



BOARD OF COMMISSIONERS MEETING
Wednesday, September 23, 2020 @ 1:00 p.m.
Remote Meeting via Webex Video/Teleconference

Join from your browser: <https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=mf486f725043c33dd67fcc6c6f0a62f0d>

Join by phone: (415) 655-0001

Meeting number (access code): 126 919 5434

Meeting password: 92320

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

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Reading and Approval of Minutes** (*Attachment 1*)
- 4. Unfinished Business**
- 5. New Business**
- 6. Bills and Communications**
 - a.** Financial Report (*Attachment 2*)
 - b.** HCV/Section 8 Report (*Attachment 3*)
 - c.** Housing Manager Report (*Attachment 4*)
 - d.** Executive Director Report (*Attachment 5*)
 - e.** Rehab Update (*Attachment 6*)
- 7. Commissioner Comments**
- 8. Adjourn**

Next Meeting: Wednesday, October 28, 2020

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Brainerd Housing & Redevelopment Authority BOARD MEETING MINUTES Wednesday, August 26, 2020

A regular meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the City of Brainerd, Minnesota, was held via Webex video/teleconference at 1:00 p.m., Wednesday, August 26th, 2020.

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

2. ROLL CALL: Board members present via remote video conference include Commissioners Marlee Larson, Patrick Wussow, Bekah Kent, Ashley Storm, and Gabe Johnson. Executive Director Eric Charpentier, Finance Director Karen Young, Executive Assistant LeAnn Goltz, Rental Assistance Manager Tania Eller, and Housing Manager Shannon Fortune were also present.

Moved by Commissioner Johnson and seconded by Commissioner Kent to amend the agenda with the addition of new business item, "Consideration of MOU Between MHP and Brainerd HRA." Upon roll call, all commissioners were in favor of the motion and none were opposed. The motion was approved.

3. READING AND APPROVAL OF MINUTES:

Commissioner Kent moved to approve the minutes from the meeting on July 22, 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: Nothing to report.

5. NEW BUSINESS:

a. 2021 Preliminary General Fund Budget Filing with City: Staff prepared a preliminary General Fund budget to be filed with the City of Brainerd, which was provided to the Board for review and approval. It was noted that the budget is based on estimates and assumptions that will change before the final budget is presented to the Board in November.

Commissioner Wussow moved to authorize staff to file the attached General Fund budget with the City of Brainerd. Commissioner Kent seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

b. Approve FSS Grant Program Application: On July 21st, the Family Self-Sufficiency Program grant was released. A copy of the grant application that was submitted on Monday, August 17th, was provided to the Board. The due date for the grant submission is Thursday, August 20th. The grant is for one year and covers the salary and benefits of a full-time position. An amount of \$67,304.00 was requested. The anticipated announcement of award will take place by December 3rd, 2020.

The Board had a discussion about how staff should proceed in the future if the application must be sent prior to a board meeting. They agreed that a phone call to the board chair and an informational email to the board members would suffice.

Commissioner Kent moved to approve the Family Self-Sufficiency Program grant application, which was submitted on August 17th, 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.

- c. **Consideration of MOU Between MHP and Brainerd HRA:** Staff had applied for a technical assistance grant from Minnesota Housing Partnership (MHP) for the Housing Trust Fund initiative and assumed that the MOU would be a CWC HRA agreement. However, in working with MHP, it was decided that the agreement should be with the Brainerd HRA as administrators of the program. A copy of the MOU was provided to the Board for consideration.

Moved by Commissioner Johnson and seconded by Commissioner Kent to accept the MOU with MHP along with any benign changes and to direct the appropriate signatures. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

6. **BILLS AND COMMUNICATIONS**

a. **Financial Report:**

General Fund Tax Levy

Reflected in the July financial statements is the deposit of \$27,648.71 in Property Tax Revenue (levy) for total first half deposits of \$71,134.98. The total levy amount for 2020 is \$130,430. The second half property tax settlement will be in December. Collections for the first half settlement seem to be historically on track and do not appear to be significantly affected by the County's tax penalty waiver or COVID-19 related issues.

CWC HRA Budget

The 2021 budget for CWC HRA was presented to the CWC HRA Board at their August 11th meeting. A letter was submitted to the CWC Commissioners with a level levy request of \$729,500. Staff is tentatively on the agenda for the CWC budget committee meeting on September 10th to present the approved budget; however, presentations may not be needed for those departments not asking for a budget increase.

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

b. **HCV/Section 8:**

HCV Program Report

The Unit Months Leased (UML) through July was 98% and HAP utilization through July was 57%.

Utility Schedule

New rates go into effect September 1st.

Bridges Program Report

Eight families are on the program with a monthly HAP payment of \$3,283. Four families have been issued a voucher and staff is working on leasing them up.

Family Self-Sufficiency (FSS) Program Report

There are currently 29 families on the program. Eight families are currently escrowing in the amount of \$1,302 per month.

Foster Youth to Independence (FYI) Program Report

Three families are leased up with a total HAP payment of \$1,110 per month.

- c. Housing Manager Report:** Fortune reviewed the Vacancy Report and Property Performance Report for July 2020.

Ongoing COVID-19 Response

The agency-wide preparedness plan has been updated to incorporate MN Executive Order 20-81 regarding mandatory face coverings in public spaces. Erik Warner, ROSS Service Coordinator, responded to a MN Housing offer of free cloth face coverings for tenants in affordable housing and ordered one mask for every resident in North Star, Valley Trail, Scattered Sites, and Brainerd South. Public Housing residents were recently notified that maintenance staff will soon be restarting annual inspections, using additional social distancing reminders, utilizing personal protective equipment at all times while interacting with residents, and asking about exposure and symptoms prior to entering units.

Public Housing Physical Updates

- North Star Retaining Wall: an excavation crew started working on updates to the east retaining wall earlier this month, which in addition to the landscape and wall update, will include redoing the sidewalk and replacing the handrail. The project is expected to take approximately two weeks, weather permitting.
- Scattered Site Kitchen Remodeling: the next Capital Fund project will focus on remodeling kitchens in some Scattered Site units. Although this project will not kick off until 2021, Terry will review current conditions while in each unit for upcoming annual inspections to determine which units are the highest priority for the project.

Brainerd South

An ongoing water issue prompted an excavation, a new sealing layer, and regrading of the area along the southern-facing windows of the north building. Two tenants were displaced to allow for unrestricted access to the affected units; one to stay with a family member and one to stay in the community room apartment. After the excavation and sealing work, the interior repairs began, starting with the tenant that was staying with family. All repairs were completed in that unit and the tenant moved back in. The second unit is in process and we hope to have the tenant moved back in soon.

