



BOARD OF COMMISSIONERS MEETING

Wednesday, March 25, 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. **Reading and Approval of Minutes** *(Attachment 1)*
4. **Unfinished Business**
 - a. Executive Director Search *(Attachment 2)*
5. **New Business**
 - a. Review Committed and Assigned Fund Balance *(Attachment 3)*
 - b. Approval to Execute Contract for North Star Apartments Concrete Project *(Attachment 4)*
6. **Bills and Communications**
 - a. Financial Report *(Attachment 5)*
 - b. HCV/Section 8 Report *(Attachment 6)*
 - c. Public Housing Report *(Attachment 7)*
 - d. Executive Director Report *(Attachment 8)*
 - e. Rehab Update *(Attachment 9)*
7. **Commissioner Comments**
8. **Adjourn**

Next Meeting: Wednesday, April 22, 2020

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Brainerd Housing and Redevelopment Authority BOARD MEETING MINUTES Wednesday, February 26, 2020

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, February 26, 2020, at the Brainerd HRA Administrative Office, 324 East River Road, in Brainerd, Minnesota.

1. **CALL TO ORDER:** Secretary/Treasurer Charpentier called the meeting to order at 1:08 p.m

2. **ROLL CALL:**

Board members present: Commissioners Marlee Larson (via teleconference), Gabe Johnson, Patrick Wussow, and Eric Charpentier. **Others present:** Interim Executive Director/Finance Director Karen Young, Rental Assistance Manager Tania Eller, Rehab Coordinator John Schommer, and Executive Assistant LeAnn Goltz. **Absent:** Bekah Kent and Ashley Storm.

3. **READING AND APPROVAL OF MINUTES:**

Commissioner Charpentier moved to approve the minutes from the regular meeting on January 22 and special meeting on February 10, 2020. Commissioner Wussow seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.

4. **UNFINISHED BUSINESS:** Nothing to report.

5. **NEW BUSINESS:**

- a. **Approve Lease Subsidy Agreement with Loide' Oils & Vinegars Limited:** Loide' Oils & Vinegars Limited 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. Loide' Oils & Vinegars Limited has chosen to locate their business at 617 Laurel Street owned by JJC Properties LLC. The rent is \$1,500 monthly and the lease began on January 17, 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 beginning on March 1, 2020.

Commissioner Wussow moved to adopt Resolution No. 2020-03 approving a loan agreement between the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota, and Loide' Oils & Vinegars Limited. Commissioner Charpentier seconded the motion. Via roll call voted, all commissioners were in favor and none were opposed. The motion was approved.

- b. **Designation of Official Depository:** Pursuant to Minnesota Statute 118A.02, the Brainerd HRA Board shall designate as a depository of its funds, one or more financial institutions. At this time, the official depository is Bremer Bank.

Commissioner Charpentier moved to approve the designation of Bremer Bank as the official depository with Commissioner Larson seconding the motion. All commissioners were in favor and none were opposed. The motion was approved.

Approve Resolution No. 2020-04 Amending the Rental Payment Policy: Currently, the Rental Payment Policy includes the statement, "We prefer not to accept cash for rental payments, but cash will not be refused. Other acceptable forms of payment are direct debit, personal checks, bank check, or money orders." To reflect the no cash policy that went into effect on January 1st, 2020, staff recommended that the policy be amended to, "The Brainerd HRA does not accept cash for rental payments. Acceptable forms of payment are direct debit, personal checks, bank checks, or money orders."

Commissioner Wussow made a motion to approve Resolution No. 2020-04 Amending the Rental Payment Policy. Commissioner Charpentier seconded the motion. Via roll call, all commissioners voted in favor and none were opposed. The motion was approved.

6. **BILLS AND COMMUNICATIONS**

a. **Financial Report:** Young provided the financial information for January 2020.

Audit Schedule: Auditors from CliftonLarsonAllen (CLA) were at our offices during the week of February 3rd for the Crow Wing County HRA audit. They were at our offices the following week of February 10th for the Brainerd HRA audit and Brainerd South compilation. Young reported that there were no findings. Mary will be at our March meeting to present the Brainerd HRA audit.

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.

2020 Capital Fund Program (CFP) Award: The 2020 CFP awards have been announced. Brainerd HRA was awarded \$379,530, which is an increase of almost 7% over last year and the most we have received for CFP. Staff is in the process of going out for bid on a significant public housing concrete project.

Financial Statements: Operating statements for the Bridges Program and housing rehab was included for review and will be included in all future packets.

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.

Commissioner Wussow made a motion for approval of payments as presented. Commissioner Charpentier seconded the motion. All commissioners voted in favor and none were opposed. The motion passed.

- b. **HCV/Section 8:** Eller reported that the Unit Months Leased (UML) through January was 101% and HAP utilization through January was 8%.

FYI Vouchers: The request for seven vouchers was approved and is being forwarded to the Financial Management Division for processing.

Shortfall Funding: Lin Wang, from the Financial Management Division, confirmed the shortfall prevention team has submitted a request for an additional \$4,762 to cover our deficit in HAP from 2019.

- c. **Public Housing Report:** Fortune provided the Vacancy Report and Property Performance Report for January. She also reported that staff will soon be starting the notification, nomination, and resident-driven election process to fill the position of resident commissioner. The 30-day nomination window will be followed by a brief candidate questionnaire period and an election day will be scheduled for either late May or early June. The elected candidate can then be presented to the mayor for official appointment to the board. Warner has several initiatives going and currently has 11 participants in the ROSS Program.

- d. **Executive Director Report:** Young reported on the following:

Executive Director Search: Gary Weiers is continuing to stay in contact regarding the executive director search. The committee received an updated tentative timeline for the process restarting in May. We will continue to work through this process in the weeks to come.

Workforce Housing Study: The Workforce Housing Task Force met on January 23rd to discuss draft recommendations. Further revisions were suggested from the Task Force and an additional meeting is scheduled on February 27th to review the updates. The final study will be presented by Kristen Fish-Peterson from Redevelopment Resources at the March CWC HRA board meeting.

Housing Trust Fund: Staff presented the Housing Trust Fund Ordinance at the January 21st Committee of the Whole. The public hearing considering the adoption of the Ordinance Establishing a Housing Trust Fund in Crow Wing County took place yesterday, February 25th at 9:05 a.m. in the County Board Room. The County Board adopted the ordinance unanimously.

Crow Wing Food Co-op: Jennifer Jacquot-Devries, president of the Crow Wing Food Co-op Board, has asked about front loading the rent subsidy for the first four to six months of their lease, if possible, as they will have rent due on two locations while the buildout is happening at the new facility. They expect to sign their lease within the next three weeks and if everything stays on track would like to have the subsidy start April 1st. Staff will bring the loan agreement to the March or April meeting for the Board's approval.

Resident Commissioner: Section 3.9 of the Brainerd HRA Bylaws states, "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." Resident Commissioner Krista Brodal has been absent from the Brainerd HRA board meetings for more than three consecutive meetings. Pursuant to the bylaws, Ms. Brodal is officially considered to have resigned.

Rehab Update: Schommer reviewed his update and informed the Board that Level Contracting is interested in possible new developments in the area and will be attending a CWC HRA board meeting in the near future. Commissioner Wussow inquired about the outlot that the Brainerd HRA currently owns in Brainerd Oaks. He asked Schommer to follow up with the individual who was interested in it in the recent past.

7. **Commissioner Comments:** Commissioner Johnson informed the Board that Mayor Menk has resigned.

8. **Adjournment:**

Commissioner Wussow made a motion to adjourn the meeting. Commissioner Charpentier seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 1:59 p.m.



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: March 18, 2020
Re: Executive Director Search

Gary Weiers is continuing to stay in contact regarding the Executive Director search and is available via conference call for our discussion. Attached is an updated tentative timeline and the current profile. Several factors can be considered:

1. Does the Board want to post the position based on the attached timeline?
2. Does the Board want to modify the attached profile for the next posting?
3. Does the Board want to add the video interview component? This would involve Gary selecting the group of semifinalists and performing a personality index for those people. The committee would determine if a video interview should be performed and who should be brought in for a final interview. If the video interview is utilized, this would increase the cost of the service by \$2,000 with half possibly covered by Sourcewell. Below is a cost comparison:

	HRA Accepted Proposal	Original Proposal	Video add option: \$2,000 more
Amount	\$13,000	\$17,000	\$15,000 total fee
Sourcewell share	\$6,500	\$7,500	\$7,500*
HRA share	\$6,500	\$9,500	\$7,500
Two Year Guarantee	No	Yes	No

*This has not been verified as yet but is likely.

4. The current search committee is comprised of Marlee, Eric, and Karen. Eric now has a personal conflict and is requesting that the Board appoint a replacement.

Action Requested: Discussion Regarding Executive Director Search.

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Brainerd HRA
Executive Director Recruitment Timeline
March 5, 2020

DRAFT

ITEM	TASK	COMPLETION DATE
Decision by Board to proceed		December 5, 2019
Information gathering	<ul style="list-style-type: none"> ◆ Gather all pertinent background information ◆ Gather salary information and review or develop job description ◆ Meet with members of the Board 	December 10, 2019
Professional profile	◆ Update profile and advertisement	March 26, 2020
Approve position profile	◆ HRA Hiring Committee approves updated profile	March 31, 2020
Candidate recruitment	<ul style="list-style-type: none"> ◆ Post position upon approval of profile ◆ Advertise as directed by Board ◆ Email and phone calls to prospective candidates 	April 1, 2020– April 15, 2020
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	April 16, 2020
Video Interview	Each semifinalist will complete a video interview	April 28, 2020
Personality Index	DDA will administer a work-related personality index to all semifinalists.	April 28, 2020
Hiring Committee selects finalists	DDA will assist the hiring committee with the selection of finalists for interviews	May 4, 2020
Background check of all finalists selected for interviews	Includes: <ul style="list-style-type: none"> • Criminal background: county, state, national • Sex offender registry • Social Security number verification • Employment and education verification • Motor vehicle and credit check • Employment reference checks 	May 20, 2020
Finalist Packet	DDA will provide the Board information including: <ul style="list-style-type: none"> • Summary of references • Results of background checks • Personality index reports • Video interview • Resumes, etc. 	May 20, 2020
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions.	May 27, 2020
Decision	Board will select candidate for offer	May 27, 2020
Offer and agreement	DDA will negotiate agreement with selected person	May 28, 2020
Projected start date	New Executive Director begins	June 22, 2020
Follow up	DDA will follow up periodically with the new Executive Director	June 2021

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POSITION: EXECUTIVE DIRECTOR
LOCATION: BRAINERD, MINNESOTA
SALARY RANGE: \$85,000 TO \$105,000

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The Community

Nestled in the heart of the Lakes Country is the City of Brainerd, Minnesota. The City is located just north of the geographical center of the state and is the county seat of Crow Wing County. Brainerd is the principal city of the Brainerd Micropolitan Area. Brainerd is also one of the largest cities in central Minnesota and is home to 13,732 residents who enjoy all this city has to offer. In fact, 57.8% of the Brainerd population is under the age of 39 indicating a growing and vibrant community.



Brainerd was founded in 1870 when the Northern Pacific Railroad's survey determined that its Mississippi River crossing should be located there. Originally named "The Crossing," it was organized as a City three years later, and the community was given the maiden name of Ann Eliza (Brainerd) Smith, wife of the Northern Pacific's first president, John Gregory Smith. As the City grew, it attained prominence as the railroad and wood products center in north central Minnesota. Extensive railroad shops, yards, and sawmills dominated the City's industrial makeup for many years.

Today, Brainerd is known for being a vacation destination. Surrounded by lakes and wildlife, Brainerd has much to offer its residents and visitors including exceptional recreational amenities, a solid education system, top-notch healthcare, and an unbeatable quality of life.

Economic Development



The Brainerd HRA partners with a number of entities that seek to help the community thrive. The Brainerd Lakes Area Economic Development Corporation (BLAEDC) is a community-driven, non-profit organization created to preserve and enhance the area's economic base by expanding business, building community, and growing jobs. The Brainerd Lakes Chamber of Commerce works to help businesses connect with people, organizations and other businesses, advocates on behalf of business interests regarding government concerns at

the local, state, and national levels, and promotes business growth through marketing and educational programs. The City of Brainerd Economic Development Authority also works to promote economic efforts throughout the City.

The City of Brainerd has a growing and active commercial base with significant retail along the Washington Street and nearby State Highway 371 corridors. The City also owns three industrial parks encompassing 57 acres of land, much of which is shovel ready. The Burlington Northern/Santa Fe Railroad (BNSF) still operates a yard near Brainerd's downtown which recently underwent a nearly \$2 million improvement project that resulted in improvements to the face of the City while retaining its historic appeal.

The workforce in Brainerd tends to be educated, loyal, skilled, and diverse. Some of the major employers include Essentia Health, Brainerd School District, Crow Wing County, BNSF Railroad, and Ascensus.

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Education

Public education in Brainerd is provided by Brainerd Public Schools ISD 181 which enrolls over 6,700 students and recently completed a Comprehensive Long Range Facilities Plan. Members of the community showed their support for the District by passing a \$205 million school referendum which is improving the elementary schools, Early Childhood facilities, the secondary schools and alternative education facilities, and adding a Performing Arts Center and competition size swimming pool.



Brainerd Public Schools has six elementary schools, a free public Montessori charter school (K-6), one middle school, one high school, and three alternative programming sites. Four of the elementary schools and the high school are located in Brainerd. In 2014, all six of the District's elementary schools were awarded the National Blue Ribbon Award. Brainerd High School (BHS) is a comprehensive, public, four-year high school. The BHS South Campus houses students in 9th grade, while students in grades 10-12 are housed at the North Campus.



There are also private school options in the City of Brainerd including the Oak Street Christian School, a Seventh-day Adventist School, as well as the St. Francis of the Lakes Catholic School.

Opportunities for higher education can also be found right in the City. Central Lakes College is one of 37 Minnesota State Colleges and Universities. It is a comprehensive community and technical college serving approximately 5,500 students per year. The Brainerd Campus dates back to 1938. A branch of the College of St. Scholastica is also located on the Central Lakes College Campus. St. Scholastica offers a variety of accelerated undergraduate and graduate degree programs.



Healthcare

Comprehensive healthcare for the whole family can be found right in the City of Brainerd. Essentia Health Brainerd Clinic, provides a wide range of medical specialties, as well as in-house ancillary patient-care services.

Essentia Health- St. Joseph's Medical Center is a 162-bed nonprofit community hospital with more than 1,000 employees and over 100 physicians representing 21 specialties making St. Joseph's the largest hospital in north-central Minnesota.



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Recreational Opportunities

Considered part of Minnesota's playground, the City of Brainerd is overflowing with opportunities for recreational fun.



With over 450 lakes in the Brainerd Lakes Area, folks can enjoy fishing, water sports, or just relaxing on one of the many beaches. Gull Lake is one of the largest and most popular lakes in the area. Brainerd is home to the Minnesota School of Diving where residents and visitors can spend the day scuba diving in historic mine pits that are now filled with water and full of a wide variety of fish. Brainerd is also the host of the Brainerd Jaycees \$150,000 Ice Fishing Extravaganza, the largest ice fishing contest in the world. This winter event generates over \$1 million in revenue for area businesses and over \$150,000 for area charities annually.

