



BOARD OF COMMISSIONERS MEETING
Wednesday, June 24, 2020 @ 1:00 p.m.
Remote Meeting via Webex Video/Teleconference

Join from your browser: <https://meetingsamer8.webex.com/meetingsamer8/j.php?MTID=mea405d26b28ee6c7951ee8a0d6ede46f>

Join by phone: (408) 418-9388

Meeting number (access code): 126 520 2668

Meeting password: 0624

“Our mission is to provide affordable housing and redevelopment opportunities to strengthen our neighborhoods and community.”

AMENDED AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Reading and Approval of Minutes** (*Attachment 1*)
- 4. Unfinished Business**
 - a. Approve Revised Tax Forfeited Property Policy (*Attachment 2*)
 - b. Formalize Offer of Executive Director Position (*Attachment 3*)
- 5. New Business**
 - a. Consider Contract for Services between the Brainerd Lakes Chamber and the Brainerd HRA (*Attachment 4*)
 - b. Approval of the Brainerd HRA COVID-19 Preparedness Plan (*Attachment 5*)
- 6. Bills and Communications**
 - a. Financial Report (*Attachment 6*)
 - b. HCV/Section 8 Report (*Attachment 7*)
 - c. Public Housing Report (*Attachment 8*)
 - d. Executive Director Report (*Attachment 9*)
 - e. Rehab Update (*Attachment 10*)
- 7. Commissioner Comments**
- 8. Adjourn**

Next Meeting: Wednesday, July 22, 2020

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Brainerd Housing & Redevelopment Authority BOARD MEETING MINUTES Wednesday, May 27, 2020

A meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the City of Brainerd, Minnesota, was held at 11:00 a.m., Wednesday, May 27th, 2020, at Brainerd Fire Hall, 23 Laurel Street, Brainerd, MN 56401.

The purpose of the meeting was to conduct the final interview with Eric Charpentier for the Executive Director position.

- 1. ROLL CALL:** Board members present include Commissioners Marlee Larson, Bekah Kent, Ashley Storm, and Gabe Johnson. Interim Executive Director/Finance Director Karen Young, Linda Peeples, Crosby HRA Commissioner, and Gary Weiers, consultant with David Drown and Associates. Also present was interview candidate Eric Charpentier. Absent: Patrick Wussow.
- 2. INTERVIEW:** The interview began at 11:00 a.m. The Board and staff asked the interview questions prepared by consultant Gary Weiers.
- 3. DISCUSSION/DELIBERATION:** Upon completion of the interview process, the consultant led the Board through a deliberation process. After some discussion, the Board reached consensus to direct staff to offer the position to Eric Charpentier as the next Executive Director, subject to approval of all necessary waivers from HUD.

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Brainerd Housing & Redevelopment Authority BOARD MEETING MINUTES Wednesday, May 27, 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 via Webex video/teleconference at 1:00 p.m., Wednesday, May 27th, 2020.

1. CALL TO ORDER: Chair Marlee Larson called the meeting to order at 1:03 p.m

2. ROLL CALL: Board members present via remote video conference include Commissioners Marlee Larson, Bekah Kent, Ashley Storm, and Gabe Johnson. Interim Executive Director/Finance Director Karen Young, Executive Assistant LeAnn Goltz, Rental Assistance Manager Tania Eller, Housing Manager Shannon Fortune, Rehab Coordinator John Schommer, and Brenda Billman-Arndt with Destination Downtown Brainerd Coalition were also present. Absent: Patrick Wussow.

3. READING AND APPROVAL OF MINUTES:

Commissioner Kent moved to approve the minutes from the regular meeting on April 22nd, 2020. Commissioner Johnson seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

4. UNFINISHED BUSINESS:

a. Approve First Amendment to Purchase & Redevelopment Agreement for 1201 Pine Street:

At the January board meeting, the Board approved the transfer and assignment of the Master Purchase and Development Agreement to Lakes Area Habitat For Humanity from Galilee Ministries for the tax forfeited tract they purchased. When LAHFH agreed to accept the parcel, they indicated they would not be able to complete the minimum improvements until sometime in 2021. Attorney Martha Ingram drafted an amendment extending the deadline for LAHFH to complete minimum improvements by December 31st, 2021.

Moved by Commissioner Kent and seconded by Commissioner Johnson to approve Resolution No. 2020-05 to approve amending the Purchase and Redevelopment Contract extending the deadline for minimum improvements until December 31st, 2021. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

b. Consider Amendment to Tax Forfeited Property Policy: One of the Workforce Housing Study recommendations is to consider amending the Tax Forfeited Property Policy to encourage development and redevelopment by dropping acquisition prices to 10% of market value (or even \$0) plus costs.

In considering the recommendation, staff reviewed the policy and found areas that should be changed to coincide more accurately with the County's policy. Those changes were incorporated

and an updated policy was provided to the Board. The policy was sent to Attorney Martha Ingram from Kennedy and Graven for her review and staff is awaiting her response.

Commissioner Johnson moved to adopt Resolution No. 2020-06 amending the Brainerd HRA Tax Forfeited Hold Policy and Sales Procedure contingent on any changes as recommended by the HRA's attorney. Commissioner Kent seconded the motion. Via roll call vote, all commissioners were in favor and none were opposed. The motion was approved.

5. NEW BUSINESS:

- a. Approve Lease Subsidy Agreement with Crow Wing Food Co-op:** Crow Wing Food Co-op was the grand prize winner and the Brainerd HRA's contribution to this prize package was a lease subsidy for 50% of the rent or \$8,000, whichever is less for one year. Crow Wing Food Co-op has chosen to locate their business at 624 Laurel Street owned by Smith Commercial Properties LLC. The rent is \$2,000 monthly and the lease began on April 1st, 2020. The Brainerd HRA will provide a forgivable loan of up to \$8,000 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 \$900 per month for the first four months and \$550 per month for the remaining eight months beginning on June 1st, 2020.

Commissioner Johnson moved to adopt Resolution No. 2020-07 approving a loan agreement between the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota, and Crow Wing Food Co-op. Commissioner Kent seconded the motion. Via roll call vote, all commissioners were in favor and none were opposed. The motion was approved.

- b. Consider Termination of MOA with City of Brainerd for Administration of Revolving Loan Fund:** A request from the City of Brainerd for the termination of the Memorandum of Agreement between the HRA and the City of Brainerd for the administration of the City of Brainerd Revolving Loan Program was provided to the Board.

There have been no loans made from these funds since entering into this Agreement in April 2018. As such, staff recommended accepting the request to terminate the MOA associated with the administration of the Revolving Loan Program and also waiving the 60-day notice requirement in the MOA. Per the agreement, within 30 days after termination of this Agreement, the Brainerd HRA shall deliver to the City an accounting of the Program funds and the entire cash balance of the Program funds in our possession.

The Brainerd HRA initially received \$100,000 from the City and expended \$874 in legal fees to Kennedy & Graven and \$49 in postage expense. The cash balance is \$99,077 that shall be returned to the City of Brainerd.

Commissioner Johnson moved to terminate the MOA with City of Brainerd for administration of the Revolving Loan Fund and return the cash balance of \$99,077 to the City of Brainerd. Commissioner Kent seconded the motion. Through roll call vote, all commissioners were in favor and none were opposed. The motion passed.

- c. **Consider Destination Downtown Brainerd Coalition Request for Funding:** The Brainerd HRA received a request to consider supporting the Destination Downtown Brainerd Coalition's (DDBC) efforts toward a thriving Downtown Brainerd. The letter, which was reviewed by the Board, provided information about the organization's current initiatives and projects the HRA might consider funding. Brenda Billman-Arndt, president of DDBC, attended the meeting to introduce herself and personally make the request.

Young reported that she had reached out to Attorney Martha Ingram with Kennedy & Graven regarding this funding request to ensure that this initiative supports the purpose of revitalizing downtown and assisting with the elimination of blight. She suggested that should the HRA choose to fund these initiatives, a way to execute this would be through a contract with DDBC for the services on behalf of the HRA as outlined in the letter.

The Board had a discussion about the importance in supporting downtown revitalization efforts and the amount they should contribute.

Commissioner Kent moved to authorize the Brainerd HRA to enter into a contract for services with Destination Downtown Brainerd Coalition for revitalization projects as recommended by staff in the amount of \$5,000. Commissioner Storm seconded the motion. Via roll call, all commissioners voted in favor of the motion and none were opposed. The motion was approved.

6. **BILLS AND COMMUNICATIONS**

a. **Financial Report:**

2020 Capital Fund Program Grant (CFP): The Brainerd HRA received its 2020 CFP obligation from HUD. The award of \$379,530 is the highest allocation received in the 20-year history of funding and almost \$24,000 more than last year.

CARES Act Supplemental Funding: The CARES Act provided additional funding to prevent, prepare for, and respond to coronavirus, including funds for public housing agencies to maintain normal operations and take other necessary actions during the period that the program is impacted by coronavirus. Staff received clarification that any current eligible expenses are also allowed in addition to the coronavirus-related expenses.

The supplemental funding amounts were announced for PHAs and the agency received an additional \$42,091 in Public Housing Operating Funds and \$38,332 in HCV Admin Fees. The funds can only be used for eligible expenses back to March 27th and expire at the end of the year.

Trail Ridge

In April, a \$12,700 distribution was received from the Trail Ridge development as reflected in the General Fund.

Moved by Commissioner Kent and seconded by Commissioner Johnson for approval of payments as presented. Through roll call vote, all commissioners were in favor and none were opposed. The motion passed.

- b. **HCV/Section 8:** The Unit Months Leased (UML) through April was 99% and HAP utilization through April was 32%. Notification continues to keep numbers above 95%. Seventy families were notified on March 14th. Staff plans to follow the same process used in April when 30 families were notified to keep client contact to a minimum.
- c. **Public Housing Report:** Fortune reviewed the Vacancy Report and Property Performance Report for April 2020.

Resident Commissioner Candidate Search

Candidate informational packets have been sent out to the 16 individuals that self-nominated for the resident commissioner position. The packets are due back June 1st. From the candidate questionnaires, a summary packet will be compiled and then posted on the website. An election is tentatively scheduled for early July.

Fire Unit

There was a small electrical fire in the exhaust fan at one of the scattered site units on the evening of May 4th. The fire department responded very quickly and thankfully there was only minor damage with no injuries. Red Cross put the household in a hotel for the night. Based on the repair work schedule, it was determined that it would be easiest to keep the household in a hotel for one week to allow for all necessary trades to complete work in the unit. The cleaning aspect of the work has taken the longest, with a partial delay due to the tenant herself not being ready. The Service Master team has been very accommodating and patient through this process and the last cleaning tasks were wrapped the week of May 20th.

Ongoing COVID-19 Response

Work orders are still being considered on a case-by-case/priority basis, additional cleaning and sanitizing tasks have continued, common areas still remain closed, educational activities and gatherings are still cancelled. Move-ins have continued using an extremely limited contact model, as have interim and annual recertifications. As an example of how the team has adapted to the “new normal” without sacrificing productivity, all residents in the North Star Apartments are entering the final stages of their annual recertification process, which happens every year at this time. The process has been slightly different, but is still on track to be completed timely.

ROSS Program Updates

- There are 14 active participants in the ROSS program, including one newly enrolled in the past month.
- A total of 16 COVID-19 resource packets have been taken from the display rack.
- There were no new outreach activities in April. All events and educational presentations for April remain cancelled or postponed. Once Erik is able to again offer educational events and activities, he plans on hosting a seminar related to Renter’s Insurance.
- The Senior Nutrition Assistance program had 27 residents participating this past month. The nutrition seminars have been cancelled and will be resumed at a later date. Deliveries are done directly to the apartments to prevent tenants from needing to congregate.
- Facebook Stats: Erik made 11 new posts on the ROSS Facebook page this past month. His posts focused on renter’s insurance, how to confirm and track processing of economic stimulus payments, pop-up produce pantry dates and locations, and easy recipes to try while in quarantine. These posts reached a total of 50 people!
- There are currently 10 followers of the ROSS Facebook page.

d. Executive Director Report:

COVID-19 Update

On May 13th, Governor Walz issued Emergency Executive Order 20-56. As a Critical Business, this EO did not change the parameters in which we are operating. Staff is continuing to work remotely when feasible and our offices are still closed to the public. Masks for all staff have been purchased and are worn in public and in the office when not at our desks. Plexi-glass was installed at the front desk and permanent tempered glass is on order to be installed within the next month. Staff is looking into an intercom system that could be installed at the office front door to work in tandem with the door mechanism to possibly screen visitors prior to allowing them entrance into the building.