Resident Commissioner Election Plan

The Resident Commission Election will be held as a combination outside/virtual event in September. Staff will be mailing notes to Public Housing tenants and Housing Choice Voucher participants to let them know they can vote by email, by phone, or by coming to a table set up in the parking lot of the office. Candidate information packets will be posted online, made available through connection with the ROSS Service Coordinator, or can be mailed upon request.

ROSS Program Updates

- Erik currently has 12 active participants in the ROSS program. There were no newly enrolled participants this month and no new contacts with non-enrolled residents for more limited resource/referral work. To facilitate non-contact communication, he has been posting themed resources and information on the community bulletin board. This encourages residents to pause for a moment to view the information without the risk of having residents congregate. He plans to change the theme monthly.
- As all indoor common spaces are still shut down, Erik is looking at the possibility of doing some sort of outside activity where social distancing can be enforced. Erik located, ordered, and assembled four new benches to give North Star residents additional outside seating options, which will be very useful as he moves toward hosting an outside event. He will be very involved in assisting with the Resident Commissioner Election process.
- Erik spent time this past month participating in training on housing supports during COVID-19 and an elder care webcast focused on providing support to those making legal decisions/plans. He has also continued working with the Crosby HRA Tenant Activities Coordinator to launch the Senior Nutrition Assistance Program at the Crosby HRA.
- The Senior Nutrition Assistance program had 31 residents participating this past month. Still no nutrition seminars and deliveries continue to be made directly to the apartments to prevent tenants from congregating.
- Facebook Stats:
 - » Erik made seven new posts on the ROSS Facebook page this past month, which focused on activities and curbside pick-up for the Brainerd Library, Second Harvest Pop-Up Pantry notifications, Mayo Clinic exercise recommendations, notification of the availability of new benches for North Star residents, and the launch of the North Star themed bulletin board. The posts reached 168 individuals, had four likes and one share!

d. Executive Director Report:Executive Director Search

Upon the approval of the waiver request from HUD, Eric Charpentier began his position yesterday, August 25th. Chair Larson suggested sending a press release announcing the hiring of Charpentier and the Board agreed.

e. Rehab Update:SCDP Preliminary Proposal

Staff is working with the Cities of Garrison and Jenkins to submit a SCDP preliminary proposal for single-family owner-occupied and commercial rehab.

FHLB

An application was submitted in May. Funding awards will be announced in December.

7. **Commissioner Comments:** The Board welcomed Charpentier to his new role as executive director.

8. **Adjournment:**

Moved by Commissioner Kent and seconded by Commissioner Johnson to adjourn the meeting at 1:44 p.m. All commissioners voted in favor of the motion and none were opposed. The motion was approved.

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To: Brainerd HRA Board Members
 From: Karen Young, Finance Director
 Date: September 16, 2020
 Re: September Financial Report

Please find attached the financial information for August 2020.

Anderson Brothers Payment

The first pay application in the amount of \$139,709.80 was processed in August for the Anderson Brothers project for Public Housing. The funds were drawn out of the 2018 Capital Fund Program (CFP) grant.

Destination Downtown Brainerd Coalition (DDBC)

I received an update from Brenda Billman-Arndt regarding the installation of banners and cigarette receptacles in downtown Brainerd. The first set of banners were installed on September 15th (see Attachment 2b) and the cigarette receptacles have arrived and are awaiting stickers before installation. The holiday banners are in the design process. Per the contract with DDBC, upon fulfillment of the installation of decorative light post banners and cigarette recycling containers, the HRA will pay the professional fee of \$5,000.

CWC HRA Budget

Since the 2021 budget for CWC HRA requested a level levy request of \$729,500, we were not requested to be on the agenda for the September 10th CWC budget committee meeting. The CWC Commissioners will set the preliminary 2021 levy at their September 22nd meeting. This will include the CWC HRA levy request and historically has been considered final with the action taken at this meeting.

CARES Act Funding

Reflected in the August HCV financials is an additional \$46,667 in CARES Act funding for a total of \$84,999 deposited for HCV.

HUD requested that we draw down the \$42,091 in CARES Act funding for Public Housing. This was drawn down and will be reflected in the September financials.

HUD recently released Notice PIH-2020-24 extending the period of availability for CARES Act funding to December 31st, 2021, for the expenditure of the funds.

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

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

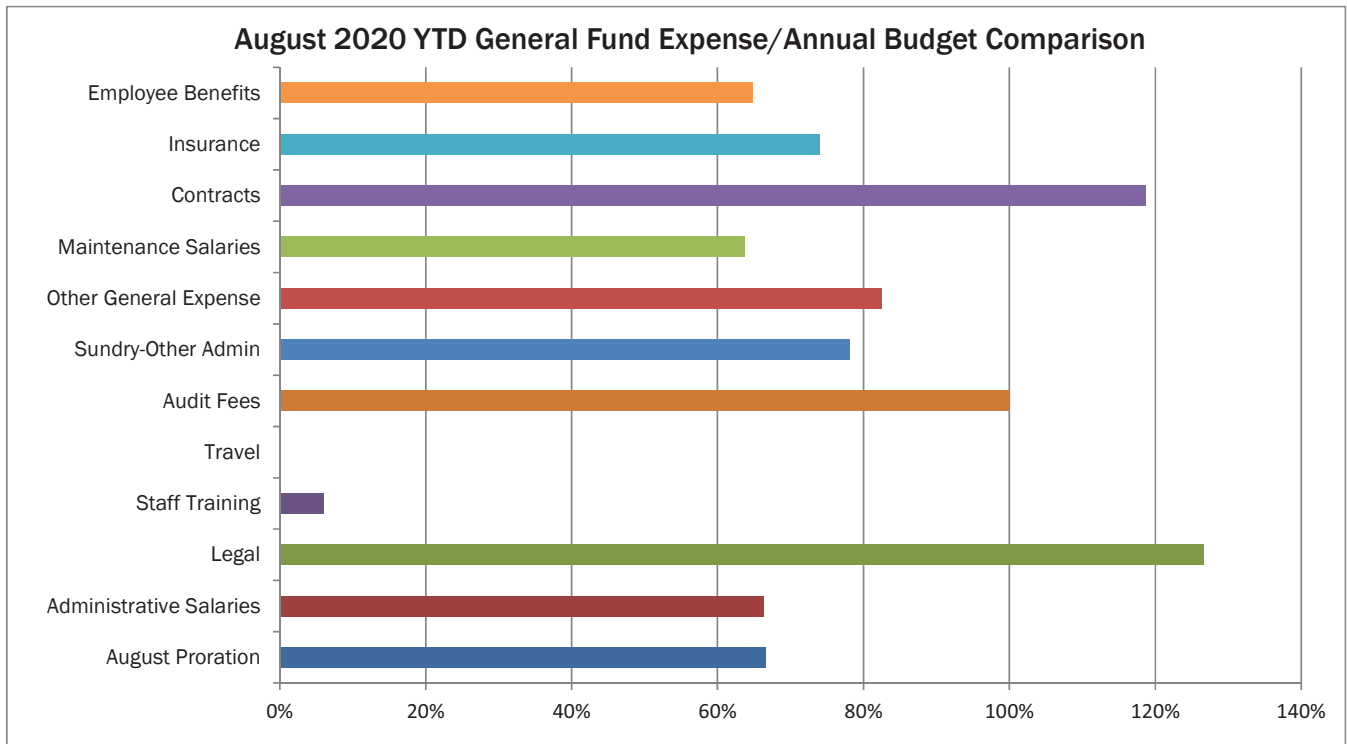
MASS Ratios	Max Pts	Scoring									
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0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