Outdoor enthusiasts have access to hundreds of miles of ATV trails, scenic bike routes, including the famous Paul Bunyan State Trail, as well as many miles of horseback, hiking, and cross country skiing trails. The area also offers some of the most acclaimed and challenging Minnesota golf courses and has been rated a top fifty world golf destination. The City offers a clean, well-maintained park system for its residents and visitors where folks can enjoy camping, ball diamonds, playground equipment, hockey rinks, basketball, pickle ball, tennis courts, pavilions, and much more.

Racing fans can enjoy watching the races at the North Central Speedway or the Brainerd International Raceway, the largest speedway in the northern Midwest. This track hosts exciting races throughout the summer including the NHRA Lucas Oil Nationals.



Animal enthusiasts can visit the new Safari North Wildlife Park and view wildlife exhibits, feed animals, ride camels, or pet the animals in the barnyard petting zoo. For birdwatchers, the Northland Arboretum offers over 20 miles of trails, scenic gardens, picnic areas, and over 136 bird species frequenting the Arboretum. Hunters are also offered ample opportunity to hunt for small game, ruffed grouse, and whitetail deer.

There is no shortage of arts and culture opportunities throughout the City. Brainerd is home to The Crossing Arts Alliance located in Downtown Brainerd, The Brainerd Minnesota Cultural Arts Series located at Central Lakes College, and The Stage North Theatre Company with performances at the historic Franklin Arts Center. The City is also home to the Lakes Area Music Festival which serves as a worldwide hub for connecting classical music performers and audiences. The arts community will also be enhanced following the construction of the new Performing Arts Center.



Brainerd offers an excellent variety of dining options whether you are looking for lakeside dining and entertainment, fast food or fine dining. Craft beer enthusiasts can find locally crafted beer in a unique and historic environment.

Brainerd also offers exciting events throughout the year including the 4th of July Celebration, Arbor Day Celebration, Bike Safety Clinic, Disc Golf Tournament, Easter Egg Hunt, Great Pumpkin Festival, Kids Fishing Clinic, and the annual Skating Party at Gregory Park.

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The Organization

The Brainerd HRA was created by the City of Brainerd in 1969 and is governed by a 7-member Board appointed by the Mayor and confirmed by the City Council. The City Council authorizes the HRA's levy annually. The Brainerd HRA ranked with the nation's best after earning a score of 97 percent in the U.S. Department of Housing and Urban Development's (HUD) 2017 Public Housing Assessment System (PHAS) review and 100 percent in the Section 8 Management Assessment Program (SEMAP). The organization is led by an excellent Board and services are provided by an outstanding, talented staff.

Its Programs

Rental Housing

The Brainerd HRA owns and manages 203 units of public housing including the North Star Apartments, Valley Trail, other scattered sites and the HRA also manages 60 one- and two-bedroom apartments at Brainerd South.

Rental Assistance

The Brainerd HRA has 320 Housing Choice Vouchers. The Housing Choice Voucher (HCV)/Section 8 program is a rental subsidy program that provides low-income families with a voucher that can be used in the private market. Eligible families find their own rental unit in Crow Wing County and meet certain guidelines.

Housing & Commercial Rehabilitation

The Brainerd HRA offers a variety of rehabilitation programs.

DEED Small Cities Development Program (SCDP)- Through the Community Development Block Grant (CDBG) program, Congress appropriates money to states which is then divided into the SCDP grants. The grants provide deferred loans for housing and commercial rehabilitation. The Brainerd HRA has been successful in securing funds from this program for the past five years and, for 2018-2019, was awarded a \$638,338 grant for owner-occupied and rental housing rehabilitation and commercial building rehabilitation.

MHFA Rehabilitation Loan Program- The Brainerd HRA offers the Rehabilitation Loan Program which assists low income homeowners in financing basic home improvements that directly affect the safety, habitability, energy efficiency, or accessibility of their homes.

Emergency & Accessibility Loan Program- Deferred, 0% interest emergency and accessibility loans are available to low income single-family homeowners through participating lenders. These loans address emergency conditions in the home or essential accessibility improvements for a disabled household resident.

Redevelopment

The Brainerd HRA utilizes a variety of tools to support redevelopment in Brainerd.

Tax Forfeited Property Hold Policy- Ensures that tax-forfeited properties in Crow Wing County are returned to productive use. The primary goals include building Crow Wing County's density and tax base by ensuring tax-forfeited properties are developed, eliminating blight and reinvesting in its neighborhoods, creating a clear, straightforward, and efficient procedure for the HRA and developers to act on the acquisition of tax-forfeited property, and encouraging developer investment to stabilize Crow Wing County neighborhoods and constructing affordable housing.

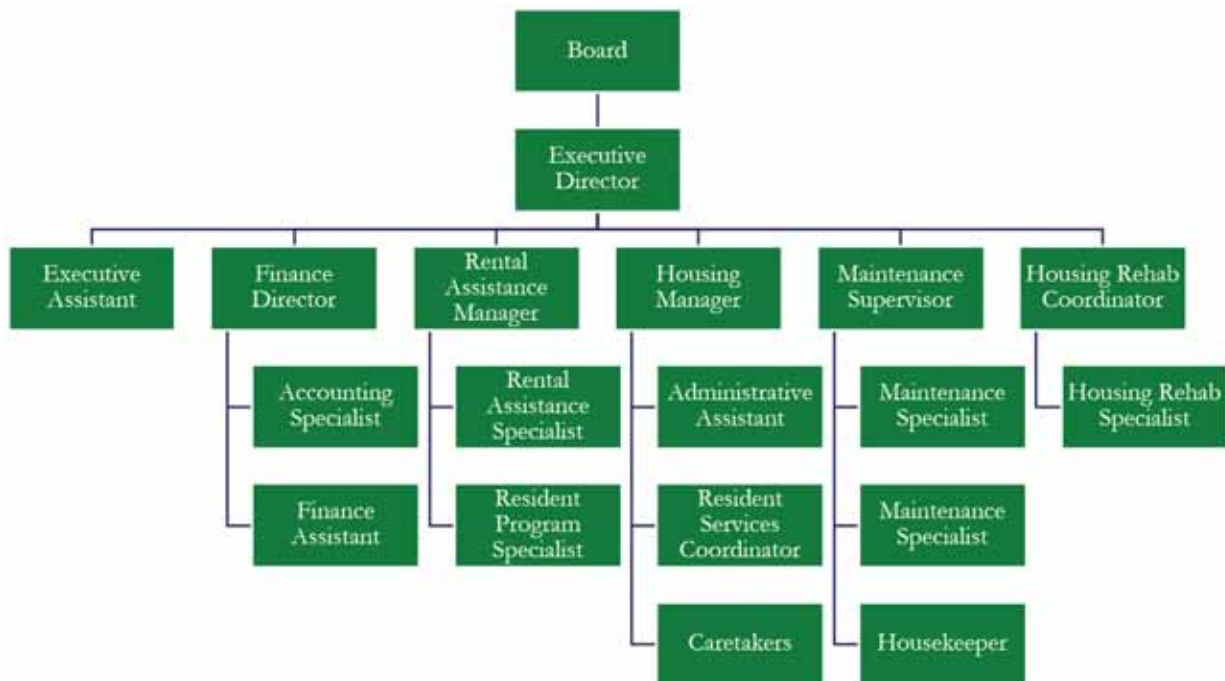
Tax Increment Financing (TIF)- This is a method of financing real estate development costs to promote development, redevelopment, and housing in areas where it would otherwise not occur without TIF assistance. The Brainerd HRA can assist in developing a housing TIF provided it meets certain qualifications.

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Goals of the Brainerd HRA

1. **Redevelopment-** Continue the redevelopment of commercial, rental, and owner-occupied properties in the City of Brainerd.
2. **Housing-** Continue providing high quality, safe, and affordable housing for existing and potential residents and participants.
3. **Enhance Communication-** Enhance collaboration and communication with partners and the public to support neighborhood growth and development.
4. **Downtown Revitalization-** Revitalize Downtown Brainerd.
5. **Maintenance & Growth-** Continue to maintain and grow the overall health of the organization.

Organizational Chart



Other Services

The Brainerd HRA also provides services under a contract to the Crow Wing County (CWC) HRA and the Crosby HRA. On behalf of the CWC HRA, the Brainerd HRA carries out such business as overseeing the overall financial management, preparing an annual budget, overseeing accounts payable and accounts receivable, scheduling CWC HRA Board meetings, and maintaining all records of the CWC HRA. The CWC HRA consists of just the Executive Director. On behalf of Crosby HRA, the Brainerd HRA allocates a portion of time to positions of Executive Director, Finance Director, Maintenance Supervisor, Housing Manager, Accounting Specialist and Executive Assistant.

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Budget Information– Brainerd HRA

Governmental Funds	General Fund	
	2019	2020
Revenues		
Taxes	167,865	174,090
Intergovernmental		
Federal	54,000	55,840
State	60,000	120,000
Investment Interest	0	2,650
Management Fees	199,000	289,000
Miscellaneous	27,000	21,000
Designated Fund Balance	66,080	36,500
Other Financial Transfer In	6,450	7,050
Total Revenues & Transfer In	580,395	706,130
Expenditures		
General Government	298,820	336,120
Economic Development	230,205	311,685
Debt Service	51,370	52,530
Total Expenditures	580,395	700,335
Excess of Revenues Over (Under) Expenditures	0	5,795

Proprietary Funds	Public Housing		Housing Choice Voucher		Bridges	
	2019	2020	2019	2020	2019	2020
Revenues						
Intergovernmental						
HUD Contributions	309,730	315,640	1,336,970	1,411,910	65,420	60,820
Rental Income	727,070	743,160	0	0	0	0
Administrative Fees	0	0	255,450	249,130	7,200	7,800
Miscellaneous	231,030	240,020	8,680	11,300	0	0
Total Revenues	1,267,830	1,298,820	1,601,100	1,672,340	72,620	68,620
Expenditures						
Administration	482,000	507,480	256,970	246,150	750	750
Utilities	171,740	179,180	0	0	0	0
Ordinary Maintenance & Operating	481,565	493,405	0	0	0	0
Contracts	0	0	3,000	3,500	0	0
Housing Assistance Payments	0	0	1,364,400	1,437,060	65,420	60,820
General Expense	113,680	118,570	2,600	2,700	(6,450)	(7,050)
Other Financial Transfer Out						
Total Expenditures & Transfers	1,248,985	1,298,635	1,626,970	1,689,410	59,720	54,520
Excess of Revenues Over (Under) Expenditures	18,845	185	(25,870)	(17,070)	0	0

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Budget Information– Crosby HRA

	Public Housing		Edgewood	
	2019	2020	2019	2020
Revenues				
Intergovernmental				
HUD Contributions	66,990	64,025	102,350	102,160
Rental Income	197,100	199,481	213,100	226,134
Miscellaneous	14,670	29,800	17,370	17,800
Total Revenues & Transfers In	278,760	293,306	332,820	346,094
Expenditures				
Administration	71,730	69,730	128,975	127,900
Utilities	60,650	60,925	57,975	56,090
Ordinary Maintenance & Operating	114,975	128,125	110,715	129,515
General Expense	31,012	34,445	27,253	28,535
Total Expenditures	278,367	293,225	324,918	342,040
Excess of Revenues Over (Under) Expenditures	393	81	7,902	4,054

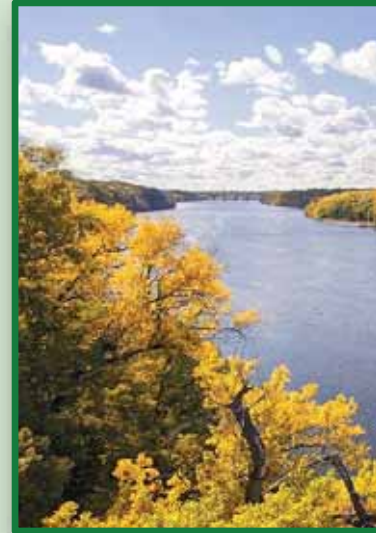
Budget Information– Crow Wing County HRA

	General Fund	
	2019	2020
Revenues		
Total Property Tax Levy	98,500	729,500
Miscellaneous	47,000	37,000
Sale of Land Held for Resale	191,200	191,200
Designated Fund Balance	33,650	38,800
Total Revenues	370,350	996,500
Expenditures		
General Government	64,850	154,850
Economic Development	305,500	841,650
Debt Service		
Total Expenditures	370,350	996,500
Excess of Revenues Over (Under) Expenditures	0	0

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Executive Director Core Duties

- ♦ Work directly with the Board of Commissioners on the development of all policies affecting the Brainerd HRA including strategic initiatives, economic feasibility, sound business planning, and management.
- ♦ Work with a variety of partners and stakeholders to address future organization strategy and positioning in the affordable housing market and redevelopment opportunities.
- ♦ Provide quality materials and staff support to the Board to enable them to maximize the effectiveness of their governance of the authority.
- ♦ Facilitate the strategic planning and economic forecasting processes for the Board annually.
- ♦ Assure that the mission, plans, and direction of the Agency are communicated to, understood by, and endorsed by all Agency staff.
- ♦ Plan, direct, and coordinate, through senior staff, the work plans for the Agency; assign projects and areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problem areas and develop alternative solutions.
- ♦ Provide for the development of new programs to serve organizational and community goals in collaboration with community partners, local departments, and state and federal agencies.
- ♦ Oversee the development, implementation, and updates of Brainerd HRA programs.
- ♦ Assume responsibility for the full operations of the Agency including oversight of all federal programs administered by the Agency.
- ♦ Responsible for overseeing the preparation and submittal of a recommended annual operating budget. Review all monthly financial, program activity, audit reports and management reviews conducted and direct necessary corrective actions. Authorize and approve all expenditures of the HRA in accordance with applicable laws and regulations.
- ♦ Develop and follow up on applications for funding of assisted housing programs from HUD.
- ♦ Prepare reports and independently represent the HRA at City Council, County Board meetings, meetings with various State and Federal Agencies, and elected officials, etc., where Agency business is being conducted or where issues of interest to the HRA are being discussed.
- ♦ Communicate with local, state, and federal officials as required, and appear before appropriate boards, commissions, and committees to present Agency objectives and programs; develop and maintain relationships with the Department of Housing and Urban Development (HUD), City departments, Governmental Agencies, and other public housing agencies and organizations. Assure that governmental and public relations activities create a favorable image of the Agency on a national, state, and local level.



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Executive Director Desired Attributes

- ◆ Be visionary.
- ◆ Be a critical thinker that is able to generate new and creative ideas.
- ◆ Possess the ability to develop and lead organizational change as directed by the Board.
- ◆ Be a skilled organizational leader that provides direction and accountability within the framework of a participatory management style.
- ◆ Be a skilled communicator with the ability to connect with the Board, staff, community partners and citizens.
- ◆ Have the demonstrated ability to manage projects of all size and scope.
- ◆ Understand the fluid nature of the organization and be skilled at responding quickly and competently to ever changing federal program requirements.
- ◆ Have sufficient management experience to be able to lead diverse programs and provide constructive leadership to agency staff.
- ◆ Be approachable.