A big concern is that the office vestibule and waiting area have very limited occupancy while still accommodating social distancing. Eller notified 70 families for the HCV program and staff does not feel it is possible to safely accommodate the traffic that would occur if the offices were open to the public. Staff's recommendation will be to continue to operate with the offices closed to the public for the time being until measures are in place to control traffic in our limited space. Staff will continue to monitor and adjust to local circumstances.

Request for Technical Assistance (RFTA)

Staff submitted a RFTA to Minnesota Housing Partnership (MHP) on behalf of CWC HRA in mid-April. This application focused on current CWC HRA initiatives as related to the Work Force Housing Study, creation of a Housing Trust Fund and the affordable housing shortage in CWC. Young and Schommer had a follow-up call with MHP and learned the HRA is still being considered for funding. They received 26 applications so the funding is very competitive this year. They estimated that it will still be a couple of more weeks until they make their awards.

CWC HRA Tax Forfeit Property Policy (TFP)

The CWC HRA Board took action at their May meeting amending the CWC HRA Tax Forfeit Property Policy and Sales Procedure to reflect a reduced acquisition price to developers of 0% of the assessed market value as recommended in the Workforce Housing Study.

CWC HRA Housing Trust Fund (HTF) Guidelines

The CWC HRA Board also took action adopting the Housing Trust Fund Guidelines as presented by staff. These guidelines present the four different programs that can be funded by the HTF. They consist of:

1. Workforce Housing Assistance Program
2. Homebuyer Assistance Program
3. Rehabilitation Assistance Program
4. New Construction/Development Financing Program

CWC HRA Tax Forfeit Property Policy (TFP) Application

Staff received an application from a developer interested in acquiring 143 tracts of land in Breezy Point through the CWC HRA TFP. Staff has requested that the tracts be put on hold by the County and taken off of their tax forfeit property list. Additional information has been requested from the developer regarding his plans for the tracts of land.

- e. **Rehab Update:** An update on the current rehab projects was provided to the Board.

SCDP Preliminary Proposal

Staff is working with Loren Larson, the mayor for the City of Garrison, to try to determine if there are enough manufactured and stick built homeowners that have a need and would be interested in rehab to have a competitive preliminary proposal. They met Wednesday, May 13th, and came to the conclusion that the city needs to see if they have capacity for the grant.

FHLB

Another application for the Federal Home Loan Bank's (FHLB) Affordable Housing Program (AHP) will be submitted, which opens May 1st. Staff anticipates seeking approximately \$175,000 for five units of owner-occupied rehab throughout Crow Wing County. Funding awards are announced in December.

7. **Commissioner Comments:** Commissioner Larson reported that Bridges of Hope is currently working with Econo Lodge to house people in need. Commissioner Johnson reported that the City of Brainerd is offering small business grants of \$3,000 for small businesses with less than 10 full-time employees in the City of Brainerd. More information can be found on the City's website.

8. **Adjournment:**

Commissioner Larson made a motion to adjourn the meeting at 2:08 p.m. All commissioners voted in favor of the motion and none were opposed. The motion was approved.



To: Brainerd HRA Board Members
From: John Schommer, Rehab Coordinator
Date: June 15, 2020
Re: Approve Revised Tax Forfeited Property Policy

At the May meeting, the Board revised the Tax Forfeited Property Policy to encourage development and redevelopment by dropping acquisition prices to zero percent of assessed market value plus costs along with other changes to reflect more accurately how the process is working.

After our attorney, Martha Ingram, reviewed the policy, she had some additional recommended changes. In addition, I realized the need to further clarify Acquisition Price being what the developer pays and changing the term for the price the HRA pays to Conveyance Price. The proposed changes are struck out where wording was removed and highlighted where it was added or changed.

Action Requested: Approve Resolution 2020-08 amending the Brainerd HRA Tax Forfeited Hold Policy and Sales Procedure with recommended changes.

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Brainerd HRA

Tax Forfeited Property Hold Policy and Sales Procedure

Tax Forfeited Hold Policy

The purpose of this policy is to ensure tax forfeited property in Brainerd is returned to productive use.

Primary goals of this policy are:

- To build Brainerd's density and tax base by ensuring that tax forfeited properties are developed
- To eliminate blight and reinvest in our neighborhoods
- To create a clear, straightforward, and efficient procedure for the HRA and developers to act on acquisition of tax forfeited property
- To encourage developer investment to stabilize Brainerd neighborhoods and construct affordable housing

Crow Wing County (the "County") maintains a list of tax forfeited properties (each a "Property"). The Brainerd HRA may from time to time request that the County convey Property at a price less than the assessed market value (the "Conveyance Price"), if the Brainerd HRA determines that acquisition of the Property is required to achieve commercial or residential redevelopment strategies, or upon request from private developers or community development organizations ("Developers"). The Brainerd HRA will make such Properties available to Developers utilizing the Tax Forfeited Hold Sale Procedure outlined below.

Tax Forfeited Hold Sale Procedure

The following procedure will apply to the sale of Property to Developers:

1. **Application:** The Brainerd HRA may solicit proposals from Developers for the purchase of Properties, or will consider proposals received from Developers without solicitation. All interested Developers must submit a proposal in the form of an "Application to Acquire Tax Forfeited Property" (the "Application") along with a non-refundable \$500 administrative fee (the "Administrative Fee") and a \$1,000 maintenance and holding cost payment (the "Holding Cost Payment"). Brainerd HRA staff will then send a copy of the application to the County with a request that the property or properties be put on hold (removed from the list maintained by the County). Applications may be for affordable housing or the elimination or prevention of blight on the Property.
 - **Relocation:** If a Property contains an occupied building, relocation costs may apply. The Developer will be responsible for any relocation costs. The Brainerd HRA will clarify whether relocation costs will apply and assist the Developer to estimate the amount of relocation costs.
 - **Acquisition Price:** Properties will be made available to Developers at a discounted price targeted at 25% of the assessed market value (the "Acquisition Price") plus direct costs incurred by Brainerd HRA for the acquisition and sale of the Property to the developer. "Assessed market value" means the current-year market value of the Property as determined by the Crow Wing County Assessor.

- Per the March 2020 Crow Wing County Workforce Housing Study recommendations, the acquisition price to Developers is temporarily reduced to 0% of the assessed market value plus direct costs incurred by Brainerd HRA for the acquisition and sale of the **Property** to the developer. This change is to support meeting the Workforce Housing Study goals and is in effect until the Brainerd HRA Board amends the policy back to an acquisition price of 25% of assessed market value.
2. **Due Diligence:** Upon receipt of an Application, Brainerd HRA staff will review title to the Property to determine whether additional action is required to convey marketable title to the Developer, and if so, the approximate cost and time required for such action. Brainerd HRA staff will provide the Developer with this information upon receipt. The Developer will have 20 days after receipt of this information to confirm its intent to move forward with the approval process for the Application or to withdraw its Application. Developers will be responsible for all costs of obtaining marketable title for the Property.
 3. **Contract:** When an Application has been submitted and confirmed, Brainerd HRA staff will negotiate a purchase and development contract (the “Contract”) with the Developer. Brainerd HRA staff require the following from the Developer before presenting the Contract to the Brainerd HRA Board for approval:
 - a. Contract signed by the Developer
 - b. ~~Acquisition price (“Acquisition Price”): The Acquisition Price will be targeted at 25% of the assessed market value, plus recording fees and direct costs incurred by Brainerd HRA for the acquisition and sale of the tract(s) to the developer~~
 - c. A check in the amount of the estimated costs of obtaining marketable title as described above (“Title Costs”) payable to the Brainerd HRA; any funds not required for such purposes will be returned to the Developer
 - d. ~~A non-refundable administrative fee of \$500 per application~~ check in the amount of the **Administrative Fee** payable to the Brainerd HRA
 - e. ~~\$1,000 maintenance and holding cost payment~~ A check in the amount of the “Holding Cost Payment” per application payable to the Brainerd HRA: The Holding Cost Payment will be used to pay the County or the Brainerd HRA’s holding and maintenance costs; any funds not required for such purposes will be returned to the Developer
 - f. A check in the amount of any outstanding special assessments levied against the Property, payable to the County (the “Special Assessments Payment”)
 4. **HRA Board Approval:** Upon receipt of the items listed above, Brainerd HRA staff will seek Brainerd HRA Board approval of the Contract. If approved, the Brainerd HRA will execute the Contract contingent upon County approval, then proceed to request conveyance of the Property from the County. If the Brainerd HRA Board denies the Application and Contract, the Estimated Title Costs, Holding Cost Payment, and Special Assessments Payment will be refunded to the Developer. The Brainerd HRA may then solicit other proposals for the Property, or will release its hold on the Property.
 5. **County Approval:** Once the Brainerd HRA Board approves the Contract, staff will send the approving resolution and the **Conveyance** Price to the County Board, requesting conveyance of the Property to the Brainerd HRA. If the County Board approves conveyance of the Property but denies the Brainerd HRA’s request for a discounted **Conveyance** Price, the Developer may have the option to pay the full assessed market value to the County or to withdraw its Application

and request a refund of its Estimated Title Costs, Holding Cost Payment, and Special Assessments Payment. If the County denies the Application, the Estimated Title Costs, Holding Cost Payment, and Special Assessments Payment will be refunded to the Developer.

6. **Closing:** Once the County has recorded the deed for the Property and the Brainerd HRA has received the recorded deed, the Brainerd HRA will schedule a closing with the Developer. At the closing, the Developer will be responsible to pay the Acquisition Price, direct costs incurred by Brainerd HRA for the acquisition and sale of the **Property** to the Developer, all closing costs, any holding costs in excess of the Holding Cost Payment, actual Title Costs in excess of the estimated Title Costs payment, and any additional fees charged by Crow Wing County. If actual Title Costs or Holding Costs are less than the estimated Title Costs or Holding Costs, any excess will be refunded to the Developer.
7. **Property Management:** After closing, the Developer will be solely responsible for all costs of construction as provided in the Contract, as well as all costs of maintenance. The Contract will require that improvements must be completed within 12 months after closing or as negotiated for multiple dwellings.
8. **Failure to Perform:** If the Developer fails to complete the improvements on the Property within 12 months after closing or as negotiated for multiple dwellings, no additional Property may be acquired by the Developer through the Tax Forfeited Hold Sale Procedure until the default is cured.

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. 2020-08

RESOLUTION AMENDING THE BRAINERD HRA TAX FORFEITED PROPERTY
HOLD POLICY AND SALES PROCEDURE.

WHEREAS, the purpose of this policy is to ensure tax forfeited property in Brainerd is returned to productive use, and

WHEREAS, the primary goals of this policy are as follows:

- To build Brainerd's density and tax base by ensuring tax forfeited properties are developed
- To eliminate blight and reinvest in our neighborhood
- To create a clear, straightforward, and efficient procedure for the HRA and developers to act on acquisition of tax forfeited property
- To encourage developer investment to stabilize Brainerd neighborhoods and construct affordable housing, and

WHEREAS, Minnesota Statutes, Section 282.01, subd.1a(d) gives the Crow Wing County Board the authority to sell non-conservation land to a governmental subdivision of the state or a state agency for less than its market value as long as the property will be used to correct blight or to facilitate the development of affordable housing, and

WHEREAS, The Crow Wing County Board adopted a policy describing the terms and conditions under which it will sell non-conservation property for less than market value for affordable housing or correcting blight, and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners of Brainerd Housing and Redevelopment Authority agrees to amend the Brainerd HRA Tax Forfeited Property Hold Policy and Sales Procedure.

Approved by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Brainerd this 24 day of June, 2020.

Chair

ATTEST:

Secretary

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: June 24, 2020
Re: Formalize Offer of Executive Director Position

A meeting was held by the Brainerd HRA Board at 11:00 a.m. on May 27th in which the final interview for the Executive Director position was conducted by the Board with Eric Charpentier. During this meeting, interview questions were asked by the Board as prepared and directed by Gary Weiers, the consultant with DDA who led the Executive Director search.

Upon completion of the interview process, the Board was led through a deliberation process, which resulted in the Board reaching consensus to offer the Executive Director position to Eric Charpentier subject to approval of all necessary waivers from HUD.

Action Requested: Formalize the offer of the Executive Director position to Eric Charpentier subject to approval of all necessary waivers from HUD.

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To: Brainerd HRA Board Members
From: Karen Young, Interim Executive Director
Date: June 10, 2020
Re: Consider Contract for Services between the Brainerd Lakes Chamber and the Brainerd HRA

As a public agency, we are not allowed to pay dues to the Chamber of Commerce. However, the municipalities have been able to enter into a Contract for Services for services rendered through their local Chambers.