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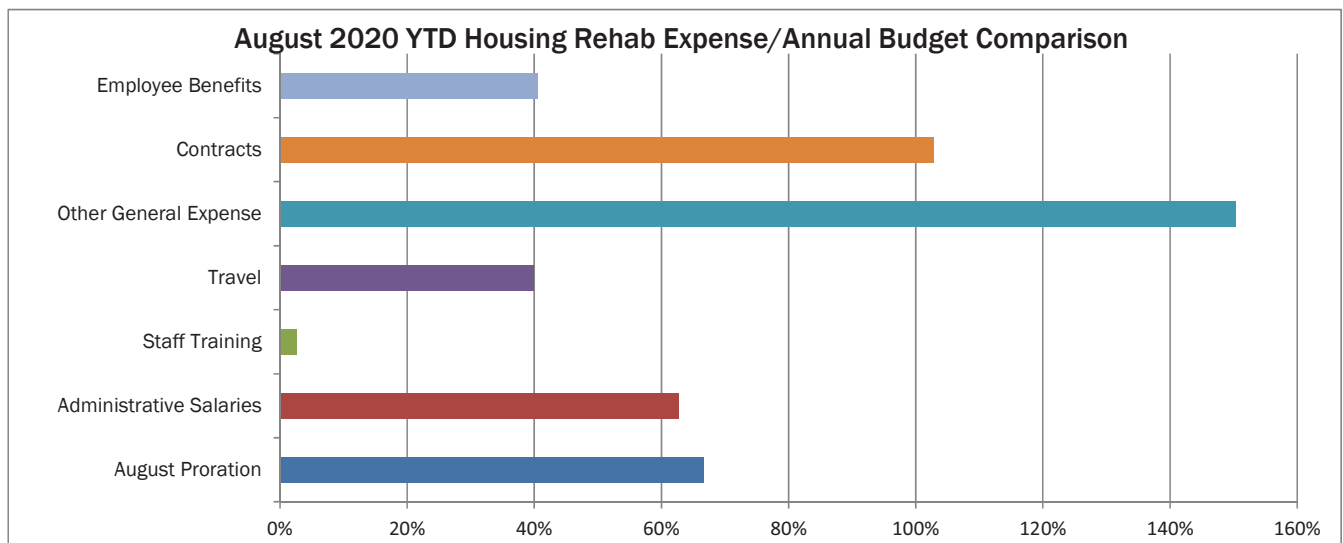
August 2020 Operating Account Balances

Property/Program	August 2019	July 2020	August 2020
General Fund	\$272,876.83	\$294,027.46	\$305,152.24
Brainerd Revolving Loan Program	\$99,077.00	\$0.00	\$0.00
Housing Rehab Program	\$14,489.68	\$46,560.48	\$46,892.58
Bridges	\$5,949.75	\$3,555.96	\$4,005.96
Crow Wing County HRA	\$502,462.05	\$876,404.08	\$865,037.60
Public Housing	\$691,765.79	\$652,599.81	\$683,578.66
Brainerd South	\$38,114.88	\$55,927.93	\$57,346.85
Housing Choice Voucher	\$27,878.56	\$21,994.80	\$9,985.54
Total	\$1,652,614.54	\$1,951,070.52	\$1,971,999.43

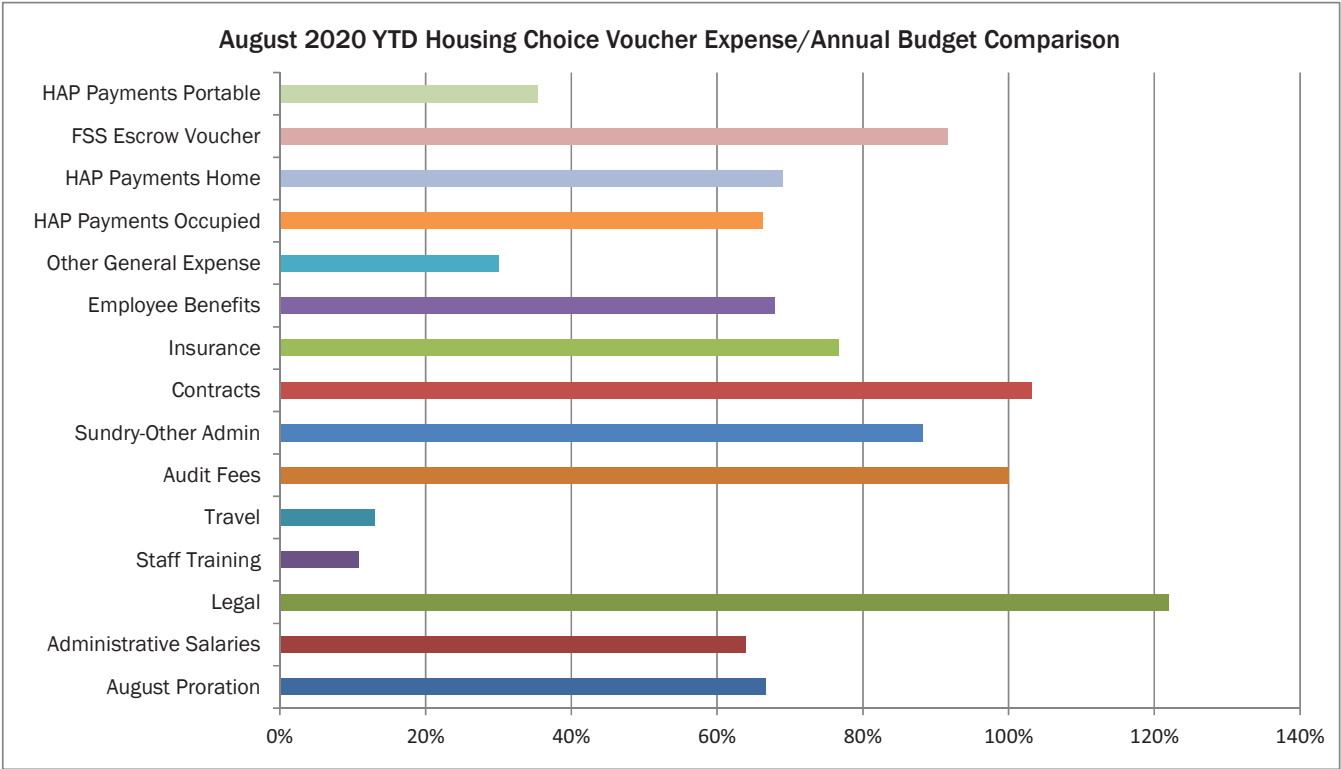
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Contracts: Annual subscription to cloud back up and antivirus software.
 Audit: All of yearly budgeted audit fees incurred in the first 3 months of the year.
 Legal: Conflict of Interest ED Hiring.