- ◆ Be a skilled delegator who understands the role of the Executive Director and that of the talented team around them.
- ◆ Have the ability to work closely with local and statewide elected officials to impact needed change.
- ◆ Embrace community engagement and participation in civic and other related organizations.
- ◆ Have a sense of humor.

“To provide affordable housing and redevelopment opportunities to strengthen our neighborhoods and community.”



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: March 20, 2020
Re: Review Committed and Assigned Fund Balance

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

- » **Nonspendable** – fund balance not expected to be converted to cash such as inventory or prepaid expenses.
- » **Restricted** – fund balance with constraints from an external source such as the City Revolving Loan funds.
- » **Committed** – fund balance constrained for a specific purpose by the HRA Board prior to year-end, such as the Housing Rehab or Tax Forfeit Property Funds committed by the Board.
- » **Assigned** – fund balance that is intended for a specific purpose by the Board or Executive Director/Finance Director. These funds are neither restricted nor committed.
- » **Unassigned** – General Fund balance that is available for any purpose.

The Fund Balance Policy recommends 8 to 10 months of expenses in unassigned fund balance. The Board has funds committed for:

- » Housing Rehab \$34,604
- » Tax Forfeited Property \$834

The Board has funds assigned for:

- » Downtown Redevelopment - \$15,000

Based on the above committed and assigned fund balance amounts, the unassigned fund balance would be approximately 7.5 months of expenses. This is below the 8 month recommended minimum amount due to the mortgage pay off in 2018.

Action Requested: Approve a motion to determine the committed and assigned fund balance amounts as specified above.

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To: Brainerd HRA Board Members
From: Terry Quick, Maintenance Supervisor
Date: March 19, 2020
Re: Approval to Execute Contract for North Star Apartments Concrete Project

The Brainerd HRA invited contractors to bid on flatwork upgrades at the North Star Apartments (see Attachment 4a). The project will include plaza and entrance flatwork plus a small modular block retaining wall and additional sidewalk will be replaced on the northeast side of the apartment building. Included within the project, there are additional HRA single and multi-family dwelling sites, within the Brainerd city limits, that require minor exterior flatwork repair.

A pre-bid meeting was held on March 3, 2020, and sealed bids were due on March 17, 2020, by 3:00 pm. One bid was received. See attached bid tabulation.

Section 17.0, Board Approval of Procurement Actions, of the Brainerd HRA Procurement Policy states,

"17.1 Authority. The Board appoints and delegates procurement authority to the Executive Director (ED) in the amount not to exceed the Simplified Acquisition Threshold as set by the lesser of state or federal law and is responsible for ensuring that any procurement policies and procedures adopted are appropriate for the Agency. All procurements that exceed the Simplified Acquisition Threshold as set by the lesser of state or federal law must have approval from the Board prior to award and/or contract execution."

Because the proposed contract amount is greater than the Simplified Acquisition Threshold, we are requesting the Board's approval to enter into a contract with Anderson Brother Construction Co. in the amount of \$204,158.24.

Action Requested: Motion to authorize the Interim Executive Director to execute a contract with Anderson Brother Construction Co. for the amount of \$204,158.24.

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Client:

BRAINERD HOUSING REDEVELOPMENT AUTH

Account # 316663 Ad # 2824867

Phone: (218) 828-3705

Fax:

Address: 324 E RIVER RD
BRAINERD, MN 56401-3504

Sales Rep.:

3804 Ann Windorski

Phone: (218) 855-5804

Fax:

Email: ann.windorski@brainerddispatch.com

Class.: 9960 MINNESOTA LEGALS

Requested By:

Start Date: 02/25/2020

End Date: 03/03/2020

Nb. of Inserts: 10

Dimensions: 1 col. x 4.50 Inches

Publications: Brainerd Dispatch
brainerddispatch.com

Total Price: \$131.40

Paid Amount: \$0.00

Balance: \$131.40

Page 1 of 1

(Published in the Brainerd Dispatch, February 25, March 3, 2020, 2t.)

ADVERTISEMENT FOR BIDS:**North Star Apartments &
Additional Sites
2020 Flatwork Upgrades
Brainerd, MN**

The Brainerd HRA is inviting contractors to bid on flatwork upgrades at the North Star Apartments. The project will include plaza and entrance flatwork plus a small modular block retaining wall and additional sidewalk will be replaced on the northeast side of the apartment building. Included within the project, there are additional HRA single and multi-family dwelling sites, within the Brainerd city limits, that require minor exterior flatwork repair. For more information, visit <http://brainerdhra.org/vendors/> or download complete project bidding documents at www.questcdn.com by inputting Quest project #6829267.

A pre-bid meeting for all bidders will be held on March 3, 2020, at 1:00 pm, local time at the North Star Apartments, 410 E. River Rd, Brainerd, MN 56401. Sealed bids are due by 3:00 pm local time on March 17, 2020.

Direct all questions to: Wesley Stabs, Architect, (218) 491-7362 or wesley.stabs@tkda.com.

Responses to bidders' questions received up to two business days prior will be provided at the pre-bid meeting.

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North Star Apartments Additional Sites - 2020 Flatwork Upgrades
Housing Redevelopment Authority (HRA) of Brainerd

BID OPENING, 3.17.2020

Bidder	Bid Form - Base Bid Amount	Acknowledged Addendas?	Statement of Contractor's Qualifications	Bid Security, Bid Bond Present?	Responsible Contractor Act Compliance, Attachment A	Prime Bidder's Affidavit of Non Collusion	HUD-5369-A: Representation, Certifications, and Other Statements of Bidders	HUD-2530: Previous Participation Certification	Section 3 Business Concern Affidavit
Anderson Brothers	\$204,158	X	X	X	X	X	X	X	X

3.17.2020

TKDA

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BRAINERD HOUSING & REDEVELOPMENT AUTHORITY CONSTRUCTION AGREEMENT

This CONTRACT AGREEMENT (“Agreement”) is made on 19 day of March, 2020 by and between the **Brainerd Housing & Redevelopment Authority** (“HRA”) located at 324 East River Road, Brainerd, Minnesota 56401, and Anderson Brother Construction Co. of Brainerd LLC (“Contractor”) located at 11325 State Highway 210, Brainerd MN 56401.

FOR VALUABLE CONSIDERATION, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

SECTION 1. APPLICABLE CONTRACT DOCUMENTS.

1.1 This Agreement for construction, together with the other Contract Documents used for the types of projects described in the section, represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations or agreements, either written or oral.

1.2 If the awarded bid or quoted price for the Work is \$100,000 or less and the project Work is not funded in whole or in part by the U.S. Department of Housing and Urban Development (“HUD”), the Contract Documents forming the entire Agreement between HRA and Contractor shall consist of this Agreement, the plans and specifications, if any, addenda to the plans and specifications issued prior to execution of this Agreement, if any, written amendments to the Agreement signed by both parties to form a change order, a constructive change directive, or a written order for a minor change in the work issued by the HRA or the architect (collectively the “Contract Documents”).

1.3 If the awarded bid or quoted price for the Work is \$100,000 or less and more than \$2,000 and the project is funded in whole or in part by HUD, then the Contract Documents shall consist of the documents described in Section 1.2 above and the General Contract Conditions for Small Construction/Development Contracts (Form HUD-5370-EZ), as the provisions therein may apply to the project.

1.4 If the awarded bid price for the Work is in excess of \$100,000 and the project is funded in whole or in part by HUD, then the Contract Documents shall consist of the documents described in Section 1.2 above and the General Conditions for Construction Contracts – Public Housing Programs (Form HUD-5370), as the provisions therein may apply to the project.

1.5 If the awarded bid price for the Work is in excess of \$100,000, or at the HRA’s discretion, for a project that is less than \$100,000 for the Work but where the HRA has retained an architect, and the project is not funded at least in part by HUD, the Contract Documents shall consist of the documents described in Section 1.2 above and AIA Document A201-2017, General Conditions as modified by the HRA.

1.6 The Contract Documents are to be read as a whole and meaning given to each provision where possible. If an ambiguity exists in the Contract Documents, the specific provision shall take precedence over the general provision and the more stringent Contractor performance standard shall take precedence over the less stringent provision, provided the standard is in compliance with applicable law. If two provisions within the Contract Documents are substantially identical or duplicative, then the clauses in combination shall apply where possible, but if use of both provisions is contradictory or absurd, the provision appearing in this Agreement shall be used unless there is an applicable HUD-5370-EZ or 5370 provision.

SECTION 2. CONTRACTOR TERMS AND CONDITIONS.

2.1 Contractor shall furnish all labor, material, skill and equipment necessary or required to perform all the work in the Contract Documents (“Work”) generally described as follows:

North Star Apartments & Additional Sites – 2020 Flatwork Upgrades as per Plans & specifications by TKDA dated February 25, 2020 & Addendum No. 1 dated March 6, 2020.

2.2 Contractor shall provide labor and materials as shown in the Contract Documents. The price (“Price”) including all taxes and permit fees shall be: **\$ 204,158.24**.

2.3 Contractor shall promptly pay for all materials, labor and equipment used in, or in connection with the performance of this Agreement when such bills or claims become due and indemnify and hold harmless the Project and the HRA from all claims and mechanic’s liens, and upon HRA request, furnish satisfactory evidence to the HRA, when and if required that the Contractor has complied with the above requirements.

2.4 Contractor shall begin work within 45 calendar days after being notified, in writing by the HRA that Contractor may proceed with the Work (“Notice to Proceed”). Contractor further agrees that except for delays caused solely by the HRA or excusable delay, the Contractor will complete the Work within 150 days after its receipt of the Notice to Proceed. Contractor agrees that time is of the essence in completing the Work and each phase thereof.

2.5 Contractor agrees that it is difficult for the HRA to determine the amount of all damages that the HRA would incur as a result of delay by the Contractor in substantial completion of the Work. Contractor and the HRA therefore agree that \$ 200.00 will accrue each day as liquidated damages, and not a penalty, for each calendar day that Contractor fails to achieve substantial completion of the Project, until substantial completion is achieved. Substantial completion shall be achieved on the day the HRA reasonably determines that the HRA or its tenants may occupy the premises because the Work is sufficiently complete. Accrued liquidated damages shall be an offset against the Contractor’s payments for the Work including any agreed-upon change orders increasing the original Price. If accrued liquidated damages exceed the Price, the HRA may seek to recover said excess amount over and above the offset portion through all remedies available to it.

2.6 Contractor agrees to proceed with the Work in an orderly and reasonable sequence and to abide by the HRA’s decision as to all Contractor storage and working spaces of the Project.

2.7 To the fullest extent permitted by law, Contractor agrees to indemnify, defend and hold harmless the HRA, and HRA's agents and representatives, Architects, the HRA's lender and all other contractors and/or subcontractors from any and all losses or damage (including without limiting the generality of the foregoing, attorneys' fees and disbursements paid or incurred by the HRA to enforce the provisions of this paragraph) occasioned by the failure of Contractor to carry out the provisions of this Agreement arising out of bodily injury, sickness, disease or death, or to injury to or destruction of tangible property to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such a claim, damage, loss or expense is caused in part by a party indemnified hereby. Further, in claims against any person or entity indemnified under this section by an employee of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

2.8 Contractor agrees to provide a performance and payment bond satisfactory to the HRA prior to the beginning of Work if the Price is \$25,000 or greater.

2.9 Subject to additional terms set forth in the Contract Documents, Contractor agrees to obtain worker's compensation insurance as is required by law, comprehensive general liability and property damage insurance to protect the Contractor and the HRA against claims for bodily injury or death or for damage to property occurring upon, in or about the Project, for the applicable claims period for this Project, and to have the HRA named as an additional insured with limits in amounts at least equal to those specified below:

Risk Insurance	\$1,000,000.00 Aggregate
Bodily Injury Liability	\$1,000,000.00 Each Person
General Liabilities, Including Automobiles	\$5,000,000.00 Aggregate
Property Damage Liability	\$1,000,000.00 Aggregate
Worker's Compensation	As required by law

2.9.1 Any and all insurance shall be issued by an "A" rated insurance company or companies. Contractor agrees to furnish the HRA with satisfactory evidence that he has complied with this paragraph. Contractor further agrees to obtain and furnish the HRA with an undertaking by the insurance company issuing each such policy that such policy will not be canceled except after thirty (30) days written notice to the HRA of its intention to do so.

2.9.2 Contractor agrees to assume the entire responsibility and liability for all damages or injury to any and all individuals, whether employees or otherwise and to all property, including the HRA's property arising out of, resulting from, or in a manner connected with the performance of the Work or occurring or resulting from the use by Contractor, its agents or employees of materials, equipment, instrumentality's or other property, whether the same is owned by the HRA, Contractor or third parties, and Contractor agrees to indemnify, defend and save harmless the HRA, his agents and

employees from any and all such claims, including, without limiting the generality of the foregoing claims for which the HRA may be, or may be claimed to be liable and attorneys' fees and disbursements paid or incurred to enforce the provisions of this paragraph.

2.10 Contractor agrees to accept responsibility for all damage caused by Contractor to clean and repair all surfaces soiled or damaged by Contractor or its subcontractors or suppliers, and to protect the Work. If any dispute arises between Contractor and its subcontractors as to which is responsible for any time of damage, Contractor shall be responsible to timely repair or pay for the damage or repair and resolve allocated responsibilities for the damage among those responsible.

2.11 Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract Documents unless they give other special instructions concerning these matters. In such case the Contractor shall evaluate the jobsite safety and shall be fully and solely responsible for the jobsite safety of such means, methods, techniques, sequences or procedures. If the Contractor determines that the Contract Documents direct means, methods, techniques, sequences or procedures that are not safe, Contractor shall give timely written notice to the HRA and shall not proceed with that portion of the Work without further written instructions from HRA.

2.12 Contractor is solely responsible for initiating, maintaining and supervising all safety precautions and measures in connection with the performance of this Agreement and agrees to take all safety precautions with respect to his work and shall comply with all applicable laws, ordinances, rules and regulations and lawful orders of any public or governmental authority for the safety of persons or property.

2.13 Contractor agrees not to assign any or all of this Agreement and not to assign any money due or to become due thereunder without first obtaining prior written consent of the HRA. Contractor shall supply the HRA with a list of all individuals or businesses to which it intends to subcontract the Work or from which it will obtain materials or equipment. Such list is attached hereto as Exhibit B and incorporated herein by reference.

2.14 Contractor agrees to provide detail of sales taxes paid on Exhibit C for materials furnished on project from contractor and any subcontractors upon completion of project.

2.15 Contractor agrees to furnish such shop drawings or samples as may be required by the HRA.

2.16 Contractor agrees not to employ any person who is reasonably unacceptable to the HRA. Contractor further agrees to remove any such person from the Project if the HRA reasonably requests.

2.17 Contractor agrees that the HRA, or his authorized representatives, shall have the right to order, in writing, the elimination or addition of any part or parts of work or materials as omitted from or added to the Contract Documents by Architect and/or the HRA. Fair adjustments

shall be made to the Price for such omitted or added Work or materials. No extra work shall be allowed or changes made by Contractor, or paid for by the HRA, unless and until authorized by the HRA, in writing, before the work and/or changes are begun. Contractor agrees to sign attached Exhibit A to this Agreement and waives all claims for additions or changes unless the HRA has signed a written change order.