The Brainerd Lakes Chamber of Commerce has spent a considerable amount on revitalization efforts in downtown Brainerd including Destination Downtown and the Small Business Revolution. Since one of the Brainerd HRA's goals is to revitalize downtown Brainerd, I would recommend entering into a Contract for Services with the Brainerd Lakes Chamber to support their efforts.

Attachment 4a is the request and invoice from the Chamber with an Annual Membership Investment and a Suggested Voluntary Contribution for Facilities and Technology. Staff would recommend a \$252 Membership Investment.

Action Requested: Adopt Resolution 2020-09 authorizing the Contract for Services between the Brainerd Lakes Chamber of Commerce.

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BRAINERD LAKES

Chamber of Commerce

EXPLOREBRAINERDLAKES.COM

June 6, 2020

Housing & Redevelopment Authority
Christine Carlson
324 E River Road
Brainerd MN 56401

Thanks, Christine!

Dear Christine,

We hope you can renew your Chamber membership.

In the past few months, we've seen so many of our members and friends face overwhelming challenges. We have also seen local businesses and organizations literally turn on a dime to invent new products and services. Our Chamber has turned on a dime as well.

In addition to being the only Minnesota chamber to push for safely reopening businesses, here's what we're doing for our members and communities:

1. Relentless "buy local" messaging under the flag of Lakes Proud
2. Using our government leverage to advocate for business assistance as well as the safe reopening of all businesses.
3. Launching the LakeCountryCares.com COVID safety campaign to build customer confidence among residents and tourists.
4. Hosting free webinars on local relief, SBA programs, management and marketing.
5. Compiling "Cliffs Notes" to translate complex government relief programs
6. Personally responding to hundreds of questions, ideas and requests for assistance

We will continue to FIGHT for you every day, doing whatever it takes, for as long as it takes, to ensure the Lakes Area survives and succeeds.

We understand that many local organizations are severely impacted. We will never turn our backs on our friends, so we're refusing to drop anyone's membership due to a temporary inability to pay. You may choose to make easy monthly payments or defer your dues if necessary. Simply check the appropriate box on the invoice.

If you have the means to renew your membership, we would greatly appreciate your support so the Chamber can continue making a difference. It's important that we stay united, because we are STRONGER TOGETHER.

Sincerely yours,

Matt Kilian, President | Brainerd Lakes Chamber



**Brainerd Lakes
Administrative Office**
224 West Washington Street
Brainerd, MN 56401
(218) 829-2838

**Brainerd Lakes
Welcome Center**
7393 State Highway 371
Brainerd, MN 56401
(800) 450-2838



Crosslake Office
County Road 3 and Route 66
P.O. Box 315
Crosslake, MN 56442
(218) 692-4027



Pequot Lakes Office
Along the Paul Bunyan Trail
P.O. Box 208
Pequot Lakes, MN 56472
(218) 568-8911 or (800) 950-0291



Brainerd Lakes Chamber
 224 West Washington Street
 Brainerd, MN 56401
 (218) 829-2838 | fax: (218) 829-8199
 info@explorebrainerdlakes.com

Invoice

Invoice Date: 6/1/20
 Invoice Number: 33487

Housing & Redevelopment Authority in and for the City of Brainerd, MN
 Karen Young
 324 E River Road
 Brainerd, MN 56401

		Terms	Due Date
		Net 30	7/2/20
Description	Quantity	Rate	Amount
Annual Membership Investment contracted	1	\$252.00	\$252.00
Suggested Voluntary Contribution: Facilities & Technology	1	\$50.00	\$50.00
Subtotal:			\$302.00
Tax:			\$0.00
Total:			\$302.00
Payment/Credit Applied:			\$0.00
Balance:			\$302.00

Login to your Member Center to pay online.

- Go to <http://brainerdlakeschamber.chambermaster.com/login> to login or retrieve forgotten login credentials.
 Or create your login account for the first time at this registration page:
<https://brainerdlakeschamber.chambermaster.com/CreateAccount?ccid=1&email=karen@brainerdhra.org&repID=13074>.
- Pay online, check out your additional Member Benefits, update your member page and contact information.

Thank you for your support of the **Brainerd Lakes Chamber**

Please return this portion with your payment.

Member Name: Housing & Redevelopment Authority in and for the City of Brainerd, MN

Invoice #: 33487

Payment Amount: \$ _____

Relief Options: ☐ Please change me to easy monthly auto-payments (enter credit info below)

☐ Please defer my membership payment 30/60/90 days (circle one)

Make all checks payable to **Brainerd Lakes Chamber** or enter credit card information below.

Enter Credit Card Billing Address (inc. zip code)

Address _____

City/State/Zip _____

Credit Card #: _____ Exp. Date: _____

CVV Code (3 digits on back of card) _____

Name on Card: _____ Signature: _____

HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF
BRAINERD
RESOLUTION NO. 2020-09

CONTRACT FOR SERVICES BETWEEN THE
BRAINERD LAKES CHAMBER AND THE BRAINERD HRA

This agreement is made and entered into as of June 24, 2020, by and between the Brainerd HRA (HRA), and the Brainerd Lakes Chamber (Chamber).

WHEREAS, the HRA has budgeted expenditures and provided funds that can be used for economic development and redevelopment purposes for the period commencing July 1, 2020 to June 30, 2021.

WHEREAS, the expenditure of public funds must be in furtherance of a public purpose or benefit; and

WHEREAS, the Chamber is willing to enter into a contract to provide certain public services and benefits to the HRA; and

WHEREAS, this agreement is entered into to set forth the respective duties and obligations of each party.

NOW, THEREFORE, in consideration of the promise of payment of funds from the HRA, and the agreement to provide services to citizens of the City by the Chamber, the parties agree as follow:

The term of this contract shall cover July 1, 2020, to June 30, 2021.

1. Upon the approval of this agreement, the HRA agrees to pay a fee to the Chamber for services rendered in the sum of _____.

2. The HRA and Chamber agree during the contract period to participate with each other in the following manner:

- A. To maintain an open line of communication between staff and governing bodies regarding economic development.
- B. Participate in marketing efforts for the purposes of economic development and downtown redevelopment.
- C. The Chamber will conduct and involve HRA Officials in various committee meetings and public forums addressing economic development and redevelopment issues,
- D. The Chamber will consider the HRA an honorary member, providing access to Chamber information and events.

3. The Chamber agrees to save and hold harmless the HRA from any and all liability or damages, including legal fees and court costs, which may arise out of the Chamber's performance of the contract.

4. In the event the HRA or the Chamber is made aware of any default under this contract and such notice is made in writing, which the HRA or Chamber fails to correct within thirty days from the date of notification, the HRA or Chamber may cancel and terminate this contract.

5. All notices, certificates, or communications shall be delivered, emailed, or mailed postage prepaid to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.

Brainerd Lakes Chamber:

CEO

Brainerd Lakes Chamber
224 W Washington Street
Brainerd, MN 56401

Brainerd HRA:

Executive Director

Brainerd HRA
324 East River Road
Brainerd, MN 56401

IN WITNESS WHEREOF, the undersigned have placed their signatures as representatives of the parties hereto as of the day and year first above written.

Matt Kilian
CEO, Brainerd Lakes Chamber

Karen Young
Interim Executive Director, Brainerd HRA



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: June 16, 2020
Re: Adopt Resolution 2020-09, Approval of COVID-19 Preparedness Plan

Under Emergency Executive Order 20-74 issued by Governor Walz, as a critical business, we are now required to establish a COVID-19 Preparedness Plan beginning on June 29th, 2020. The Plan shall establish and explain the policies, practices, and conditions that we will implement to meet the guidance for businesses based on CDC, MDH, and OSHA for workplaces.

The attached Preparedness Plan follows the template provided by the State of MN and mirrors the City of Brainerd Preparedness Plan.

Action Requested: Motion approving the Brainerd HRA COVID-19 Preparedness Plan.

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COVID-19 Preparedness Plan for the Brainerd Housing & Redevelopment Authority (HRA)

The Brainerd HRA is committed to providing a safe and healthy workplace for all of our staff. To ensure a safe workplace, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces. This requires full cooperation among staff and management. Only through this cooperative effort can we establish and maintain the safety and health of our staff and workplaces.

Management and staff are responsible for implementing and complying with all aspects of this Preparedness Plan. The Brainerd HRA Board fully supports the managers and staff in enforcing the provisions of this plan.

This Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and OSHA standards related to COVID-19 and addresses:

- Prompt identification and isolation of sick staff and staff exposed to sickness
- Reducing the spread of COVID-19 in the workplace
- Additional information
- Communication and training

Stay Home if You Feel Sick

Many times, with the best of intentions, employees report to or stay at work even though they feel sick, but employees should not stay at nor report to work if they feel sick due to the current circumstances. If you feel sick, please inform your supervisor immediately, leave immediately if you are at work, and do not return to work unless and/or until you are no longer sick, or a pandemic virus is unlikely. Employees who report to work sick will be sent home in accordance with these health guidelines. We may request appropriate information related to sicknesses from any employee before reporting to work and documentation from a sick employee before such employee may return to work.

Stay Home if You Have COVID-19 Symptoms or Positive Test

If employees have any of the symptoms described below and/or have tested positive for COVID-19, you must inform your supervisor immediately, leave immediately if you are at work, and do not return to work unless and until the guidelines below are met. Employees who are at or report to work under these circumstances will be sent home in accordance with these health guidelines. We may request appropriate information related to these items from any employee before reporting to work and documentation from a sick employee before such employee may return to work.

COVID-19 Preparedness Plan for the Brainerd Housing & Redevelopment Authority (HRA)

It is critical that employees **check for, leave work, and do not report to work** while they are experiencing **any** symptoms such as the following:

- Fever (100.4 degrees Fahrenheit or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If you have COVID-19 symptoms described above but have not been tested, do not come to work until:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, your cough or shortness of breath have improved); and
- At least seven days have passed since your symptoms first appeared; and
- You have followed the guidance of your healthcare provider and local health department.

If you have had COVID-19 symptoms described above and have tested positive for COVID-19, do not come to work until:

- You no longer have a fever (without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- You received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines; and
- You have followed the guidance of your healthcare provider and local health department.

If you have not had COVID-19 symptoms described above but tested positive for COVID-19, do not come to work until:

- At least seven days have passed since the date of your first positive COVID-19 diagnostic test; and
- You have had no subsequent illness; and
- You have remained asymptomatic; and

COVID-19 Preparedness Plan for the Brainerd Housing & Redevelopment Authority (HRA)

- More than three days have passed since your discontinuation of isolation; and
- You have followed the guidance of your healthcare provider and local health department.

If you develop any of the following **emergency warning signs**, as specified by the CDC, get **medical attention immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, you should contact your health care provider immediately and take the necessary steps to help prevent the disease from spreading to people in your home, place of employment, and community, which includes staying at home.

Stay Home if You Have Been Exposed to COVID-19

Close Contact

If a household member or guest, an intimate partner, or someone you are providing care for has COVID-19 symptoms, or if you have been in close contact (less than six feet) for a prolonged period of time with a person with COVID-19 symptoms, you should:

- Inform your supervisor immediately
- Leave work immediately if you are at work
- Stay home until 14 days after last exposure and maintain social distance (at least six feet) from others at all times (unless person with symptoms tests negative for COVID-19 and you have no symptoms)
- Self-monitor for symptoms
- Check temperature twice a day
- Watch for fever, cough, or shortness of breath
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)
- Follow CDC guidance if symptoms develop

COVID-19 Preparedness Plan for the Brainerd Housing & Redevelopment Authority (HRA)

Travel

If you traveled to a country with widespread sustained (ongoing) transmission of COVID-19 as established by the CDC, or traveled on a cruise ship or river boat:

- Inform your supervisor or designee immediately
- Leave work immediately if you are at work
- Stay home until 14 days after your last exposure and maintain social distance (at least six feet) from others at all times
- Self-monitor for symptoms
- Check temperature twice a day
- Watch for fever, cough, or shortness of breath
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)
- Follow CDC guidance if symptoms develop

If you traveled from any other country:

- Inform your supervisor for a determination of whether you should stay home, or leave work if you are at work
- Practice social distancing
 - Maintain a distance of at least six feet from others
 - Stay out of crowded places
- Be alert for symptoms
 - Watch for fever, cough, shortness of breath
 - Take temperature if symptoms develop
- Follow CDC guidance if symptoms develop

If you are planning on traveling:

- Carefully consider whether travel is necessary
- Inform your supervisor of any out of state or out of country travel
- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for travel out of the country
 - Self-monitor for symptoms before starting travel
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath
- If you become sick after starting travel, promptly call a healthcare provider for advice as needed, and inform your supervisor.