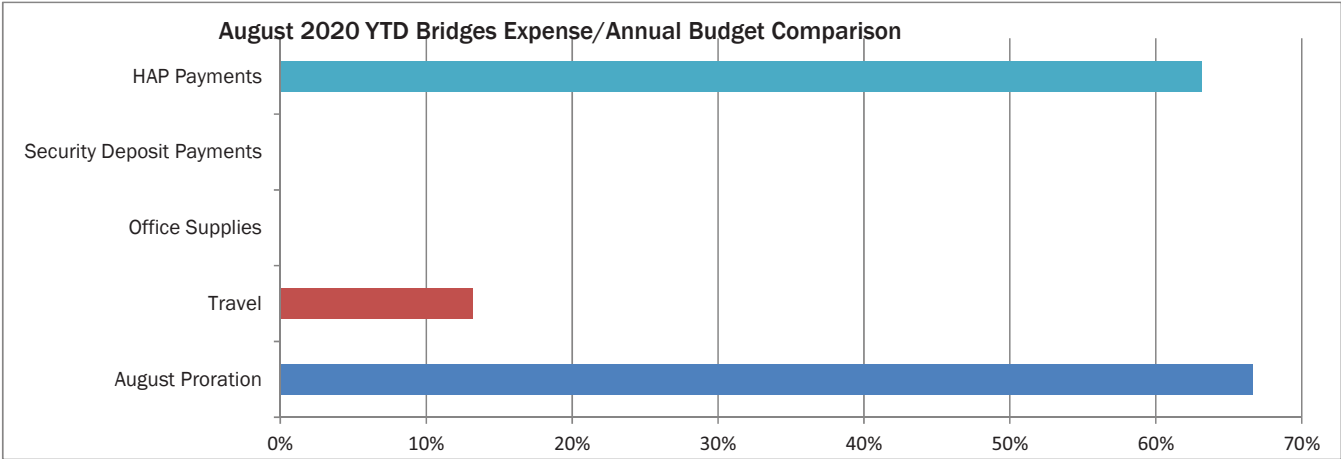
Contracts: 10 MHFA loans in process or completed thru August.
 Other General Expense: Setup of rehab specialist office. Purchased hardware for staff to work remotely.



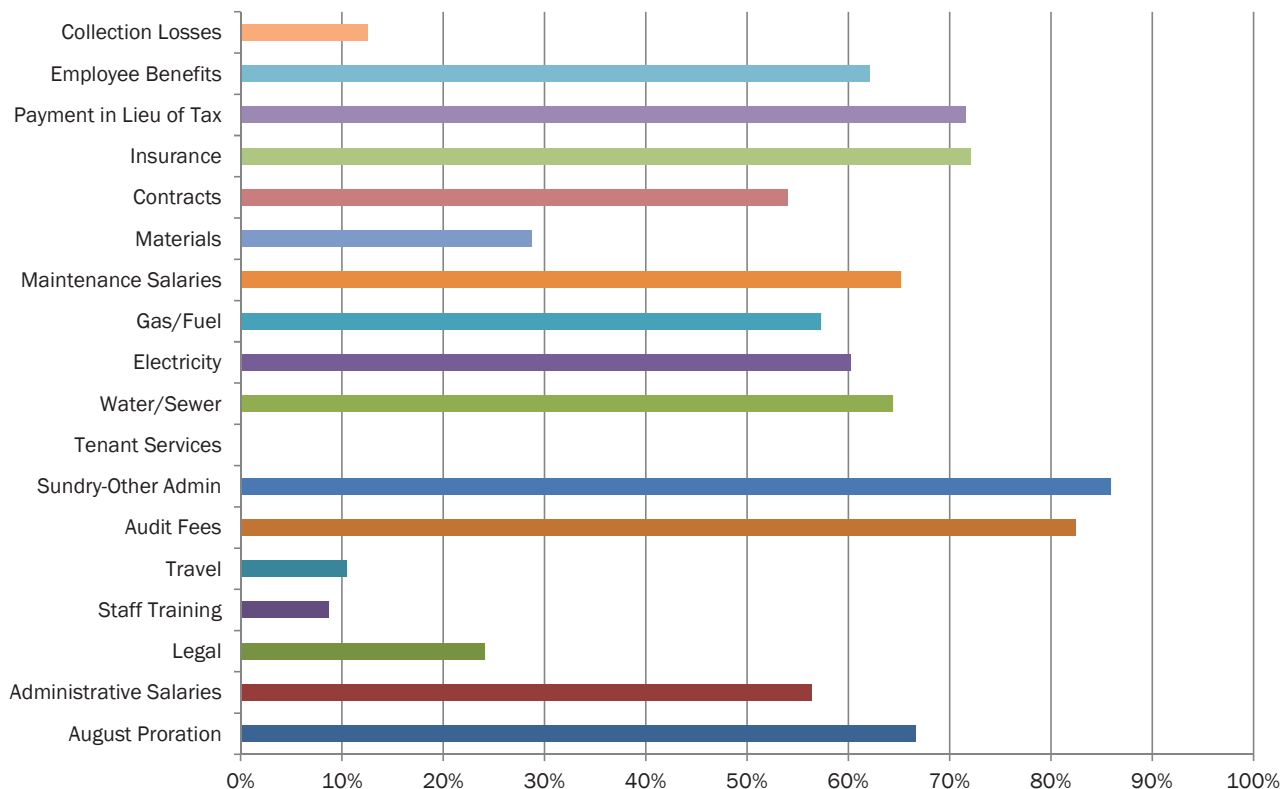
Contract Costs: Utility Rate Study.

