



BOARD OF COMMISSIONERS MEETING

Wednesday, January 22, 2020 @ 1:00 p.m.

Brainerd Housing & Redevelopment Authority (HRA) Administrative Office

324 East River Road | Brainerd, Minnesota

“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. Introduction:** Roxanne Hurt, Rehab Specialist
- 4. Annual Meeting** (*Attachment 1*)
 - a.** Oath of Office
 - b.** Election of Officers
 - c.** Review Bylaws
 - d.** Review Meeting Schedule
- 5. Reading and Approval of Minutes** (*Attachment 2*)
- 6. Unfinished Business**
 - a.** Approve Resolution Appointing Interim Executive Director (*Attachment 3*)
 - b.** Consider Assignment & Assumption of the Purchase & Redevelopment Agreement Between the Brainerd HRA and Galilee Ministries (*Attachment 4*)
- 7. New Business**
 - a.** Authorize Participation in the Foster Youth to Independence (FYI) Program (*Attachment 5*)
- 8. Bills and Communications**
 - a.** Financial Report (*Attachment 6*)
 - b.** HCV/Section 8 Report (*Attachment 7*)
 - c.** Public Housing Report Executive Director (*Attachment 8*)
 - d.** Executive Director Report (*Attachment 9*)
 - e.** Rehab Update (*Attachment 10*)
- 9. Commissioner Comments**
- 10. Adjourn**

Next Meeting: Wednesday, February 26, 2020

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To: Brainerd HRA Board Members
From: Karen Young, Interim Executive Director
Date: January 16, 2020
Re: Annual Meeting

Typically at annual meetings, all new or reappointed members are given the oath of office, the Board elects officers, bylaws are reviewed, and a meeting schedule is established for the upcoming year.

Oath of Office

Although there are no new board members, Marlee Larson was reappointed to the Board with a term ending 12/31/24.

Election of Officers

According to the Brainerd HRA Bylaws, the chair, vice chair and secretary/treasurer shall be elected at the annual meeting of the HRA.

Review Bylaws

Attachment 1a is a copy of the Brainerd HRA Bylaws for your review. Staff is not recommending any changes to the bylaws at this time.

Review Meeting Schedule

Attachment 1b is a copy of the meeting schedule.

Action Items: Elect HRA chair, vice chair and secretary/treasurer.

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BY-LAWS

BY-LAWS OF THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF BRAINERD, MINNESOTA

Adopted 02-21-2001
Revised 06-20-2001
Revised 09-24-2003
Revised 06-09-2005
Revised 03-24-2010
Revised 07-25-2012
Revised 07-23-2014
Revised 07-29-2015
Revised 06-26-2019

ARTICLE I – THE AUTHORITY

Section 1.1. Name of the Authority. The name of the Authority shall be the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota (hereinafter, the “Authority”), and its governing body shall be called the board of Commissioners (hereinafter, the “Board”).

Section 1.2. Seal of Authority. The seal of Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 1.3. Office of the Authority. The offices of the Authority shall be at 324 East River Road in Brainerd, Minnesota.

ARTICLE II – ORGANIZATION

Section 2.1. Officers. The officers of the Authority shall consist of a Chair, a Vice Chair, a Secretary/Treasurer, and an Executive Director. The Chair, Vice Chair, and the Secretary/Treasurer shall be members of the board and shall be elected at the annual meeting of the Authority.

Section 2.2. Chair. The Chair shall preside at all meetings of the board.

Section 2.3. Vice Chair. The Vice Chair shall preside at any meeting of the Board in the absence of the Chair and may exercise all powers and perform all responsibilities of the Chair if the Chair cannot exercise or perform the same due to absence or other inability.

Section 2.4. Chair Pro Tem. In the absence or inability of the Chair and the Vice Chair at any meeting, the Board may appoint any remaining Commissioner as Chair Pro Tem to preside at such meeting.

Section 2.5. Secretary/Treasurer. The Secretary/Treasurer shall oversee the keeping of all minutes of the Board and shall oversee the maintenance of all records of

the Authority. He or she shall be responsible for the oversight and recording and maintaining of accurate records of the meetings of the Board and of all official actions, official, financial and otherwise, taken by or on behalf of the Authority.

Section 2.6. Executive Director. The Executive Director shall be appointed by resolution and shall serve at the pleasure of the Board of Commissioners, shall be the chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe.

Section 2.7. Resident Commissioner. One Resident Commissioner shall hold an Authority Board position. The nature of selection shall be governed by federal regulation and Minnesota state statute, with ratification from the City of Brainerd consistent with other Board Commissioners. The term of the Resident Commissioner and their authority shall be consistent with the other Commissioners serving on the Board.

ARTICLE III – PROCEDURES OF THE BOARD OF COMMISSIONERS

Section 3.1. Annual Meeting. The annual meeting of the Board shall coincide with the regular meeting of January in each year.

Section 3.2. Regular Meetings. The Board shall hold regular meetings on the fourth Wednesday of each month, commencing at 1:00 o'clock P.M., Central Time or at such other time as the Board and Executive Director may determine, and be held at the principal office of the Authority, or at such other location as the Board and Executive Director may determine.

Section 3.3. Special Meetings. Special meetings of the Board may be called by the Chair, or in the event of the Chair's absence or inability, by the Vice Chair at any time, upon seventy-two hours prior notice exclusive of Saturdays, Sundays, and holidays to all Commissioners and the Executive Director. Upon the same notice, any two Commissioners may also call special meetings of the Board. The Executive Director shall post notice of any special meeting in the principal office of the Authority no less than seventy-two hours prior to such special meeting exclusive of Saturdays, Sundays, and holidays.

Section 3.4. Quorum. A quorum of the Board shall consist of a simple majority of Commissioners. In the absence of quorum, no official action may be taken by, or on behalf of, or in the name of the Board or the Authority. Commissioners can attend any regular, special, or annual meetings and participate in any manner allowed by MN Statute 13D.

Section 3.5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by at least a simple majority of all commissioners present. Resolutions may but need not be read aloud prior to vote taken thereon and may but

need not be executed after passage. All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 3.6. Rules of Order. The most recent edition of Robert's Rule of Order shall govern the Meetings of the Board.

Section 3.7. Order of Business. The order of business will be determined by the Chair.

Section 3.8. Manner of Voting. The voting on all questions coming before the Authority shall be by voice vote, recorded into the official minutes. A roll call vote can be instituted for a particular vote at the discretion of the Chair.

Section 3.9. Attendance. Commissioners shall be expected to attend all meetings except with an excused absence. Any Commissioner who misses three consecutive meetings without an excused absence is considered to have resigned from the Board of Commissioners

ARTICLE IV – AMENDMENTS

Section 4.1. Amendments to By-Laws. The By-Laws of the Authority shall be amended only with the approval of a simple majority of a quorum of the Commissioners of the Authority at a regular or a special meeting.

ARTICLE V – MISCELLANEOUS

Section 5.1. Fiscal Year. The fiscal year of the Authority shall be the calendar year.

Section 5.2. Execution of Contracts. All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be executed by the Chair and/or Executive Director or other authorized signatory of the Authority as prescribed by the Chair and/or Executive Director.



2020 Board Meeting Schedule

The Brainerd HRA Board of Commissioners meet on the fourth Wednesday of each month at 1:00 p.m., Brainerd HRA Office, 324 East River Road, Brainerd, MN.

January	February	March	April	May	June	July	August	September	October	November	December
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January 22	February 26	March 25	April 22	May 27	June 24	July 22	August 26	September 23	October 28	November 18*	December 16*
*Date changed due to holiday.											

January 22
February 26
March 25
April 22
May 27
June 24
July 22
August 26
September 23
October 28
November 18*
December 16*

*Date changed
due to holiday.

Brainerd Housing and Redevelopment Authority

BOARD MEETING MINUTES

Wednesday, December 18, 2019

A regular meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the City of Brainerd, Minnesota, was held at 1:00 p.m., Wednesday, December 18, 2019, at the Brainerd HRA Administrative Office, 324 East River Road, in Brainerd, Minnesota.

1. CALL TO ORDER: Chair Marlee Larson called the meeting to order at 1:00 p.m.

2. ROLL CALL:

Board members present: Vice Chair Patrick Wussow and Commissioners Marlee Larson (via video conference), Gabe Johnson, Eric Charpentier, Bekah Kent, and Ashley Storm. **Others present:** Executive Director Jennifer Bergman, Finance Director Karen Young, Housing Manager Shannon Fortune, Rental Assistance Manager Tania Eller, Rehab Coordinator John Schommer, and Executive Assistant LeAnn Goltz; and Kris Schubert, City of Brainerd. **Absent:** Krista Brodal.

3. READING AND APPROVAL OF MINUTES:

Commissioner Johnson moved to approve the minutes from the regular meeting on November 20th and the special meeting on December 5th. Commissioner Storm seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.

4. UNFINISHED BUSINESS:

- a. Discussion on Search for Executive Director: Gary Weiers, DDA:** Gary Weiers went through his proposal with the Board and staff. They reviewed the recruitment timeline, had a discussion utilizing the discussion guide, and made some changes to the job description. Recruitment will take place January 6th–February 3rd, 2020. The group also went through the interview process, which will take place on February 26th, and determined the following:
 - **Board Interview:** Will include all members of the Brainerd HRA Board plus one member from the CWC HRA Board and one from the Crosby HRA Board. Board members can suggest questions prior to the interview by sending them to the selection committee. Members from CWC HRA and Crosby HRA can also provide input but will not take part in the candidate selection.
 - **Staff Interview:** Department heads plus executive assistant will also interview the candidates. They can also provide feedback to the Board but will not take part in the candidate selection.
 - **Partner Interview:** Mr. Weiers suggested the Board select community partners to take part in an interview with the candidates. This is done with many of his clients and was also done at the City of Brainerd in the search to fill the city administrator position. The Board discussed the possibility and Mr. Weiers asked them to think about it and decide at a later date.
 - **Tour:** Candidates will be offered a tour of the area, HRA properties, and projects.

5. NEW BUSINESS:

- a. **Accounts Receivable Write-off:** Per Brainerd HRA policy, when an account remains unpaid for 90 days following the tenant's move-out date with no repayment activity, the Finance Director shall obtain approval from the Board of Commissioners to write off those accounts. As such, we are requesting the approval to write off all balances outstanding at 12/31/2019 in Public Housing Accounts Receivable that remain unpaid 90 days following the tenant's move-out date. When feasible, these balances will be filed with the State of Minnesota for collection through the Revenue Recapture process. This process allows Housing Authorities to collect outstanding balances through any state return that the tenant is entitled.

Commissioner Johnson moved to write off uncollectible Accounts Receivable for 2019, seconded by Commissioner Kent. All commissioners voted in favor of the motion and none were opposed. The motion was approved.

- b. **Fund Balance Review and Discussion:** The Board set the recommended unassigned fund balance to be maintained at eight to 10 months of General Fund operating expenses for the year.

The Board currently has funds committed for Housing Rehab and the Scattered Sites Replacement Program (SSRP). Staff recommendation was to commit funds to Housing Rehab but not SSRP due to underutilization for the past two years. The Board also has funds assigned for Downtown Redevelopment. Changes to assigned fund balance can be made after year-end and staff recommended the Board assign funds for Housing and Redevelopment Initiatives after year-end when the calculation can be finalized.