COVID-19 Preparedness Plan for the Brainerd Housing & Redevelopment Authority (HRA)

Inability to be at Work

We provide paid sick time and other benefits to compensate eligible employees who are unable to work under certain circumstances. You should refer to applicable personnel policies and notices related to such benefits.

The Brainerd HRA may consider allowing certain employees in certain positions to work from home. For more information about such arrangements, please contact your supervisor and refer to applicable personnel policies and notices.

Reduce the Spread of COVID-19

Basic Hygiene

Wash your hands frequently with warm, soapy water for at least 20 seconds, but especially at the beginning and end shifts, prior to any mealtimes and after using the toilet. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

- Alcohol-based hand sanitizers will be provided throughout the workplace and in common areas.

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean and Disinfect

Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces should be cleaned with soap and water prior to disinfection.

- Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. You should clean these office surfaces daily.

COVID-19 Preparedness Plan for the Brainerd Housing & Redevelopment Authority (HRA)

Social Distancing

- Maintain a distance of at least six feet from other employees, tenants, customers, etc.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak.
- Avoid people who are sick with the above-symptoms or known to have traveled internationally or in a community in which COVID-19 is widespread.

Face Masks

You are required to wear a face mask cover while at work when social distancing is not allowed as a means of protecting others if you are infected.

- Homemade mask or procedural masks are the recommended style.
- Continue to keep at least six feet away from others.

Further guidance on facemasks is available from the CDC here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Personal Protective Equipment

Guidance related to any PPE that should be worn by employees to minimize exposure to hazards that cause serious workplace injuries and illnesses will be communicated to specific positions by supervisors.

Other Measures

Different areas of the organization will be taking specific measures to reduce the spread related to the above items. Brainerd HRA management will communicate to you such measures.

Employee Group-Specific Measures

More specific measures may be taken for specific employee groups based on their work, sites, and risk of exposure to illness. We will be continually monitoring how to handle related workplace issues and will update you accordingly. In addition, Brainerd HRA management will communicate to you any impacted operational issues related to your position.

COVID-19 Preparedness Plan for the Brainerd Housing & Redevelopment Authority (HRA)

Additional Information

Additional general guidance on COVID-19 is available here:

- CDC Fact Sheet: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>
- MDH Guidance: <https://www.health.state.mn.us/diseases/coronavirus/index.html>

Communications and Training

This Preparedness Plan will be communicated and training will be provided as necessary. Management is to monitor how effective the program has been implemented.

This Preparedness Plan will be approved by the Brainerd HRA Board and will be updated as necessary.

Nothing in this communication establishes any precedent or practice. The Brainerd HRA may change or eliminate these items, or portions thereof, at any time and without notice.

This plan supplements existing employment policies, rules, procedures, and regulations. All current employment policies, rules, procedures, and regulations remain in full effect, except for instances where this plan directly contradicts another current policy, rule, procedure, or regulation in which case this plan supersedes existing policy, rule, procedure, or regulation. Therefore, employees are encouraged to review all other such policies, rules, procedures, and regulations in conjunction with this plan.

Please contact Brainerd HRA Interim Executive Director, Karen Young at karen@brainerdhra.org or telephone at 218-824-3423 with any questions or concerns.

Certified by: _____
Karen Young, Interim Executive Director

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: June 17, 2020
Re: June Financial Report

Please find attached the financial information for May 2020.

Crosby HRA Audit

The Crosby HRA audit fieldwork is being conducted remotely and will primarily take place during the weeks of June 15th and 22nd.

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

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

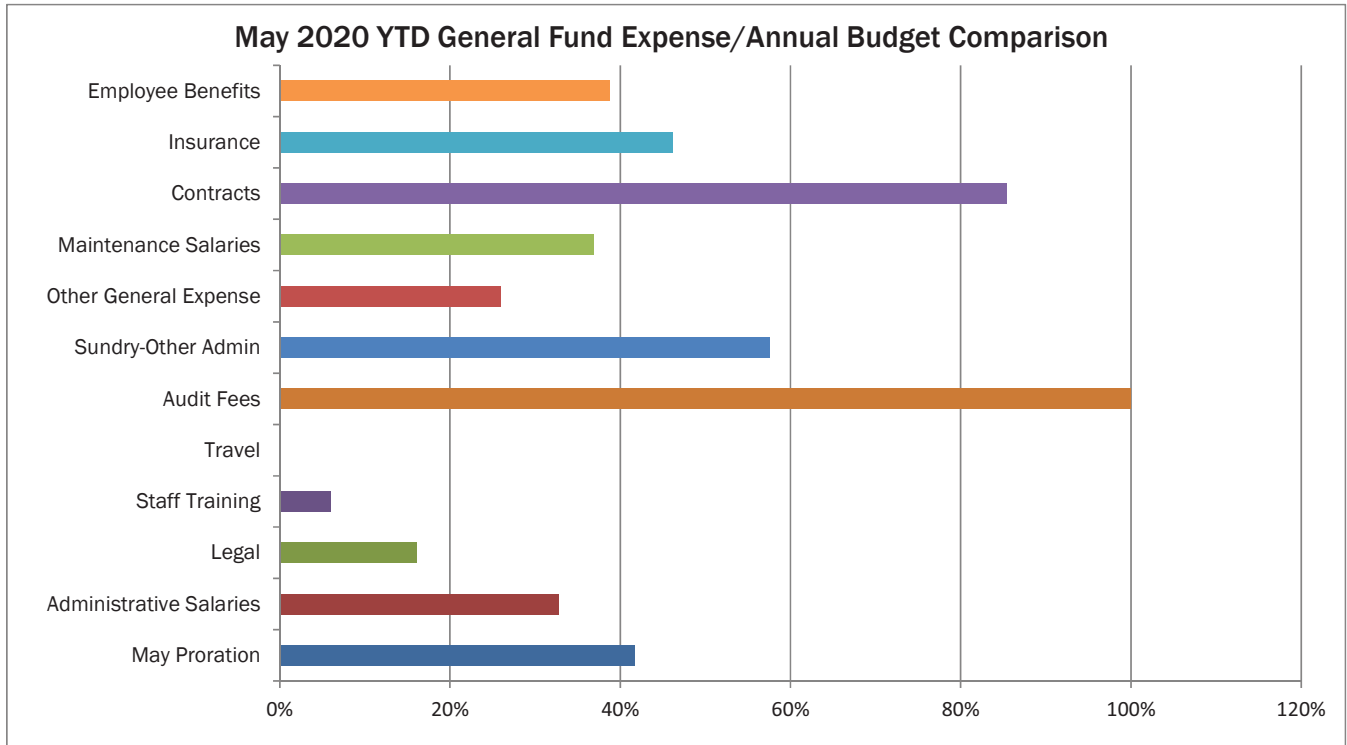
MASS Ratios	Max Pts	Scoring						
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% = 5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0

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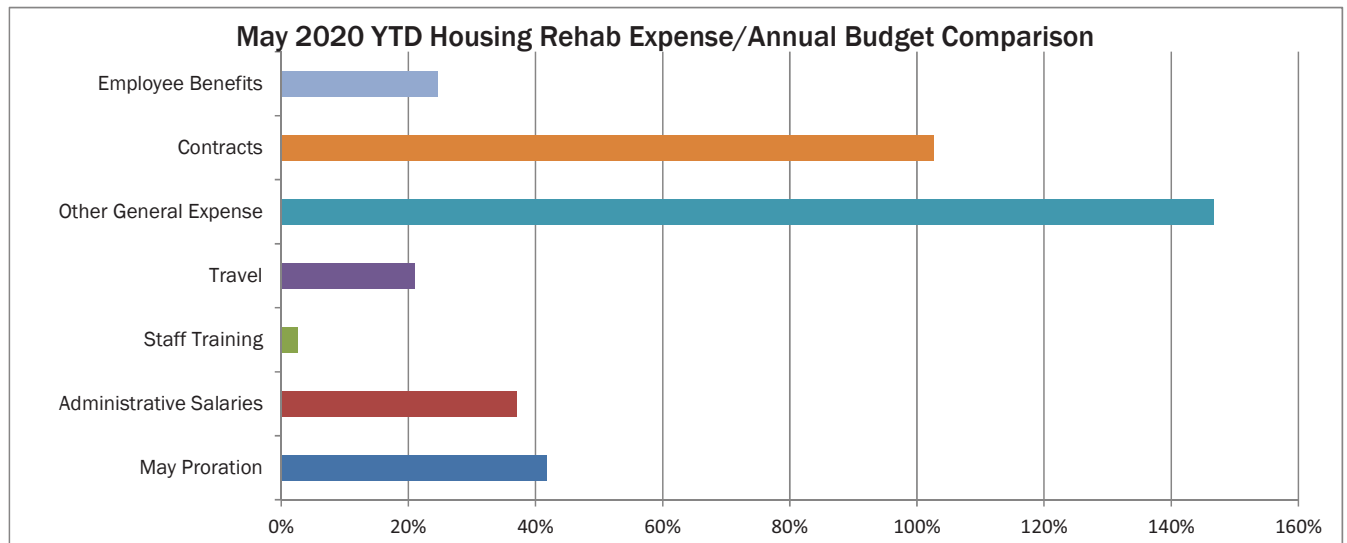
May 2020 Operating Account Balances

Property/Program	May 2019	April 2020	May 2020
General Fund	\$231,277.53	\$282,265.61	\$273,204.14
Brainerd Revolving Loan Program	\$99,077.00	\$99,077.00	\$99,077.00
Housing Rehab Program	\$9,153.07	\$68,478.53	\$47,148.60
Bridges	\$13,401.37	\$2,355.96	\$2,805.96
Crow Wing County HRA	\$516,858.98	\$451,275.64	\$443,630.42
Public Housing	\$626,943.89	\$666,334.89	\$673,449.03
Brainerd South	\$22,542.99	\$45,178.78	\$42,199.69
Housing Choice Voucher	\$37,233.40	\$66,254.39	\$53,581.39
Total	\$1,556,488.23	\$1,681,220.80	\$1,635,096.23