Audit: 100% of costs incurred in the early months of the year for total budget amounts.

Legal: Personnel Policy review.



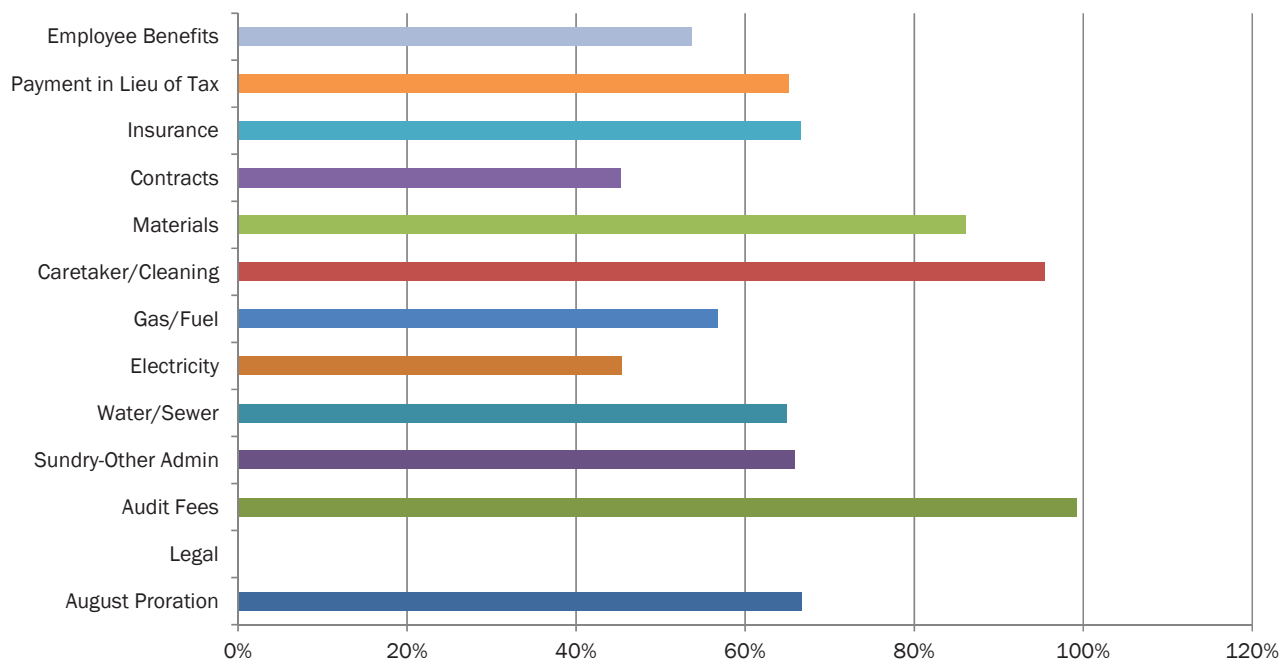
August 2020 YTD Public Housing Expense/Annual Budget Comparison



Sundry-Other Admin: Purchased postage for the year in January. Purchased hardware for staff to work remotely.

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

August 2020 YTD Brainerd South Expense/Annual Budget Comparison



Materials: Grounds materials and COVID cleaning materials.

Caretaker/Cleaning: Additional Costs for Servicemaster COVID cleaning water damaged unit.

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



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

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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-14,390.10	-115,276.54	-112,666.64	-2,609.90
Interest Income	-21.10	-1,176.59	-1,766.64	590.05
Other Income	-16,473.48	-101,987.58	-76,856.64	-25,130.94
TOTAL INCOME	-30,884.68	-218,440.71	-191,289.92	-27,150.79
EXPENSE				
Administrative				
Administrative Salaries	14,261.30	121,971.95	122,660.00	-688.05
Legal	30.00	2,531.00	1,333.36	1,197.64
Staff Training	0.00	238.63	2,666.64	-2,428.01
Travel	1.15	1.15	400.00	-398.85
Auditing Fees	0.00	6,700.00	6,700.00	0.00
Sundry-Other Admin	684.84	4,763.88	4,066.64	697.24
Total Administration	14,977.29	136,206.61	137,826.64	-1,620.03
Maintenance				
Maintenance Salaries	902.56	7,460.70	7,806.64	-345.94
Contracts	52.57	1,483.53	833.36	650.17
Total Maintenance	955.13	8,944.23	8,640.00	304.23
General				
TIF Expense	0.00	0.00	86.64	-86.64
Insurance	465.29	3,699.89	3,330.00	369.89
Employee Benefits	6,291.58	58,081.21	59,696.72	-1,615.51
Other General Expense	9,400.00	20,700.00	16,733.36	3,966.64
Total General	16,156.87	82,481.10	79,846.72	2,634.38
TOTAL EXPENSE	32,089.29	227,631.94	226,313.36	1,318.58
Net Income/Loss	1,204.61	9,191.23	35,023.44	-25,832.21

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Housing Rehab Operating Statement
August, 2020

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,000.00	-119,560.49	-160,000.00	40,439.51
Grant Admin Revenue	0.00	-4,707.34	-26,060.00	21,352.66
TOTAL INCOME	-10,000.00	-124,267.83	-186,060.00	61,792.17
EXPENSE				
Administrative				
Administrative Salaries	6,946.39	59,183.66	62,973.36	-3,789.70
Staff Training	0.00	154.80	3,999.92	-3,845.12
Travel	0.00	558.96	933.36	-374.40
Other Admin Exp	26.25	4,281.96	1,900.08	2,381.88
Total Administration	6,972.64	64,179.38	69,806.72	-5,627.34
Maintenance				
Contracts	90.00	111,676.55	72,400.00	39,276.55
Total Maintenance	90.00	111,676.55	72,400.00	39,276.55
General				
Insurance	0.00	496.47	0.00	496.47
Employee Benefits	2,605.26	20,785.00	34,183.28	-13,398.28
Total General	2,605.26	21,281.47	34,183.28	-12,901.81
TOTAL EXPENSE	9,667.90	197,137.40	176,390.00	20,747.40
Net Income/Loss	-332.10	72,869.57	-9,670.00	82,539.57

