1.46	125.00	123.54	131.79	625.00	493.21	1,500.00	1,368.21
Other Admin	698.19	491.67	(206.52)	859.45	2,458.33	1,598.88	5,900.00	5,040.55
TOTAL ADMINISTRATIVE	9,592.93	11,265.01	1,672.08	46,243.19	56,324.99	10,081.80	135,180.00	88,936.81
MAINTENANCE								
Contracts Costs	17,350.00	18,750.00	1,400.00	119,177.64	93,750.00	(25,427.64)	225,000.00	105,822.36
TOTAL MAINTENANCE	17,350.00	18,750.00	1,400.00	119,177.64	93,750.00	(25,427.64)	225,000.00	105,822.36
OTHER								
Insurance	0.00	78.75	78.75	510.00	393.75	(116.25)	945.00	435.00
Employee Benefits	3,126.83	3,795.34	668.51	16,489.18	18,976.66	2,487.48	45,544.00	29,054.82
TOTAL OTHER	3,126.83	3,874.09	747.26	16,999.18	19,370.41	2,371.23	46,489.00	29,489.82
TOTAL EXPENSES	30,069.76	33,889.10	3,819.34	182,420.01	169,445.40	(12,974.61)	406,669.00	224,248.99
SURPLUS	(20,050.22)	(1,276.60)	(18,773.62)	(120,013.63)	(6,382.90)	(113,630.73)	(15,319.00)	(104,694.63)

Brainerd HRA
Operating Statement
Five Months Ending 05/31/2026
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	159,435.00	173,395.83	(13,960.83)	833,462.00	866,979.17	(33,517.17)	2,080,750.00	(1,247,288.00)
Admin Fees Earned	29,875.00	32,479.33	(2,604.33)	147,181.00	162,396.67	(15,215.67)	389,752.00	(242,571.00)
Admin Fees - Portable	0.00	0.00	0.00	(7.63)	0.00	(7.63)	0.00	(7.63)
Investment Interest	(6.03)	166.67	(172.70)	250.82	833.33	(582.51)	2,000.00	(1,749.18)
Other Income	2,890.74	3,836.67	(945.93)	23,074.57	19,183.33	3,891.24	46,040.00	(22,965.43)
TOTAL REVENUE	192,194.71	209,878.50	(17,683.79)	1,003,960.76	1,049,392.50	(45,431.74)	2,518,542.00	(1,514,581.24)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	18,974.10	21,971.67	2,997.57	93,765.51	109,858.33	16,092.82	263,660.00	169,894.49
Legal	0.00	333.33	333.33	892.00	1,666.67	774.67	4,000.00	3,108.00
Staff Training	0.00	416.67	416.67	43.75	2,083.33	2,039.58	5,000.00	4,956.25
Travel	110.99	125.00	14.01	475.93	625.00	149.07	1,500.00	1,024.07
Auditing Fees	1,225.00	895.00	(330.00)	9,362.50	4,475.00	(4,887.50)	10,740.00	1,377.50
Other Admin	152.98	683.32	530.34	3,797.59	3,416.68	(380.91)	8,200.00	4,402.41
TOTAL ADMINISTRATIVE	20,463.07	24,424.99	3,961.92	108,337.28	122,125.01	13,787.73	293,100.00	184,762.72
MAINTENANCE								
Contracts	1,343.05	2,808.33	1,465.28	18,901.99	14,041.67	(4,860.32)	33,700.00	14,798.01
TOTAL MAINTENANCE	1,343.05	2,808.33	1,465.28	18,901.99	14,041.67	(4,860.32)	33,700.00	14,798.01
OTHER EXPENSE								
Insurance	701.60	667.07	(34.53)	3,508.00	3,335.43	(172.57)	8,005.00	4,497.00
Employee Benefits	8,599.69	9,607.08	1,007.39	43,006.96	48,035.42	5,028.46	115,285.00	72,278.04
Collection Losses	0.00	208.33	208.33	0.00	1,041.67	1,041.67	2,500.00	2,500.00
Other General Exp	206.73	150.00	(56.73)	1,033.65	750.00	(283.65)	1,800.00	766.35
TOTAL OTHER EXPENSE	9,508.02	10,632.48	1,124.46	47,548.61	53,162.52	5,613.91	127,590.00	80,041.39
HAP PAYMENTS								
HAP Payments	149,849.00	154,322.50	4,473.50	754,592.00	771,612.50	17,020.50	1,851,870.00	1,097,278.00
HAP - Port In	0.00	1,734.17	1,734.17	0.00	8,670.83	8,670.83	20,810.00	20,810.00
Home Ownership	3,297.00	2,947.50	(349.50)	16,169.00	14,737.50	(1,431.50)	35,370.00	19,201.00
FSS Escrow	12,131.00	12,831.25	700.25	58,283.00	64,156.25	5,873.25	153,975.00	95,692.00
HAP - Portable	3,489.00	1,560.42	(1,928.58)	17,445.00	7,802.08	(9,642.92)	18,725.00	1,280.00
TOTAL HAP PAYMENTS	168,766.00	173,395.84	4,629.84	846,489.00	866,979.16	20,490.16	2,080,750.00	1,234,261.00
TOTAL EXPENSES	200,080.14	211,261.64	11,181.50	1,021,276.88	1,056,308.36	35,031.48	2,535,140.00	1,513,863.12
SURPLUS	(7,885.43)	(1,383.14)	(6,502.29)	(17,316.12)	(6,915.86)	(10,400.26)	(16,598.00)	(718.12)