Commissioner Kent moved to approve Resolution No. 2019-11 to remove the commitment of funds for the Scattered Site Replacement Program (SSRP) and commit funds for Housing Rehab in an amount to be determined in the subsequent period after year-end financial statements are finalized. Commissioner Johnson seconded the motion. Via roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

- c. **Approve Lease Subsidy Agreement with Minnesota Makerspace, LLC:** In 2017, the Brainerd Lakes Chamber of Commerce, in conjunction with Range Deluxe and several community partners, created the Destination Downtown Brainerd competition. The purpose of the program was to provide an incentive for a business to locate downtown Brainerd. The third and final competition for 2019 selected three winners: grand prize, first runner up and second runner up. The Board agreed to provide a lease subsidy for all three finalists: \$8,000 for the grand prize winner and \$6,000 for runners up.

Minnesota Makerspace, LLC, was a runner up and the Brainerd HRA's contribution to this prize package was a lease subsidy for 50% of the rent or \$6,000, whichever is less, for one year. Minnesota Makerspace has chosen to locate their business at 217 South 7th Street owned by Pueringer Investments. The rent is \$1,600 monthly and the lease begins on January 1st, 2020.

The Brainerd HRA will provide a forgivable loan of up to \$6,000 at zero percent interest. The loan will be forgiven 20% per year and completely forgiven after five years. The Brainerd HRA will pay the subsidy directly to the property owner in the amount of \$500 per month.

Commissioner Kent moved to adopt Resolution No. 2019-12, approving a loan agreement between the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota, and Minnesota Makerspace, LLC., seconded by Commissioner Johnson. Via roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

- d. Consider Tax Forfeited Property Assignment Request:** In late 2018, Galilee Ministries of Minnesota acquired 1201 Pine Street through our Tax Forfeited Property Policy. The Purchase and Development Agreement (PDA) requires that minimum improvements be substantially completed within 12 months which has not happened. Tom DeMers, president of Galilee Ministries, has since been deployed overseas and indicated that they would like to donate the property to Lakes Area Habitat for Humanity (LAHFH).

LAHFH executive director Kevin Pelkey has indicated they would be interested in the parcel but their 2020 build schedule is full and they would not be able to complete the minimum improvements until 2021. The PDA would need to be assigned to LAHFH with an amendment extending the construction time should the HRA consent.

Attorney Martha Ingram stated that Galilee Ministries does have the authority under the PDA to transfer it to another developer with the approval of the Brainerd HRA Board. Staff recommended approving assignment of the PDA to LAHFH and extending the construction timeline for completion of the minimum improvements to the end of 2021.

Commissioner Kent made a motion to approve assigning the Purchase and Development Agreement from Galilee Ministries to Lakes Area Habitat for Humanity allowing staff to work with Attorney Martha Ingram to complete the assignment. Commissioner Storm seconded the motion. All commissioners were in favor of the motion and none were opposed. The motion was approved.

6. BILLS AND COMMUNICATIONS

a. Financial Report:

2020 HUD Budget

HUD has been operating under a Continuing Resolution (CR), but it was just announced that Congress was able to finalize the funding allocations between the appropriations bills for FY 2020. This means we will have a finalized budget.

Estimated 2020 HCV Proration

HUD recently released estimated HCV HAP and Admin Fee prorations for 2020. Estimated HAP prorations are 99% with an inflation factor of 3.1%. This nets to 102.1% of 2019 HAP expenditures as the calculation for our 2020 funding. Our 2020 budget was estimated at 100% funding of 2019 expenditures, so this will help reduce the anticipated HAP deficit. Admin Fees are estimated to be funded between 78% and 81%.

Commissioner Johnson moved to approve the payments as presented. Commissioner Kent seconded the motion. All commissioners were in favor of the motion and none were opposed. The motion was approved.

- b. **HCV/Section 8:** Eller reported that UML through November was 99% and HAP utilization through October was 91%.

FYI Vouchers

Nick Vogel from DHS reached out to us strongly encouraging us to apply for FYI (Foster Youth to Independence) vouchers. FYI is a HUD program that targets youth ages 18–24 who have left foster care or will leave foster care within 90 days. These youth must be homeless or risk of becoming homeless. FYI participants are referred to the HRA from the PCWA (Public Child Welfare Agency) and supportive services are tied to the eligible youth. Case management is required in the program. When a referral from PCWA is received, the request to HUD is submitted for approval of the voucher. There is no application deadline. Participants can be on FYI rental assistance for a maximum of 36 months. The maximum number of vouchers that can be requested is 25 per year. Staff is still learning about the program.

- c. **Public Housing Report:** The Resident Handbooks for North Star, Valley Trail, and Scattered Site units have all been updated and a copy provided to each tenant for review. A 30-day review and comment period ends December 31st and the updated handbooks go into effect on January 1st, 2020. Most of the revisions were related to updating contact information, clarifying ambiguous sections, and applying consistent formatting throughout the document. The section covering options for rent payment was updated to reflect the no cash policy beginning January 1st. To help answer questions tenants may have, a resident meeting was held on Wednesday, December 18th.

ROSS Program Updates

Warner has been working on outreach and program activities including attending a “Client-Centered Practices & Engaging Difficult Clients” seminar, connecting with the American Legion to facilitate delivery of Thanksgiving meals, attending a state-wide meeting of ROSS Coordinators, working with the Resident Council to provide leadership and organizational training, and collaborating with UofM Extension office and Crow Wing Energized to organize a diabetes prevention and management seminar series. The Senior Nutrition Assistance program is still going strong with an average of 25 residents receiving food boxes each month and there were six participants in the nutrition seminar that is scheduled to coincide with the food box distribution.

- d. **Executive Director Report:**

Homeless Shelter Discussion

A group of partners and parishioners throughout the County have convened several meetings and focus groups to continue the discussion of the homeless population in Crow Wing County and potential solutions. They have formed a short-term group and a long-term group. The HRA continues to be at the table for these discussions. The Initiative Foundation has pledged \$10,000 for assistance with these efforts and Brainerd Community Action has agreed to be the fiscal host.

Housing Trust Fund

The CWC HRA authorized staff to forward the ordinance establishing a housing trust fund in Crow Wing County to the County Board. The County Board will review and discuss the ordinance at their January Committee of the Whole meeting. It is anticipated to be approved at the February County Board meeting. The Brainerd HRA Board discussed the ordinance and Bergman explained that it outlines ways allowed by statute to provide assistance using the housing trust fund. Once it is approved, staff will create guidelines that will provide detailed information of what the HRA will offer.

Housing Specialist

Staff interviewed five excellent candidates for the housing specialist position on December 11th. Roxanne Hurt was the selected candidate and she will begin her employment on Monday, January 6th, 2020.

e. Rehab Update: Schommer provided his report to the Board.

7. Commissioner Comments: Commissioner Johnson reported that the following organizations are seeking new directors: Northland Arboretum, Brainerd Community Action, and the Nisswa Chamber of Commerce.

8. Adjournment:

Moved by Commissioner Johnson and seconded by Commissioner Kent, the meeting was adjourned at 3:11 p.m.

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To: Brainerd HRA Board Members
From: Karen Young, Interim Executive Director
Date: January 15, 2020
Re: Approve Resolution Appointing Interim Executive Director

When submitting a Crosby HRA contract renewal document to Minnesota Housing, staff was questioned about the authority of my signature instead of Jennifer's. We provided the previous board meeting minutes confirming my appointment as Interim Executive Director; however, we are concerned that this will not be sufficient as the bylaws state that an Executive Director be appointed by Board resolution. At this time, we are asking for a resolution that will state my appointment to the position of Interim Executive Director that can be provided to funders and others that request such documentation of this change.

Action Requested: Approve Resolution No. 2020-01 Appointing Interim Executive Director.

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. 2020-01

RESOLUTION APPOINTING INTERIM EXECUTIVE DIRECTOR

WHEREAS, Jennifer Bergman provided a 30-day notice on December 5th to the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Brainerd that she would resign from the Executive Director position; and

WHEREAS, the Board convened at a special meeting on December 5, 2019, and appointed Karen Young to serve as Interim Executive Director to provide interim leadership during the search for the next Executive Director; and

WHEREAS, the Bylaws of the Housing and Redevelopment Authority in and for the City of Brainerd state, "Section 2.6. Executive Director. The Executive Director *shall be appointed by resolution* and shall serve at the pleasure of the Board of Commissioners, shall be the chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe."; and

NOW, THEREFORE, BE IT RESOLVED, the Board hereby appoints Karen Young to serve as Interim Executive Director and to have the power and authority of Executive Director granted in the Bylaws and all resolutions of the Board, effective January 3, 2020, thereby ending the term of the previous Executive Director.

Approved by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Brainerd on this 22nd day of January, 2020.

Chair

ATTEST:

Interim Executive Director

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To: Brainerd HRA Board Members
From: John Schommer, Rehab Coordinator
Date: January 15, 2020
Re: Ratify Assignment and Assumption of the PDA for Galilee Ministries Tract

At the December board meeting, the Board made a motion to approve the transfer and assignment of the Master Purchase and Development Agreement to Lakes Area Habitat for Humanity from Galilee Ministries for the tax forfeited tract they purchased.

Attorney Martha Ingram drafted the Assignment and Assumption of the Master Purchase and Redevelopment Contract (see Attachment 4a). Although the Board did make a motion to authorize the transfer, Martha indicated we need to pass a resolution (see Attachment 4b) to ratify the assignment of the PDA from Galilee Ministries to Lakes Area Habitat for Humanity.

Action Requested: Approve Resolution 2020-02 to Ratify the Assignment and Assumption of the Purchase and Development Contract.

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**ASSIGNMENT AND ASSUMPTION OF PURCHASE AND REDEVELOPMENT
AGREEMENT**

THIS ASSIGNMENT AND ASSUMPTION OF PURCHASE AND REDEVELOPMENT AGREEMENT (this “Assignment”), made as of this 22nd day of January 2020, by and between GALILEE MINISTRIES OF MINNESOTA, a Minnesota nonprofit corporation, having its principal office at 8716 Deer Trail, Pequot Lakes, Minnesota 56472 (“Assignor”), and LAKES AREA HABITAT FOR HUMANITY, a Minnesota nonprofit corporation, having its principal office at 1110 Wright Street, Brainerd, Minnesota 56401 (“Assignee”).