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

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-121,187.00	-978,785.00	-941,273.36	-37,511.64
Admin Fees Earned	-67,968.67	-261,101.36	-166,086.64	-95,014.72
Interest Income	-1.35	-94.50	-100.00	5.50
Other Income	-100.00	-12,020.55	-7,433.36	-4,587.19
TOTAL INCOME	-189,257.02	-1,252,001.41	-1,114,893.36	-137,108.05
EXPENSE				
Administrative				
Administrative Salaries	10,793.06	89,637.58	93,540.00	-3,902.42
Legal	0.00	366.00	200.00	166.00
Staff Training	0.00	674.00	4,173.36	-3,499.36
Travel	0.00	324.88	1,666.64	-1,341.76
Accounting & Audit Fees	0.00	3,500.00	2,333.36	1,166.64
Sundry-Other Admin	649.83	4,540.65	3,433.20	1,107.45
Total Administration	11,442.89	99,043.11	105,346.56	-6,303.45
Maintenance				
Contracts	122.87	3,608.95	2,333.36	1,275.59
Total Maintenance	122.87	3,608.95	2,333.36	1,275.59
General				
Insurance	465.85	4,197.73	3,653.28	544.45
Employee Benefits	6,053.52	56,096.24	55,100.08	996.16
Collection Losses	0.00	2,302.00	0.00	2,302.00
Other General Expense	114.96	810.19	1,800.00	-989.81
Total General	6,634.33	63,406.16	60,553.36	2,852.80
HAP Payments				
HAP Payments Occupied	113,750.00	884,742.00	890,980.00	-6,238.00
HAP Payments Home	3,169.00	29,745.00	28,740.00	1,005.00
FSS Escrow Voucher	1,237.00	13,170.00	9,580.00	3,590.00
HAP Payments Portable	2,099.00	15,237.00	28,740.00	-13,503.00
Total HAP	120,255.00	942,894.00	958,040.00	-15,146.00
TOTAL EXPENSE	138,455.09	1,108,952.22	1,126,273.28	-17,321.06
Net Income/Loss	-50,801.93	-143,049.19	11,379.92	-154,429.11

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Bridges Program
Bridges Operating Statement
August, 2020

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-3,833.00	-34,781.00	-40,546.64	5,765.64
Admin Revenue	-450.00	-4,050.00	-5,200.00	1,150.00
Operating Transfer	0.00	0.00	4,700.00	-4,700.00
Total Income	-4,283.00	-38,831.00	-41,046.64	2,215.64
EXPENSE				
Administrative				
Travel	0.00	59.23	300.00	-240.77
Office Supplies	0.00	0.00	200.00	-200.00
Total Administration	0.00	59.23	500.00	-440.77
General				
Security Deposit Pmts	0.00	0.00	4,053.36	-4,053.36
HAP Payment to Landlords	3,833.00	34,557.00	36,493.36	-1,936.36
Total General	3,833.00	34,557.00	40,546.72	-5,989.72
TOTAL EXPENSE	3,833.00	34,616.23	41,046.72	-6,430.49
Net Income/Loss	-450.00	-4,214.77	0.08	-4,214.85

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

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-62,586.00	-491,540.00	-493,373.36	1,833.36
Excess Utilities	-737.00	-2,869.48	-2,066.64	-802.84
Operating Subsidy	-18,968.00	-173,977.00	-166,426.64	-7,550.36
Investment Interest	-2.44	-1,460.85	-4,273.36	2,812.51
Other Income	-19,570.32	-109,662.85	-122,806.64	13,143.79
Other Income Tenants	-1,909.98	-11,814.56	-18,666.64	6,852.08
Capital Fund Income	-151,311.04	-175,719.40	-44,000.00	-131,719.40
Laundry Income	-1,422.00	-11,862.25	-14,266.64	2,404.39
TOTAL INCOME	-256,506.78	-978,906.39	-865,879.92	-113,026.47
EXPENSE				
Administrative				
Administrative Salaries	19,680.07	175,825.76	207,720.00	-31,894.24
Legal	30.00	915.50	2,533.36	-1,617.86
Staff Training	0.00	1,223.32	9,333.36	-8,110.04
Travel	37.38	209.66	1,333.36	-1,123.70
Accounting & Audit Fees	0.00	8,700.00	10,550.00	-1,850.00
Sundry-Other Admin	2,565.80	15,956.98	12,383.44	3,573.54
Total Administration	22,313.25	202,831.22	243,853.52	-41,022.30
Rec Public and Other	0.00	0.00	3,300.00	-3,300.00
Total Tenant Services	0.00	0.00	3,300.00	-3,300.00
Utilities				
Water/Sewer	6,436.36	41,437.55	42,906.64	-1,469.09
Electricity	9,088.73	45,439.52	50,313.28	-4,873.76
Gas/Fuel	1,083.32	22,543.67	26,233.36	-3,689.69
Total Utilities	16,608.41	109,420.74	119,453.28	-10,032.54
Maintenance				
Labor	16,762.25	132,015.64	135,040.00	-3,024.36
Materials	742.41	8,048.30	18,666.64	-10,618.34
Contracts	9,292.56	90,889.63	112,100.00	-21,210.37
Total Maintenance	26,797.22	230,953.57	265,806.64	-34,853.07
General				
Insurance	7,593.17	60,692.89	56,160.00	4,532.89
Payment in Lieu of Tax	2,243.71	18,846.35	17,553.36	1,292.99
Employee Benefits	15,818.78	146,992.46	157,813.36	-10,820.90
Collection Losses	0.00	0.00	5,333.36	-5,333.36
Other General Expense	0.00	1,000.00	0.00	1,000.00
Total General	25,655.66	227,531.70	236,860.08	-9,328.38
TOTAL EXPENSE	91,374.54	770,737.23	869,273.52	-98,536.29
Net Income/Loss	-165,132.24	-208,169.16	3,393.60	-211,562.76

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Brainerd South Operating Statement
August, 2020