Brainerd HRA
Operating Statement
Five Months Ending 05/31/2026
Program: 312 - Bridges Project: General

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
MHFA HAP Revenue	8,989.00	9,786.67	(797.67)	45,157.00	48,933.33	(3,776.33)	117,440.00	(72,283.00)
MHFA Admin Rev	888.00	962.08	(74.08)	4,440.00	4,810.42	(370.42)	11,545.00	(7,105.00)
Operating Trans Out	0.00	(924.58)	924.58	0.00	(4,622.92)	4,622.92	(11,095.00)	11,095.00
Other Income	300.00	0.00	300.00	1,500.00	0.00	1,500.00	0.00	1,500.00
TOTAL INCOME	10,177.00	9,824.17	352.83	51,097.00	49,120.83	1,976.17	117,890.00	(66,793.00)
EXPENSES								
Travel	5.80	33.33	27.53	13.06	166.67	153.61	400.00	386.94
Office Supplies	0.00	4.17	4.17	0.00	20.83	20.83	50.00	50.00
HAP - Sec Dep	0.00	374.83	374.83	0.00	1,874.17	1,874.17	4,498.00	4,498.00
HAP Payments	9,289.00	9,411.83	122.83	46,657.00	47,059.17	402.17	112,942.00	66,285.00
TOTAL EXPENSES	9,294.80	9,824.16	529.36	46,670.06	49,120.84	2,450.78	117,890.00	71,219.94
SURPLUS	882.20	0.01	882.19	4,426.94	(0.01)	4,426.95	0.00	4,426.94

Brainerd HRA
Operating Statement
Five Months Ending 05/31/2026
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	119,562.50	(119,562.50)	286,950.00	(286,950.00)
Admin Fees Earned	2,100.00	5,806.00	(3,706.00)	2,100.00	29,030.00	(26,930.00)	69,672.00	(67,572.00)
Investment Interest	204.92	0.00	204.92	204.92	0.00	204.92	0.00	204.92
Other Income	0.00	8,553.33	(8,553.33)	0.00	42,766.67	(42,766.67)	102,640.00	(102,640.00)
TOTAL INCOME	2,304.92	38,271.83	(35,966.91)	2,304.92	191,359.17	(189,054.25)	459,262.00	(456,957.08)
EXPENSES								
Admin Salaries	4,640.00	5,026.67	386.67	11,600.00	25,133.33	13,533.33	60,320.00	48,720.00
Staff Training	0.00	1,753.33	1,753.33	1,424.00	8,766.67	7,342.67	21,040.00	19,616.00
Travel	24.65	37.50	12.85	24.65	187.50	162.85	450.00	425.35
Auditing Fees	0.00	125.00	125.00	0.00	625.00	625.00	1,500.00	1,500.00
Other Admin	100.89	266.67	165.78	3,657.41	1,333.33	(2,324.08)	3,200.00	(457.41)
Contracts Costs	61.41	258.33	196.92	1,192.83	1,291.67	98.84	3,100.00	1,907.17
Employee Benefits	796.64	3,085.41	2,288.77	1,775.86	15,427.09	13,651.23	37,025.00	35,249.14
HAP Payments	5,802.00	23,912.50	18,110.50	5,802.00	119,562.50	113,760.50	286,950.00	281,148.00
TOTAL EXPENSES	11,425.59	34,465.41	23,039.82	25,476.75	172,327.09	146,850.34	413,585.00	388,108.25
SURPLUS	(9,120.67)	3,806.42	(12,927.09)	(23,171.83)	19,032.08	(42,203.91)	45,677.00	(68,848.83)