WITNESSETH:

- A. The Housing and Redevelopment Authority in and for the City of Brainerd (“HRA”) and Assignor entered into that certain Purchase and Redevelopment Agreement dated as of September 10, 2018, and recorded in the office of the Crow Wing County Recorder on December 12, 2018 as Document No. A912413 (the “Contract”) providing, among other things, for the sale of certain property legally described on Exhibit A hereto (the “Redevelopment Property”) by the HRA to the Assignor, and the construction by the Assignor of a single-family home on the Redevelopment Property (the “Minimum Improvements”).
- B. The HRA conveyed the Redevelopment Property to the Assignor by quit claim deed dated December 3, 2018, recorded in the office of the Crow Wing County Recorder on December 12, 2018, as Document No. A912414.
- C. The defined terms in the Contract shall have the same meaning hereunder.
- D. Assignor now wishes to assign its rights and obligations under the Contract to Assignee, and Assignee wishes to assume such rights and obligations under the Contract.
- E. Pursuant to the Contract, the Assignor may not assign its rights under the Contract without the consent of the Authority.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Assignor does hereby grant, transfer, and assign to Assignee all of its rights and interests in, to and under the Contract, and to convey the Property to the Assignee.
2. Assignee hereby accepts this Assignment and, subject to the conveyance of the Property, assumes and agrees to faithfully abide by, perform, and discharge each and every term, covenant, and condition of the Contract and the exhibits thereto applicable to the “Redeveloper” first arising from and after the date of this Assignment and to be fully bound by all of the foregoing. Assignee hereby agrees to indemnify and hold Assignor harmless from and against any and all claims, expenses, costs, obligations, or other liabilities with respect to the Contract, arising or incurred from and after the date hereof.
3. Assignor hereby warrants and represents to Assignee as follows:
 - a. The Contract has not been modified or amended except as herein described and is full force and effect as of the date hereof; and
 - b. To Assignor's knowledge, there is in existence a state of facts or circumstances which, with the giving of notice or lapse of time or both, would constitute an Event of Default under the Contract, specifically, the Assignor's failure to complete construction of the Minimum Improvements by December 3, 2019 (within one year after the Closing Date).
4. Assignor and Assignee agree that this Assignment shall not be amended or changed in any way without prior written approval of the Authority.
5. This Assignment and Assumption shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto and shall further be for the benefit and reliance of the Authority.
6. This Assignment shall be governed by and construed in accordance with the laws of the State of Minnesota.
7. This Assignment may be executed in counterparts, which counterparts when considered together shall constitute a single, binding, valid and enforceable agreement.

IN WITNESS WHEREOF, the parties have executed this Assignment and Assumption Agreement as of the date first indicated above.

ASSIGNOR:

GALILEE MINISTRIES OF MINNESOTA

By: _____
Its: _____

STATE OF NORTH CAROLINA)
) SS.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020,
by _____, the _____ of Galilee Ministries of Minnesota, a
Minnesota nonprofit corporation, on behalf of the nonprofit corporation.

Notary Public

ASSIGNEE:

LAKES AREA HABITAT FOR HUMANITY

By: _____
Its: _____

STATE OF MINNESOTA)
) SS.
COUNTY OF CROW WING)

The foregoing instrument was acknowledged before me this __ day of _____,
2020, by _____, the _____ of Lakes Area Habitat for Humanity, a
Minnesota nonprofit corporation, on behalf of the nonprofit corporation.

Notary Public

This document was drafted by:
KENNEDY & GRAVEN, Chartered (MNI)
470 U.S. Bank Plaza
Minneapolis, Minnesota 55402
Telephone: (612) 337-9300

EXHIBIT A

REDEVELOPMENT PROPERTY

Lots 11 and 12, Block 6, SECOND ADDITION TO THE CITY OF BRAINERD, according to the recorded plat thereof on file in the office of the County Recorder in and for Crow Wing County, Minnesota.

A-1

631645v1BR230-26

CONSENT OF HRA

The HRA hereby consents to the foregoing Assignment and Assumption of Purchase and Redevelopment Agreement and to the conveyance of the Property to Lakes Area Habitat for Humanity, and acknowledges and agrees that Assignor is hereby released from all covenants and obligations under the Contract accruing after the date hereof.

HOUSING AND REDEVELOPMENT
AUTHORITY IN AND FOR THE CITY OF
BRAINERD

By _____
Its Chair

By _____
Its Interim Executive Director

STATE OF MINNESOTA)
) SS.
COUNTY OF CROW WING)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by _____ and _____, the Chair and Interim Executive Director of the Housing and Redevelopment Authority in and for the City of Brainerd, a public body corporate and politic and political subdivision of the State of Minnesota, on behalf of the public body.

Notary Public

(Signature page of HRA Consent)

631645v1BR230-26

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD

HRA RESOLUTION NO. 2020-02

RESOLUTION CONSENTING TO ASSIGNMENT AND
ASSUMPTION OF PURCHASE AND REDEVELOPMENT
AGREEMENT BETWEEN GALILEE MINISTRIES OF
MINNESOTA AND LAKES AREA HABITAT FOR
HUMANITY

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

Section 1. Recitals.

1.01. The Authority currently administers its Redevelopment Project No. 1 within the City of Brainerd (the "City"), pursuant to Minnesota Statutes, Sections 469.001 to 469.047, as amended.

1.02. Pursuant to a duly noticed public hearing on the sale of Authority property, the Authority and Galilee Ministries of Minnesota (the "Buyer") executed a Purchase and Redevelopment Agreement, dated as of September 10, 2018 (the "Agreement"), providing for the conveyance by the Authority to the Buyer of certain property located at 1201 Pine Street within the City, legally described as follows:

Lots 11 and 12, Block 6, SECOND ADDITION TO THE CITY OF BRAINERD, according to the recorded plat thereof on file in the office of the County Recorder in and for Crow Wing County, Minnesota (the "Property")

and for the construction by the Buyer of a single-family home (the "Minimum Improvements") on the Property.

1.03. The Buyer has determined that it is unable to construct the Minimum Improvements, and desires to assign the Agreement to Lakes Area Habitat for Humanity (the "Developer"), pursuant to an Assignment and Assumption of Purchase and Redevelopment Agreement (the "Assignment") and has requested that the Authority approve a Consent to the Assignment in the form presented to the Board.

1.04. The Authority finds that approval of the Consent to the proposed Assignment is in the best interest of the City as a whole, because it will allow for construction of the Minimum Improvements and thereby provide additional housing opportunities in the City.

Section 2. Assignment Approved.

2.01. The Assignment as presented to the Board is hereby in all respects approved.

2.02. The Authority hereby approves execution of the Consent to the Assignment, subject to modifications that do not alter the substance of the transaction and that are approved by the Chair and Executive Director, provided that execution of the Consent by such officials shall be conclusive evidence of approval.

2.03. Authority staff and consultants are authorized to take any actions necessary to carry out the intent of this resolution.

Approved by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Brainerd this __ day of _____, 2020.

Chair

ATTEST:

Secretary



To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: January 16, 2020
Re: Authorize Participation in the Foster Youth to Independence (FYI) Program

As we discussed at the last board meeting, Nick Vogel from DHS reached out to us strongly encouraging us to apply for Foster Youth to Independence (FYI) vouchers. FYI is a HUD program that targets youth ages 18–24 who have left foster care or will leave foster care within 90 days. These youth must be homeless or at risk of becoming homeless.

FYI participants are referred to the HRA from the Public Child Welfare Agency (PCWA) and supportive services are tied to the eligible youth. When we receive a referral from PCWA, we submit the request to HUD for approval of the voucher. There is no application deadline. Participants can be on FYI rental assistance for a maximum of 36 months. The maximum number of vouchers we can request is 25 per year. Once HUD has approved our application, funds are available for us to start leasing up participants. Once the participant is leased up, we receive funds through our Housing Choice Voucher (HCV) program to pay rent. Rent is based on our average per unit cost (PUC) from last year, currently \$374.00.

We would like to enter into the Memorandum of Understanding (MOU) (see Attachment 5a) with an effective date of February 1st, 2020, and submit the application (see Attachment 5b) on February 3rd, 2020, and anticipate submitting an application to HUD for potentially eight vouchers shortly thereafter.

Action Items: Authorize staff to enter into a Memorandum of Understanding and authorize the submission of the FYI application.

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MEMORANDUM OF UNDERSTANDING – FOSTER YOUTH TO INDEPENDENCE

This Memorandum of Understanding (MOU) has been created and entered into on February 1st, 2020 by and between the following parties in relation to their request for assistance under the Foster Youth to Independence initiative and the requirements of PIH Notice 2019-20 (HA).

Brainerd Housing and Redevelopment Authority
324 East River Rd.
Brainerd, MN 56401

Crow Wing County Community Services
PO Box 686, 204 Laurel St.
Brainerd, MN 56401

Central MN CoC
Central MN Housing Partnership
37 28th Ave. North, STE. 102
St. Cloud, MN 56303

Lutheran Social Services-Brainerd Youth Services
716 E Street
Brainerd, MN 56401

I. Statement of Cooperation

- A. Commitment to administering the program.
- B. Goals and standards of success in administering the program.
- C. Identification of staff position at the PHA, PCWA, and CoC who will serve as the lead FYI liaisons.

Lead FYI Liaison:

Name and title of PHA staff position: Tania Eller, Rental Assistance Manager

Name and title of PCWA staff position: Kara Griffin, Program Manager, Crow Wing County Community Services

Name and title of CoC staff position: Tammy Smith, Heading Home Central COC Coordinator

Name and title of Supportive Services staff position: Kathy Sauve, Youth & Family Resource Director

II. Youth Eligibility

The population eligible to be assisted under this agreement are youth certified by the PCWA as meeting the following conditions:

1. Has attained at least 18 years and not more than 24 years of age;
2. Left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act at age 16 or older; and
3. Is homeless or is at risk of becoming homeless as these terms are defined at 24 CFR 578.3 and 24 CFR 576.2.

Eligibility is not limited to single persons. For example, pregnant and/or parenting youth are eligible to receive assistance under this notice assuming they otherwise meet eligibility requirements.

III. Supportive Services

Lutheran Social Services or PWCA will provide the following supportive services for a period of 36 months to youth assisted through this program. Youth will not be required to participate in these services as condition of receipt of the voucher.

- A. Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services).
- B. Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
- C. Providing such assurances to owners of rental property as are reasonable and necessary to assist a FYI-eligible youth to rent a unit with a voucher.
- D. Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.).
- E. Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models.

IV. PHA Responsibilities

Brainerd HRA will be responsible for the following activities:

- A. Accept referrals of youth certified by the PCWA as eligible for assistance under this notice.
- B. Determine if youth referred by the PCWA are eligible for HCV assistance.

- C. Amend the administrative plan in accordance with applicable program regulations and requirements, if needed.

V. PCWA Responsibilities

The PCWA will be responsible for the following activities:

- A. Have a system for identifying FUP-eligible youth within the agency's caseload and review referrals from the PHA, CoC and Supportive Services Provider.
- B. Have a system for prioritization of referrals to ensure that youth are prioritized for a FYI TPV based upon level of need and appropriateness of the intervention.
- C. Provide written certification to the PHA that a youth is FUP-eligible.
- D. Provide or secure a commitment for the provision of required supportive services.

VI. CoC Responsibilities

The CoC will be responsible for the following activities:

- A. Integrate the prioritization and referral process for FUP-eligible youth into the CoC's coordinated entry process.
- B. Identify services to be provided using CoC program funds to youth who qualify for CoC program assistance.
- C. Make referrals of FUP-eligible youth to the PCWA.

Signed By:

Interim Executive Director, PHA Date

Social Services Division Director, PCWA Date

Director, Supportive Services Date

Board Chair, CoC Date

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Funding Application

Housing Choice Voucher Program

**U.S Department of Housing and
Urban Development**

Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 7/31/2022)

The public reporting burden for this information collection is estimated to be up to 5 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Department of Housing and Urban Development (HUD) is authorized to collect the information on this form by Section 8 of the U.S. Housing Act (42 U.S.C. 1437f). Form is only valid if it includes an OMB Control Number.

A. Name and Mailing Address of the Public Housing Agency (PHA) Brainerd Housing and Redevelopment Authority		B. PHA Code MN032
C. Number of Vouchers Requested 8	D. Geographic Area/Jurisdiction (describe the area in which assisted may live) Crow Wing County	

If directed in the NOFA or Funding Notice, complete additional fields on the next page of this form.