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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-20,530.00	-164,168.00	-159,120.00	-5,048.00
Rental Supplement	-4,521.00	-33,143.00	-28,806.64	-4,336.36
Investment Interest	-57.48	-2,128.92	-5,333.36	3,204.44
Other Income	-1,984.00	-16,085.83	-20,813.36	4,727.53
Excess Utilities	-7.70	0.00	0.00	0.00
Laundry Income	-699.75	-5,727.75	-5,466.64	-261.11
TOTAL INCOME	-27,799.93	-221,253.50	-219,540.00	-1,713.50
EXPENSE				
Administrative				
Legal	0.00	0.00	200.00	-200.00
Accounting & Audit Fees	0.00	4,961.25	5,000.00	-38.75
Sundry-Other Admin	3,801.83	32,655.21	33,053.36	-398.15
Total Administration	3,801.83	37,616.46	38,253.36	-636.90
Utilities				
Water	1,519.44	9,638.64	9,893.36	-254.72
Electricity	378.12	2,977.09	4,333.36	-1,356.27
Gas/Fuel	833.98	9,930.55	11,666.64	-1,736.09
Total Utilities	2,731.54	22,546.28	25,893.36	-3,347.08
Maintenance				
Labor	4,526.88	10,403.42	7,266.64	3,136.78
Materials	3,965.03	18,080.03	13,333.36	4,746.67
Contracts	4,102.70	30,193.13	45,166.80	-14,973.67
Total Maintenance	12,594.61	58,676.58	65,766.80	-7,090.22
General				
Insurance	2,723.30	22,019.73	22,039.92	-20.19
Payment in Lieu of Tax	868.61	6,839.53	7,000.00	-160.47
Employee Benefits	119.04	654.71	813.36	-158.65
Total General	3,710.95	29,513.97	29,853.28	-339.31
TOTAL EXPENSE	22,838.93	148,353.29	159,766.80	-11,413.51
Net Income/Loss	-4,961.00	-72,900.21	-59,773.20	-13,127.01

**August 2020
Prior Year Comparative Statements**

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
General Fund Operating INCOME				
Management Fees	-115,276.54	-112,666.64	-113,768.42	-113,369.97
Interest Income	-1,176.59	-1,766.64	0.00	0.00
Other Income	-101,987.58	-76,856.64	-72,605.98	-89,379.00
TOTAL INCOME	-218,440.71	-191,289.92	-186,374.40	-202,748.97
EXPENSE				
Administrative				
Administrative Salaries	121,971.95	122,660.00	100,989.33	111,005.79
Legal	2,531.00	1,333.36	0.00	1,991.00
Staff Training	238.63	2,666.64	3,953.68	1,165.05
Travel	1.15	400.00	307.15	335.16
Auditing Fees	6,700.00	6,700.00	6,700.00	6,700.00
Sundry-Other Admin	4,763.88	4,066.64	4,655.31	3,510.89
Total Administration	136,206.61	137,826.64	116,605.47	124,707.89
Maintenance				
Maintenance Salaries	7,460.70	7,806.64	7,308.78	7,342.88
Contracts	1,483.53	833.36	1,110.27	768.35
Total Maintenance	8,944.23	8,640.00	8,419.05	8,111.23
General				
TIF Expense	0.00	86.64	130.00	2,967.52
Insurance	3,699.89	3,330.00	2,786.16	2,596.67
Employee Benefits	58,081.21	59,696.72	51,323.83	56,125.47
Other General Expense	20,700.00	16,733.36	2,000.00	3,274.82
Total General	82,481.10	79,846.72	56,239.99	65,387.26
TOTAL EXPENSE	227,631.94	226,313.36	181,264.51	198,206.38
Net Income/Loss	9,191.23	35,023.44	-5,109.89	-4,542.59

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Housing Rehab Operating INCOME				
Other Income	-119,560.49	-160,000.00	-77,587.75	-48,223.00
Grant Admin Revenue	-4,707.34	-26,060.00	-1,034.96	-659.87
TOTAL INCOME	-124,267.83	-186,060.00	-78,622.71	-48,882.87
EXPENSE				
Administrative				
Administrative Salaries	59,183.66	62,973.36	32,626.27	32,102.52
Staff Training	154.80	3,999.92	2,404.07	2,178.16
Travel	558.96	933.36	381.06	196.88
Other Admin Exp	4,281.96	1,900.08	1,885.42	2,262.47
Total Administration	64,179.38	69,806.72	37,296.82	36,740.03
Maintenance				
Contracts	111,676.55	72,400.00	41,106.28	1,219.74
Total Maintenance	111,676.55	72,400.00	41,106.28	1,219.74
General				
Insurance	496.47	0.00	257.47	355.16
Employee Benefits	20,785.00	34,183.28	15,140.96	14,230.93
Total General	21,281.47	34,183.28	15,398.43	14,586.09
TOTAL EXPENSE	197,137.40	176,390.00	93,801.53	52,545.86
Net Income/Loss	72,869.57	-9,670.00	15,178.82	3,662.99

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-978,785.00	-941,273.36	-940,075.00	-914,887.00
Admin Fees Earned	-261,101.36	-166,086.64	-178,906.00	-154,679.00
Interest Income	-94.50	-100.00	-167.98	-8.43
Other Income	-12,020.55	-7,433.36	-9,152.23	-5,735.08
TOTAL INCOME	-1,252,001.41	-1,114,893.36	-1,128,301.21	-1,075,309.51
EXPENSE				
Administrative				
Administrative Salaries	89,637.58	93,540.00	95,519.95	91,479.83
Legal	366.00	200.00	0.00	121.80
Staff Training	674.00	4,173.36	6,560.13	2,263.76
Travel	324.88	1,666.64	1,186.87	1,236.71
Accounting & Audit Fees	3,500.00	2,333.36	3,500.00	3,500.00
Sundry-Other Admin	4,540.65	3,433.20	3,246.47	2,417.64
Total Administration	99,043.11	105,346.56	110,013.42	101,019.74
Maintenance				
Contracts	3,608.95	2,333.36	3,374.26	2,759.11
Total Maintenance	3,608.95	2,333.36	3,374.26	2,759.11
General				
Insurance	4,197.73	3,653.28	3,363.87	3,224.36
Employee Benefits	56,096.24	55,100.08	54,552.56	52,855.33
Collection Losses	2,302.00	0.00	0.00	0.00
Other General Expense	810.19	1,800.00	1,760.57	1,649.70
Total General	63,406.16	60,553.36	59,677.00	57,729.39
HAP Payments				
HAP Payments Occupied	884,742.00	890,980.00	878,132.00	834,593.00
HAP Payments Home	29,745.00	28,740.00	30,492.00	27,819.00
FSS Escrow Voucher	13,170.00	9,580.00	15,444.00	12,003.00
HAP Payments Portable	15,237.00	28,740.00	30,687.00	22,215.00
Total HAP	942,894.00	958,040.00	954,755.00	896,630.00
TOTAL EXPENSE	1,108,952.22	1,126,273.28	1,127,819.68	1,058,138.24
Net Income/Loss	-143,049.19	11,379.92	-481.53	-17,171.27

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Bridges Program PY
Bridges Operating Statement
August, 2020