Brainerd HRA
Operating Statement
Five Months Ending 05/31/2026
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	80,036.00	76,414.17	3,621.83	381,388.00	382,070.83	(682.83)	916,970.00	(535,582.00)
Excess Utilities	720.00	325.00	395.00	1,171.42	1,625.00	(453.58)	3,900.00	(2,728.58)
Operating Subsidy	92,292.41	27,044.17	65,248.24	92,292.41	135,220.83	(42,928.42)	324,530.00	(232,237.59)
Other Income	1,042.57	1,072.50	(29.93)	5,006.89	5,362.50	(355.61)	12,870.00	(7,863.11)
Other Inc - Ross Grant	0.00	7,668.33	(7,668.33)	4,969.50	38,341.67	(33,372.17)	92,020.00	(87,050.50)
Other Income Tenant	3,244.31	2,185.83	1,058.48	17,222.61	10,929.17	6,293.44	26,230.00	(9,007.39)
Lease Revenue	8,937.50	8,937.50	0.00	44,687.50	44,687.50	0.00	107,250.00	(62,562.50)
Laundry Income	1,680.00	1,935.00	(255.00)	8,336.00	9,675.00	(1,339.00)	23,220.00	(14,884.00)
Investment Interest	1,718.90	4,658.33	(2,939.43)	23,623.14	23,291.67	331.47	55,900.00	(32,276.86)
Capital Fund Revenue	7,244.69	5,500.00	1,744.69	60,895.04	27,500.00	33,395.04	66,000.00	(5,104.96)
TOTAL INCOME	196,916.38	135,740.83	61,175.55	639,592.51	678,704.17	(39,111.66)	1,628,890.00	(989,297.49)
EXPENSES								
ADMINISTRATIVE								
Admin Salaries	23,035.32	32,577.08	9,541.76	111,633.36	162,885.42	51,252.06	390,925.00	279,291.64
Legal	1,825.22	541.67	(1,283.55)	4,500.22	2,708.33	(1,791.89)	6,500.00	1,999.78
Staff Training	2,110.00	1,666.67	(443.33)	2,592.50	8,333.33	5,740.83	20,000.00	17,407.50
Travel	69.70	41.67	(28.03)	278.84	208.33	(70.51)	500.00	221.16
Auditing Fees	1,225.00	895.83	(329.17)	9,362.50	4,479.17	(4,883.33)	10,750.00	1,387.50
Other Admin	1,318.77	2,016.67	697.90	12,629.07	10,083.33	(2,545.74)	24,200.00	11,570.93
TOTAL ADMINISTRATIVE	29,584.01	37,739.59	8,155.58	140,996.49	188,697.91	47,701.42	452,875.00	311,878.51
TENANT SERVICES								
Rec Publication Other	0.00	412.50	412.50	0.00	2,062.50	2,062.50	4,950.00	4,950.00
TOTAL TENANT SERVICES	0.00	412.50	412.50	0.00	2,062.50	2,062.50	4,950.00	4,950.00
UTILITIES								
Water	4,671.89	4,253.75	(418.14)	20,917.78	21,268.75	350.97	51,045.00	30,127.22
Sewer	5,644.52	5,753.33	108.81	25,863.50	28,766.67	2,903.17	69,040.00	43,176.50
Electricity	6,129.56	6,963.33	833.77	30,781.16	34,816.67	4,035.51	83,560.00	52,778.84
Gas	3,276.60	4,416.67	1,140.07	32,327.11	22,083.33	(10,243.78)	53,000.00	20,672.89
TOTAL UTILITIES	19,722.57	21,387.08	1,664.51	109,889.55	106,935.42	(2,954.13)	256,645.00	146,755.45
MAINTENANCE								
Labor	18,233.86	20,212.58	1,978.72	91,733.94	101,062.92	9,328.98	242,551.00	150,817.06
Materials	989.70	2,833.33	1,843.63	12,887.34	14,166.67	1,279.33	34,000.00	21,112.66
Contracts	15,055.56	23,420.00	8,364.44	89,052.15	117,100.00	28,047.85	281,040.00	191,987.85
TOTAL MAINTENANCE	34,279.12	46,465.91	12,186.79	193,673.43	232,329.59	38,656.16	557,591.00	363,917.57
OTHER								
PILOT	3,051.67	2,833.33	(218.34)	14,333.50	14,166.67	(166.83)	34,000.00	19,666.50
Collection Losses	0.00	416.67	416.67	0.00	2,083.33	2,083.33	5,000.00	5,000.00
Lease Int Exp - Cintas	12.10	10.83	(1.27)	51.87	54.17	2.30	130.00	78.13
Casualty Loss-Non Capitalized	0.00	541.67	541.67	0.00	2,708.33	2,708.33	6,500.00	6,500.00
Insurance	10,870.63	11,468.34	597.71	54,353.15	57,341.66	2,988.51	137,620.00	83,266.85
Employee Benefits	14,287.01	20,820.83	6,533.82	69,284.36	104,104.17	34,819.81	249,850.00	180,565.64
Other General Expense	133.95	384.17	250.22	669.75	1,920.83	1,251.08	4,610.00	3,940.25
TOTAL OTHER	28,355.36	36,475.84	8,120.48	138,692.63	182,379.16	43,686.53	437,710.00	299,017.37
TOTAL EXPENSES	111,941.06	142,480.92	30,539.86	583,252.10	712,404.58	129,152.48	1,709,771.00	1,126,518.90
SURPLUS	84,975.32	(6,740.09)	91,715.41	56,340.41	(33,700.41)	90,040.82	(80,881.00)	137,221.41