HUD is committed to protecting the privacy of individual's information stored electronically or in paper form in accordance with federal privacy laws, guidance and best practices. HUD expects its third-party business partners including public housing authorities who collect, use, maintain, or disseminate HUD information to protect the privacy of that information in accordance with applicable law.

PHA Signature		
Signature of PHA Representative	Print or Type Name of Signatory Carrie Burrell	
Email Address cburrell@brainerdhra.org	Phone Number 218-824-3427	Date 1-9-2020

E. Capacity of the Organization

Brainerd HRA manages 203 public housing units, 59 Section 236 units and 320 Housing Choice Vouchers in Crow Wing County. We have 17 full-time staff and 1 part-time staff. We also manage the Crow Wing County HRA and the Crosby HRA.

F. Need/Extent of the Problem

Crow Wing County Public Child Welfare Agency (PWCA) and Lutheran Social Service Youth Services (LSS) have initially identified 8 youth that will meet the criteria for FYI.

G. Soundness of Approach

Crow Wing County Public Child Welfare Agency(PWCA) and Lutheran Social Service Youth Services (LSS) will identify FYI-eligible youth using reports from SSIS based on age, as well as at time of intake for all of agency's services. CWCSS will use the monthly transition meeting that involves community partners to also identify youth that are FYI eligible. Referrals from Brainerd HRA, CoC and community providers will be accepted and assessed for FYI vouchers. Referrals made to CWCSS by the CoC from the priority list will be accepted and reviewed for eligibility.

H. Leveraging Resources

Brainerd HRA, CWC PWCA and LSS will partnership in order to utilize resources that each agency provides and will also be accessing additional resources if needed from within the community. Brainerd HRA will provide rental assistance application when the waiting list is opened.

I. Achieving Results and Program Evaluation

CWCSS will provide and work with community providers to ensure support services are provided for the youth and needs are getting met. Depending on the youth's needs, mental health case management, child welfare case management, minor parent case management, service through the STAY program and independent living skills will be available to all FYI youth to ensure the overall stabilization and growth. Quarterly meetings between service providers will be scheduled in order to manage and maintain the FYI programs.

J. Memorandum of Understanding

An executed MOU will be attached and submitted to HUD along with this application.

K. Other Information Required in the NOFA or Funding Notice

L. Program Specific Certifications (enter here any certification required in the NOFA or Funding Notice)



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: January 15, 2020
Re: January Financial Report

Please find attached the financial information for December 2019.

Year-end Financial Statements and Ratios

The December ratios and financial statements do not fully reflect all year-end entries and adjustments. The final year-end entries and adjustments will be recorded prior to the audit and REAC submission. Therefore, the financial information is subject to change due to necessary year-end adjustments.

2019 Levy Payment

In December, we received the second half 2019 tax settlement of \$56,004.05 as reflected in the General Fund financial statements. Year-to-date, we have received \$124,897.10 in levy payments. The 2019 tax levy was estimated at \$126,890.

Scattered Site Replacement Program (SSRP)

The Board took action at the December meeting to remove the commitment of fund balance from SSRP. As such, these funds are reflected as General Fund and not SSRP in the December Operating Account Balances Report.

Audit Schedule

The 2019 audit schedule has been set with CliftonLarsonAllen (CLA). The Crow Wing County HRA audit will be during the week of February 3rd. The Brainerd HRA audit and Brainerd South compilation are scheduled for the week of February 10th. The Agency unaudited financial statements are due to the Real Estate Assessment Center (REAC) by February 28th and the unaudited Brainerd South financial statements are due to REAC by March 31st.

ASI TIF District Decertification

The Brainerd HRA administered the City's ASI Redevelopment TIF District which required decertification on 12/31/19. The City Council passed a resolution in February 2019 authorizing the decertification. The County did not receive the decertification in time to stop 2019 increment, so we collected July and December increment of \$5,886.02. A check was issued in December and this amount was remitted to the County along with the Confirmation of Decertification by the City.

Action Requested: Motion for approval of payments as presented.

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December 2019 Operating Account Balances

Property/Program	December 2018	November 2019	December 2019
General Fund	\$296,213.73	\$256,054.91	\$345,265.34
Brainerd Revolving Loan Program	\$99,077.00	\$99,077.00	\$99,077.00
SSRP	\$12,010.80	\$12,010.80	\$0.00
Housing Rehab Program	\$29,668.50	\$116,874.45	\$108,877.27
Bridges	\$10,008.67	\$8,166.93	\$15.19
Crow Wing County HRA	\$620,293.37	\$514,565.14	\$534,745.21
Public Housing	\$536,487.24	\$655,362.78	\$639,495.77
Brainerd South	\$35,325.55	\$54,300.45	\$55,247.76
Housing Choice Voucher	\$36,991.38	\$20,215.77	\$47,235.28
Total	\$1,676,076.24	\$1,736,628.23	\$1,829,958.82

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Brainerd Housing & Redevelopment Authority

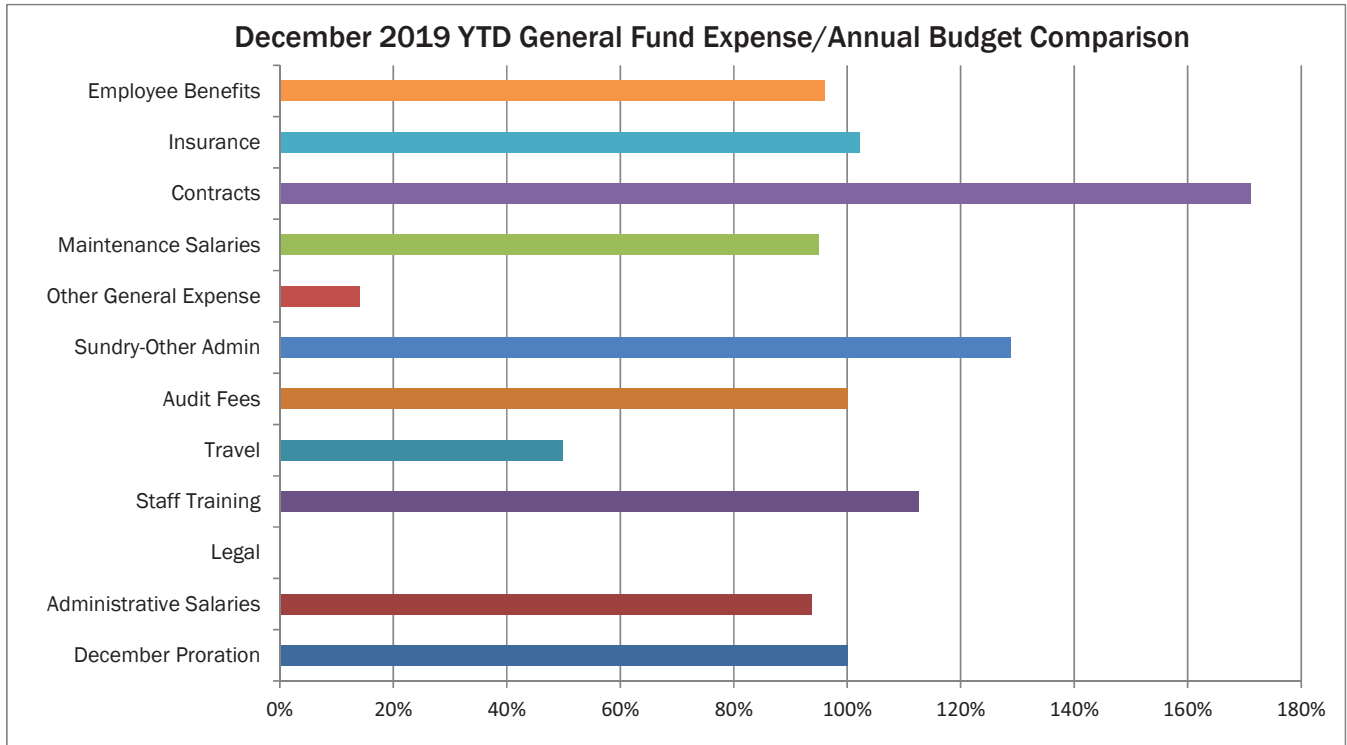
2019 Ratios (and December, 2018)

FASS Ratios	Max Pts	Scoring	Dec 2018 After YE JE, B4 audit	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec 2019
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00	12.00	12.00	12.00	12.00	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	11.00	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	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00

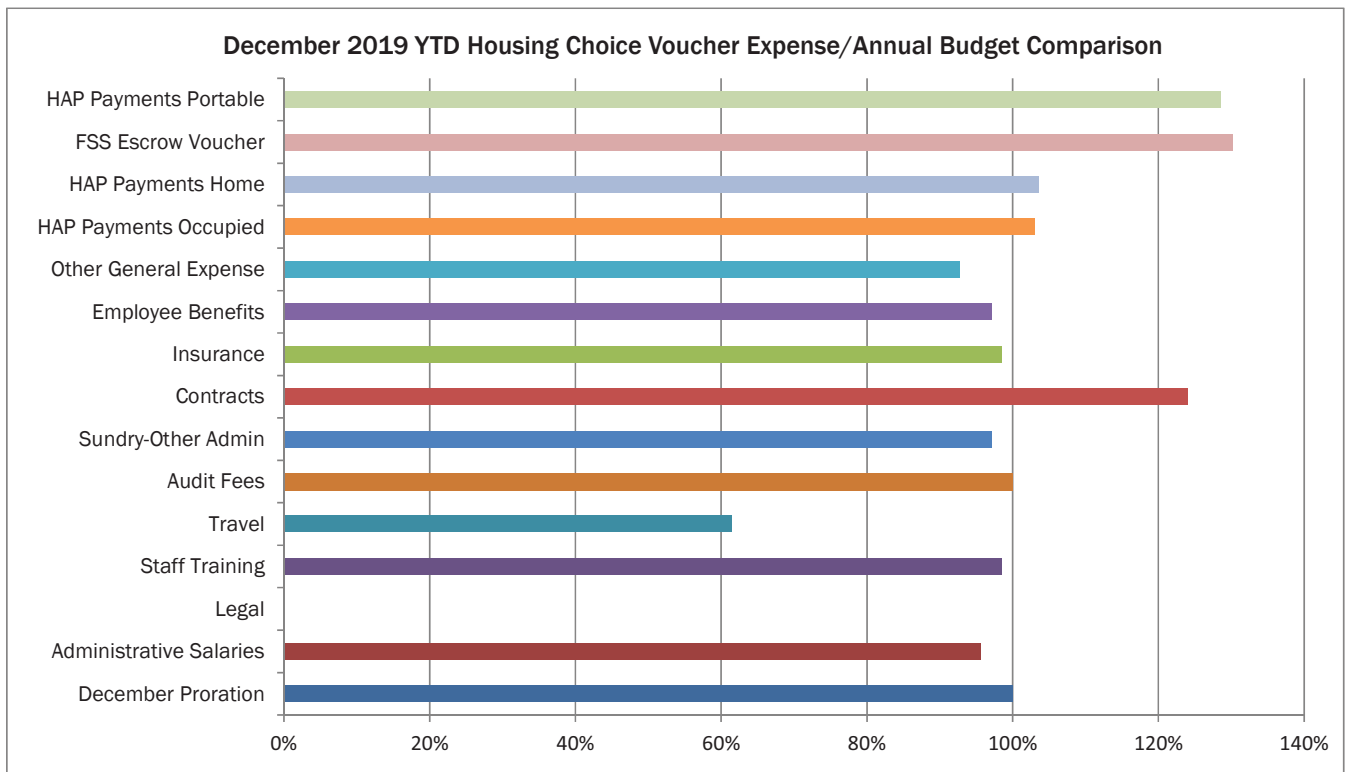
MASS Ratios	Max Pts	Scoring													
Occupancy	16	O <90% =0, O >98% =16	16.00	12.00	12.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	2.00	5.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Total Points	25		25.00	16.00	16.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	22.00	22.00	25.00
Total of Above Ratios	50		50	41	41	45	45	45	45	45	45	45	47	47	50