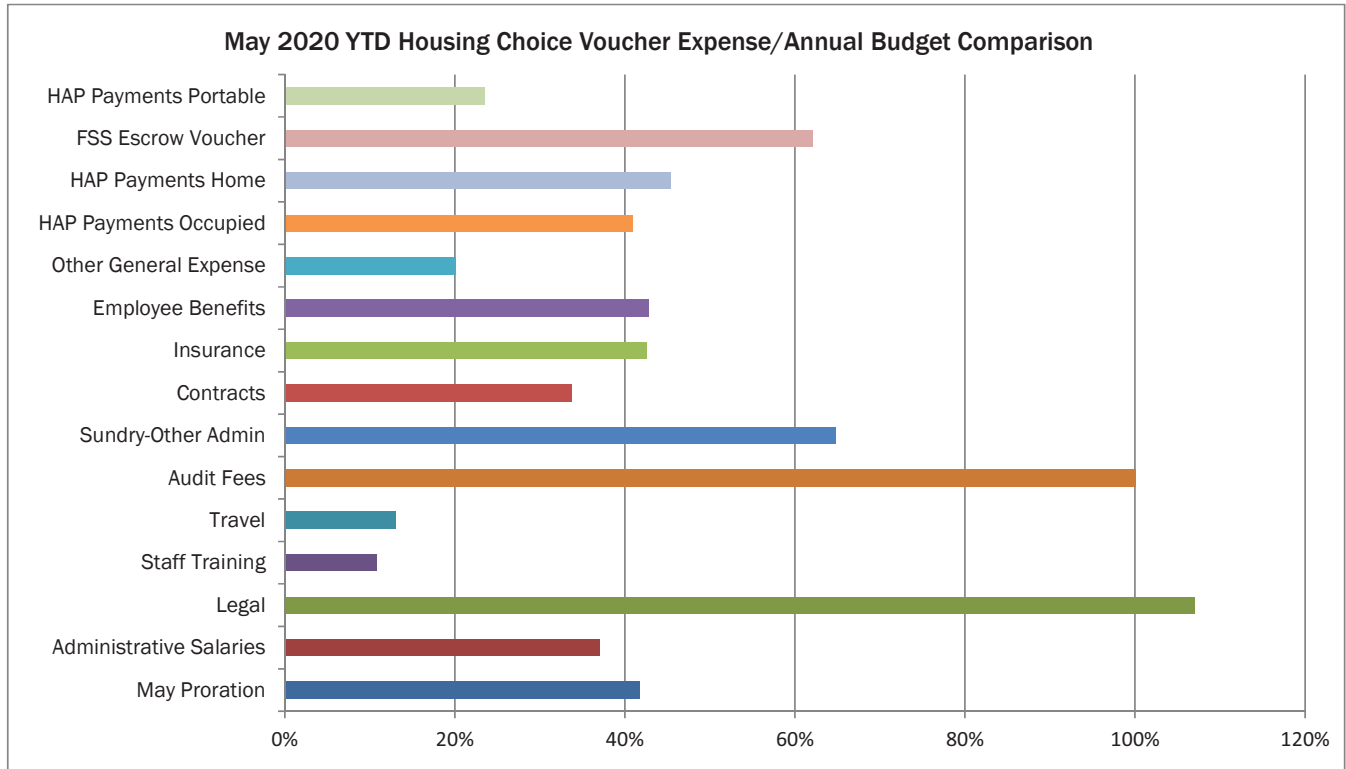
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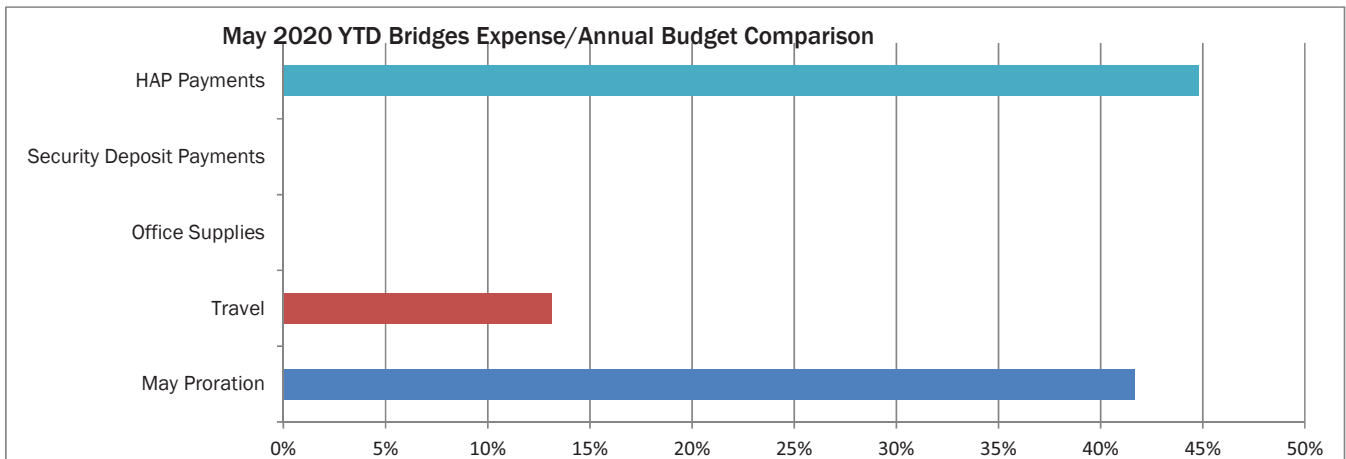
Contracts: Annual subscription to cloud back up and antivirus software.
 Sundry-Other Admin: Purchase of tablets and laptops for staff to work remotely.
 Audit: All of yearly budgeted audit fees incurred in the first 3 months of the year.

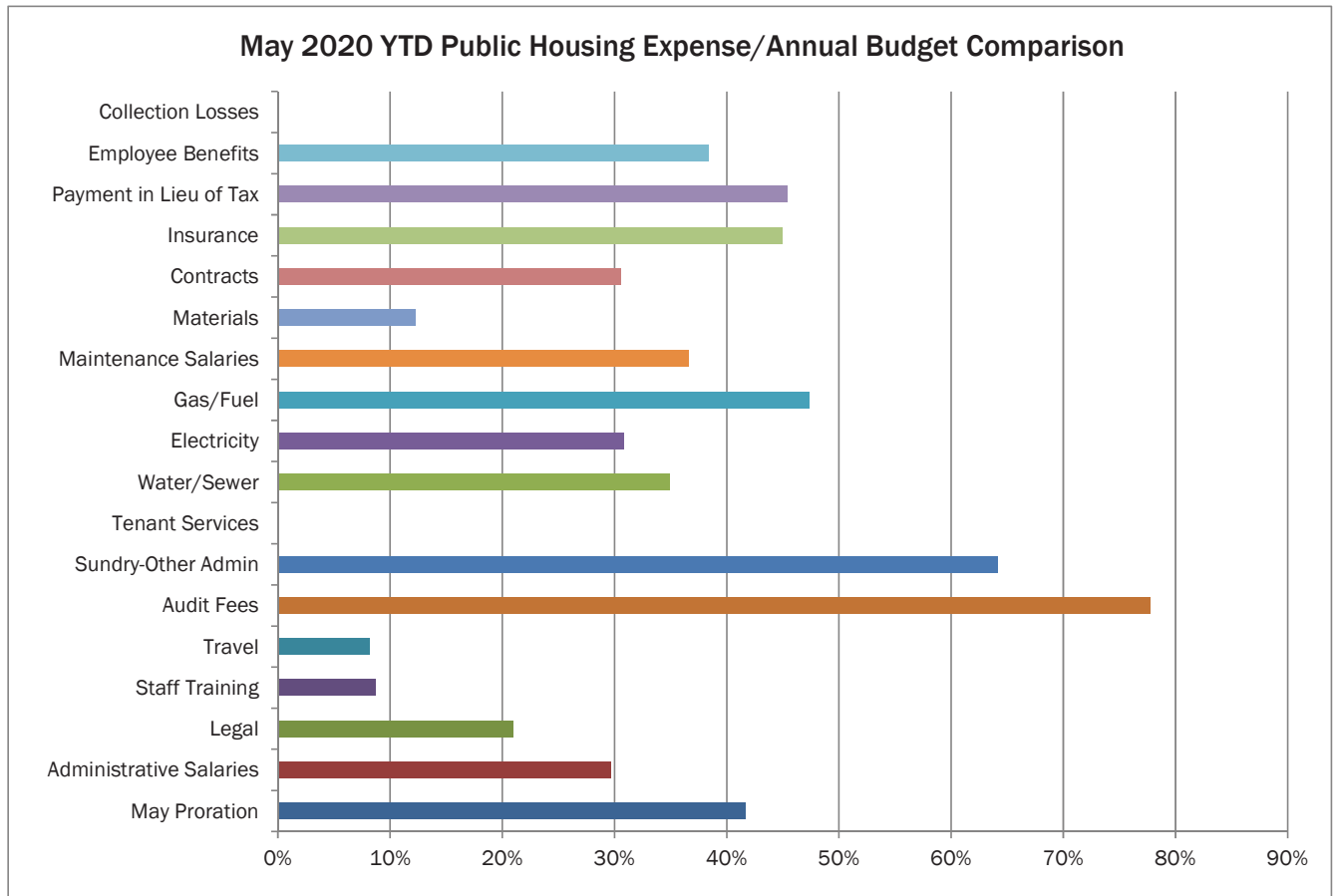


Contracts: 7 MHFA loans in process or completed thru April.
 Other General Expense: Setup of rehab specialist office and new desktop computer for rehab. Purchased an additional laptop and tablet for staff to work remotely.

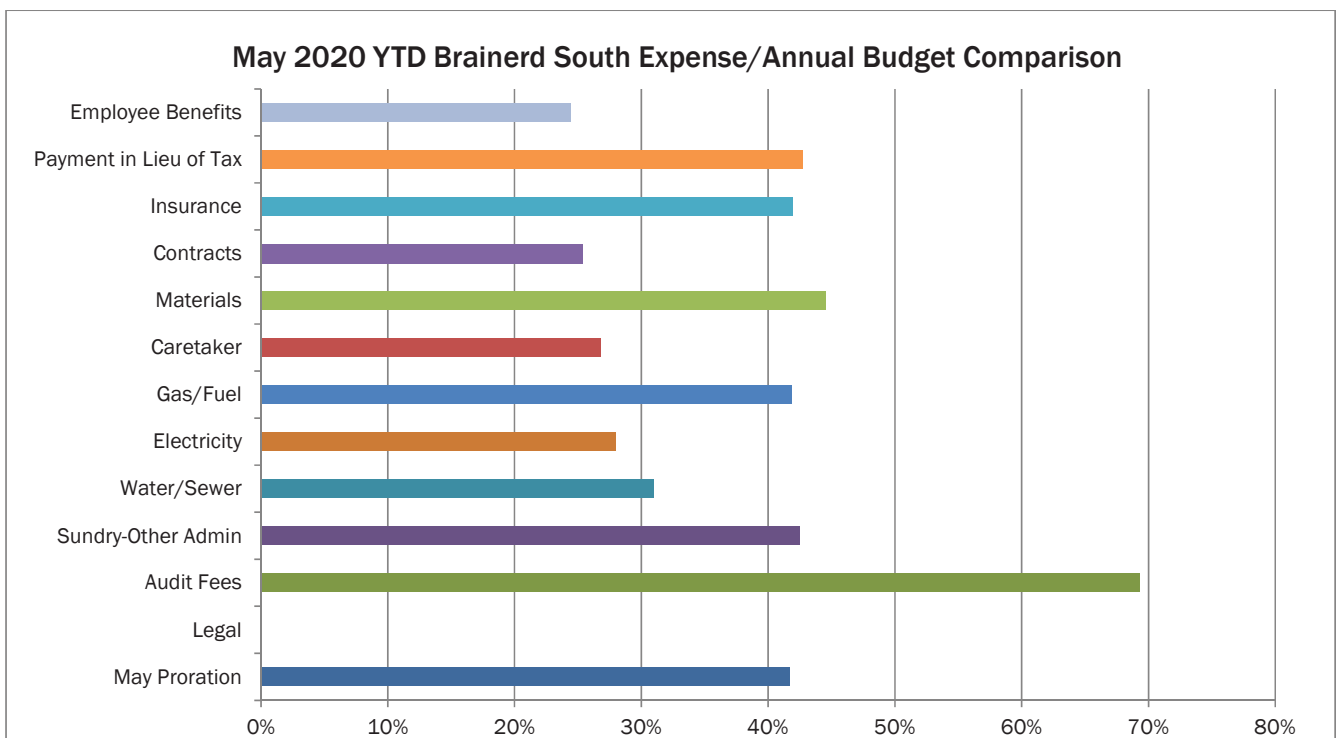


Sundry-Other Admin: Purchased postage for the year in January. Purchased 2 tablets for staff to work remotely.
 Audit: 100% of costs incurred in the early months of the year for total budget amounts.
 Legal: Personnel Policy review.





Sundry-Other Admin: Purchased postage for the year in January. Purchased 2 new desktop computers and 2 tablets to work remotely for staff.
 Audit Fees: 100% of total budget incurred early in year.



Audit Fees: 100% of yearly budget incurred early in the year.