2.18 Contractor further agrees to give prompt written notice to the HRA Contracting Officer of all claims for extras, for requests of extensions of time and for damages for delays or otherwise, and in accordance with General Conditions, if made part of the Contract Documents. Contractor agrees that any change orders for an increase in the Price and an extension to the time of performance must be consented to in writing by the HRA prior to commencing Work on the proposed change order. Further, Contractor agrees that only Karen Young, Interim Executive Director is authorized to sign change orders on the HRA's behalf.

2.19 Execution of the Agreement by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed and has correlated personal observations with requirements of the Contract Documents.

2.20 Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the HRA. Contractor shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the HRA and Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information in such form as the HRA and Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

2.21 If the Contractor believes that additional cost or time is involved because of clarifications or instructions the HRA or Architect issues in response to the Contractor's notices or requests for information pursuant to sections 2.18 and 2.19, the Contractor shall make Claims as provided in Section 2.17, or as required in the General Conditions if applicable. If the Contractor fails to perform the obligations of section 2.19, the Contractor shall pay such costs and damages to the HRA as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the HRA or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

2.22 Contractor agrees to correct any and all defects in the material or Work brought to its attention by HRA for a period of two years from the substantial completion date or the date the Certificate of Occupancy is issued by the building authority for the Project, whichever is later.

Contractor hereby assigns and agrees to deliver to HRA all vendor warranties given by each equipment or parts manufacturer.

2.23 Contractor warrants to the HRA that: (1) materials and equipment furnished under the Agreement will be new and of good quality unless otherwise required or permitted by the Contract Documents; (2) the Work will be free from defects not inherent in the quality required; and (3) the Work will conform to the requirements of the Contract Documents.

2.24 In the event Contractor fails to correct, replace and/or repair faulty or defective work performed and/or materials furnished under the Contract Documents, or shall fail to complete or diligently proceed with the Work within the time herein provided for, the HRA, upon ten (10) days' notice in writing to Contractor shall have the right to correct, replace and/or re-execute such faulty or defective work, or to take over the Work and complete the same either through its own employees or through a contractor or subcontractor of its choice, and to charge the costs thereof to Contractor including compensation for the Architect's services, and other costs to HRA, against the sums owed under this Agreement and to pursue any and all other remedies provided by law, which are not waived by exercising rights in this section.

2.25 Contractor agrees that in case of default on the part of Contractor, the material and equipment of Contractor shall be left at the Project for use by the HRA in completing the Work. The HRA shall be obligated to pay the Contractor for all such material and equipment, which may be an offset against costs otherwise owed to HRA by Contractor due to its default.

2.26 Contractor agrees to obtain, at its cost, all permits, all licenses, all plan approval, all inspections and all other governmental approvals relating to this work on the Project and to comply with all federal, state, county, and municipal laws, codes and regulations and to pay all costs and expenses incurred in connection with such compliance, to pay all fees and taxes, including sales and use taxes, and also pay all taxes imposed by any state or federal law for any employment insurance, pensions, retirement funds or any similar purpose, and to furnish all necessary reports and information to the appropriate federal, state and municipal agencies, with respect to all of the foregoing, the same as though Contractor was in fact the HRA and to hold the HRA and any other contractor and/or subcontractor harmless from any and all losses or damage occasioned by the failure of Contractor to comply with the terms of this paragraph.

2.27 Contractor agrees to pay all royalties, license and permit fees to defend all suits or claims for infringement of any patent rights involved in the work of Contractor under this Agreement and to save the HRA and other contractors harmless from loss, costs or expense on account of such use or infringement by Contractor.

2.28 If any part of Contractor's Work depends, for proper execution, upon the work of the HRA, or any other contractor, Contractor shall inspect and promptly report to the HRA any apparent discrepancies or defects in such work that renders it unsuitable for use on the Project. Failure of the Contractor to inspect and report shall constitute an acceptance of the work of the HRA and other contractors.

2.29 If HRA has agreed to partial payments during the Work, Contractor shall provide complete invoices, receipts and contingent lien waivers in the form required by the HRA. The HRA shall make progress payments approximately every 30 days as the work proceeds. Request for payment will be deemed accepted by the HRA on the date the HRA determines, in its sole judgment, that the HRA has all the information required to process the payment. Acceptance by the HRA shall cause the request for payment to fall to the following payment cycle, consistent with the PPA.

2.30 In accordance with the Prompt Payment of Local Government Bills, Minnesota Statutes, Section 471.425 (“PPA”) governing payments in this Agreement, Contractor shall pay subcontractors within ten (10) days of receipt of payment from the **HRA** or pay interest to the subcontractor(s) on the obligation at a rate of 1.5% per month or any part of a month.

2.31 Contractor agrees to perform all Work in accordance with and to otherwise abide in all respects with all applicable federal, state and local laws, rules and ordinances. Contractor is responsible for removing all its debris from the site at its sole expense and pay for any costs associated with fees for dumpster or landfill costs. The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor’s tools, construction equipment, machinery and surplus materials from and about the Project.

2.32 Except to the extent provided in Minnesota Statutes, Section 337.10, subd. 3, the Contractor has no right to stop Work as a consequence of non-payment. In the event of any disagreement between the Contractor and HRA involving the Contractor’s entitlement to payment, the Contractor’s only remedy is to file a Claim in accordance with Article 15 (AIA A201 as applicable). The Contractor must diligently proceed with the Work pending resolution of the Claim.

2.33 If HUD is funding all or some portion of this Project, Contractor shall include in all its subcontractor agreements, the following “Section 3” clause:

- The work to be performed under this Agreement is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low-income persons, particularly persons who are recipients of HUD assistance for housing.
- The parties to this Agreement agree to comply with HUD’s regulations in 24 CFR part 135, which implemented Section 3. As evidenced by their execution of this Agreement, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

- The Contractor agrees to send to each labor organization or representative of workers with which the Contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- The Contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The Contractor will not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- The Contractor will certify that any vacant employment positions, including training positions, that are filled: (1) after the Contractor is selected but before the Agreement is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR part 135.
- Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.

2.34 Contractor agrees to maintain for the duration of the Agreement, all requirements to comply with Minnesota Statutes, Section 16C.285 (Responsible Contractor).

SECTION 3. HRA TERMS AND CONDITIONS.

3.1 The HRA contracts with Contractor to do the Work described in Paragraph 1 hereof under the terms and conditions of the Contract Documents.

3.2 Pursuant to the PPA, the HRA agrees to pay Contractor the full amount due and properly owing, less retainage and other hold backs or offsets, upon satisfactory performance of the Work under this Agreement and upon the HRA's written acceptance of the Work.

3.3 Final payment, including all retainage and other hold backs or offsets, shall become due and payable within thirty (30) days after acceptance of the Project Work in writing by the HRA. The HRA shall condition final payment upon receipt of IC 134 requirements, mechanic's lien waivers, submittals including but not limited to operation manuals and as-built drawings and

upon Contractor providing to HRA any and all documents reasonably required by the HRA to assure Contractor's compliance with all federal, state and local laws.

3.4 For all Projects for which the initial Price is estimated to be \$100,000 or more, HRA shall comply with Minnesota Statutes, Section 574.26 requiring payment and performance bonds and Section 471.345 requiring competitive bidding or best value proposals as set forth therein.

3.5 The HRA may terminate the Contract if the Contractor:

3.5.1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;

3.5.2 fails to make payment to Subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the Subcontractors;

3.5.3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or

3.5.4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

3.6 When the HRA terminates the Contract for one of the reasons stated in Sections 3.5.1-3.5.4 above, the Contractor shall not be entitled to receive further payment until the Work is finished.

3.7 The HRA may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work in whole or in part for such period of time as the HRA may determine.

3.8 The HRA may, at any time, terminate the Contract for the HRA's convenience and without cause.

3.9 Upon receipt of written notice from the HRA of such termination for the HRA's convenience the Contractor shall:

3.9.1 cease operations as directed by the HRA in the notice;

3.9.2 take actions necessary, or that the HRA may direct, for the protection and preservation of the Work; and

3.9.3 except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

3.10 In case of termination for the HRA's convenience, the Contractor shall be entitled to receive payment for Work executed, and costs incurred by reason of such termination.

SECTION 4. MISCELLANEOUS PROVISIONS.

4.1 It is the HRA's policy to resolve all contract disputes informally, without litigation if possible. Contractor disputes shall not be referred to HUD until all remedies have been exhausted at the HRA level, including mediation.

4.2 This Agreement shall not be modified except in writing signed by both the HRA and Contractor.

4.3 This Agreement shall be construed and governed by the substantive laws of Minnesota, without regard to choice of law principles.

4.4 Pursuant to Minnesota Statutes, Section 13.05, subd. 11, all of the data created, collected, received, stored, used, maintained, or disseminated by Contractor in performing this contract is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and Contractor must comply with those requirements as if it were a government entity. The remedies in Minnesota Statutes, Section 13.08 apply to Contractor. Contractor does not have a duty to provide access to public data to the public if the public data are available from the HRA.

4.5 Pursuant to Minnesota Statutes, Section 16C.05, subd. 5, Contractor agrees that the books, records, documents and accounting procedures and practices of Contractor, that are relevant to the Contract or transaction, are subject to examination by the HRA and the state auditor for a minimum of six (6) years. Contractor shall maintain such records for a minimum of six (6) years after final payment.

4.6 Pursuant to Minnesota Statutes, Section 181.59, the Contractor will take affirmative action to ensure that applicants are selected, and that employees are treated during employment, without regard to their race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, membership or activity in a local civil rights commission, disability or age. The Contractor agrees to be bound by the provisions of Minnesota Statutes, Section 181.59, that prohibits certain discriminatory practices and the terms of said section are incorporated into this contract.

IN WITNESS WHEREOF, the undersigned parties represent that they have caused this Agreement to be executed by the parties below.

[Signature page to follow]

BRAINERD HOUSING AND
REDEVELOPMENT AUTHORITY

Date: _____

By _____
Its: Interim Executive Director

CONTRACTOR:

Date: _____

By _____
Its: Owner

ARE YOU A CORPORATION? _____
PLEASE PROVIDE ONE OF THE FOLLOWING:

FEDERAL ID # _____
OR SOCIAL SECURITY # _____

EXHIBIT A

TO: All Contractors and Suppliers

RE: Extras, Change Orders and Waiver

Any and all additional work which deviates from the original contract price shall be at your own risk unless authorized in writing by the HRA prior to said work occurring.

Any and all changes must be documented by a written change order signed by the HRA/Representative. Other employees of the HRA do not have express, implied or apparent authority to authorize additional work for the HRA. Verbal agreements or orders shall not constitute authorization and any work done pursuant to a verbal agreement or order shall be at your peril. This notice also constitutes your written waiver of any benefits conferred under a claim based on a quasi contract if and when work occurs pursuant to a verbal agreement or order.

Please sign and return this to:

THE BRAINERD HOUSING AND
REDEVELOPMENT AUTHORITY

CONTRACTOR

By _____
Its: Interim Executive Director
324 East River Road
(218) 824-3425
(218) 828-8817 Fax

By _____
Its: Owner

Date: _____

Date: _____

EXHIBIT B

VERIFICATION OF SUB-SUBCONTRACTORS AND SUPPLIERS

Please list all of your subcontractors and/or suppliers you anticipate using for the Project on this form and return to the HRA at least 10 days prior to commencing your work. This form must be returned to us before your first pay request will be processed and it must be updated before all other pay requests are processed.

If you will not be using any subcontractors or suppliers, please state that on this form, sign the bottom and return it to the HRA.

I, the undersigned, hereby certify and swear that the following list of subcontractors and or suppliers, is complete, including any and all suppliers of labor and material to and for the Project.

Firm	Amount	Contact Person/Phone
------	--------	----------------------

Firm	Amount	Contact Person/Phone
------	--------	----------------------

Firm	Amount	Contact Person/Phone
------	--------	----------------------

Firm	Amount	Contact Person/Phone
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Firm	By _____ (Print Name)
	Its _____ (Print Title)

B-1

509258v3 BR230-24



EXHIBIT C**Public Housing Refund
Contractor's Statement**

Qualifying Entity: Brainerd HRA

Project Name: _____

Invoice Number(s): _____

Based on upon a review of our records for the project in question, it has been determined that the following amounts were paid in sales and/or use taxes:

Purchase Period(s)	Taxable Cost	MN Tax Paid (6.875%)	Local Tax Paid
_____	\$ _____	\$ _____	\$ _____ Brainerd .50%
			\$ _____ Baxter .50%
			\$ _____ Crow Wing .50%

*If additional taxing jurisdictions exist please attach spreadsheet

The amounts listed have been paid on the project or that portion of the project which directly relates to the qualifying low-income housing units. This tax amount is for building materials and equipment incorporated into the construction, improvement, or expansion of qualified low-income housing projects, and does not include any amounts paid for equipment and machinery purchased or leased by us and used in fulfillment of this contract.

Our MN Identification Number is: _____

Company Name: _____

Address: _____

Phone: _____

I (We) declare under the penalties of criminal liability for willfully making a false claim that this statement has been examined, and, to the best of my (our) knowledge and belief, is true and complete.

Name: _____ **Title:** _____

Signature: _____ **Date:** _____



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: March 18, 2020
Re: March Financial Report

Please find attached the financial information for February 2020.

Agency Audit

Mary Reedy from CliftonLarsonAllen (CLA) will be at our April meeting to present the Brainerd HRA audit.

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

Crow Wing County HRA Audit

The CWC HRA audit has been finalized by CLA. CLA has issued an unmodified Auditor's Report with no findings or misstatements. The audit was presented to the CWC HRA Board at their March meeting.

Brainerd South Compilation

The Brainerd South compilation was completed by CLA. CLA issued a Compilation Report with no findings.

The unaudited information is due to REAC by March 31st but that deadline has now been extended for 30 days.

Public Housing Assessment System (PHAS) Score Report

Included in your packet is the PHAS Score Report for 12/31/19 in which we received a score of 97/100. Due to Small PHA Deregulation, as a High Performing Agency, we are only officially scored every three years. 2020 is an actual scoring year for Brainerd and our score will determine how often we are inspected and our Capital Fund Program (CFP) bonus.

Action Requested: Motion for approval of payments as presented.