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

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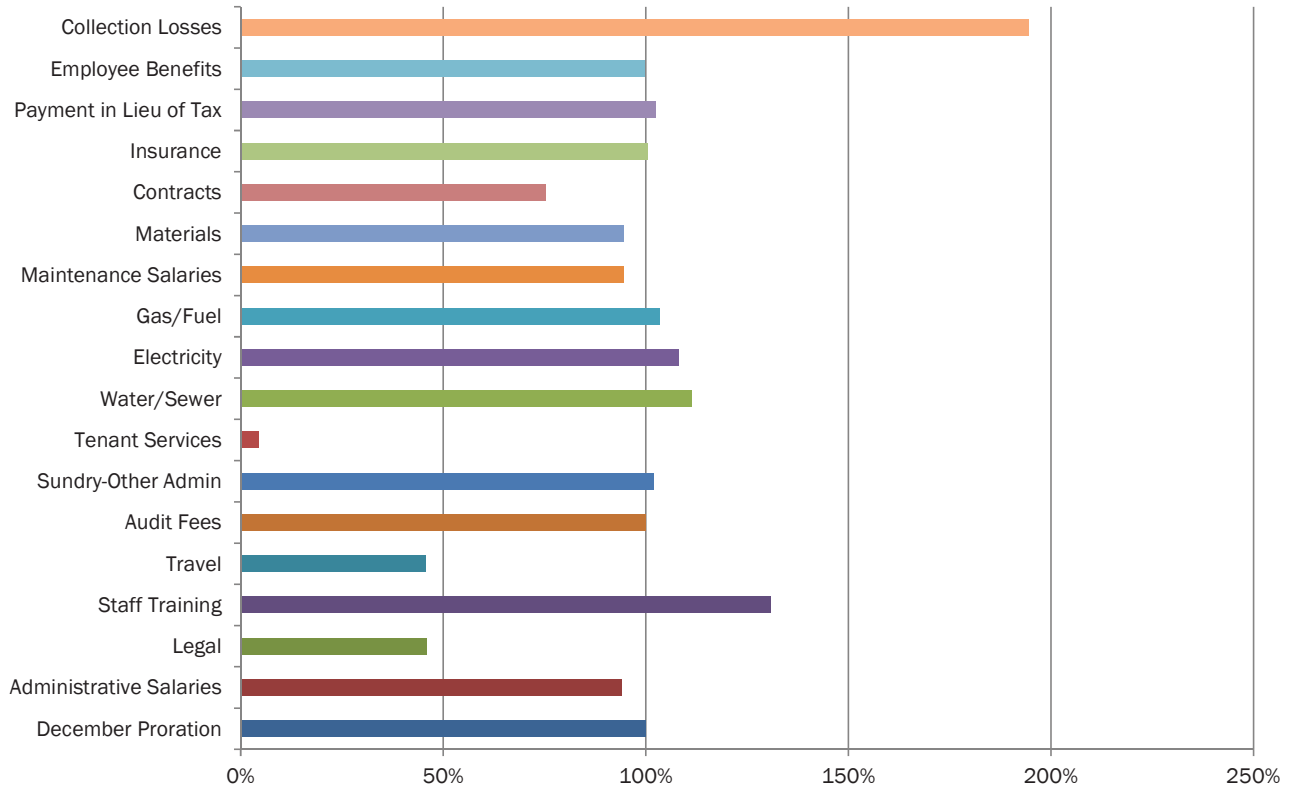


Contracts: Purchased cloud backup system hardware and anti-virus.
 Sundry-Other Admin: Office Supplies (Computers) and Advertising (Hsg Rehab Spec).
 Training: Spring NAHRO Conference and Government Finance Training



Contracts: Utility Allowance Rate Study. Purchased cloud backup system hardware and anti-virus.

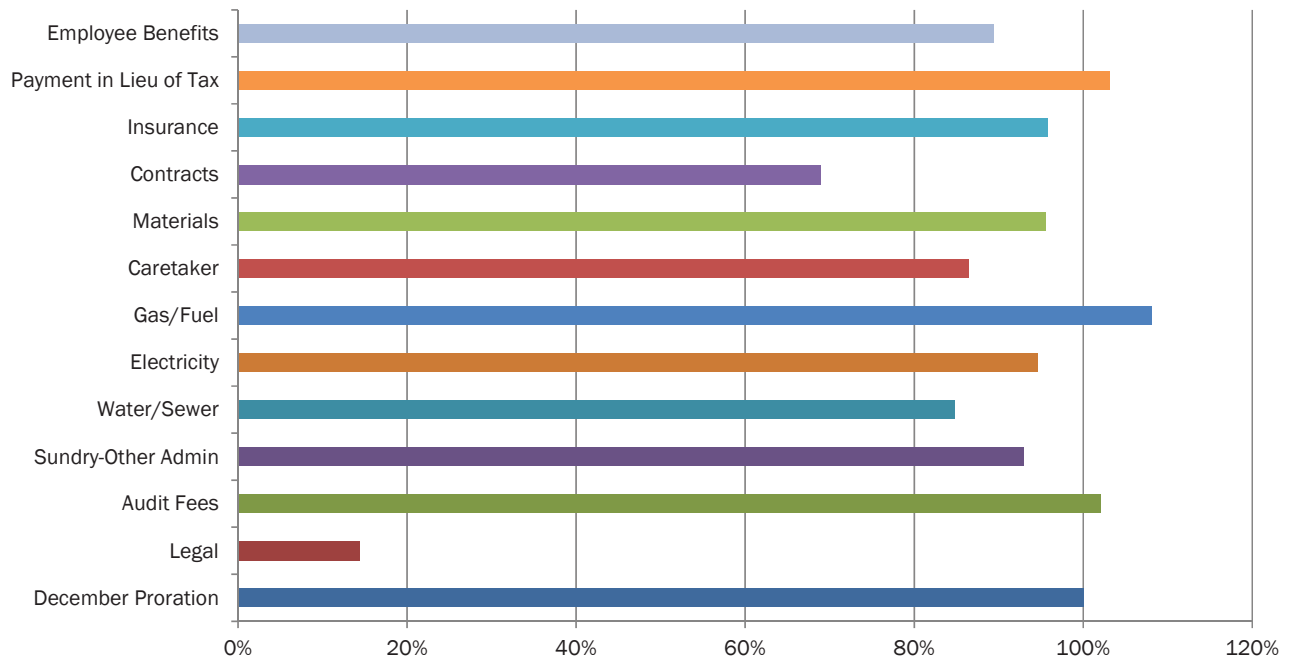
December 2019 YTD Public Housing Expense/Annual Budget Comparison



Collection Losses: Tenant Move Out Charges Higher Than Average.

Training: Procurement Training, Spring NAHRO, National NAHRO and ROSS Training-New Orleans.

December 2019 YTD Brainerd South Expense/Annual Budget Comparison



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**Brainerd HRA
General Fund Operating Statement
December, 2019**

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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-14,212.45	-170,353.68	-169,000.00	-1,353.68
Interest Income	-133.94	-133.94	0.00	-133.94
Operating Transfer In	-20,910.80	-20,910.80	-7,950.00	-12,960.80
Other Income	-61,288.39	-135,474.57	-153,595.00	18,120.43
Loan Interest Revenue	0.00	0.00	-5,000.00	5,000.00
TOTAL INCOME	-96,545.58	-326,872.99	-335,545.00	8,672.01
EXPENSE				
Administrative				
Administrative Salaries	11,948.64	149,478.32	159,480.00	-10,001.68
Legal	0.00	0.00	2,000.00	-2,000.00
Staff Training	307.77	4,504.31	4,000.00	504.31
Travel	20.88	348.62	700.00	-351.38
Auditing Fees	0.00	6,700.00	6,700.00	0.00
Sundry-Other Admin	1,124.10	7,290.46	5,660.00	1,630.46
Total Administration	13,401.39	168,321.71	178,540.00	-10,218.29
Maintenance				
Maintenance Salaries	876.96	10,816.62	11,380.00	-563.38
Contracts	89.88	1,368.85	800.00	568.85
Total Maintenance	966.84	12,185.47	12,180.00	5.47
General				
TIF Expense	5,886.02	6,059.82	100.00	5,959.82
Insurance	694.87	4,227.57	4,140.00	87.57
Employee Benefits	5,456.09	74,781.11	77,860.00	-3,078.89
Other General Expense	500.00	3,680.00	26,000.00	-22,320.00
Total General	12,536.98	88,748.50	108,100.00	-19,351.50
TOTAL EXPENSE	26,905.21	269,255.68	298,820.00	-29,564.32
Net Income/Loss	-69,640.37	-57,617.31	-36,725.00	-20,892.31

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**Brainerd HRA
HCV Operating Statement
December, 2019**

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-79,816.00	-1,394,722.00	-1,336,970.00	-57,752.00
Admin Fees Earned	-20,736.00	-260,804.00	-255,450.00	-5,354.00
Interest Income	-5.50	-173.52	0.00	-173.52
Other Income	-17,377.20	-28,168.57	-8,680.00	-19,488.57
TOTAL INCOME	-117,934.70	-1,683,868.09	-1,601,100.00	-82,768.09
EXPENSE				
Administrative				
Administrative Salaries	11,473.95	141,647.25	148,080.00	-6,432.75
Legal	0.00	0.00	300.00	-300.00
Staff Training	-102.01	7,483.18	7,600.00	-116.82
Travel	230.84	2,432.42	3,960.00	-1,527.58
Accounting & Audit Fees	0.00	3,500.00	3,500.00	0.00
Sundry-Other Admin	311.53	5,194.98	5,350.00	-155.02
Total Administration	11,914.31	160,257.83	168,790.00	-8,532.17
Maintenance				
Contracts	85.87	3,718.57	3,000.00	718.57
Total Maintenance	85.87	3,718.57	3,000.00	718.57
General				
Insurance	434.53	5,059.85	5,140.00	-80.15
Employee Benefits	6,039.27	80,674.85	94,150.00	-13,475.15
Other General Expense	180.65	2,410.91	2,600.00	-189.09
Total General	6,654.45	88,145.61	101,890.00	-13,744.39
HAP Payments				
HAP Payments Occupied	112,419.00	1,307,709.00	1,269,880.00	37,829.00
HAP Payments Home	4,663.00	44,483.00	42,970.00	1,513.00
FSS Escrow Voucher	1,809.00	22,826.00	17,540.00	5,286.00
HAP Payments Portable	3,806.00	43,721.00	34,010.00	9,711.00
Total HAP	122,697.00	1,418,739.00	1,364,400.00	54,339.00
TOTAL EXPENSE	141,351.63	1,670,861.01	1,638,080.00	32,781.01
Net Income/Loss	23,416.93	-13,007.08	36,980.00	-49,987.08