Brainerd HRA
Operating Statement
Five Months Ending 05/31/2026
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	18,155.00	18,708.33	(553.33)	88,920.00	93,541.67	(4,621.67)	224,500.00	(135,580.00)
Excess Utilities	0.00	29.17	(29.17)	21.87	145.83	(123.96)	350.00	(328.13)
Investment Interest	1,106.37	833.33	273.04	5,767.65	4,166.67	1,600.98	10,000.00	(4,232.35)
Other Income	25.00	33.33	(8.33)	50.00	166.67	(116.67)	400.00	(350.00)
Other Income Tenant	2,418.75	583.33	1,835.42	7,846.63	2,916.67	4,929.96	7,000.00	846.63
Laundry Income	9.50	50.00	(40.50)	61.00	250.00	(189.00)	600.00	(539.00)
TOTAL INCOME	21,714.62	20,237.49	1,477.13	102,667.15	101,187.51	1,479.64	242,850.00	(140,182.85)
EXPENSES								
ADMINISTRATIVE								
Legal	0.00	125.00	125.00	0.00	625.00	625.00	1,500.00	1,500.00
Staff Training	0.00	375.00	375.00	0.00	1,875.00	1,875.00	4,500.00	4,500.00
Travel	2.90	4.17	1.27	2.90	20.83	17.93	50.00	47.10
Auditing Fees	0.00	870.83	870.83	8,500.00	4,354.17	(4,145.83)	10,450.00	1,950.00
Management Fees	2,052.00	2,116.67	64.67	10,260.00	10,583.33	323.33	25,400.00	15,140.00
Other Admin	0.00	183.33	183.33	550.00	916.67	366.67	2,200.00	1,650.00
TOTAL ADMINISTRATIVE	2,054.90	3,675.00	1,620.10	19,312.90	18,375.00	(937.90)	44,100.00	24,787.10
UTILITIES								
Water	241.68	375.00	133.32	713.37	1,875.00	1,161.63	4,500.00	3,786.63
Electricity	287.25	250.00	(37.25)	1,112.51	1,250.00	137.49	3,000.00	1,887.49
Gas	468.07	816.67	348.60	5,936.03	4,083.33	(1,852.70)	9,800.00	3,863.97
TOTAL UTILITIES	997.00	1,441.67	444.67	7,761.91	7,208.33	(553.58)	17,300.00	9,538.09
MAINTENANCE								
Materials	326.92	833.33	506.41	1,851.90	4,166.67	2,314.77	10,000.00	8,148.10
Contracts	1,898.39	3,495.82	1,597.43	11,414.76	17,479.18	6,064.42	41,950.00	30,535.24
TOTAL MAINTENANCE	2,225.31	4,329.15	2,103.84	13,266.66	21,645.85	8,379.19	51,950.00	38,683.34
OTHER								
Insurance	1,035.80	1,016.66	(19.14)	5,179.00	5,083.34	(95.66)	12,200.00	7,021.00
Property Taxes	0.00	550.00	550.00	0.00	2,750.00	2,750.00	6,600.00	6,600.00
Collection Losses	0.00	500.00	500.00	0.00	2,500.00	2,500.00	6,000.00	6,000.00
Other General Expense	0.00	441.67	441.67	260.00	2,208.33	1,948.33	5,300.00	5,040.00
TOTAL OTHER	1,035.80	2,508.33	1,472.53	5,439.00	12,541.67	7,102.67	30,100.00	24,661.00
TOTAL EXPENSES	6,313.01	11,954.15	5,641.14	45,780.47	59,770.85	13,990.38	143,450.00	97,669.53
SURPLUS	15,401.61	8,283.34	7,118.27	56,886.68	41,416.66	15,470.02	99,400.00	(42,513.32)