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**Brainerd HRA
General Fund Operating Statement
May, 2020**

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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-14,383.58	-71,996.76	-70,416.65	-1,580.11
Interest Income	-70.22	-1,101.30	-1,104.15	2.85
Other Income	0.00	-13,152.36	-11,354.15	-1,798.21
TOTAL INCOME	-14,453.80	-86,250.42	-82,874.95	-3,375.47
EXPENSE				
Administrative				
Administrative Salaries	12,911.29	60,158.65	76,662.50	-16,503.85
Legal	321.00	321.00	833.35	-512.35
Staff Training	0.00	238.63	1,666.65	-1,428.02
Travel	0.00	0.00	250.00	-250.00
Auditing Fees	0.00	6,700.00	6,700.00	0.00
Sundry-Other Admin	856.09	3,508.88	2,541.65	967.23
Total Administration	14,088.38	70,927.16	88,654.15	-17,726.99
Maintenance				
Maintenance Salaries	902.56	4,311.74	4,879.15	-567.41
Contracts	100.92	1,066.83	520.85	545.98
Total Maintenance	1,003.48	5,378.57	5,400.00	-21.43
General				
TIF Expense	0.00	0.00	54.15	-54.15
Insurance	465.29	2,304.02	2,081.25	222.77
Employee Benefits	6,089.99	34,758.50	37,310.45	-2,551.95
Other General Expense	1,500.00	6,500.00	10,458.35	-3,958.35
Total General	8,055.28	43,562.52	49,904.20	-6,341.68
TOTAL EXPENSE	23,147.14	119,868.25	143,958.35	-24,090.10
Net Income/Loss	8,693.34	33,617.83	61,083.40	-27,465.57

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Housing Rehab Operating Statement
May, 2020

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,000.00	-89,558.76	-100,000.00	10,441.24
Grant Admin Revenue	0.00	-2,045.93	-16,287.50	14,241.57
TOTAL INCOME	-10,000.00	-91,604.69	-116,287.50	24,682.81
EXPENSE				
Administrative				
Administrative Salaries	7,058.90	35,008.47	39,358.35	-4,349.88
Staff Training	0.00	154.80	2,499.95	-2,345.15
Travel	97.19	293.87	583.35	-289.48
Other Admin Exp	213.16	4,178.52	1,187.55	2,990.97
Total Administration	7,369.25	39,635.66	43,629.20	-3,993.54
Maintenance				
Contracts	21,600.00	111,487.06	45,250.00	66,237.06
Total Maintenance	21,600.00	111,487.06	45,250.00	66,237.06
General				
Insurance	0.00	496.47	0.00	496.47
Employee Benefits	2,360.68	12,599.05	21,364.55	-8,765.50
Total General	2,360.68	13,095.52	21,364.55	-8,269.03
TOTAL EXPENSE	31,329.93	164,218.24	110,243.75	53,974.49
Net Income/Loss	21,329.93	72,613.55	-6,043.75	78,657.30

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

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-127,165.00	-615,224.00	-588,295.85	-26,928.15
Admin Fees Earned	-59,223.67	-147,706.35	-103,804.15	-43,902.20
Interest Income	-10.29	-87.50	-62.50	-25.00
Other Income	-2,092.00	-9,987.44	-4,645.85	-5,341.59
TOTAL INCOME	-188,490.96	-773,005.29	-696,808.35	-76,196.94
EXPENSE				
Administrative				
Administrative Salaries	10,793.04	51,861.92	58,462.50	-6,600.58
Legal	321.00	321.00	125.00	196.00
Staff Training	674.00	674.00	2,608.35	-1,934.35
Travel	0.00	324.88	1,041.65	-716.77
Accounting & Audit Fees	0.00	3,500.00	1,458.35	2,041.65
Sundry-Other Admin	233.21	3,338.48	2,145.75	1,192.73
Total Administration	12,021.25	60,020.28	65,841.60	-5,821.32
Maintenance				
Contracts	210.92	1,178.04	1,458.35	-280.31
Total Maintenance	210.92	1,178.04	1,458.35	-280.31
General				
Insurance	465.87	2,334.27	2,283.30	50.97
Employee Benefits	6,058.91	35,388.01	34,437.55	950.46
Collection Losses	0.00	2,302.00	0.00	2,302.00
Other General Expense	36.13	541.95	1,125.00	-583.05
Total General	6,560.91	40,566.23	37,845.85	2,720.38
HAP Payments				
HAP Payments Occupied	110,820.00	547,254.00	556,862.50	-9,608.50
HAP Payments Home	4,078.00	19,581.00	17,962.50	1,618.50
FSS Escrow Voucher	1,714.00	8,917.00	5,987.50	2,929.50
HAP Payments Portable	642.00	10,113.00	17,962.50	-7,849.50
Total HAP	117,254.00	585,865.00	598,775.00	-12,910.00
TOTAL EXPENSE	136,047.08	687,629.55	703,920.80	-16,291.25
Net Income/Loss	-52,443.88	-85,375.74	7,112.45	-92,488.19

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Bridges Program
Bridges Operating Statement
May, 2020

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-4,031.00	-24,764.00	-25,341.65	577.65
Admin Revenue	-450.00	-2,850.00	-3,250.00	400.00
Operating Transfer	0.00	0.00	2,937.50	-2,937.50
Total Income	-4,481.00	-27,614.00	-25,654.15	-1,959.85
EXPENSE				
Administrative				
Travel	0.00	59.23	187.50	-128.27
Office Supplies	0.00	0.00	125.00	-125.00
Total Administration	0.00	59.23	312.50	-253.27
General				
Security Deposit Pmts	0.00	0.00	2,533.35	-2,533.35
HAP Payment to Landlords	4,031.00	24,540.00	22,808.35	1,731.65
Total General	4,031.00	24,540.00	25,341.70	-801.70
TOTAL EXPENSE	4,031.00	24,599.23	25,654.20	-1,054.97
Net Income/Loss	-450.00	-3,014.77	0.05	-3,014.82

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

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-59,780.00	-305,053.00	-308,358.35	3,305.35
Excess Utilities	-656.00	-656.00	-1,291.65	635.65
Operating Subsidy	-25,798.00	-110,243.00	-104,016.65	-6,226.35
Investment Interest	-103.75	-1,401.40	-2,670.85	1,269.45
Other Income	-13,779.61	-63,593.37	-76,754.15	13,160.78
Other Income Tenants	-2,006.75	-8,599.58	-11,666.65	3,067.07
Capital Fund Income	0.00	-24,408.36	-27,500.00	3,091.64
Laundry Income	-1,184.25	-7,078.25	-8,916.65	1,838.40
TOTAL INCOME	-103,308.36	-521,032.96	-541,174.95	20,141.99
EXPENSE				
Administrative				
Administrative Salaries	18,030.09	92,402.70	129,825.00	-37,422.30
Legal	663.00	795.50	1,583.35	-787.85
Staff Training	239.00	1,223.32	5,833.35	-4,610.03
Travel	0.00	164.23	833.35	-669.12
Accounting & Audit Fees	0.00	8,200.00	10,550.00	-2,350.00
Sundry-Other Admin	867.06	11,911.79	7,739.65	4,172.14
Total Administration	19,799.15	114,697.54	156,364.70	-41,667.16
Rec Public and Other	0.00	0.00	2,062.50	-2,062.50
Total Tenant Services	0.00	0.00	2,062.50	-2,062.50
Utilities				
Water/Sewer	6,099.55	22,474.46	26,816.65	-4,342.19
Electricity	5,722.17	23,291.35	31,445.80	-8,154.45
Gas/Fuel	2,832.61	18,633.43	16,395.85	2,237.58
Total Utilities	14,654.33	64,399.24	74,658.30	-10,259.06
Maintenance				
Labor	15,305.34	74,180.60	84,400.00	-10,219.40
Materials	808.65	3,426.25	11,666.65	-8,240.40
Contracts	13,488.04	51,429.30	70,062.50	-18,633.20
Total Maintenance	29,602.03	129,036.15	166,129.15	-37,093.00
General				
Insurance	7,593.17	37,913.38	35,100.00	2,813.38
Payment in Lieu of Tax	2,613.57	11,946.40	10,970.85	975.55
Employee Benefits	15,465.93	90,879.76	98,633.35	-7,753.59
Collection Losses	0.00	0.00	3,333.35	-3,333.35
Total General	25,672.67	140,739.54	148,037.55	-7,298.01
TOTAL EXPENSE	89,728.18	448,872.47	547,252.20	-98,379.73
Net Income/Loss	-13,580.18	-72,160.49	6,077.25	-78,237.74

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Brainerd South Operating Statement
May, 2020

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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-20,301.00	-102,690.00	-99,450.00	-3,240.00
Rental Supplement	-4,294.00	-19,913.00	-18,004.15	-1,908.85
Investment Interest	-399.46	-1,935.70	-3,333.35	1,397.65
Other Income	-1,850.00	-10,186.83	-13,008.35	2,821.52
Laundry Income	-496.75	-3,291.00	-3,416.65	125.65
TOTAL INCOME	-27,341.21	-138,016.53	-137,212.50	-804.03
EXPENSE				
Administrative				
Legal	0.00	0.00	125.00	-125.00
Accounting & Audit Fees	0.00	3,465.00	5,000.00	-1,535.00
Sundry-Other Admin	5,819.34	21,074.35	20,658.35	416.00
Total Administration	5,819.34	24,539.35	25,783.35	-1,244.00
Utilities				
Water	1,212.66	4,597.90	6,183.35	-1,585.45
Electricity	404.66	1,820.20	2,708.35	-888.15
Gas/Fuel	1,429.17	7,318.98	7,291.65	27.33
Total Utilities	3,046.49	13,737.08	16,183.35	-2,446.27
Maintenance				
Labor	1,118.04	2,920.46	4,541.65	-1,621.19
Materials	2,078.06	9,352.28	8,333.35	1,018.93
Contracts	2,122.14	16,955.95	28,229.25	-11,273.30
Total Maintenance	5,318.24	29,228.69	41,104.25	-11,875.56
General				
Insurance	2,723.30	13,854.76	13,774.95	79.81
Payment in Lieu of Tax	1,073.96	4,488.90	4,375.00	113.90
Employee Benefits	119.05	297.61	508.35	-210.74
Total General	3,916.31	18,641.27	18,658.30	-17.03
TOTAL EXPENSE	18,100.38	86,146.39	101,729.25	-15,582.86
Net Income/Loss	-9,240.83	-51,870.14	-35,483.25	-16,386.89

May 2020
Prior Year Comparative Statements

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**Brainerd HRA
General Fund Operating Statement
May, 2020**

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
General Fund Operating INCOME				
Management Fees	-71,996.76	-70,416.65	-71,019.85	-70,681.50
Interest Income	-1,101.30	-1,104.15	0.00	0.00
Other Income	-13,152.36	-11,354.15	-122.04	-15,524.94
TOTAL INCOME	-86,250.42	-82,874.95	-71,141.89	-86,206.44
EXPENSE				
Administrative				
Administrative Salaries	60,158.65	76,662.50	58,358.96	63,968.08
Legal	321.00	833.35	0.00	2,662.00
Staff Training	238.63	1,666.65	3,249.19	840.40
Travel	0.00	250.00	261.04	122.33
Auditing Fees	6,700.00	6,700.00	6,700.00	6,700.00
Sundry-Other Admin	3,508.88	2,541.65	3,629.38	2,181.34
Total Administration	70,927.16	88,654.15	72,198.57	76,474.15
Maintenance				
Maintenance Salaries	4,311.74	4,879.15	4,249.42	4,173.00
Contracts	1,066.83	520.85	772.77	396.34
Total Maintenance	5,378.57	5,400.00	5,022.19	4,569.34
General				
TIF Expense	0.00	54.15	30.00	100.00
Insurance	2,304.02	2,081.25	1,741.35	1,622.49
Employee Benefits	34,758.50	37,310.45	32,169.44	35,047.35
Other General Expense	6,500.00	10,458.35	2,000.00	1,746.00
Total General	43,562.52	49,904.20	35,940.79	38,938.62
TOTAL EXPENSE	119,868.25	143,958.35	113,161.55	119,982.11
Net Income/Loss	33,617.83	61,083.40	42,019.66	33,775.67

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Housing Rehab Operating INCOME				
Other Income	-89,558.76	-100,000.00	-12,500.00	-28,586.39
Grant Admin Revenue	-2,045.93	-16,287.50	0.00	-236.54
TOTAL INCOME	-91,604.69	-116,287.50	-12,500.00	-28,822.93
EXPENSE				
Administrative				
Administrative Salaries	35,008.47	39,358.35	19,826.13	19,526.24
Staff Training	154.80	2,499.95	1,557.16	909.75
Travel	293.87	583.35	33.06	58.37
Other Admin Exp	4,178.52	1,187.55	1,806.67	1,605.09
Total Administration	39,635.66	43,629.20	23,223.02	22,099.45
Maintenance				
Contracts	111,487.06	45,250.00	213.00	323.65
Total Maintenance	111,487.06	45,250.00	213.00	323.65
General				
Insurance	496.47	0.00	257.47	355.16
Employee Benefits	12,599.05	21,364.55	9,321.94	8,879.20
Total General	13,095.52	21,364.55	9,579.41	9,234.36
TOTAL EXPENSE	164,218.24	110,243.75	33,015.43	31,657.46
Net Income/Loss	72,613.55	-6,043.75	20,515.43	2,834.53