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**Brainerd HRA
Public Housing Operating Statement
December, 2019**

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-62,372.00	-732,845.00	-723,970.00	-8,875.00
Excess Utilities	0.00	-3,369.42	-3,100.00	-269.42
Operating Subsidy	-24,453.00	-262,754.00	-243,730.00	-19,024.00
Investment Interest	-187.46	43.31	520.00	-476.69
Other Income	-14,361.34	-163,133.35	-176,130.00	12,996.65
Other Income Tenants	-1,582.33	-25,391.57	-32,240.00	6,848.43
Capital Fund Income	0.00	-122,348.00	-66,000.00	-56,348.00
Laundry Income	-1,786.75	-19,606.00	-23,180.00	3,574.00
TOTAL INCOME	-104,742.88	-1,329,404.03	-1,267,830.00	-61,574.03
EXPENSE				
Administrative				
Administrative Salaries	22,831.03	286,727.74	304,880.00	-18,152.26
Legal	0.00	2,300.00	5,000.00	-2,700.00
Staff Training	2.63	14,395.46	11,000.00	3,395.46
Travel	178.06	915.62	2,000.00	-1,084.38
Accounting & Audit Fees	0.00	10,550.00	10,550.00	0.00
Sundry-Other Admin	2,262.18	19,134.65	18,745.00	389.65
Total Administration	25,273.90	334,023.47	352,175.00	-18,151.53
 Rec Public and Other	 0.00	 222.04	 4,950.00	 -4,727.96
Total Tenant Services	0.00	222.04	4,950.00	-4,727.96
Utilities				
Water/Sewer	11,349.85	69,084.15	62,000.00	7,084.15
Electricity	11,659.42	78,341.06	72,390.00	5,951.06
Gas/Fuel	8,141.07	38,630.65	37,350.00	1,280.65
Total Utilities	31,150.34	186,055.86	171,740.00	14,315.86
Maintenance				
Labor	14,401.44	182,840.17	193,410.00	-10,569.83
Materials	4,420.84	26,505.39	28,000.00	-1,494.61
Contracts	22,488.95	130,257.44	172,750.00	-42,492.56
Total Maintenance	41,311.23	339,603.00	394,160.00	-54,557.00
General				
Insurance	6,989.17	79,686.90	79,280.00	406.90
Payment in Lieu of Tax	1,458.73	26,612.02	26,000.00	612.02
Employee Benefits	16,128.91	211,969.13	212,280.00	-310.87
Collection Losses	16,347.59	16,347.59	8,400.00	7,947.59
Other General Expense	114.58	114.58	0.00	114.58
Total General	41,038.98	334,730.22	325,960.00	8,770.22
TOTAL EXPENSE	138,774.45	1,194,634.59	1,248,985.00	-54,350.41
 Net Income/Loss	 34,031.57	 -134,769.44	 -18,845.00	 -115,924.44

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Brainerd South Operating Statement
December, 2019

Page: 1
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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-20,573.00	-240,582.00	-230,080.00	-10,502.00
Rental Supplement	-2,703.00	-39,474.00	-43,450.00	3,976.00
Investment Interest	-564.81	-2,187.69	0.00	-2,187.69
Other Income	-2,020.00	-30,434.28	-31,950.00	1,515.72
Laundry Income	-1,267.75	-8,663.30	-8,560.00	-103.30
TOTAL INCOME	-27,128.56	-321,341.27	-314,040.00	-7,301.27
EXPENSE				
Administrative				
Legal	0.00	43.00	300.00	-257.00
Accounting & Audit Fees	0.00	4,950.00	4,850.00	100.00
Sundry-Other Admin	3,664.65	45,793.88	49,270.00	-3,476.12
Total Administration	3,664.65	50,786.88	54,420.00	-3,633.12
Utilities				
Water	2,232.44	12,044.05	14,200.00	-2,155.95
Electricity	977.75	5,199.55	5,500.00	-300.45
Gas/Fuel	3,311.69	16,220.66	15,000.00	1,220.66
Total Utilities	6,521.88	33,464.26	34,700.00	-1,235.74
Maintenance				
Labor	125.36	9,855.60	11,400.00	-1,544.40
Materials	1,920.90	19,198.20	20,100.00	-901.80
Contracts	4,376.43	51,643.74	74,950.00	-23,306.26
Total Maintenance	6,422.69	80,697.54	106,450.00	-25,752.46
General				
Insurance	2,692.21	32,110.13	33,520.00	-1,409.87
Payment in Lieu of Tax	680.00	9,999.48	9,700.00	299.48
Employee Benefits	0.00	1,118.38	1,250.00	-131.62
Total General	3,372.21	43,227.99	44,470.00	-1,242.01
TOTAL EXPENSE	19,981.43	208,176.67	240,040.00	-31,863.33
Net Income/Loss	-7,147.13	-113,164.60	-74,000.00	-39,164.60

**December 2019
Prior Year Comparative Statements**

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**Brainerd HRA
General Fund Operating Statement
December, 2019**

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	YTD 2019	YTD 2019 Budget	YTD 2018	YTD 2017
General Fund Operating				
INCOME				
Management Fees	-170,353.68	-169,000.00	-169,686.66	-170,133.76
Interest Income	-133.94	0.00	0.00	0.00
Operating Transfer In	-20,910.80	-7,950.00	-6,800.00	-7,846.79
Other Income	-135,474.57	-153,595.00	-149,442.99	-146,852.20
Loan Interest Revenue	0.00	-5,000.00	-6,380.76	-5,522.87
TOTAL INCOME	-326,872.99	-335,545.00	-332,310.41	-330,355.62
EXPENSE				
Administrative				
Administrative Salaries	149,478.32	159,480.00	157,573.38	157,628.12
Legal	0.00	2,000.00	2,617.12	415.29
Staff Training	4,504.31	4,000.00	2,744.43	2,717.28
Travel	348.62	700.00	625.13	574.42
Auditing Fees	6,700.00	6,700.00	6,700.00	6,700.00
Sundry-Other Admin	7,290.46	5,660.00	4,775.84	4,840.41
Total Administration	168,321.71	178,540.00	175,035.90	172,875.52
Maintenance				
Maintenance Salaries	10,816.62	11,380.00	11,874.53	10,372.02
Contracts	1,368.85	800.00	1,297.91	641.32
Total Maintenance	12,185.47	12,180.00	13,172.44	11,013.34
General				
TIF Expense	6,059.82	100.00	5,878.84	5,321.06
Insurance	4,227.57	4,140.00	4,010.52	3,077.49
Employee Benefits	74,781.11	77,860.00	76,159.06	74,026.10
Other General Expense	3,680.00	26,000.00	5,410.60	2,344.80
Total General	88,748.50	108,100.00	91,881.80	88,989.27
TOTAL EXPENSE	269,255.68	298,820.00	280,090.14	272,878.13
Net Income/Loss	-57,617.31	-36,725.00	-52,220.27	-57,477.49

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**Brainerd HRA
HCV Operating Statement
December, 2019**

Page: 1
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	YTD 2019	YTD 2019 Budget	YTD 2018	YTD 2017
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-1,394,722.00	-1,336,970.00	-1,344,682.00	-1,262,599.00
Admin Fees Earned	-260,804.00	-255,450.00	-242,620.00	-222,509.00
Interest Income	-173.52	0.00	-99.15	-14.01
Other Income	-28,168.57	-8,680.00	-11,823.84	-17,628.82
TOTAL INCOME	-1,683,868.09	-1,601,100.00	-1,599,224.99	-1,502,750.83
EXPENSE				
Administrative				
Administrative Salaries	141,647.25	148,080.00	141,352.72	146,044.04
Legal	0.00	300.00	1,980.43	314.81
Staff Training	7,483.18	7,600.00	5,097.11	3,332.95
Travel	2,432.42	3,960.00	2,099.41	3,314.94
Accounting & Audit Fees	3,500.00	3,500.00	3,500.00	3,500.00
Sundry-Other Admin	5,194.98	5,350.00	4,617.49	4,885.46
Total Administration	160,257.83	168,790.00	158,647.16	161,392.20
Maintenance				
Contracts	3,718.57	3,000.00	3,537.93	2,868.30
Total Maintenance	3,718.57	3,000.00	3,537.93	2,868.30
General				
Insurance	5,059.85	5,140.00	4,856.75	4,282.46
Employee Benefits	80,674.85	94,150.00	76,023.68	76,535.54
Other General Expense	2,410.91	2,600.00	2,457.00	2,972.58
Total General	88,145.61	101,890.00	83,337.43	83,790.58
HAP Payments				
HAP Payments Occupied	1,307,709.00	1,269,880.00	1,251,165.00	1,235,961.00
HAP Payments Home	44,483.00	42,970.00	43,820.00	28,750.00
FSS Escrow Voucher	22,826.00	17,540.00	16,463.00	19,887.00
HAP Payments Portable	43,721.00	34,010.00	36,037.00	46,755.22
Total HAP	1,418,739.00	1,364,400.00	1,347,485.00	1,331,353.22
TOTAL EXPENSE	1,670,861.01	1,638,080.00	1,593,007.52	1,579,404.30
Net Income/Loss	-13,007.08	36,980.00	-6,217.47	76,653.47

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**Brainerd HRA
Public Housing Operating Statement
December, 2019**

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	YTD 2019	YTD 2019 Budget	YTD 2018	YTD 2017
Public Housing Operating INCOME				
Dwelling Rental	-732,845.00	-723,970.00	-708,681.50	-699,494.00
Excess Utilities	-3,369.42	-3,100.00	-2,998.00	-3,012.00
Operating Subsidy	-262,754.00	-243,730.00	-246,994.00	-243,569.00
Investment Interest	43.31	520.00	501.06	571.55
Other Income	-163,133.35	-176,130.00	-178,525.65	-164,787.24
Other Income Tenants	-25,391.57	-32,240.00	-71,727.67	-65,507.13
Capital Fund Income	-122,348.00	-66,000.00	-368,130.00	-195,645.00
Laundry Income	-19,606.00	-23,180.00	-20,780.50	-23,485.25
TOTAL INCOME	-1,329,404.03	-1,267,830.00	-1,597,336.26	-1,661,026.77
EXPENSE				
Administrative				
Administrative Salaries	286,727.74	304,880.00	297,902.72	277,332.76
Legal	2,300.00	5,000.00	3,313.64	6,173.60
Staff Training	14,395.46	11,000.00	12,084.27	7,210.03
Travel	915.62	2,000.00	789.95	1,771.50
Accounting & Audit Fees	10,550.00	10,550.00	10,400.00	10,200.00
Sundry-Other Admin	19,134.65	18,745.00	18,919.82	12,561.03
Total Administration	334,023.47	352,175.00	343,410.40	315,248.92
 Rec Public and Other	 222.04	 4,950.00	 669.02	 191.86
Total Tenant Services	222.04	4,950.00	669.02	191.86
Utilities				
Water/Sewer	69,084.15	62,000.00	63,838.78	61,852.18
Electricity	78,341.06	72,390.00	78,949.30	71,161.31
Gas/Fuel	38,630.65	37,350.00	39,647.28	29,103.65
Total Utilities	186,055.86	171,740.00	182,435.36	162,117.14
Maintenance				
Labor	182,840.17	193,410.00	193,867.34	180,363.88
Materials	26,505.39	28,000.00	28,808.37	22,730.44
Contracts	130,257.44	172,750.00	257,424.74	191,577.16
Total Maintenance	339,603.00	394,160.00	480,100.45	394,671.48
General				
Insurance	79,686.90	79,280.00	70,043.44	61,836.16
Payment in Lieu of Tax	26,612.02	26,000.00	25,732.40	26,044.55
Employee Benefits	211,969.13	212,280.00	213,195.39	203,880.10
Collection Losses	16,347.59	8,400.00	10,353.54	9,709.97
Other General Expense	114.58	0.00	27,958.50	10,195.54
Total General	334,730.22	325,960.00	347,283.27	312,099.51
TOTAL EXPENSE	1,194,634.59	1,248,985.00	1,353,898.50	1,184,328.91
 Net Income/Loss	 -134,769.44	 -18,845.00	 -243,437.76	 -476,697.86