Brainerd Housing and Redevelopment Authority
Payment Summary Report
May 2026

Doc. Date		Number	Payments
05/05/2026	Payroc LLC	ACH	\$ 168.26
05/05/2026	Payroc LLC	ACH	\$ 209.88
05/05/2026	Better Health Collective	ACH	\$ 17,980.00
05/14/2026	Payroll for 05/14/2026	ACH	\$ 34,079.64
05/14/2026	Health Savings Accounts	ACH	\$ 2,442.45
05/14/2026	Security Benefit	ACH	\$ 5,654.37
05/14/2026	Minnesota State Retirement System	ACH	\$ 1,504.76
05/14/2026	Harpers Payroll Service	ACH	\$ 89.17
05/14/2026	Harpers Payroll Service	ACH	\$ 13,895.35
05/28/2026	Payroll for 05/28/2026	ACH	\$ 34,270.19
05/28/2026	Health Savings Accounts	ACH	\$ 775.78
05/28/2026	Security Benefit	ACH	\$ 5,654.37
05/28/2026	Minnesota State Retirement System	ACH	\$ 1,504.76
05/28/2026	Harpers Payroll Service	ACH	\$ 91.66
05/28/2026	Harpers Payroll Service	ACH	\$ 13,917.87
05/01/2026	Angel Zierden	386	\$ 965.00
05/01/2026	Colonywood Apartments	387	\$ 192.00
05/01/2026	Grand Oaks Court Townhomes	388	\$ 290.00
05/01/2026	Grand Oaks Townhomes	389	\$ 882.00
05/01/2026	Lake Investments, LLC	390	\$ 1,788.00
05/01/2026	Lorimor Investments Two	391	\$ 606.00
05/01/2026	Degen, Michael	392	\$ 2,143.00
05/01/2026	Real Property Management Deluxe	393	\$ 1,250.00
05/01/2026	Sprucewood Townhomes	394	\$ 913.00
05/01/2026	Ash Properties, Inc.	395	\$ 1,098.00
05/01/2026	Valley View Townhomes	396	\$ 211.00
05/01/2026	Grand Oaks Court Townhomes	397	\$ 201.00
05/01/2026	Kenwood Drive Apartments	398	\$ 364.00
05/01/2026	Real Property Management Deluxe	399	\$ 514.00
05/13/2026	Maridia LLC	400	\$ 542.00
05/13/2026	Minneapolis Area Investments, LLC	401	\$ 704.00
05/13/2026	RZ Holdings LLC	402	\$ 598.00
05/13/2026	Select Rental Properties Inc	403	\$ 1,570.00
05/14/2026	Reynolds, Brock	404	\$ 108.75
05/14/2026	Burrell, Carrie	405	\$ 36.25
05/14/2026	Block, Creo	406	\$ 150.80
05/14/2026	Stall, Elizabeth	407	\$ 2.90
05/14/2026	Charpentier, Eric	408	\$ 375.41
05/14/2026	Olson, Jamie	409	\$ 231.21
05/14/2026	Struthers, Jasper	410	\$ 24.65
05/14/2026	Schommer, John	411	\$ 70.34
05/14/2026	Barnett, Ryan	412	\$ 45.68