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-615,224.00	-588,295.85	-588,018.00	-567,811.00
Admin Fees Earned	-147,706.35	-103,804.15	-116,006.00	-93,878.00
Interest Income	-87.50	-62.50	-107.88	-4.94
Other Income	-9,987.44	-4,645.85	-5,623.63	-2,179.18
TOTAL INCOME	-773,005.29	-696,808.35	-709,755.51	-663,873.12
EXPENSE				
Administrative				
Administrative Salaries	51,861.92	58,462.50	55,091.04	53,460.35
Legal	321.00	125.00	0.00	0.00
Staff Training	674.00	2,608.35	4,757.51	1,343.75
Travel	324.88	1,041.65	807.55	788.59
Accounting & Audit Fees	3,500.00	1,458.35	3,500.00	3,500.00
Sundry-Other Admin	3,338.48	2,145.75	2,199.73	1,629.95
Total Administration	60,020.28	65,841.60	66,355.83	60,722.64
Maintenance				
Contracts	1,178.04	1,458.35	987.76	544.62
Total Maintenance	1,178.04	1,458.35	987.76	544.62
General				
Insurance	2,334.27	2,283.30	2,102.42	2,014.34
Employee Benefits	35,388.01	34,437.55	33,443.21	33,280.60
Collection Losses	2,302.00	0.00	0.00	0.00
Other General Expense	541.95	1,125.00	1,070.88	1,017.90
Total General	40,566.23	37,845.85	36,616.51	36,312.84
HAP Payments				
HAP Payments Occupied	547,254.00	556,862.50	553,505.00	524,086.00
HAP Payments Home	19,581.00	17,962.50	19,453.00	16,856.00
FSS Escrow Voucher	8,917.00	5,987.50	8,257.00	9,210.00
HAP Payments Portable	10,113.00	17,962.50	18,155.00	14,277.00
Total HAP	585,865.00	598,775.00	599,370.00	564,429.00
TOTAL EXPENSE	687,629.55	703,920.80	703,330.10	662,009.10
Net Income/Loss	-85,375.74	7,112.45	-6,425.41	-1,864.02

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Bridges Program PY
Bridges Operating Statement
May, 2020

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Bridges Operating INCOME				
HAP Received MHFA	-24,764.00	-25,341.65	-31,758.00	-30,206.00
Admin Revenue	-2,850.00	-3,250.00	-3,400.00	-3,400.00
Operating Transfer	0.00	2,937.50	0.00	0.00
Total Income	-27,614.00	-25,654.15	-35,158.00	-33,606.00
EXPENSE				
Administrative				
Travel	59.23	187.50	107.30	91.48
Office Supplies	0.00	125.00	0.00	0.00
Total Administration	59.23	312.50	107.30	91.48
General				
Security Deposit Pmts	0.00	2,533.35	3,728.00	475.00
HAP Payment to Landlords	24,540.00	22,808.35	28,030.00	29,731.00
Total General	24,540.00	25,341.70	31,758.00	30,206.00
TOTAL EXPENSE	24,599.23	25,654.20	31,865.30	30,297.48
Net Income/Loss	-3,014.77	0.05	-3,292.70	-3,308.52

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Public Housing Operating INCOME				
Dwelling Rental	-305,053.00	-308,358.35	-302,445.00	-284,293.50
Excess Utilities	-656.00	-1,291.65	-670.00	-560.00
Operating Subsidy	-110,243.00	-104,016.65	-91,698.00	-101,228.00
Investment Interest	-1,401.40	-2,670.85	198.91	202.44
Other Income	-63,593.37	-76,754.15	-45,157.83	-55,254.04
Other Income Tenants	-8,599.58	-11,666.65	-9,566.42	-28,578.60
Capital Fund Income	-24,408.36	-27,500.00	-122,348.00	-235,005.00
Laundry Income	-7,078.25	-8,916.65	-8,400.00	-8,779.00
TOTAL INCOME	-521,032.96	-541,174.95	-580,086.34	-713,495.70
EXPENSE				
Administrative				
Administrative Salaries	92,402.70	129,825.00	114,157.51	102,923.44
Legal	795.50	1,583.35	1,241.00	404.19
Staff Training	1,223.32	5,833.35	5,663.50	4,296.04
Travel	164.23	833.35	390.14	500.00
Accounting & Audit Fees	8,200.00	10,550.00	8,300.00	7,400.00
Sundry-Other Admin	11,911.79	7,739.65	10,846.48	6,970.10
Total Administration	114,697.54	156,364.70	140,598.63	122,493.77
 Rec Public and Other	 0.00	 2,062.50	 0.00	 95.14
Total Tenant Services	0.00	2,062.50	0.00	95.14
Utilities				
Water/Sewer	22,474.46	26,816.65	21,862.85	20,371.14
Electricity	23,291.35	31,445.80	24,395.19	23,312.64
Gas/Fuel	18,633.43	16,395.85	24,599.94	27,332.11
Total Utilities	64,399.24	74,658.30	70,857.98	71,015.89
Maintenance				
Labor	74,180.60	84,400.00	72,479.54	71,471.90
Materials	3,426.25	11,666.65	11,191.08	10,648.19
Contracts	51,429.30	70,062.50	49,297.03	80,929.07
Total Maintenance	129,036.15	166,129.15	132,967.65	163,049.16
General				
Insurance	37,913.38	35,100.00	33,036.68	28,935.32
Payment in Lieu of Tax	11,946.40	10,970.85	11,395.72	10,521.04
Employee Benefits	90,879.76	98,633.35	87,569.81	87,441.88
Collection Losses	0.00	3,333.35	0.00	0.00
Total General	140,739.54	148,037.55	132,002.21	126,898.24
TOTAL EXPENSE	448,872.47	547,252.20	476,426.47	483,552.20
 Net Income/Loss	 -72,160.49	 6,077.25	 -103,659.87	 -229,943.50

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**Brainerd South Operating Statement
May, 2020**

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Brainerd South Operating				
INCOME				
Dwelling Rental	-102,690.00	-99,450.00	-98,123.00	-96,947.00
Rental Supplement	-19,913.00	-18,004.15	-17,864.00	-16,942.00
Investment Interest	-1,935.70	-3,333.35	37.99	43.43
Other Income	-10,186.83	-13,008.35	-14,821.90	-11,546.24
Laundry Income	-3,291.00	-3,416.65	-3,230.25	-3,207.50
TOTAL INCOME	-138,016.53	-137,212.50	-134,001.16	-128,696.88
EXPENSE				
Administrative				
Legal	0.00	125.00	0.00	0.00
Accounting & Audit Fees	3,465.00	5,000.00	4,950.00	4,850.00
Sundry-Other Admin	21,074.35	20,658.35	20,435.51	19,815.74
Total Administration	24,539.35	25,783.35	25,385.51	24,665.74
Utilities				
Water	4,597.90	6,183.35	2,776.00	4,844.89
Electricity	1,820.20	2,708.35	1,939.02	2,739.91
Gas/Fuel	7,318.98	7,291.65	9,006.93	10,327.01
Total Utilities	13,737.08	16,183.35	13,721.95	17,911.81
Maintenance				
Labor	2,920.46	4,541.65	4,382.76	4,335.40
Materials	9,352.28	8,333.35	6,547.41	6,842.51
Contracts	16,955.95	28,229.25	20,797.66	21,508.00
Total Maintenance	29,228.69	41,104.25	31,727.83	32,685.91
General				
Insurance	13,854.76	13,774.95	13,335.64	13,034.75
Payment in Lieu of Tax	4,488.90	4,375.00	4,018.04	3,865.96
Employee Benefits	297.61	508.35	508.36	508.36
Total General	18,641.27	18,658.30	17,862.04	17,409.07
TOTAL EXPENSE	86,146.39	101,729.25	88,697.33	92,672.53
Net Income/Loss	-51,870.14	-35,483.25	-45,303.83	-36,024.35

Brainerd Housing and Redevelopment Authority

Payment Summary Report

May 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
5/7/2020	718	John Schommer	\$104.09
5/7/2020	719	Keri Weitalla	\$29.63
5/7/2020	720	Marnie Mclalwain	\$168.79
5/7/2020	721	Mike Jones	\$29.90
5/7/2020	722	Terry Quick	\$60.38
5/21/2020	723	Marnie Mclalwain	\$66.83
5/2/2020	1641	EBSO	\$23,312.23
5/1/2020	1642	JJC Properties LLC	\$500.00
5/1/2020	1643	Pueringer Investments	\$500.00
5/1/2020	1644	Ash Properties	\$500.00
5/7/2020	1645	Minnesota State Retirement System	\$530.00
5/7/2020	1646	Electronic Federal Tax Payment System	\$6,990.05
5/7/2020	1647	MN Dept of Revenue	\$1,141.04
5/7/2020	1648	Health Savings Accounts	\$1,206.38
5/7/2020	1649	Security Benefit	\$3,942.32
5/21/2020	*1651	Minnesota State Retirement System	\$530.00
5/21/2020	1652	Electronic Federal Tax Payment System	\$7,131.23
5/21/2020	1653	MN Dept of Revenue	\$1,159.94
5/21/2020	1654	Health Savings Accounts	\$1,206.38
5/21/2020	1655	Security Benefit	\$3,994.32
5/7/2020	23272	Ace Hardware	\$259.62
5/7/2020	23273	AmeriPride Linen & Apparel Svcs	\$372.65
5/7/2020	23274	Brainerd Public Utilities	\$11,097.55
5/7/2020	23275	CTCIT	\$1,070.00
5/7/2020	23276	Capital One Commercial	\$471.98
5/7/2020	23277	CenterPoint Energy	\$4,261.78
5/7/2020	23278	Climate Makers Acquisition, Inc.	\$608.94
5/7/2020	23279	College Drive Townhouses	\$513.07
5/7/2020	23280	Crow Wing County Treasurer	\$18,088.25
5/7/2020	23281	Crow Wing County Treasurer	\$435.00
5/7/2020	23282	Culligan	\$25.50
5/7/2020	23283	Dacotah Paper Co	\$556.16
5/7/2020	23284	Fireline Sprinkler Corp	\$920.00
5/7/2020	23285	Footings To Trim Inc.	\$21,600.00
5/7/2020	23286	HDS Inc.	\$170.00
5/7/2020	23287	Holden Electric Company Inc	\$5,446.30
5/7/2020	23288	Home Depot Credit Services	\$217.50
5/7/2020	23289	Kennedy & Graven, Chartered	\$57.40
5/7/2020	23290	MN Chapter NAHRO	\$435.00
5/7/2020	23291	Nan McKay & Associates Inc	\$478.00
5/7/2020	23292	Nisswa Sanitation	\$2,326.37
5/7/2020	23293	Office Shop	\$1,174.12
5/7/2020	23294	Rental History Reports	\$100.00
5/7/2020	23295	Void	\$0.00
5/7/2020	23296	TKDA	\$1,056.75
5/7/2020	23297	Valley View Townhomes	\$398.00

Brainerd Housing and Redevelopment Authority

Payment Summary Report

May 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
5/21/2020	23298	Bathtub Refinishing USA	\$850.00
5/21/2020	23299	Borden Steinbauer Krueger & Knudson, PA	\$21.00
5/21/2020	23300	Brainerd Public Utilities	\$2,627.49
5/21/2020	23301	Tenant Refund	\$392.20
5/21/2020	23302	CTC	\$2,533.81
5/21/2020	23303	Cash	\$33.03
5/21/2020	23304	City of Brainerd	\$1,920.00
5/21/2020	23305	Dacotah Paper Co	\$236.94
5/21/2020	23306	Dearborn National	\$200.69
5/21/2020	23307	Tenant Refund	\$471.00
5/21/2020	23308	HealthPartners	\$834.05
5/21/2020	23309	Hillyard / Hutchinson	\$1,553.77
5/21/2020	23310	Home Depot Supply	\$38.25
5/21/2020	23311	Jack Pine Brewery	\$75.00
5/21/2020	23312	Life Insurance Company of North America	\$57.58
5/21/2020	23313	MN Elevator, Inc.	\$771.68
5/21/2020	23314	Mahoney Ulbrich Christiansen Russ	\$550.00
5/21/2020	23315	PDQ Supply Inc.	\$161.52
5/21/2020	23316	Park Supply, Inc.	\$372.20
5/21/2020	23317	Precision Electrical LLC	\$455.46
5/21/2020	23318	Spencer Fane LLP	\$1,284.00
5/21/2020	23319	Strike Painting & Finishing	\$1,025.00
5/21/2020	23320	Sun Life Financial	\$271.60
5/21/2020	23321	Verizon Wireless	\$716.67
5/21/2020	23322	West Central Flooring	\$2,052.92
*ACH Out of Sequence April Transaction Entered After Month Closed & May Transactions Posted			
		Report Total	\$144,749.31



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

HCV Program Report *(Attachment 7a)*

Our Unit Months Leased (UML) through May was 99% and HAP utilization through May was 40%.

Bridges Program Report *(Attachment 7b)*

We have nine families on our program with a HAP payment of \$4,031. We had three families move from the Bridges program to the HCV program.

Family Self-Sufficiency (FSS) Program Report *(Attachment 7b)*

We currently have 29 families on our program. For the month of May, 10 families were escrowing in the amount of \$1,714.

Foster Youth to Independence (FYI) Program Report *(Attachment 7c)*

We leased up our first two families for May with a total HAP payment of \$790. If you recall, the amount of HAP we receive for these vouchers is based on our average HAP per month, which is currently \$395.