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**Brainerd South Operating Statement
December, 2019**

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	YTD 2019	YTD 2019 Budget	YTD 2018	YTD 2017
Brainerd South Operating				
INCOME				
Dwelling Rental	-240,582.00	-230,080.00	-231,223.00	-229,242.00
Rental Supplement	-39,474.00	-43,450.00	-39,867.00	-46,728.00
Investment Interest	-2,187.69	0.00	133.86	124.82
Other Income	-30,434.28	-31,950.00	-30,751.52	-32,695.02
Laundry Income	-8,663.30	-8,560.00	-8,898.00	-8,758.50
TOTAL INCOME	-321,341.27	-314,040.00	-310,703.23	-317,321.19
EXPENSE				
Administrative				
Legal	43.00	300.00	150.00	468.35
Accounting & Audit Fees	4,950.00	4,850.00	4,850.00	4,850.00
Sundry-Other Admin	45,793.88	49,270.00	49,877.07	47,581.93
Total Administration	50,786.88	54,420.00	54,877.07	52,900.28
Utilities				
Water	12,044.05	14,200.00	13,609.70	14,653.88
Electricity	5,199.55	5,500.00	6,330.52	5,465.13
Gas/Fuel	16,220.66	15,000.00	16,387.88	13,216.51
Total Utilities	33,464.26	34,700.00	36,328.10	33,335.52
Maintenance				
Labor	9,855.60	11,400.00	11,020.49	8,559.36
Materials	19,198.20	20,100.00	17,187.17	19,017.70
Contracts	51,643.74	74,950.00	54,300.35	56,245.35
Total Maintenance	80,697.54	106,450.00	82,508.01	83,822.41
General				
Insurance	32,110.13	33,520.00	31,247.77	29,585.09
Payment in Lieu of Tax	9,999.48	9,700.00	9,589.77	9,400.06
Employee Benefits	1,118.38	1,250.00	1,220.04	901.26
Total General	43,227.99	44,470.00	42,057.58	39,886.41
TOTAL EXPENSE	208,176.67	240,040.00	215,770.76	209,944.62
Net Income/Loss	-113,164.60	-74,000.00	-94,932.47	-107,376.57

Brainerd Housing and Redevelopment Authority

Payment Summary Report

December 2019

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/5/2019	676	Carrie Burrell	\$84.68
12/5/2019	677	Dudley Gangestad	\$51.91
12/5/2019	678	Erik Warner	\$122.96
12/5/2019	679	John Schommer	\$171.10
12/5/2019	680	Karen Young	\$142.10
12/5/2019	681	Keri Weitalla	\$61.38
12/5/2019	682	Ryan Barnett	\$51.62
12/31/2019	683	Carrie Burrell	\$16.82
12/31/2019	684	Dudley Gangestad	\$35.38
12/31/2019	685	Jennifer Bergman	\$979.48
12/31/2019	686	John Schommer	\$96.28
12/31/2019	687	Keri Weitalla	\$31.90
12/31/2019	688	Nancy Thull	\$16.24
12/31/2019	689	Ryan Barnett	\$24.36
12/5/2019	1562	Minnesota State Retirement System	\$800.00
12/5/2019	1563	Electronic Federal Tax Payment System*	\$7,862.91
12/5/2019	1565	MN Dept of Revenue	\$1,855.99
12/5/2019	1566	Void	\$0.00
12/5/2019	1567	Security Benefit	\$4,073.69
12/1/2019	1568	EBSO	\$22,623.78
12/1/2019	1569	Ash Properties	\$500.00
12/5/2019	1570	Health Savings Accounts	\$1,083.32
12/19/2019	1571	Minnesota State Retirement System	\$800.00
12/19/2019	1572	Electronic Federal Tax Payment System	\$8,098.27
12/19/2019	1573	MN Dept of Revenue	\$1,884.76
12/19/2019	1574	Health Savings Accounts	\$1,570.43
12/19/2019	1575	Security Benefit	\$4,254.25
12/31/2019	1576	Electronic Federal Tax Payment System	\$54.22
12/31/2019	1577	Security Benefit	\$46.07
12/5/2019	22986	Ace Hardware	\$10.38
12/5/2019	22987	AmeriPride Linen & Apparel Svcs	\$305.40
12/5/2019	22988	Avesis Third Party Administrators	\$35.13
12/5/2019	22989	Brainerd Public Utilities	\$12,639.73
12/5/2019	22990	Bremer Bank Credit Card	\$474.01
12/5/2019	22991	Capital One Commercial	\$863.61
12/5/2019	22992	CenterPoint Energy	\$4,654.88
12/5/2019	22993	Crow Wing Cty Recorder's Office	\$92.00
12/5/2019	22994	Culligan	\$104.20
12/5/2019	22995	Dacotah Paper Co	\$76.55
12/5/2019	22996	Home Depot Credit Services	\$149.81
12/5/2019	22997	Home Depot Supply	\$149.52
12/5/2019	22998	Kennedy & Graven, Chartered	\$1,231.50
12/5/2019	22999	MN Elevator, Inc.	\$728.00
12/5/2019	23000	Midwest Playscapes Inc.	\$4,150.00
12/5/2019	23001	Mike Jones	\$41.76
12/5/2019	23002	PDQ Supply Inc.	\$184.58
12/5/2019	23003	PFS Design	\$350.00
12/5/2019	23004	Park Supply, Inc.	\$53.72
12/5/2019	23005	Pike Plumbing & Heating, Inc	\$382.42
12/5/2019	23006	Strike Painting & Finishing	\$250.00
12/5/2019	23007	Terry Quick	\$34.22
12/5/2019	23008	Todd Herron	\$875.78
12/5/2019	23009	Verizon Wireless	\$315.99
12/19/2019	23010	AmeriNat	\$3,498.25
12/19/2019	23011	Tenant Refund	\$156.75
12/19/2019	23012	Brainerd Lakes Area Economic Development	\$570.90
12/19/2019	23013	Brainerd Public Utilities	\$680.89

Brainerd Housing and Redevelopment Authority
Payment Summary Report
December 2019

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/19/2019	23014	CTCIT	\$500.00
12/19/2019	23015	CTC	\$2,506.29
12/19/2019	23016	City of Brainerd	\$378.75
12/19/2019	23017	City of Brainerd	\$7,500.00
12/19/2019	23018	Crow Wing County Treasurer	\$20.00
12/19/2019	23019	Crow Wing County Treasurer	\$5,886.02
12/19/2019	23020	Dacotah Paper Co	\$811.93
12/19/2019	23021	Tenant Refund	\$200.83
12/19/2019	23022	Initiative Foundation	\$570.90
12/19/2019	23023	Jobs HQ	\$394.00
12/19/2019	23024	Lakes Printing Inc.	\$294.30
12/19/2019	23025	Mike's Tree Company LLC	\$338.33
12/19/2019	23026	Nisswa Sanitation	\$2,473.17
12/19/2019	23027	Northland Drilling Inc.	\$6,604.75
12/19/2019	23028	Office Shop	\$693.32
12/19/2019	23029	Paper Storm	\$25.88
12/19/2019	23030	Strike Painting & Finishing	\$350.00
12/19/2019	23031	Todd Herron	\$2,212.98
12/31/2019	23032	Adam's Pest Control, Inc.	\$94.50
12/31/2019	23033	AmeriPride Linen & Apparel Svcs	\$305.40
12/31/2019	23034	BDS Laundry Systems	\$233.32
12/31/2019	23035	Brainerd Lakes Area Economic Development	\$10,500.00
12/31/2019	23036	Brainerd Public Utilities	\$13,206.84
12/31/2019	23037	Breen & Person, Ltd.	\$2,000.00
12/31/2019	23038	Bremer Bank Credit Card	\$553.92
12/31/2019	23039	Bremer Bank Credit Card	\$609.02
12/31/2019	23040	CTCIT	\$500.00
12/31/2019	23041	Capital One Commercial	\$905.78
12/31/2019	23042	Cash	\$17.16
12/31/2019	23043	CenterPoint Energy	\$6,797.88
12/31/2019	23044	City of Brainerd	\$42.00
12/31/2019	23045	Culligan	\$96.20
12/31/2019	23046	Dacotah Paper Co	\$130.55
12/31/2019	23047	Diverse Enterprises, LLC	\$405.00
12/31/2019	23048	Frank Olson Drywall Repair	\$1,782.69
12/31/2019	23049	Holden Electric Company Inc	\$1,821.05
12/31/2019	23050	Home Depot Credit Services	\$131.58
12/31/2019	23051	Home Depot Supply	\$1,695.68
12/31/2019	23052	Kennedy & Graven, Chartered	\$336.00
12/31/2019	23053	Lakes Area Habitat for Humanity	\$1,000.00
12/31/2019	23054	Mike Jones	\$54.52
12/31/2019	23055	Mike's Tree Company LLC	\$1,935.40
12/31/2019	23056	Office Shop	\$1,357.14
12/31/2019	23057	PDQ Supply Inc.	\$636.92
12/31/2019	23058	Paper Storm	\$77.62
12/31/2019	23059	Park Supply, Inc.	\$225.91
12/31/2019	23060	Precision Electrical LLC	\$4,952.37
12/31/2019	23061	Rental History Reports	\$175.00
12/31/2019	23062	Shannon Fortune	\$48.49
12/31/2019	23063	Strike Painting & Finishing	\$660.00
12/31/2019	23064	Synchrony Bank (Mills Fleet Farm)	\$69.99
12/31/2019	23065	Terry Quick	\$64.96
12/31/2019	23066	The Print Shop Ink	\$105.91
12/31/2019	23067	West Central Flooring	\$734.60
		*ACH 1564 Used in November (Staff Error)	
		Report Total	\$176,478.73



To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: January 15, 2020
Re: HCV Programs Report

HCV Report

Please see Attachment 7a. Our Unit Months Leased (UML) through December was 99% and HAP utilization was 103%.

We will be opening our waiting list February 3rd.

Bridges Report

Please see Attachment 7b.

Family Self-Sufficiency (FSS) Report

Please see Attachment 7c.

We received an email notice that our agency was awarded \$67,304. This is an increase from last year's award of \$60,645.