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Brainerd Housing & Redevelopment Authority

2020 Ratios (and December, 2019)

FASS Ratios	Max Pts	Scoring	Dec 2019 After YE JE, B4 audit	Jan	Feb
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00

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

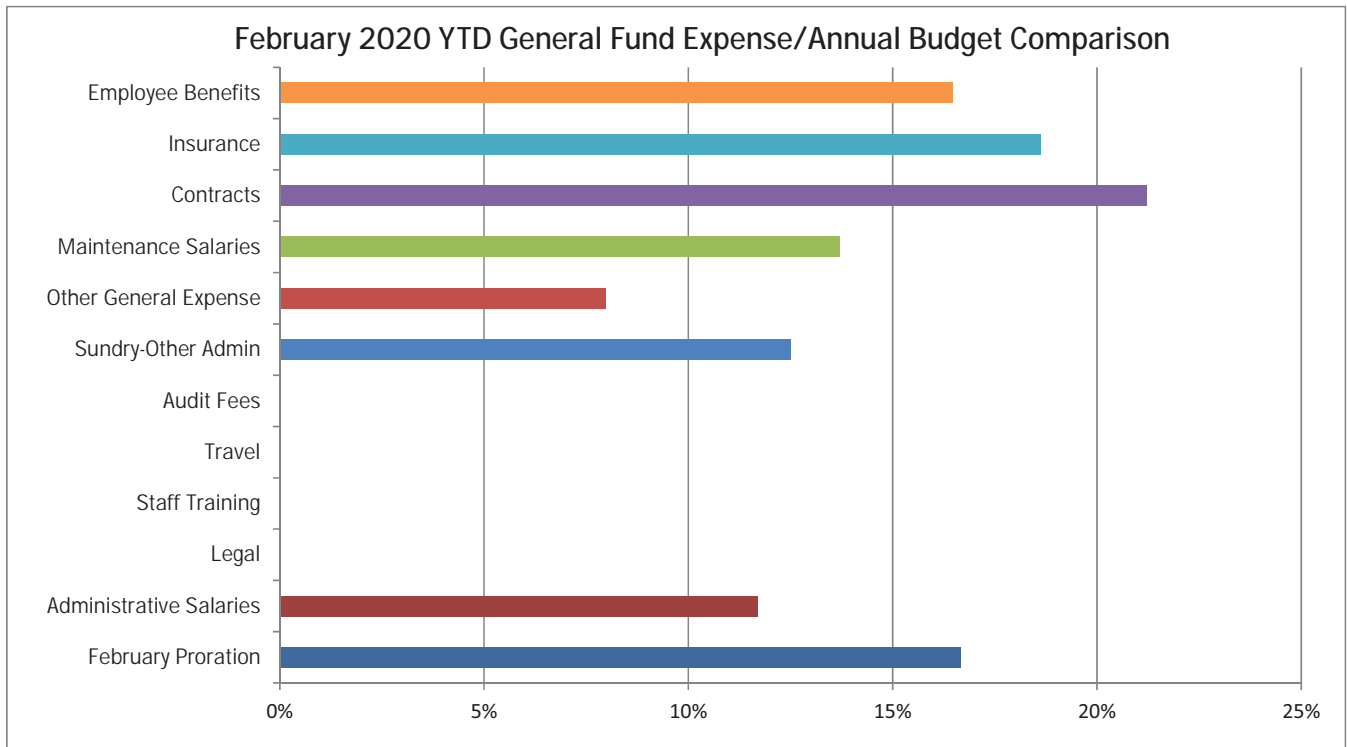
MASS Ratios	Max Pts	Scoring			
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0

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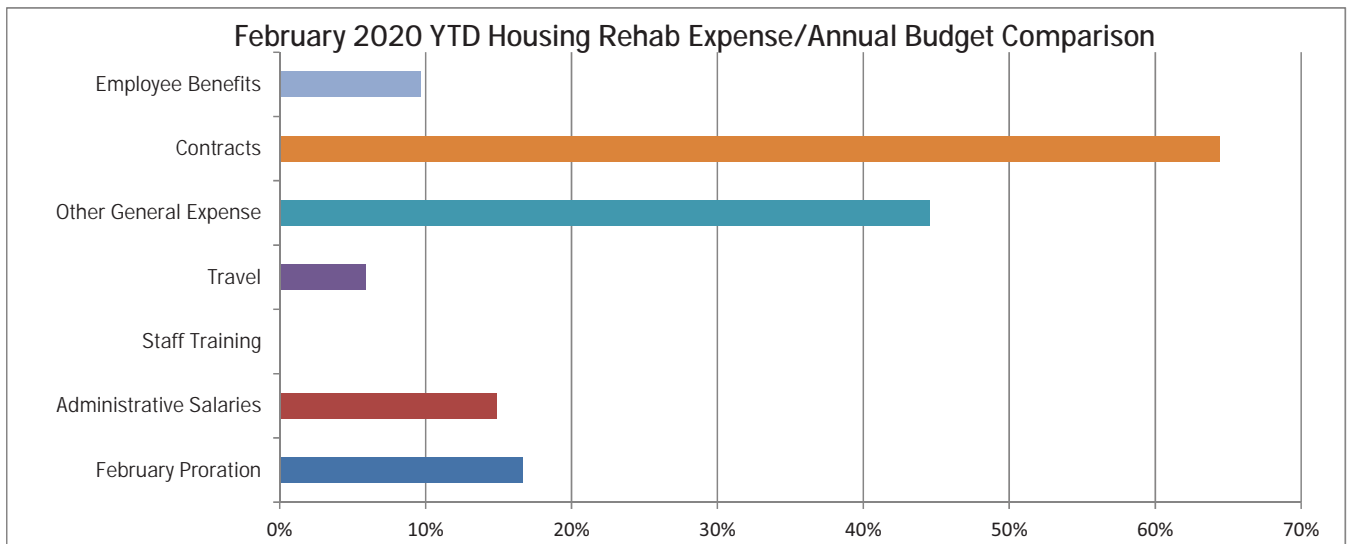
February 2020 Operating Account Balances

Property/Program	February 2019	January 2020	February 2020
General Fund	\$266,059.09	\$302,833.74	\$296,908.64
Brainerd Revolving Loan Program	\$99,077.00	\$99,077.00	\$99,077.00
Housing Rehab Program	\$20,989.35	\$85,540.15	\$88,482.79
Bridges	\$11,137.79	\$715.19	\$1,243.91
Crow Wing County HRA	\$535,649.14	\$515,637.23	\$503,713.77
Public Housing	\$642,002.68	\$636,099.78	\$643,567.09
Brainerd South	\$15,794.47	\$62,932.08	\$29,804.65
Housing Choice Voucher	\$33,839.64	\$21,772.31	\$44,476.69
Total	\$1,624,549.16	\$1,724,607.48	\$1,707,274.54

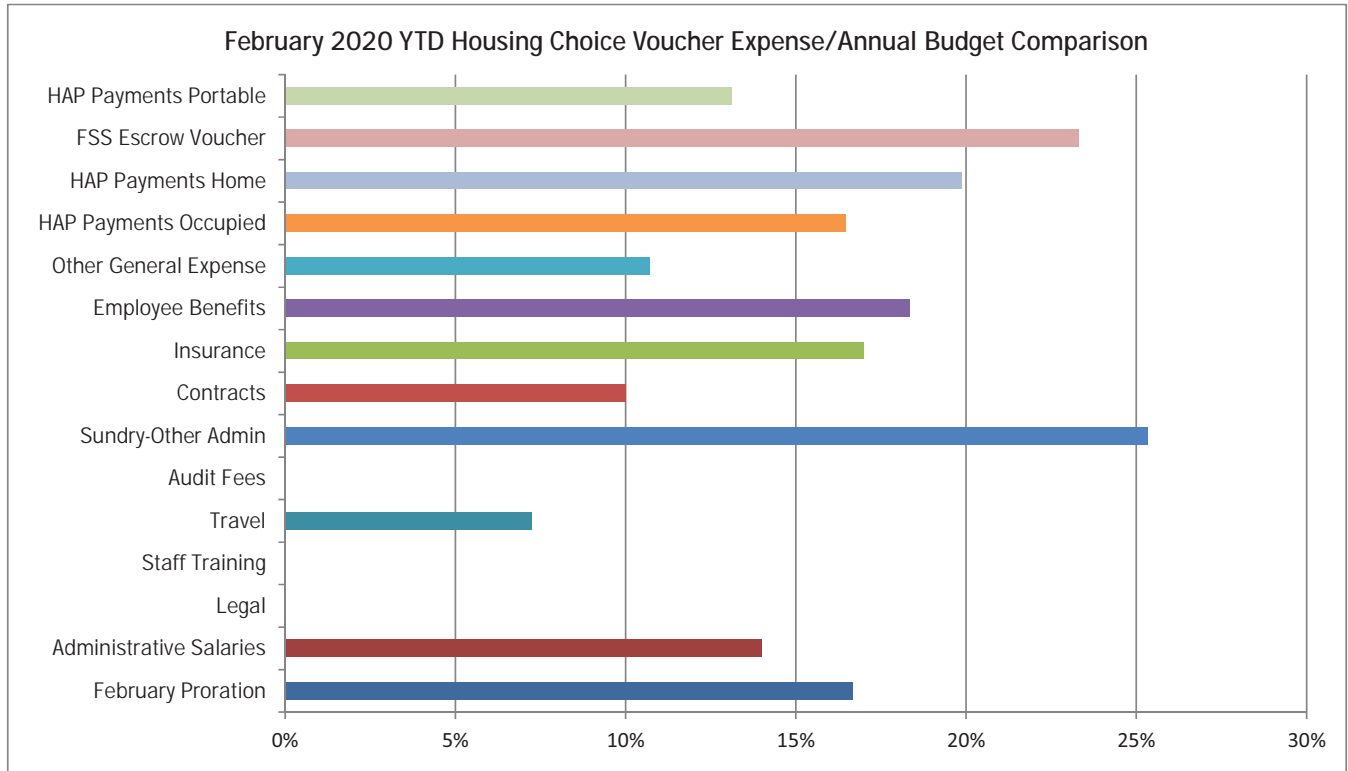
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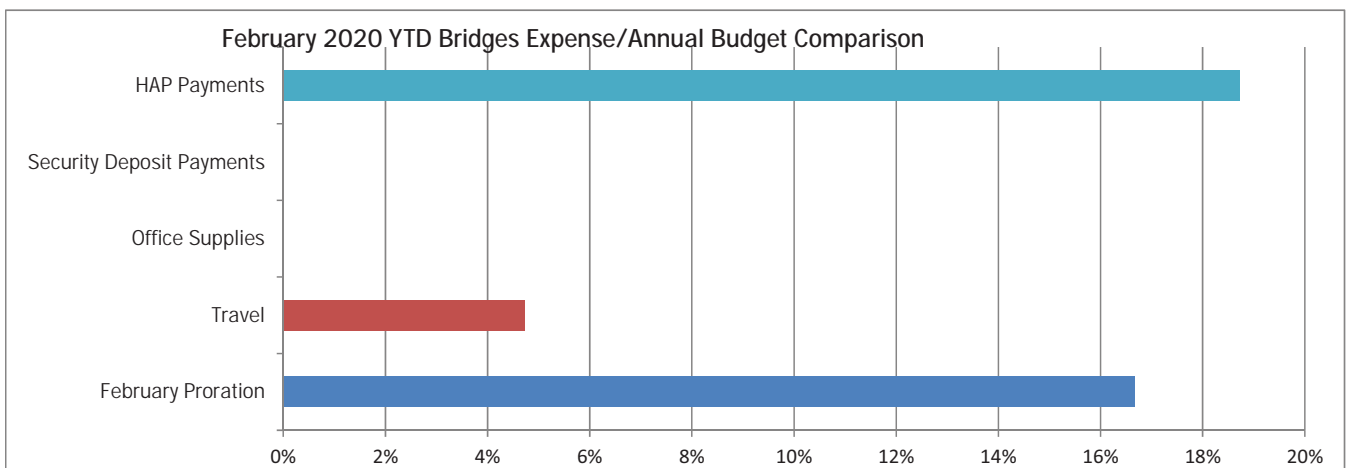
Contracts: ACA reporting software and anti-virus software one time purchase annually.

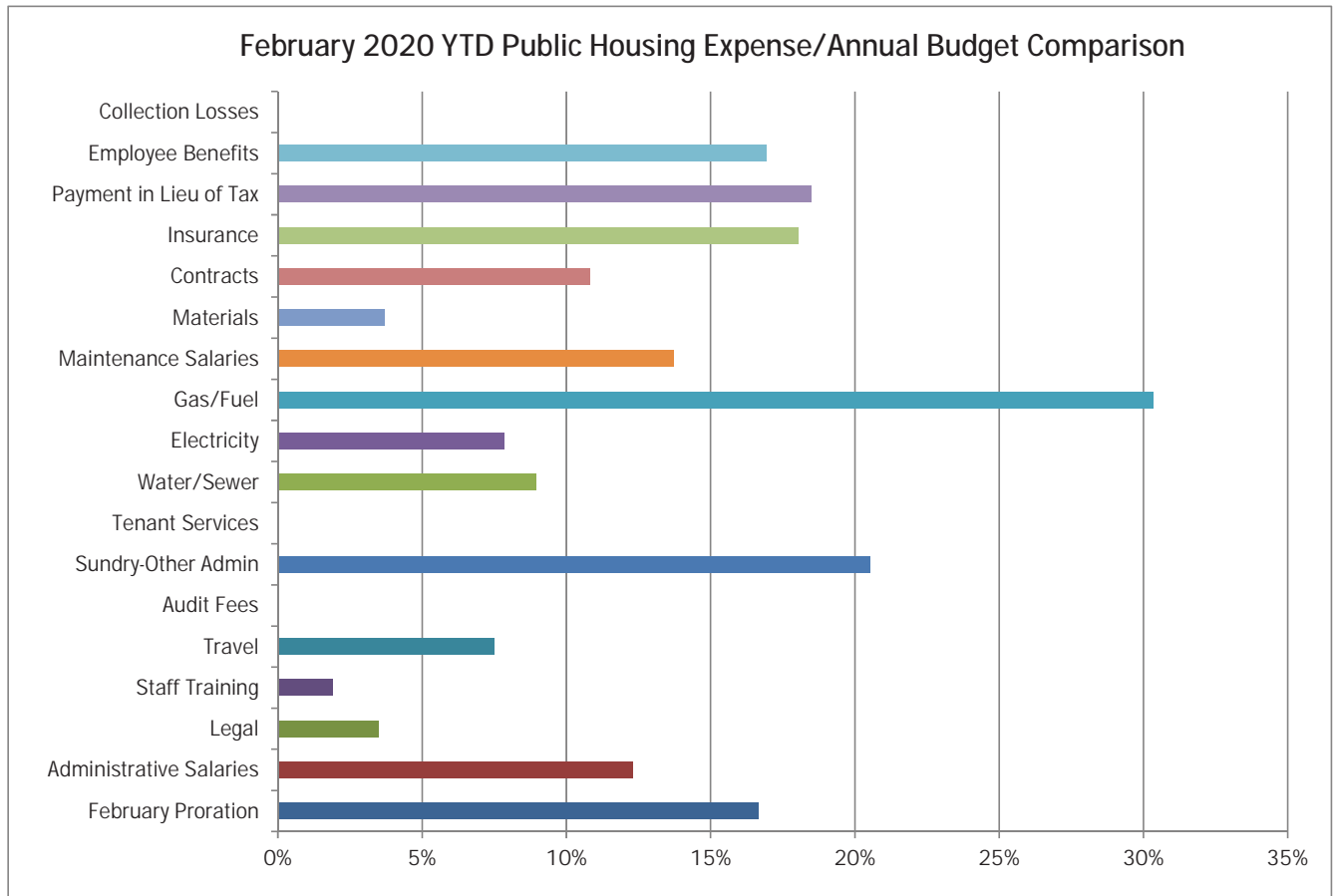


Contracts: 4 MHFA loans in process or completed thru February
 Other General Expense: Setup of rehab specialist office and files