Brainerd Housing and Redevelopment Authority
Payment Summary Report
May 2026

Doc. Date		Number	Payments
05/14/2026	Brainerd Public Utilities	28139	\$ 58.00
05/14/2026	Brainerd Public Utilities	28140	\$ 260.00
05/14/2026	Amazon Capital Services Inc.	28141	\$ 121.66
05/14/2026	Brainerd Hardware	28142	\$ 74.67
05/14/2026	Brainerd Public Utilities	28143	\$ 4,814.82
05/14/2026	Builders FirstSource	28144	\$ 1,061.06
05/14/2026	Capital One Commercial (Menards Card)	28145	\$ 1,544.08
05/14/2026	Cintas	28146	\$ 340.04
05/14/2026	City of Brainerd	28147	\$ 800.00
05/14/2026	CliftonLarsonAllen LLP	28148	\$ 3,675.00
05/14/2026	Climate Makers Acquisition, Inc.	28149	\$ 375.00
05/14/2026	Crow Wing County Landfill	28150	\$ 10.00
05/14/2026	Ctc-446126	28151	\$ 1,100.12
05/14/2026	David Simon Construction LLC	28152	\$ 11,896.30
05/14/2026	DeRuyck Construction	28153	\$ 17,350.00
05/14/2026	Granite Pest Control LLC	28154	\$ 772.50
05/14/2026	Handyman's, Inc.	28155	\$ 384.54
05/14/2026	Labor Logic LLC	28156	\$ 58.50
05/14/2026	Integrity Services Inc	28157	\$ 1,219.50
05/14/2026	Kutak Rock LLP	28158	\$ 142.50
05/14/2026	Midwest Machinery Co	28159	\$ 11.28
05/14/2026	Jones, Mike	28160	\$ 43.50
05/14/2026	Minnesota Cleaning Solutions	28161	\$ 480.00
05/14/2026	MN Elevator, Inc. Lockbox 446080	28162	\$ 1,004.68
05/14/2026	MRI Software LLC	28163	\$ 75.00
05/14/2026	Nan Mckay & Associates Inc.	28164	\$ 1,215.00
05/14/2026	NAC Mechanical and Electrical Services	28165	\$ 1,799.00
05/14/2026	Office Shop	28166	\$ 208.28
05/14/2026	Rise and Shine Cleaners LLC	28167	\$ 840.00
05/14/2026	Advanced Business Methods	28168	\$ 825.35
05/14/2026	US Inspection Group	28169	\$ 395.00
05/14/2026	Vsp	28170	\$ 63.56
05/14/2026	Waste Partners Inc	28171	\$ 3,331.19
05/14/2026	Wex Health	28172	\$ 8.00
05/14/2026	Alpenglow Technologies	28173	\$ 2,097.05
05/28/2026	Amazon Capital Services Inc.	28174	\$ 134.58
05/28/2026	Borden Steinbauer Krueger & Knudson, PA	28175	\$ 1,825.22
05/28/2026	Brainerd Public Utilities	28176	\$ 14,240.27
05/28/2026	CenterPoint Energy	28177	\$ 5,555.71
05/28/2026	Chendy	28178	\$ 1,000.00
05/28/2026	City of Brainerd	28179	\$ 1,755.00
05/28/2026	Community Development Software LLC	28180	\$ 660.00

Brainerd Housing and Redevelopment Authority
Payment Summary Report
May 2026

Doc. Date		Number	Payments
05/28/2026	Crow Wing County Landfill	28181	\$ 24.00
05/28/2026	Granite Pest Control LLC	28182	\$ 1,136.00
05/28/2026	Hirshfield's Inc.	28183	\$ 46.98
05/28/2026	Hytec Construction	28184	\$ 7,244.69
05/28/2026	Lakes Printing	28185	\$ 99.60
05/28/2026	LandWerx LLC	28186	\$ 4,603.50
05/28/2026	M & M Express	28187	\$ 413.86
05/28/2026	MN Multi Housing Association	28188	\$ 500.00
05/28/2026	ODP Business Solutions	28189	\$ 60.86
05/28/2026	Old National Bank Credit Card	28190	\$ 1,434.71
05/28/2026	Gorvin Inc	28191	\$ 63.60
05/28/2026	Advanced Business Methods	28192	\$ 997.84
05/28/2026	Kenneth James Yde	28193	\$ 29.95
Total			\$248,397.05



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

To: Brainerd HRA Board Members
From: Mallory Demel, Rental Assistance Manager
Date: June 16th, 2026
Re: Rental Assistance Programs Report

FEDERAL RENTAL ASSISTANCE PROGRAMS

Housing Choice Voucher (HCV) Program

Through 5/31/2026, our Unit Months Leased (UML) was 38.10 % and HAP utilization was 39.06%.

- Activity Recap:

- ☐ Vouchers Issued: 1
- ☐ New Move-Ins: 0
- ☐ Annual Recertifications: 23
- ☐ Interim Recertifications: 18
- ☐ Inspections: 29
- ☐ Terminations: 1

Additional Info: At the end of May, we were released from 2025 Shortfall by HUD and were able to begin issuing vouchers and processing new admissions to the HCV Program. We are currently working on increasing our voucher utilization for the remainder of the year.