No Action Requested; Discussion Items

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December Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	320
December Move-ins	6
December Move-outs	3
December Vouchers - looking for housing	14
December Vouchers - first day of month	325
Average Vouchers to date	316
Unit Months Leased	99%
HAP Utilization through 12/31/2019	103%

Reasons For Leaving Program

Voluntarily Left	3
Over Income 6 Months	0

Payments

Housing Assistance Payment (HAP)	\$121,439
December HUD Administrative Fee	\$15,390

Port Out Vouchers

	5
St. Cloud (1), Clay (1) Flager (1) Dakota (1)	\$3,806

Homeownership

	9
Homeownership HAP	\$4,663

Annual Average Income

\$14,273

Length of Time on Program

< 1 year	24%
< 2 years	12%
< 3 years	14%
< 4 years	6%
< 5 years	6%
> 5 years	37%

Demographics

Elderly Households	79
Disabled/Handicapped Households	159
Families with Children	136

Waiting List Total

	73
Crow Wing County Preference	68
Non Preference	109

**Average HAP Payment**

\$354

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Bridges Report from December 2019

Currently

- » Waiting list: 0
- » Tenants leased up in units: 15
- » Tenants in Shop Mode: 1
- » Participants issued a voucher & searching for a unit: 0
- » Notified: 0
- » Participants receiving HCV voucher: 0
- » Participants giving up Bridges voucher: 0

Tenants' Residing Counties

- » Cass County: 0
- » Morrison: 3
- » Aitkin: 1
- » Crow Wing: 13
- » Todd: 0
- » Wadena: 0

Total HAP payment: \$5,438.00

Family Self-Sufficiency Report from December 2019

Currently:

- » Active FSS participants: 30
- » Tenants going OFF for month: 1
- » Tenants going ON for month: 2
- » Tenants start ESCROWING: 2
- » Total number of FSS participants escrowing monthly: 12
- » Total amount of escrow: \$1,809.00
- » Total escrow: \$29,147.88

Summary:

On December 31st, HUD announced FY19 FSS renewal awards. We requested \$71,353.00 and were awarded \$67,304.00. However, this is still a \$6,659.00 increase from what we received in FY18, which was \$60,645.00.



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: January 15, 2020
Re: Public Housing Report

Vacancy Report for December 2019

Please see Attachment 8a.

Monthly Property Performance Report for December 2019

Please see Attachment 8b.

Resident Handbook Update

Receipts for the updated handbooks have been received from all Scattered Site tenants, all Valley Trail residents, all Brainerd South residents, and all but one North Star resident, which we will be addressing after a consultation with our legal counsel.

ROSS Program Updates

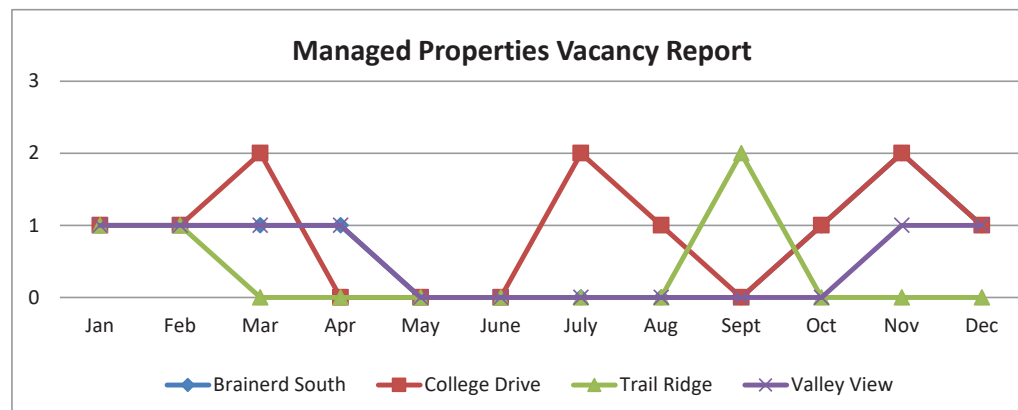
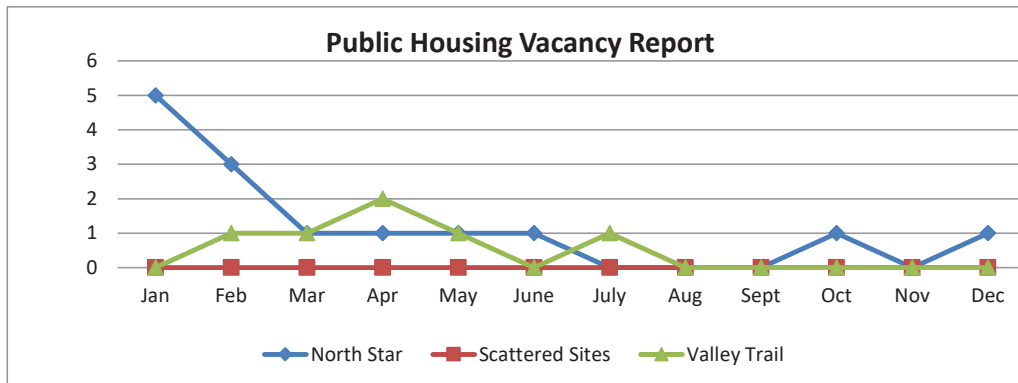
- » Erik currently has nine active participants in the ROSS program.
- » Outreach activities this past month included getting five local financial institutions to attend a tenant meeting to make information on new account set up available; connecting with the women's center to try to arrange an info sharing meeting; coordinating with Salvation Army to distribute a donation of Cub Foods gift cards for Christmas; and participating in a National Center on Law and Elder Rights webinar.
- » Upcoming outreach will focus on working to arrange a fire department presentation on fire safety and effective evacuations and retooling a diabetes education series that failed for lack of registrations.
- » The Senior Nutrition Assistance program had 27 participating this past month and five attendees at the nutrition seminar, which was about stretching limited food-shopping budgets.

No Action Requested; Discussion Items

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Brainerd HRA 2019 Vacancy Report

	Public Housing				Section 236 Brainerd South	Tax Credit - DW Jones		
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%		College Drive	Trail Ridge	Valley View
# units	162	16	25	203	60	24	18	20
Jan 31	5	0	0	5	1	1	1	1
Jan %	3.09%	0.00%	0.00%	2.46%	1.67%	4.17%	5.56%	5.00%
Feb 28	3	0	1	4	1	1	1	1
Feb %	1.85%	0.00%	4.00%	1.97%	1.67%	4.17%	5.56%	5.00%
March 31	1	0	1	2	1	2	0	1
March %	0.62%	0.00%	4.00%	0.99%	1.67%	8.33%	0.00%	5.00%
April 30	1	0	2	3	1	0	0	1
April %	0.62%	0.00%	8.00%	1.48%	1.67%	0.00%	0.00%	5.00%
May 31	1	0	1	2	0	0	0	0
May %	0.62%	0.00%	4.00%	0.99%	0.00%	0.00%	0.00%	0.00%
June 30	1	0	0	1	0	0	0	0
June %	0.62%	0.00%	0.00%	0.49%	0.00%	0.00%	0.00%	0.00%
July 31	0	0	1	1	0	2	0	0
July %	0.00%	0.00%	4.00%	0.49%	0.00%	8.33%	0.00%	0.00%
Aug 31	0	0	0	0	0	1	0	0
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	0.00%	0.00%
Sept 30	0	0	0	0	0	0	2	0
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	11.11%	0.00%
Oct 31	1	0	0	1	1	1	0	0
Oct %	0.62%	0.00%	0.00%	0.49%	1.67%	4.17%	0.00%	0.00%
Nov 30	0	0	0	0	2	2	0	1
Nov %	0.00%	0.00%	0.00%	0.00%	3.33%	8.33%	0.00%	5.00%
Dec 31	1	0	0	1	1	1	0	1
Dec %	0.62%	0.00%	0.00%	0.49%	1.67%	4.17%	0.00%	5.00%
Total %	14 0.72%	0 0.00%	6 2.00%	20 0.82%	8 1.11%	11 3.82%	4 1.85%	6 2.50%



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report December 2019

1. Property Narrative

2. Physical Occupancy

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

3. Customer Traffic

Applications Requested	32
Applications Placed on PH Wait List	23
Applications Denied on PH Wait List	18

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	114	3	2	0
2 bdrm	14	36	0	0	0
3 bdrm	24	45	0	0	0
4 bdrm	5	2	0	0	0
TOTAL	203	197	3	2	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	36
Move-Outs	2	26

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
NS #1012	1	01/01/2020	YES

7. Recertifications

Interim Recertifications	9
Annual Recertifications	5
Completed for this month	14

8. Annual Unit Inspections

Total units to be inspected this year	203
Number completed start of month	203
Number inspected for the month	0
Number completed year-to-date	203
Total left to be inspected this year	0
Have all building system inspections been completed?	Yes
If yes, please enter date	Ongoing Throughout Year

9. Lease Enforcements

Lease warnings/violations issued	5
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	2
Received	85
Closed	85
Ending Balance	2
Total Completed Work Orders for Year	1122

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	3	17
Completed within 24 hours	3	17
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	63,734
Other Charges	791
Total New Charges	64,525
Arrears, tenants in possession	97

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	60
Current Rent Charges	63,734
Current Rent Collections	63,674
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	4,339
Prior Rent Charges	737,322
Collection Rate	99%



To: Brainerd HRA Board Members
From: Karen Young, Interim Executive Director
Date: January 15, 2020
Re: Executive Director Report

Executive Director Search

Gary Weiers is continuing to stay in contact regarding the Executive Director search. We have determined that the interviews will all take place in the HRA conference room on February 26th. Tentatively, Board interviews shall begin at 12:30 and end with deliberations at 5:45 p.m. This time could change depending on the number of candidates and also whether we hold a February board meeting that day. The Board could also submit any interview questions that they may have to the subcommittee. Staff have indicated that they may have a few questions as well.

Housing Trust Fund

The ordinance establishing a Housing Trust Fund is on the agenda for the January 21st CWC Committee of the Whole Meeting (COW). Staff has submitted the ordinance and a memo to be presented at COW. It is tentatively planned that the ordinance will go through public hearing at the February 11th county board meeting.

Crosby HRA Policies

Staff plans to review Crosby HRA policies and go through the same process that was done for Brainerd policies in the fiscal year to come for Crosby.

No Action Requested; Discussion Item

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To: Brainerd HRA Board Members
From: John Schommer, Rehab Coordinator
Date: January 15, 2020
Re: Rehab Programs Report

NE BRAINERD SCDP

Address	Owner	Type of Rehab	Units	Status
707 Laurel St.	Knotty Pine Bakery	Commercial	1	Complete
707 Laurel St.	Sarah H.S.	Mixed-use	9	Bidding
212 1 st Ave. NE	Andrea B.	Owner-occupied	1	Complete
612 2 nd Ave. NE	Kelly R.	Owner-occupied	1	Complete
201 & 203 B St.	Travis B.	Rental	2	Work Write-up
419 3 rd Ave. NE	Mary & Richard M.	Rental	3	Work Write-up
726 4 th Ave. NE	John G.	Rental	3	Application Phase

Emily SCDP

- » 4 Owner-occupied projects are complete
- » 1 project is in work write-up
- » 1 application is being processed

FHLB AHP Application

We found out that our application was not funded.

MHFA

- » 5 projects are in construction
- » 1 project is bidding
- » 1 project is in work write-up

BRAINERD OAKS/SERENE PINES

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	35	27	4	5
Serene Pines	23	11	8	3	3
Dalmar Estates	7	1	1	0	1

*Originally 83 lots, two have been merged/combined into a single parcel.

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