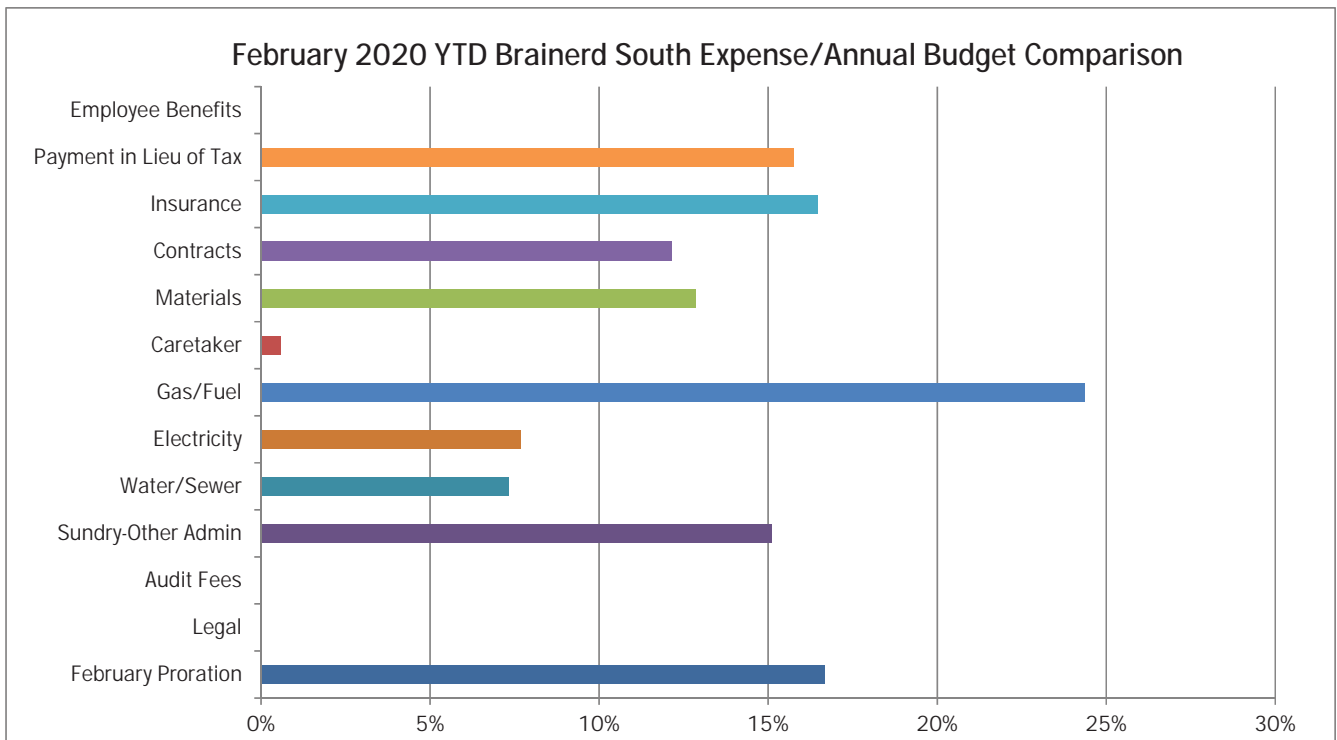


Sundry-Other Admin: Purchased postage for the year in January.





Gas/Fuel: Higher cost monthly in winter months.
Sundry-Other Admin: Purchased postage for the year in January.



Gas/Fuel: Higher cost monthly in winter months.



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Brainerd HRA
General Fund Operating Statement
February, 2020

Page: 1
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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating				
INCOME				
Management Fees	-14,586.76	-28,860.31	-28,166.66	-693.65
Interest Income	-315.59	-692.70	-441.66	-251.04
Other Income	0.00	0.00	-4,541.66	4,541.66
TOTAL INCOME	-14,902.35	-29,553.01	-33,149.98	3,596.97
EXPENSE				
Administrative				
Administrative Salaries	12,911.29	21,498.79	30,665.00	-9,166.21
Legal	0.00	0.00	333.34	-333.34
Staff Training	0.00	0.00	666.66	-666.66
Travel	0.00	0.00	100.00	-100.00
Sundry-Other Admin	223.23	762.72	1,016.66	-253.94
Total Administration	13,134.52	22,261.51	32,781.66	-10,520.15
Maintenance				
Maintenance Salaries	902.56	1,604.06	1,951.66	-347.60
Contracts	27.53	265.11	208.34	56.77
Total Maintenance	930.09	1,869.17	2,160.00	-290.83
General				
TIF Expense	0.00	0.00	21.66	-21.66
Insurance	712.66	930.57	832.50	98.07
Employee Benefits	6,090.39	14,739.45	14,924.18	-184.73
Other General Expense	1,000.00	2,000.00	4,183.34	-2,183.34
Total General	7,803.05	17,670.02	19,961.68	-2,291.66
TOTAL EXPENSE	21,867.66	41,800.70	54,903.34	-13,102.64
Net Income/Loss	6,965.31	12,247.69	21,753.36	-9,505.67

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Housing Rehab Operating Statement
February, 2020

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating				
INCOME				
Other Income	-50,515.01	-59,465.01	-40,000.00	-19,465.01
Grant Admin Revenue	0.00	0.00	-6,515.00	6,515.00
TOTAL INCOME	-50,515.01	-59,465.01	-46,515.00	-12,950.01
EXPENSE				
Administrative				
Administrative Salaries	6,946.40	14,056.77	15,743.34	-1,686.57
Staff Training	0.00	0.00	999.98	-999.98
Travel	82.36	82.36	233.34	-150.98
Other Admin Exp	945.26	1,270.51	475.02	795.49
Total Administration	7,974.02	15,409.64	17,451.68	-2,042.04
Maintenance				
Contracts	36,833.00	69,945.00	18,100.00	51,845.00
Total Maintenance	36,833.00	69,945.00	18,100.00	51,845.00
General				
Insurance	410.35	410.35	0.00	410.35
Employee Benefits	2,355.00	4,979.38	8,545.82	-3,566.44
Total General	2,765.35	5,389.73	8,545.82	-3,156.09
TOTAL EXPENSE	47,572.37	90,744.37	44,097.50	46,646.87
Net Income/Loss	-2,942.64	31,279.36	-2,417.50	33,696.86

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**Brainerd HRA
HCV Operating Statement
February, 2020**

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-117,438.00	-234,876.00	-235,318.34	442.34
Admin Fees Earned	-15,390.00	-30,780.00	-41,521.66	10,741.66
Interest Income	-14.08	-46.28	-25.00	-21.28
Other Income	-1,438.00	-5,256.00	-1,858.34	-3,397.66
TOTAL INCOME	-134,280.08	-270,958.28	-278,723.34	7,765.06
EXPENSE				
Administrative				
Administrative Salaries	10,793.05	19,620.22	23,385.00	-3,764.78
Legal	0.00	0.00	50.00	-50.00
Staff Training	0.00	0.00	1,043.34	-1,043.34
Travel	181.13	181.13	416.66	-235.53
Accounting & Audit Fees	0.00	0.00	583.34	-583.34
Sundry-Other Admin	147.76	1,304.57	858.30	446.27
Total Administration	11,121.94	21,105.92	26,336.64	-5,230.72
Maintenance				
Contracts	112.53	350.11	583.34	-233.23
Total Maintenance	112.53	350.11	583.34	-233.23
General				
Insurance	564.38	931.73	913.32	18.41
Employee Benefits	6,059.00	15,149.10	13,775.02	1,374.08
Collection Losses	2,302.00	2,302.00	0.00	2,302.00
Other General Expense	108.39	289.04	450.00	-160.96
Total General	9,033.77	18,671.87	15,138.34	3,533.53
HAP Payments				
HAP Payments Occupied	109,841.00	219,942.00	222,745.00	-2,803.00
HAP Payments Home	3,996.00	8,572.00	7,185.00	1,387.00
FSS Escrow Voucher	1,675.00	3,350.00	2,395.00	955.00
HAP Payments Portable	2,151.00	5,651.00	7,185.00	-1,534.00
Total HAP	117,663.00	237,515.00	239,510.00	-1,995.00
TOTAL EXPENSE	137,931.24	277,642.90	281,568.32	-3,925.42
Net Income/Loss	3,651.16	6,684.62	2,844.98	3,839.64

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Bridges Program
Bridges Operating Statement
February, 2020

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-4,883.00	-10,247.00	-10,136.66	-110.34
Admin Revenue	-550.00	-1,250.00	-1,300.00	50.00
Operating Transfer	0.00	0.00	1,175.00	-1,175.00
Total Income	-5,433.00	-11,497.00	-10,261.66	-1,235.34
EXPENSE				
Administrative				
Travel	21.28	21.28	75.00	-53.72
Office Supplies	0.00	0.00	50.00	-50.00
Total Administration	21.28	21.28	125.00	-103.72
General				
Security Deposit Pmts	0.00	0.00	1,013.34	-1,013.34
HAP Payment to Landlords	4,883.00	10,247.00	9,123.34	1,123.66
Total General	4,883.00	10,247.00	10,136.68	110.32
TOTAL EXPENSE	4,904.28	10,268.28	10,261.68	6.60
Net Income/Loss	-528.72	-1,228.72	0.02	-1,228.74

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**Brainerd HRA
Public Housing Operating Statement
February, 2020**

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-62,754.00	-126,156.00	-123,343.34	-2,812.66
Excess Utilities	0.00	0.00	-516.66	516.66
Operating Subsidy	-20,150.00	-44,427.00	-41,606.66	-2,820.34
Investment Interest	-418.19	-877.11	-1,068.34	191.23
Other Income	-19,622.30	-32,219.27	-30,701.66	-1,517.61
Other Income Tenants	-2,975.42	-3,598.42	-4,666.66	1,068.24
Capital Fund Income	0.00	0.00	-11,000.00	11,000.00
Laundry Income	-1,377.00	-2,911.00	-3,566.66	655.66
TOTAL INCOME	-107,296.91	-210,188.80	-216,469.98	6,281.18
EXPENSE				
Administrative				
Administrative Salaries	18,030.06	38,312.45	51,930.00	-13,617.55
Legal	132.50	132.50	633.34	-500.84
Staff Training	18.40	268.40	2,333.34	-2,064.94
Travel	34.85	149.85	333.34	-183.49
Sundry-Other Admin	885.77	3,811.94	3,095.86	716.08
Total Administration	19,101.58	42,675.14	58,325.88	-15,650.74
Rec Public and Other	0.00	0.00	825.00	-825.00
Total Tenant Services	0.00	0.00	825.00	-825.00
Utilities				
Water/Sewer	5,766.46	5,766.46	10,726.66	-4,960.20
Electricity	5,934.96	5,934.96	12,578.32	-6,643.36
Gas/Fuel	6,308.75	11,945.13	6,558.34	5,386.79
Total Utilities	18,010.17	23,646.55	29,863.32	-6,216.77
Maintenance				
Labor	15,417.85	27,805.84	33,760.00	-5,954.16
Materials	989.98	1,040.34	4,666.66	-3,626.32
Contracts	8,260.11	18,196.79	28,025.00	-9,828.21
Total Maintenance	24,667.94	47,042.97	66,451.66	-19,408.69
General				
Insurance	9,167.03	15,186.34	14,040.00	1,146.34
Payment in Lieu of Tax	2,134.08	4,871.51	4,388.34	483.17
Employee Benefits	15,479.26	40,081.65	39,453.34	628.31
Collection Losses	0.00	0.00	1,333.34	-1,333.34
Total General	26,780.37	60,139.50	59,215.02	924.48
TOTAL EXPENSE	88,560.06	173,504.16	214,680.88	-41,176.72
Net Income/Loss	-18,736.85	-36,684.64	-1,789.10	-34,895.54

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Brainerd South Operating Statement
February, 2020

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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-20,453.00	-41,439.00	-39,780.00	-1,659.00
Rental Supplement	-4,109.00	-7,207.00	-7,201.66	-5.34
Investment Interest	-548.39	-1,129.71	-1,333.34	203.63
Other Income	-2,421.00	-4,381.00	-5,203.34	822.34
Laundry Income	-712.25	-1,327.75	-1,366.66	38.91
TOTAL INCOME	-28,243.64	-55,484.46	-54,885.00	-599.46
EXPENSE				
Administrative				
Legal	0.00	0.00	50.00	-50.00
Sundry-Other Admin	3,984.14	7,487.38	8,263.34	-775.96
Total Administration	3,984.14	7,487.38	8,313.34	-825.96
Utilities				
Water	1,088.01	1,088.01	2,473.34	-1,385.33
Electricity	499.74	499.74	1,083.34	-583.60
Gas/Fuel	2,245.91	4,265.66	2,916.66	1,349.00
Total Utilities	3,833.66	5,853.41	6,473.34	-619.93
Maintenance				
Labor	62.68	62.68	1,816.66	-1,753.98
Materials	1,447.74	2,697.74	3,333.34	-635.60
Contracts	4,710.84	8,098.48	11,291.70	-3,193.22
Total Maintenance	6,221.26	10,858.90	16,441.70	-5,582.80
General				
Insurance	2,789.26	5,439.02	5,509.98	-70.96
Payment in Lieu of Tax	808.81	1,654.01	1,750.00	-95.99
Employee Benefits	0.00	0.00	203.34	-203.34
Total General	3,598.07	7,093.03	7,463.32	-370.29
TOTAL EXPENSE	17,637.13	31,292.72	38,691.70	-7,398.98
Net Income/Loss	-10,606.51	-24,191.74	-16,193.30	-7,998.44

**February 2020
Prior Year Comparative Statements**

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Brainerd HRA
General Fund Operating Statement
February, 2020

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
General Fund Operating				
INCOME				
Management Fees	-28,860.31	-28,166.66	-28,346.37	-28,326.92
Interest Income	-692.70	-441.66	0.00	0.00
Other Income	0.00	-4,541.66	-36.04	-225.51
TOTAL INCOME	-29,553.01	-33,149.98	-28,382.41	-28,552.43
EXPENSE				
Administrative				
Administrative Salaries	21,498.79	30,665.00	20,642.50	17,203.94
Legal	0.00	333.34	0.00	0.00
Staff Training	0.00	666.66	514.03	190.82
Travel	0.00	100.00	33.06	20.16
Sundry-Other Admin	762.72	1,016.66	1,159.83	971.75
Total Administration	22,261.51	32,781.66	22,349.42	18,386.67
Maintenance				
Maintenance Salaries	1,604.06	1,951.66	1,618.54	1,218.92
Contracts	265.11	208.34	176.30	41.66
Total Maintenance	1,869.17	2,160.00	1,794.84	1,260.58
General				
TIF Expense	0.00	21.66	30.00	0.00
Insurance	930.57	832.50	696.54	649.46
Employee Benefits	14,739.45	14,924.18	13,692.20	13,749.91
Other General Expense	2,000.00	4,183.34	1,000.00	46.00
Total General	17,670.02	19,961.68	15,418.74	14,868.15
TOTAL EXPENSE	41,800.70	54,903.34	39,563.00	34,515.40
Net Income/Loss	12,247.69	21,753.36	11,180.59	5,962.97

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Housing Rehab Proj Operating PY
Housing Rehab Operating Statement
February, 2020