Family Self-Sufficiency (FSS) Program

- Activity Recap:

- ☐ Active FSS participants (*as of 5/1/2026*): 44
- ☐ Tenants going OFF for month: 1
- ☐ Tenants going ON for month: 0
- ☐ Total number of FSS participants escrowing monthly: 30
- ☐ Total amount of escrow: \$12,131.00
- ☐ Total combined amount of monthly escrow: \$245,504.99

Additional Info: One household was terminated due to criminal activity and lost her escrow in the amount of \$5,415.92. Those will be placed in the Forfeiture account. Another household is in search mode.

STATE RENTAL ASSISTANCE PROGRAMS

Bring It Home (BIH) Program

- Activity Recap:

- ☐ Vouchers Issued: 18
- ☐ New Move-Ins: 11
- ☐ Annual Recertifications: 0
- ☐ Interim Recertifications: 0
- ☐ Inspections: 4
- ☐ Terminations: 0
- ☐ Housing Assistance Payments (HAP): \$5,802

- ☐ Total Program Vouchers Issued (*as of 5/31/26*): 29
- ☐ Total Move-Ins (*as of 5/31/26*): 11

Additional Info: Program staff continued to issue vouchers, inspect rental units and process new admissions to the program. The current Bring It Home waitlist includes 113 active applicants and 12 denied applicants recorded.

Bridges Program

- Activity Recap:

- ☐ Tenants leased up in units: 12
- ☐ Participants Issued Bridges Voucher/Searching for Unit: 1
- ☐ Notified: 0
- ☐ Participants Receiving HCV Voucher: 0
- ☐ Participants Giving Up Bridges Voucher: 0
- ☐ Tenants Residing Counties:
 - ☐ Cass County: 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

May 2026

Voucher Allocation	324 Vouchers
Move-Ins	0
Move-Outs	3
Vouchers – Looking for Housing	6
Vouchers – First Day of the Month	292
Average Vouchers to Date	297
HAP Payments	\$150,614

Reasons for Leaving the Program	Monthly Total
Participation Ended Voluntarily	2
Participation Terminated	1

Program Revenue	Monthly Total
Housing Assistance Payments (HAP)	\$159,435
HUD Administrative Fee	\$21,377

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

Homeownership	5 Vouchers
Homeownership HAP	\$3,297

Participant Demographics	Monthly Total
Elderly Households	41.05%
Disabled Households	29.82%
Families with Children	84
Average Annual Income	\$17,694 (Gross)
Average HAP	\$572

Waiting List	429 Total Applicants
Crow Wing County Preference	310
Non-Preference	119



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

Vacancy Report for May 2026:

As reflected in the attached report, our occupancy rate is 100% for our public housing properties.

Valley View Townhomes:

- Occupancy: 95%
- Move Ins: 0
- Move Outs: 0
- Notified: 4
- Screening: 2
- Denied: 0
- Waiting List: 21

ROSS Program Updates

- CSFP Food Boxes: 32 residents; shelf-stable box; elderly tenants only.
- No events were planned for this month. Events will resume as usual when the position is filled.