No Action Requested; Discussion Items

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May Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	320
May Move-ins	7
May Move-outs	5
May Vouchers - looking for housing	18
May Vouchers - first day of month	313
Average Vouchers to date	316
Unit Months Leased	99%
HAP Utilization through 5/31/2020	40%

Reasons For Leaving Program

Voluntarily Left	4
Zero HAP 6 Months	1

Payments

Housing Assistance Payment (HAP)	\$118,368
May HUD Administrative Fee	\$15,283

Port Out Vouchers

	2
St. Cloud (2), Clay (1)	\$1,276

FYI Vouchers

	2
FYI HAP	\$790

Homeownership

	9
Homeownership HAP	\$4,078

Annual Average Income

\$13,305

Length of Time on Program

< 1 year	21%
< 2 years	15%
< 3 years	12%
< 4 years	7%
< 5 years	6%
> 5 years	38%

Demographics

Elderly Households	80
Disabled/Handicapped Households	157
Families with Children	126

Waiting List Total

	118
Crow Wing County Preference	51
Non Preference	67

Average HAP Payment

\$366

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Bridges Program Report

May 2020

Currently

- » Tenants leased up in units: 9
- » Tenants in Shop Mode: 2
- » Participants issued a voucher & searching for a unit: 1
- » Notified: 0
- » Participants receiving HCV voucher: 0
- » Participants giving up Bridges voucher: 0

Tenants' Residing Counties

- » Cass County: 0
- » Morrison: 3
- » Aitkin: 1
- » Crow Wing: 5
- » Todd: 0
- » Wadena: 0

Total HAP payment: \$4,031.00

We had three Bridges participants move to Section 8. I continue to work on getting new referrals for the program in order to fill the empty vouchers. I have contacted Lutherans Social Services and am working with staff from the HMIS system to get eligible Bridges referrals.

Family Self-Sufficiency Program Report

May 2020

Currently

- » Active FSS participants: 29
- » Tenants going OFF for month: 0
- » Tenants going ON for month: 0
- » Tenants start ESCROWING: 0
- » Total number of FSS participants escrowing monthly: 10
- » Total amount of escrow: \$1,714.00
- » Total escrow: \$35,702.96

Foster Youth to Independence (FYI) Report **May 2020**

Currently

- » Active FYI participants: 2
- » Working on getting a voucher: 2
- » Notified: 1
- » Declined voucher: 2

Summary

We currently only have two FYI tenants on the program. We are working with two others in getting their paperwork in so we can issue a voucher. The process is going slower due to COVID-19 and applicants struggling to get the paperwork to us. The last applicant that was notified, LSS is still trying to track him down.



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: June 10, 2020
Re: Public Housing Report

Vacancy Report for May 2020

Please see Attachment 8a.

Monthly Property Performance Report for May 2020

Please see Attachment 8b.

Fire Unit

All work has been concluded on the unit and as an added measure, the City building inspector did a review of the refinished tub, clearing it for safe use. The total outside vendor costs, including the hotel stay for the tenant, ended up costing \$5,721.02.

Ongoing COVID-19 Response

- » The office remains closed to the public, however in preparation for future opening, a video intercom/ access system is being installed on the exterior door front door that will allow staff greater control over who/how many individuals can enter the waiting area.
- » A total of 307 reusable cloth face masks have been purchased from a local vendor using the CARES Act funding. Caretakers distributed the masks to all household members of Public Housing units.
- » Daily cleaning and sanitizing continues to be done in high-traffic common areas (elevators, mail area, laundry room, exits, etc.) and all community common areas (TV room, game room, kitchen/dining room, sitting areas, etc.) remain closed.
- » From the beginning of our implementation of COVID-19 precautions, we have stated that non-emergency work orders would be considered on a case-by-case basis, with an option to potentially postpone anything but high-priority and emergency work if necessary. Since the initial restrictions went into effect on March 18th, there have been 176 non-emergency work orders received and only one (routine scheduled check of fire extinguishers at Brainerd South) was adjusted by one day related to COVID-19 precautions or concerns.
- » The biggest impact will be on annual inspections, which typically happen in May/June. These are being postponed, as is permitted by HUD waivers related to the CARES Act, and our hope is that we will be able to complete them by early Fall.

Public Housing Physical Updates

- » **North Star Smoking Area:** The designated smoking area on the west side of the building was relocated back to be at least 25' from the building. The old concrete was removed, a tree in the way of the new location was removed, new concrete was laid down, and the benches and table were re-installed. During this same time the concrete apron near the pet walking area was replaced as well.
- » **North Star Retaining Wall:** Updates to the east retaining wall will be completed later in June.
- » **Valley Trail & Scattered Site Driveways:** Sections of deteriorating concrete driveways were removed and replaced at the Valley Trail and Scattered Site units. Also, tripping hazards that ranged from 1.5"–3" were removed.

ROSS Program Updates

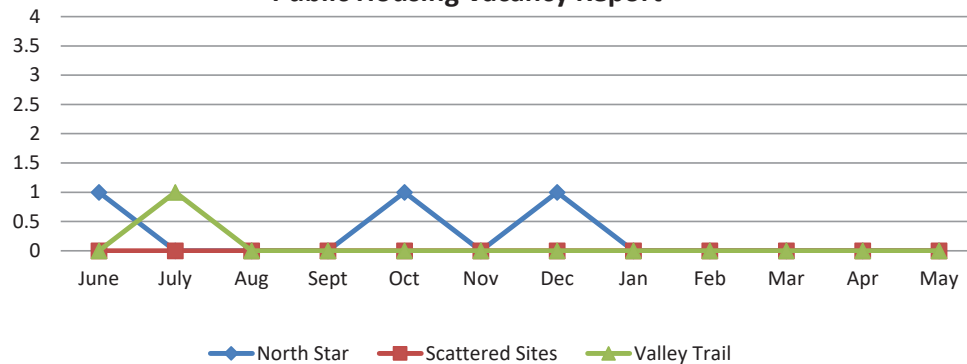
- » Erik currently has 14 active participants in the ROSS program, including one newly enrolled in May. In addition, he has had contact with five non-enrolled participants for more limited resource/referral work.
- » No outreach happened in May and all educational events remain cancelled or postponed.
- » Erik spent time this past month participating in training on unconscious bias, the ConnectHome program, and economic impact payments for older adults.
- » The Senior Nutrition Assistance program had 28 residents participating this past month. The nutrition seminars are still cancelled, to be resurrected at a later time. Deliveries have been made directly to the apartments to prevent tenants from congregating.
- » Facebook Stats:
 - Erik made three new posts on the ROSS Facebook page this past month focused on pop-up food pantries, renter's insurance resources, and online educational opportunities through the University of MN Extension office. These posts reached a total of nine people.
 - There are currently 11 followers of the ROSS Facebook page. Erik is still trying to get more tenants to check out the page but limited contact with non-enrolled tenants has made this more difficult. Normally this would be an initiative that would be highlighted at Resident Council meetings and other tenant activities, which would drive interest and involvement, however with these opportunities temporarily shuttered, it's been more difficult. We will be brainstorming ways to try to attract more traffic and hope to have better engagement in future months.
- » Success Story: A North Star tenant approached Erik about wanting to distribute face masks to other residents but was unsure of how to proceed. Erik assisted the tenant in creating and posting signage advertising the availability of these free, homemade face masks. The tenant handled the "orders" and provided 18 face masks to others in the building.

No Action Requested; Discussion Items

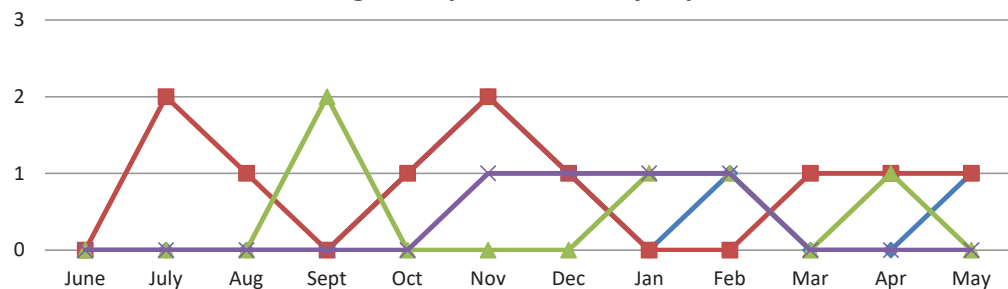
Brainerd HRA 2020 Vacancy Report

	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	0	0	0	0	1	0	0
March %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	0.00%	0.00%
April 30	0	0	0	0	0	1	1	0
April %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	5.56%	0.00%
May 31	0	0	0	0	1	1	0	0
May %	0.00%	0.00%	0.00%	0.00%	1.67%	4.17%	0.00%	0.00%
June 30	0	0	0	0	0	0	0	0
June %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
July 31	0	0	0	0	0	0	0	0
July %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Aug 31	0	0	0	0	0	0	0	0
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sept 30	0	0	0	0	0	0	0	0
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Oct 31	0	0	0	0	0	0	0	0
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Nov 30	0	0	0	0	0	0	0	0
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dec 31	0	0	0	0	0	0	0	0
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	0	0	0	0	2	3	3	2
%	0.00%	0.00%	0.00%	0.00%	0.67%	2.50%	3.33%	2.00%

Public Housing Vacancy Report



Managed Properties Vacancy Report



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report May 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	32
Applications Placed on PH Wait List	11
Applications Denied on PH Wait List	1

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	68	3	4	0
2 bdrm	14	31	0	0	0
3 bdrm	24	12	5	1	0
4 bdrm	5	4	0	0	0
TOTAL	203	115	8	5	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	13
Move-Outs	1	11

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	10
Annual Recertifications	5
Completed for this month	15

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	0
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	2
Received	56
Closed	53
Ending Balance	5
Total Completed Work Orders for Year	392

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	2
Completed within 24 hours	0	2
Percent completed within 24 hours	n/a	100%

13. Rent Collection

	This Month
Rent Charges	60,066
Other Charges	1,106
Total New Charges	61,172
Arrears, tenants in possession	461

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	615
Current Rent Charges	60,066
Current Rent Collections	59,451
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	2,678
Prior Rent Charges	739,461
Collection Rate	100%



To: Brainerd HRA Board Members
From: Karen Young, Interim Executive Director
Date: June 17, 2020
Re: Executive Director Report

Crosby HRA Fire

On June 13th, the Crosby HRA had a fire at their family scattered sites units, in which three garages burned that were in close proximity to one another. The three structures were a total loss, but fortunately there was very minimal damage to the accompanying dwelling units and no tenants were displaced. Staff is assisting the tenants with any potential needs/resources that can help them with the loss of possessions.

CWC HRA Board

I am disappointed to report that Theresa Goble has resigned from the CWC HRA Board for personal reasons. She has notified Commissioner Koering of her resignation and the resulting vacancy on the CWC HRA Board.

Executive Director Search

The waiver request to HUD regarding the conflict of interest in the consideration of former board member, Eric Charpentier, as the next Executive Director was submitted to HUD on May 29th. The waiver was approved by the Minneapolis Field Office and submitted to HUD Headquarters in Washington DC on June 5th. The waiver request is currently in review at Headquarters and they did reach out with additional information requests regarding the advertising venues and the resumes of the final three candidates. This information has been submitted to HUD and we are awaiting further communication regarding their approval.

No Action Requested; Discussion Item

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

NE BRAINERD SCDP

Address	Owner	Type of Rehab	Units	Status
707 Laurel St.	Knotty Pine Bakery	Commercial	1	Complete
707 Laurel St.	Sarah H.S.	Mixed-use	9	In Construction
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	Bidding
726 4 th Ave. NE	John G.	Rental	3	Application Phase
215 Gillis Ave. NE	Cheri S.	Owner-occupied	1	Application Phase

Emily SCDP

- » 5 Owner-occupied projects are complete
- » 1 project is in construction
- » 1 project is in bidding
- » 1 project is in work write-up
- » 2 projects are in the application 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*	40	35	0	4
Serene Pines	23	11	11	0	3
Dalmar Estates	7	1	1	0	1

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

SCDP Preliminary Proposal

We anticipate a decision from the City of Garrison on if they are going to pursue a SCDP preliminary proposal this fall after their next council meeting Tuesday night, July 14th. It would be for single-family owner-occupied and commercial rehab.

(continues on opposite side)

FHLB

We submitted an application through the Federal Home Loan Bank's (FHLB) Affordable Housing Program (AHP) in conjunction with Mid Minnesota Federal Credit Union. We requested just over \$171,000 for six units of owner-occupied rehab throughout Crow Wing County. Funding awards are announced in December.

No Action Requested; Discussion Item