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Housing Rehab Operating INCOME				
Other Income	-59,465.01	-40,000.00	-5,000.00	-6,557.53
Grant Admin Revenue	0.00	-6,515.00	0.00	0.00
TOTAL INCOME	-59,465.01	-46,515.00	-5,000.00	-6,557.53
EXPENSE				
Administrative				
Administrative Salaries	14,056.77	15,743.34	8,952.98	7,054.69
Staff Training	0.00	999.98	348.56	345.23
Travel	82.36	233.34	0.58	6.54
Other Admin Exp	1,270.51	475.02	52.50	46.73
Total Administration	15,409.64	17,451.68	9,354.62	7,453.19
Maintenance				
Contracts	69,945.00	18,100.00	92.00	322.00
Total Maintenance	69,945.00	18,100.00	92.00	322.00
General				
Insurance	410.35	0.00	257.47	270.19
Employee Benefits	4,979.38	8,545.82	3,975.06	3,514.89
Total General	5,389.73	8,545.82	4,232.53	3,785.08
TOTAL EXPENSE	90,744.37	44,097.50	13,679.15	11,560.27
Net Income/Loss	31,279.36	-2,417.50	8,679.15	5,002.74

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**Brainerd HRA
HCV Operating Statement
February, 2020**

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-234,876.00	-235,318.34	-222,866.00	-231,436.00
Admin Fees Earned	-30,780.00	-41,521.66	-30,978.00	-27,237.00
Interest Income	-46.28	-25.00	-44.39	-1.80
Other Income	-5,256.00	-1,858.34	-2,426.63	-571.69
TOTAL INCOME	-270,958.28	-278,723.34	-256,315.02	-259,246.49
EXPENSE				
Administrative				
Administrative Salaries	19,620.22	23,385.00	20,837.66	15,440.86
Legal	0.00	50.00	0.00	0.00
Staff Training	0.00	1,043.34	247.93	0.00
Travel	181.13	416.66	160.08	236.56
Accounting & Audit Fees	0.00	583.34	0.00	0.00
Sundry-Other Admin	1,304.57	858.30	1,434.53	710.87
Total Administration	21,105.92	26,336.64	22,680.20	16,388.29
Maintenance				
Contracts	350.11	583.34	306.30	126.66
Total Maintenance	350.11	583.34	306.30	126.66
General				
Insurance	931.73	913.32	840.97	806.68
Employee Benefits	15,149.10	13,775.02	14,169.06	13,139.53
Collection Losses	2,302.00	0.00	0.00	0.00
Other General Expense	289.04	450.00	421.20	386.10
Total General	18,671.87	15,138.34	15,431.23	14,332.31
HAP Payments				
HAP Payments Occupied	219,942.00	222,745.00	214,123.00	214,953.00
HAP Payments Home	8,572.00	7,185.00	8,215.00	6,026.00
FSS Escrow Voucher	3,350.00	2,395.00	3,695.00	4,528.00
HAP Payments Portable	5,651.00	7,185.00	7,262.00	5,296.00
Total HAP	237,515.00	239,510.00	233,295.00	230,803.00
TOTAL EXPENSE	277,642.90	281,568.32	271,712.73	261,650.26
Net Income/Loss	6,684.62	2,844.98	15,397.71	2,403.77

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Bridges Program PY
Bridges Operating Statement
February, 2020

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Bridges Operating INCOME				
HAP Received MHFA	-4,883.00	-10,136.66	-11,076.00	-12,383.00
Admin Revenue	-550.00	-1,300.00	-1,050.00	-1,300.00
Operating Transfer	0.00	1,175.00	0.00	0.00
Total Income	-5,433.00	-10,261.66	-12,126.00	-13,683.00
EXPENSE				
Administrative				
Travel	21.28	75.00	20.88	18.19
Office Supplies	0.00	50.00	0.00	0.00
Total Administration	21.28	125.00	20.88	18.19
General				
Security Deposit Pmts	0.00	1,013.34	1,124.00	0.00
HAP Payment to Landlords	4,883.00	9,123.34	9,952.00	12,383.00
Total General	4,883.00	10,136.68	11,076.00	12,383.00
TOTAL EXPENSE	4,904.28	10,261.68	11,096.88	12,401.19
Net Income/Loss	-528.72	0.02	-1,029.12	-1,281.81

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**Brainerd HRA
Public Housing Operating Statement
February, 2020**

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Public Housing Operating INCOME				
Dwelling Rental	-126,156.00	-123,343.34	-120,056.00	-115,070.50
Excess Utilities	0.00	-516.66	0.00	0.00
Operating Subsidy	-44,427.00	-41,606.66	-37,217.00	-37,148.00
Investment Interest	-877.11	-1,068.34	80.33	74.39
Other Income	-32,219.27	-30,701.66	-22,244.68	-27,234.74
Other Income Tenants	-3,598.42	-4,666.66	-3,716.92	-10,120.96
Capital Fund Income	0.00	-11,000.00	-122,348.00	0.00
Laundry Income	-2,911.00	-3,566.66	-3,390.00	-3,658.00
TOTAL INCOME	-210,188.80	-216,469.98	-308,892.27	-193,157.81
EXPENSE				
Administrative				
Administrative Salaries	38,312.45	51,930.00	43,481.26	29,105.92
Legal	132.50	633.34	0.00	0.00
Staff Training	268.40	2,333.34	577.96	872.48
Travel	149.85	333.34	155.44	26.16
Sundry-Other Admin	3,811.94	3,095.86	5,543.94	2,981.17
Total Administration	42,675.14	58,325.88	49,758.60	32,985.73
 Rec Public and Other	 0.00	 825.00	 0.00	 28.31
Total Tenant Services	0.00	825.00	0.00	28.31
Utilities				
Water/Sewer	5,766.46	10,726.66	6,076.07	5,087.72
Electricity	5,934.96	12,578.32	6,049.34	6,613.82
Gas/Fuel	11,945.13	6,558.34	14,821.14	8,146.33
Total Utilities	23,646.55	29,863.32	26,946.55	19,847.87
Maintenance				
Labor	27,805.84	33,760.00	27,676.54	21,520.18
Materials	1,040.34	4,666.66	1,736.09	6,458.73
Contracts	18,196.79	28,025.00	18,988.15	29,698.34
Total Maintenance	47,042.97	66,451.66	48,400.78	57,677.25
General				
Insurance	15,186.34	14,040.00	13,214.67	11,555.98
Payment in Lieu of Tax	4,871.51	4,388.34	4,418.82	4,450.36
Employee Benefits	40,081.65	39,453.34	37,625.25	34,672.12
Collection Losses	0.00	1,333.34	0.00	0.00
Total General	60,139.50	59,215.02	55,258.74	50,678.46
TOTAL EXPENSE	173,504.16	214,680.88	180,364.67	161,217.62
 Net Income/Loss	 -36,684.64	 -1,789.10	 -128,527.60	 -31,940.19

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**Brainerd South Operating Statement
February, 2020**

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Brainerd South Operating				
INCOME				
Dwelling Rental	-41,439.00	-39,780.00	-39,089.00	-38,297.00
Rental Supplement	-7,207.00	-7,201.66	-7,224.00	-7,078.00
Investment Interest	-1,129.71	-1,333.34	15.95	16.22
Other Income	-4,381.00	-5,203.34	-5,027.38	-4,347.56
Laundry Income	-1,327.75	-1,366.66	-1,238.75	-1,371.00
TOTAL INCOME	-55,484.46	-54,885.00	-52,563.18	-51,124.91
EXPENSE				
Administrative				
Legal	0.00	50.00	0.00	0.00
Sundry-Other Admin	7,487.38	8,263.34	7,527.98	7,163.28
Total Administration	7,487.38	8,313.34	7,527.98	7,163.28
Utilities				
Water	1,088.01	2,473.34	1,047.66	986.23
Electricity	499.74	1,083.34	614.84	671.49
Gas/Fuel	4,265.66	2,916.66	5,247.53	2,728.53
Total Utilities	5,853.41	6,473.34	6,910.03	4,386.25
Maintenance				
Labor	62.68	1,816.66	1,707.28	1,702.60
Materials	2,697.74	3,333.34	2,619.33	2,800.62
Contracts	8,098.48	11,291.70	8,270.10	7,968.69
Total Maintenance	10,858.90	16,441.70	12,596.71	12,471.91
General				
Insurance	5,439.02	5,509.98	5,329.95	5,153.01
Payment in Lieu of Tax	1,654.01	1,750.00	1,484.65	1,656.38
Employee Benefits	0.00	203.34	203.34	203.34
Total General	7,093.03	7,463.32	7,017.94	7,012.73
TOTAL EXPENSE	31,292.72	38,691.70	34,052.66	31,034.17
Net Income/Loss	-24,191.74	-16,193.30	-18,510.52	-20,090.74

Brainerd Housing and Redevelopment Authority

Payment Summary Report

February 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/13/2020	692	Carrie Burrell	\$104.08
2/13/2020	693	Dudley Gangestad	\$135.99
2/13/2020	694	John Schommer	\$82.36
2/13/2020	695	Nancy Thull	\$8.05
2/13/2020	696	Ryan Barnett	\$98.33
2/27/2020	697	Erik Warner	\$34.85
2/27/2020	698	Keri Woitalla	\$43.72
2/13/2020	1597	Electronic Federal Tax Payment System	\$6,863.93
2/13/2020	1598	MN Dept of Revenue	\$1,144.33
2/13/2020	1599	Health Savings Accounts	\$1,147.79
2/13/2020	1600	Security Benefit	\$3,942.32
2/1/2020	1601	Pueringer Investments	\$500.00
2/3/2020	1602	Ash Properties	\$500.00
2/14/2020	1603	EBSO	\$23,312.13
2/13/2020	1604	Minnesota State Retirement System	\$805.00
2/27/2020	1605	Minnesota State Retirement System	\$530.00
2/13/2020	1606	Electronic Federal Tax Payment System	\$7,010.00
2/27/2020	1607	MN Dept of Revenue	\$1,161.80
2/27/2020	1608	Health Savings Accounts	\$1,158.66
2/27/2020	1609	Security Benefit	\$3,994.32
2/13/2020	23117	Ace Hardware	\$76.05
2/13/2020	23118	Adam's Pest Control, Inc.	\$94.50
2/13/2020	23119	AmeriNat	\$17,771.44
2/13/2020	23120	AmeriPride Linen & Apparel Svcs	\$305.40
2/13/2020	23121	Batteries Plus	\$572.50
2/13/2020	23122	Brainerd Public Utilities	\$11,557.10
2/13/2020	23123	CTCIT	\$500.00
2/13/2020	23124	Capital One Commercial	\$194.56
2/13/2020	23125	Culligan	\$106.90
2/13/2020	23126	Dacotah Paper Co	\$995.30
2/13/2020	23127	Dearborn National	\$147.89
2/13/2020	23128	HDS Inc.	\$170.00
2/13/2020	23129	Home Depot Supply	\$155.88
2/13/2020	23130	Jobs HQ	\$394.00
2/13/2020	23131	Lakes Area Professional Services	\$10,000.00
2/13/2020	23132	League of Minnesota Cities	\$24,239.00
2/13/2020	23133	Life Insurance Company of North America	\$57.58
2/13/2020	23134	MN Dept of Labor and Industry	\$10.00
2/13/2020	23135	MN Elevator, Inc.	\$728.00
2/13/2020	23136	Midwest Machinery Co	\$479.49
2/13/2020	23137	Mike Jones	\$39.68
2/13/2020	23138	Mike's Tree Company LLC	\$1,423.75
2/13/2020	23139	Miller Testing & Consulting LLC	\$375.00
2/13/2020	23140	Nisswa Sanitation	\$2,492.33
2/13/2020	23141	Office Shop	\$1,507.49
2/13/2020	23142	Paper Storm	\$25.88
2/13/2020	23143	Rental History Reports	\$125.00
2/13/2020	23144	Strike Painting & Finishing	\$900.00
2/13/2020	23145	Sun Life Financial	\$271.60
2/13/2020	23146	Synchrony Bank (Mills Fleet Farm)	\$32.98
2/13/2020	23147	Terry Quick	\$33.35
2/13/2020	23148	Tony's Lifetime Exteriors, Inc.	\$26,083.00
2/13/2020	23149	Verizon Wireless	\$313.98
2/21/2020	23150	Tenant Refund	\$3.74
2/21/2020	23151	Tenant Refund	\$211.50
2/27/2020	23152	Adam's Pest Control, Inc.	\$94.50
2/27/2020	23153	Avesis Third Party Admininstrators	\$15.59
2/27/2020	23154	Borden Steinbauer Krueger & Knudson, PA	\$132.50
2/27/2020	23155	Brainerd Public Utilities	\$1,936.07
2/27/2020	23156	Bremer Bank Credit Card	\$226.26

Brainerd Housing and Redevelopment Authority
Payment Summary Report
February 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/27/2020	23157	CTC	\$2,491.52
2/27/2020	23158	CenterPoint Energy	\$8,554.66
2/27/2020	23159	Crow Wing Cty Recorder's Office	\$46.00
2/27/2020	23160	Frank Olson Drywall Repair	\$403.02
2/27/2020	23161	HealthPartners	\$834.05
2/27/2020	23162	Holden Electric Company Inc	\$231.95
2/27/2020	23163	Kennedy & Graven, Chartered	\$1,942.70
2/27/2020	23164	Lakes Printing Inc.	\$217.85
2/27/2020	23165	Life Insurance Company of North America	\$57.58
2/27/2020	23166	MN Dept of Labor and Industry	\$10.00
2/27/2020	23167	Miller Testing & Consulting LLC	\$375.00
2/27/2020	23168	PDQ Supply Inc.	\$116.43
2/27/2020	23169	Sun Life Financial	\$271.60
2/27/2020	23170	TKDA	\$2,361.75
2/27/2020	23171	Viking Electric Supply, Inc	\$47.61
2/27/2020	23172	West Central Flooring	\$1,087.62
2/27/2020	23173	Ziegler Cat	\$400.57
		Report Total	\$176,827.36



U.S. Department of Housing and Urban Development
OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 03/13/2020

PHA Code:	MN032
PHA Name:	HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA
Fiscal Year End:	12/31/2019

PHAS Indicators	Score	Maximum Score
Physical	37	40
Financial	25	25
Management	25	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	97	100
Designation Status:	Small PHA Deregulation	
Published 03/13/2020	Initial published	03/13/2020

Financial Score Details	Score	Maximum Score
Unaudited/Single Audit		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	99.51	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinrule.cfm>

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To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: March 17, 2020
Re: HCV Programs Report

HCV Report

Please see the Attachment 6a. Our Unit Months Leased (UML) through February was 100% and HAP utilization through February was 16%.

Bridges Report

Please see Attachment 6b.

Family Self-Sufficiency (FSS) Report

Please see Attachment 6c.

FYI Vouchers

On March 17th, we received notice from the Financial Management Division we have received funding for the seven FYI Vouchers for which we applied. We will start the lease-up process with those applicants.