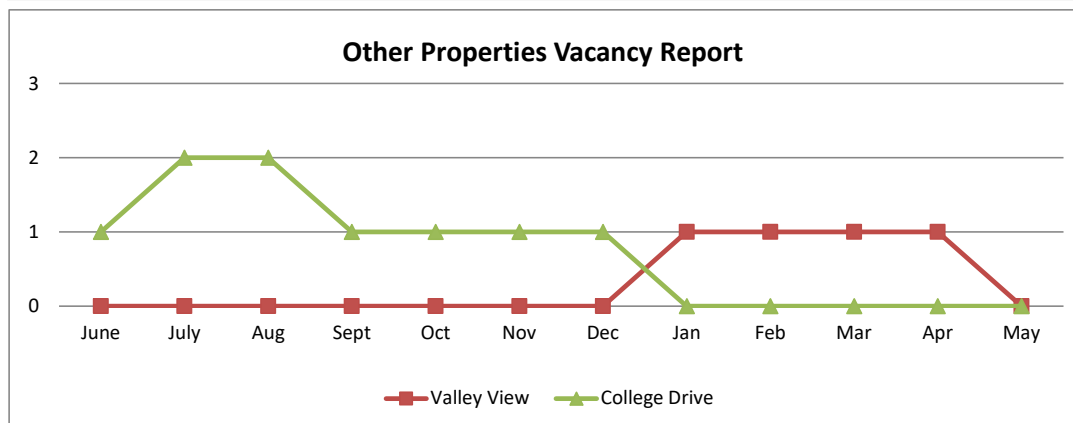
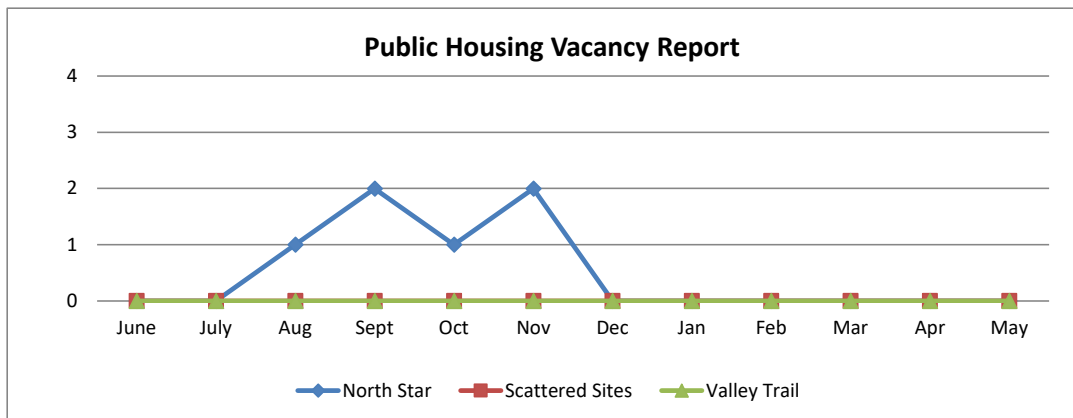
Personnel Update

A conditional job offer has been made for the ROSS Coordinator position, pending completion of the pre-employment background and credit check. Her tentative start date is Tuesday, June 23rd, 2026.

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	0	0	0	0	1		0	
April %	0.00%	0.00%	0.00%	0.00%	5.00%		0.00%	
May 31	0	0	0	0	1		0	
May %	0.00%	0.00%	0.00%	0.00%	5.00%		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	5		0	
%	0.00%	0.00%	0.00%	0.00%	5.00%		0.00%	



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report

May 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	14
Applications Denied on PH Wait List	2

3. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
NS: 1 BR	160	216	3	2	0
NS: 2 BR	2	29	0	0	0
VT/SS: 2 BR	12	88	0	0	0
VT/SS: 3 BR	24	71	0	0	0
VT/SS: 4 BR	5	13	0	0	0
TOTAL	203	417	3	2	0

4. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	0	3
Move-Outs	3	6

5. Lists of Vacant Units and Unit Status

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

6. Recertifications

Interim Recertifications	17
Annual Recertifications	2
Completed for this month	19

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	5
30-day lease terminations	33 (26-Non-Payment of Rent)

9. Evictions

Property	Reason	Summons Date	Judgment Action
N/A			

10. Rent Collection

	This Month
Rent Charges	80,149
Other Charges	3,964
Total New Charges	84,113
Arrears, tenants in possession	6,554

11. Accounts Receivable

Current Tenant Accounts Receivable (Rent)	4,819
Current Rent Charges	80,149
Current Rent Collections	85,330
Accounts Receivable Rate	6%
Collection Rate	94%

12. Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	8,077
Prior Rent Charges	839,627
Collection Rate	99%



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

SCDP

We still have a couple of units of single family rental rehab available.

Current Projects in Process:

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

Work Orders

Non-Emergency

Received	78
Closed	73
Total Completed Work Orders for Year	494

Emergency

	This Month	Year-to-Date
Requested	4	21
Completed within 24 hours	4	21
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: June 24th, 2026
Re: Executive Director Report

Meeting with Police Department Staff

Staff sat down with the new chief and deputy chief of the Brainerd Police Department to share ideas on how staff at the HRA can help support the police department and how their team can help support our staff when it comes to enforcement of our lease and community safety. As Chief Runde recently switched into his role with the department it was a great time to chat with leadership and brainstorm ideas on how to improve. We are planning on getting an officer to the Northstar building to do a “coffee with a cop” session, which will allow for a question and answer session to allow our tenants to get a better sense of when or if they should be calling law enforcement or if it is more a property management type of call. We are grateful for our partnership with law enforcement and look forward to continued engagement with their staff.

No Action Requested; Discussion items