No Action Requested; Discussion Items

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February Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	320
February Move-ins	3
February Move-outs	4
February Vouchers - looking for housing	24
February Vouchers - first day of month	318
Average Vouchers to date	320
Unit Months Leased	100%
HAP Utilization through 2/29/2020	16%

Reasons For Leaving Program

Voluntarily Left	2
Terminated	2

Payments

Housing Assistance Payment (HAP)	\$116,352
February HUD Administrative Fee	\$15,390

Port Out Vouchers

	3
St. Cloud (2), Clay (1)	\$2,151

Homeownership

	9
Homeownership HAP	\$3,996

Annual Average Income

\$14,362

Length of Time on Program

< 1 year	23%
< 2 years	15%
< 3 years	12%
< 4 years	5%
< 5 years	6%
> 5 years	37%

Demographics

Elderly Households	80
Disabled/Handicapped Households	161
Families with Children	133

Waiting List Total

	124
Crow Wing County Preference	78
Non Preference	46

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Bridges Report from February 2020

Currently

- » Waiting list: 0
- » Tenants leased up in units: 11
- » Tenants in Shop Mode: 3
- » Participants issued a voucher & searching for a unit: 0
- » Notified: 0
- » Participants receiving HCV voucher: 0
- » Participants giving up Bridges voucher: 2

Tenants' Residing Counties

- » Cass County: 0
- » Morrison: 2
- » Aitkin: 1
- » Crow Wing: 12
- » Todd: 0
- » Wadena: 0

Total HAP payment: \$4,623.00

Family Self-Sufficiency Report from February 2020

Currently:

- » Active FSS participants: 30
- » Tenants going OFF for month: 0
- » Tenants going ON for month: 0
- » Tenants start ESCROWING: 1
- » Total number of FSS participants escrowing monthly: 13
- » Total amount of escrow: \$1,675.00
- » Total escrow: \$30,782.33



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: March 18, 2020
Re: Public Housing Report

Vacancy Report for February 2020

Please see Attachment 7a.

Monthly Property Performance Report for February 2020

Please see Attachment 7b.

Resident Commissioner Candidate Search

The initial recruitment memo went out to all Public Housing residents and Housing Choice Voucher participants. The deadline for response is Thursday, April 2nd. The next step will be for each candidate to complete a brief informational questionnaire that will help the voting population better identify or connect with the candidate as an individual. In the current timeline, the election will be held in mid-May and the nomination can be presented to the Board and then to the Mayor for appointment in June.

COVID-19 Planning

In response to the COVID-19 virus threat, the attached letters were sent to tenants. Please see attachments 7c and 7d.

ROSS Program Updates

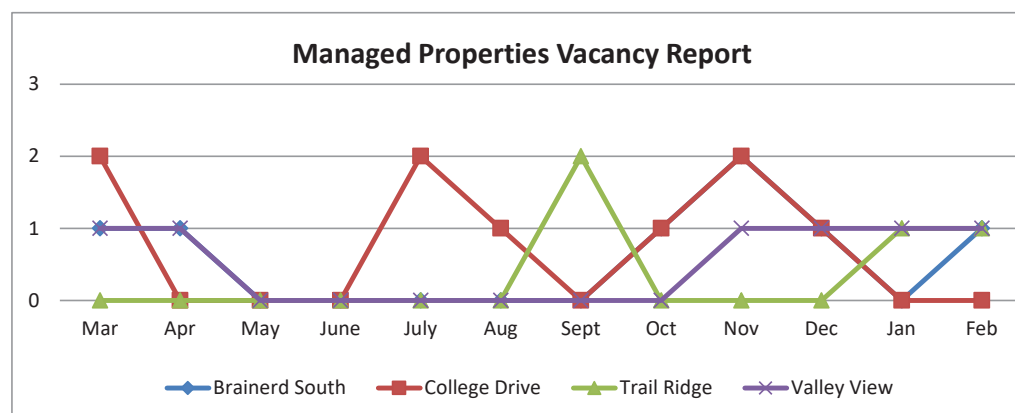
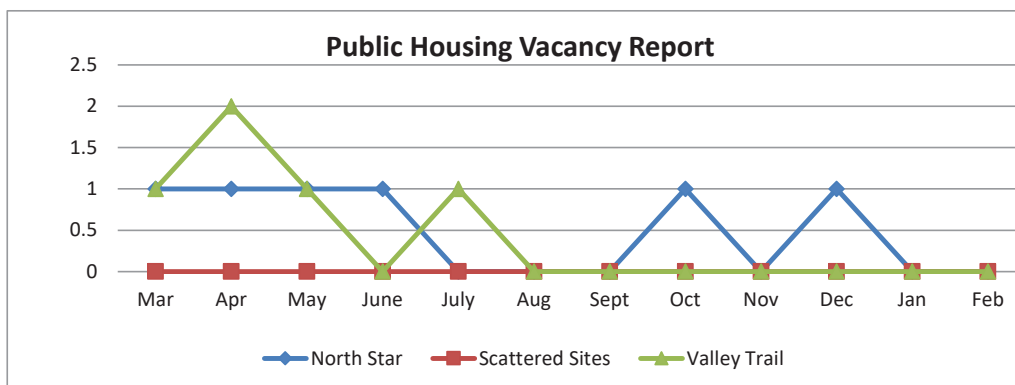
- » Erik currently has 11 active participants in the ROSS program and has been working with five non-enrolled households to provide quick referrals or resources.
- » Outreach activities in February included remotely attending the MN Hoarding Task Force monthly meeting and an in-office visit with a local representative payee service.
- » The Senior Nutrition Assistance program had 29 residents participating this past month and four attendees at the nutrition seminar, which was focused on "Boosting Your Mood With Food & Fitness." In April, the format will be modified so that the food boxes are delivered directly to the participating residents' apartments, which will prevent participants from congregating. There will be no nutrition seminar with the next distribution.
- » All events and educational presentations for March and April were postponed in response to guidance received related to slowing the spread of COVID-19.

No Action Requested; Discussion Item

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Brainerd HRA 2020 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	0	0	0	0	0	0	1	1
Jan %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.56%	5.00%
Feb 28	0	0	0	0	1	0	1	1
Feb %	0.00%	0.00%	0.00%	0.00%	1.67%	0.00%	5.56%	5.00%
March 31				0				
March %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
April 30				0				
April %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
May 31				0				
May %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
June 30				0				
June %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
July 31				0				
July %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Aug 31				0				
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sept 30				0				
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Oct 31				0				
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Nov 30				0				
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dec 31				0				
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	0	0	0	0	1	0	2	2
%	0.00%	0.00%	0.00%	0.00%	0.83%	0.00%	5.56%	5.00%



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report

February 2020

1. Property Narrative

2. Physical Occupancy

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

3. Customer Traffic

Applications Requested	29
Applications Placed on PH Wait List	11
Applications Denied	12

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	56	23	6	1
2 bdrm	14	34	0	0	0
3 bdrm	24	49	0	0	0
4 bdrm	5	2	0	0	0
TOTAL	203	141	23	6	1

5. Move-Ins and Move Outs

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

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	11
Annual Recertifications	2
Completed for this month	13

8. Annual Unit Inspections

Total units to be inspected this year	203
Number completed start of month	0
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?	In Process
If yes, please enter date	n/a

9. Lease Enforcements

Lease warnings/violations issued	1
30-day lease terminations	3

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	1
Received	87
Closed	86
Ending Balance	2
Total Completed Work Orders for Year	86

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	1
Completed within 24 hours	1	1
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	63,623
Other Charges	578
Total New Charges	64,201
Arrears, tenants in possession	757

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	693
Current Rent Charges	63,623
Current Rent Collections	62,930
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	1,024
Prior Rent Charges	1,024
Collection Rate	100%



324 East River Road
Brainerd, MN 56401

Phone: 218/828-3705
Fax: 218/828-8817

March 18, 2020

To All North Star Apartment Residents:

In response to guidance from the Centers for Disease Control and Prevention (CDC), the MN Department of Health, and other federal-level resources, the Brainerd HRA has made several important updates to the way we provide service to our residents. Please take a moment to review the changes, which are detailed below. As circumstances change, additional adjustments to our procedures may be necessary and we will do our best to keep you informed as quickly as possible. We appreciate your patience and cooperation over the coming weeks. Our goal is to provide the best service possible while maintaining the safety and health of our residents and our staff.

Office Closure

The Brainerd HRA office will be modifying how we deliver service to the public. At this time we are not allowing public entry to the office buildings. We will continue to serve the public through telephone, e-mail, U.S. Mail, some online resources, and a system of document exchange using door postings and our drop boxes. Please contact the office via phone or email to discuss options for your specific questions and needs.

Work Orders/Maintenance Requests

Work orders and maintenance requests can be reported by calling the Dispatch Caretaker line at 218-839-0055, which rings in the office during regular business hours and to the Dispatch Caretaker after hours and on weekends. Maintenance staff will assess work orders on a case-by-case basis. Non-emergency work orders may potentially need to be rescheduled. Prior to dispatching maintenance staff, you may be asked if you or anyone in your household has flu-like symptoms or has had exposure to the CORVID-19 virus. Staff may need to wear personal protective equipment while conducting their work.

Closure of Common Areas

The following common areas are being closed: mail waiting area, 2nd floor lounge/TV area, pool table area, game room, 2nd floor balcony/patio, community room, kitchen, and all lounges and balconies on 3rd through 12th floor. The laundry room and the smoking area have not been closed, however we are reminding all residents to practice social distancing while in these two excluded areas.

Activities & Building Events

All events and activities in the building have been canceled until further notice. This includes all Resident Council hosted events such as bread delivery, popcorn nights, BINGO, potlucks, and movie nights. All Resident Council meetings and Activity Committee meetings are canceled as well. All ROSS educational events are cancelled, including the fire safety presentation. If you are a Second Harvest



participant, the food boxes will be delivered directly to your apartment. You will be contacted by Erik prior to the next delivery to make arrangements. If you have questions, please reach out to Erik Warner at 218-824-3421 or via email at Erik@brainerdhra.org.

Cleaning & Sanitizing

Maintenance staff will be doing extra cleaning and sanitizing of high-traffic areas repeatedly each day. Residents are asked to do their part by practicing frequent handwashing, covering coughs and sneezes, limiting time out of your apartment if you are sick, and maintaining safe social distancing when around others.

Annual Recertification Appointments

The in-office appointments and the staff table that was to be set up in the Community Room to facilitate the recertification process have all been canceled. Please complete your recertification packet and return it to the office drop box, the maintenance drop box, or the Service Coordinator drop box. The packets and the required documentation are still due by Mar-26th. If you have questions on how to complete your packet or what documentation you need to provide, please email or call the office.

Guests & Visitors

We are asking that residents refrain from having unnecessary guests at this time. This does not include PCA's, social workers, mental health workers, and other essential service providers. Any visitors with fever, cough, sore throat or other flu-like symptoms are NOT permitted to visit. Please note that all common areas are closed. Service providers and critical visitors should proceed directly to the apartment of the resident they are visiting.

Rent Payments

Rent payments are still due timely and may be placed in any one of the three available drop boxes or mailed in. If you would like to set up automatic payment, contact the office for more information.

Drop Boxes

For your convenience, there are three (3) drop boxes you can make use of to submit documents or other items, as requested. There is one in front of the main office building, one by the Service Coordinator's office door, and one next to the Maintenance office door.

Email Addresses

For those of you with email access, please feel free to contact us using our email addresses.

Shannon@brainerdhra.org

Kathryn@brainerdhra.org

Erik@brainerdhra.org

Terry@brainerdhra.org

We sincerely appreciate your cooperation and commitment to keeping yourselves, your families, your friends and neighbors safe and healthy. We welcome your questions and look forward to coming up with creative ways to resolve any challenges that arise.

Respectfully,

Brainerd HRA Office & Maintenance Team





324 East River Road
Brainerd, MN 56401

Phone: 218/828-3705
Fax: 218/828-8817

March 18, 2020

To All Scattered Site Public Housing Residents:

In response to guidance from the Centers for Disease Control and Prevention (CDC), the MN Department of Health, and other federal-level resources, the Brainerd HRA has made several important updates to the way we provide service to our residents. Please take a moment to review the changes, which are detailed below. As circumstances change, additional adjustments to our procedures may be necessary and we will do our best to keep you informed as quickly as possible. We appreciate your patience and cooperation over the coming weeks. Our goal is to provide the best service possible while maintaining the safety and health of our residents and our staff.

Office Closure

The Brainerd HRA office will be modifying how we deliver service to the public. At this time we are not allowing public entry to the office buildings. We will continue to serve the public through telephone, e-mail, U.S. Mail, some online resources, and a system of document exchange using door postings and our drop boxes. Please contact the office via phone or email to discuss options for your specific questions and needs.

Work Orders/Maintenance Requests

Work orders and maintenance requests can be reported by calling the Dispatch Caretaker line at 218-839-0055, which rings in the office during regular business hours and to the Dispatch Caretaker after hours and on weekends. Maintenance staff will assess work orders on a case-by-case basis. Non-emergency work orders may potentially need to be rescheduled. Prior to dispatching maintenance staff, you may be asked if you or anyone in your household has flu-like symptoms or has had exposure to the CORVID-19 virus. Staff may need to wear personal protective equipment while conducting their work.

Annual Recertification Appointments

All in-office appointments for March and April for recertifications have been cancelled and we will instead move to a combination of mail, drop box, phone and/or email to complete the process.

New Request for Rent Changes/Recertification

If you have a change in income or household composition, contact the office to discuss the best way to provide the required documentation to complete the process. Keep in mind that short-term income reductions do not warrant changes in rent, per HUD guidance. This has not changed. If you are unsure, please feel free to contact the office to discuss your specific circumstances.



Guests & Visitors

We are asking that residents refrain from having unnecessary guests at this time. This does not include PCA's, social workers, mental health workers, and other essential service providers. Any visitors with fever, cough, sore throat or other flu-like symptoms should NOT be permitted to visit. Residents are asked to do their part by practicing frequent handwashing, covering coughs and sneezes, and maintaining safe social distancing when around others.

Rent Payments

Rent payments are still due timely and may be placed in any one of the three available drop boxes or mailed in. If you would like to set up automatic payment, contact the office for more information.

Drop Boxes

For your convenience, there is a drop box in front of the main office building.

Email Addresses

For those of you with email access, please feel free to contact us using our email addresses.

Shannon@brainerdhra.org

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Terry@brainerdhra.org

We sincerely appreciate your cooperation and commitment to keeping yourselves, your families, your friends and neighbors safe and healthy. We welcome your questions and look forward to coming up with creative ways to resolve any challenges that arise.

Respectfully,

Brainerd HRA Office & Maintenance Team





To: Brainerd HRA Board Members
From: Karen Young, Interim Executive Director
Date: March 19, 2020
Re: Executive Director Report

Workforce Housing Study

The final study was presented by Kristen Fish-Peterson from Redevelopment Re-sources at the March CWC HRA Board Meeting. Staff is pleased with the final version and is working through the study to set priorities and goals for the CWC HRA to assist in the development and rehabilitation of workforce housing countywide.

Creation of COVID-19 Committee

As the COVID-19 risk evolves and changes daily, it would be prudent if the Board selected a subcommittee to assist with emergency decision making without convening the entire Board.

NAHRO Spring Conference Commissioner Training

The agenda for the Spring NAHRO Conference is available. With the cancellation of all public events, we will put this on hold until we are ensured that it will occur.

No Action Requested; Discussion Item

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To: Brainerd HRA Board Members
From: John Schommer, Rehab Coordinator
Date: March 18, 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	Bidding
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
- » 2 projects are in the bidding phase

MHFA

- » 3 projects are in construction
- » 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	33	1	6
Serene Pines	23	11	10	1	3
Dalmar Estates	7	1	1	0	1

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

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