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Bridges Operating INCOME				
HAP Received MHFA	-34,781.00	-40,546.64	-54,030.00	-42,417.00
Admin Revenue	-4,050.00	-5,200.00	-6,000.00	-4,850.00
Operating Transfer	0.00	4,700.00	0.00	0.00
Total Income	-38,831.00	-41,046.64	-60,030.00	-47,267.00
EXPENSE				
Administrative				
Travel	59.23	300.00	158.92	197.47
Office Supplies	0.00	200.00	0.00	0.00
Total Administration	59.23	500.00	158.92	197.47
General				
Security Deposit Pmts	0.00	4,053.36	5,943.00	1,075.00
HAP Payment to Landlords	34,557.00	36,493.36	48,087.00	41,342.00
Total General	34,557.00	40,546.72	54,030.00	42,417.00
TOTAL EXPENSE	34,616.23	41,046.72	54,188.92	42,614.47
Net Income/Loss	-4,214.77	0.08	-5,841.08	-4,652.53

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Public Housing Operating INCOME				
Dwelling Rental	-491,540.00	-493,373.36	-483,097.00	-463,394.50
Excess Utilities	-2,869.48	-2,066.64	-2,661.83	-2,408.00
Operating Subsidy	-173,977.00	-166,426.64	-173,792.00	-162,277.00
Investment Interest	-1,460.85	-4,273.36	328.95	332.04
Other Income	-109,662.85	-122,806.64	-111,061.30	-114,065.29
Other Income Tenants	-11,814.56	-18,666.64	-19,428.05	-43,537.24
Capital Fund Income	-175,719.40	-44,000.00	-122,348.00	-321,959.00
Laundry Income	-11,862.25	-14,266.64	-13,248.25	-13,963.00
TOTAL INCOME	-978,906.39	-865,879.92	-925,307.48	-1,121,271.99
EXPENSE				
Administrative				
Administrative Salaries	175,825.76	207,720.00	194,786.30	176,923.32
Legal	915.50	2,533.36	1,445.00	1,191.39
Staff Training	1,223.32	9,333.36	12,945.25	6,994.58
Travel	209.66	1,333.36	638.96	571.40
Accounting & Audit Fees	8,700.00	10,550.00	8,300.00	10,400.00
Sundry-Other Admin	15,956.98	12,383.44	14,017.78	10,131.77
Total Administration	202,831.22	243,853.52	232,133.29	206,212.46
Rec Public and Other	0.00	3,300.00	0.00	295.14
Total Tenant Services	0.00	3,300.00	0.00	295.14
Utilities				
Water/Sewer	41,437.55	42,906.64	40,748.14	37,177.90
Electricity	45,439.52	50,313.28	44,761.99	45,499.07
Gas/Fuel	22,543.67	26,233.36	28,701.94	29,091.01
Total Utilities	109,420.74	119,453.28	114,212.07	111,767.98
Maintenance				
Labor	132,015.64	135,040.00	124,179.50	122,644.92
Materials	8,048.30	18,666.64	17,978.22	19,618.60
Contracts	90,889.63	112,100.00	76,422.83	150,097.64
Total Maintenance	230,953.57	265,806.64	218,580.55	292,361.16
General				
Insurance	60,692.89	56,160.00	52,858.69	46,269.31
Payment in Lieu of Tax	18,846.35	17,553.36	18,060.38	17,235.67
Employee Benefits	146,992.46	157,813.36	139,077.37	138,672.57
Collection Losses	0.00	5,333.36	0.00	0.00
Other General Expense	1,000.00	0.00	0.00	0.00
Total General	227,531.70	236,860.08	209,996.44	202,177.55
TOTAL EXPENSE	770,737.23	869,273.52	774,922.35	812,814.29
Net Income/Loss	-208,169.16	3,393.60	-150,385.13	-308,457.70

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Brainerd South Operating Statement
August, 2020

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Brainerd South Operating				
INCOME				
Dwelling Rental	-164,168.00	-159,120.00	-159,049.00	-154,747.00
Rental Supplement	-33,143.00	-28,806.64	-27,930.00	-26,865.00
Investment Interest	-2,128.92	-5,333.36	78.85	68.09
Other Income	-16,085.83	-20,813.36	-21,736.38	-20,399.07
Laundry Income	-5,727.75	-5,466.64	-5,216.50	-5,639.00
TOTAL INCOME	-221,253.50	-219,540.00	-213,853.03	-207,679.55
EXPENSE				
Administrative				
Legal	0.00	200.00	0.00	150.00
Accounting & Audit Fees	4,961.25	5,000.00	4,950.00	4,850.00
Sundry-Other Admin	32,655.21	33,053.36	31,492.94	30,792.88
Total Administration	37,616.46	38,253.36	36,442.94	35,792.88
Utilities				
Water	9,638.64	9,893.36	7,513.22	8,260.90
Electricity	2,977.09	4,333.36	3,478.38	3,936.60
Gas/Fuel	9,930.55	11,666.64	11,728.26	11,697.24
Total Utilities	22,546.28	25,893.36	22,719.86	23,894.74
Maintenance				
Labor	10,403.42	7,266.64	7,035.86	7,405.00
Materials	18,080.03	13,333.36	11,547.50	11,173.79
Contracts	30,193.13	45,166.80	32,721.49	39,646.80
Total Maintenance	58,676.58	65,766.80	51,304.85	58,225.59
General				
Insurance	22,019.73	22,039.92	21,341.29	20,631.32
Payment in Lieu of Tax	6,839.53	7,000.00	6,546.52	6,397.78
Employee Benefits	654.71	813.36	813.36	813.36
Total General	29,513.97	29,853.28	28,701.17	27,842.46
TOTAL EXPENSE	148,353.29	159,766.80	139,168.82	145,755.67
Net Income/Loss	-72,900.21	-59,773.20	-74,684.21	-61,923.88

Brainerd Housing and Redevelopment Authority

Payment Summary Report

August 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/13/2020	742	Keri Weitalla	\$49.94
8/13/2020	743	Marnie McIlwain	\$68.15
8/13/2020	744	Mike Jones	\$77.34
8/13/2020	745	Nancy Thull	\$6.90
8/13/2020	746	Terry Quick	\$166.75
8/27/2020	747	Erik Warner	\$39.68
8/3/2020	1698	JJC Properties LLC	\$500.00
8/3/2020	1699	Pueringer Investments	\$500.00
8/3/2020	1700	Ash Properties	\$500.00
8/3/2020	1701	Smith Commercial Properties LLC	\$900.00
8/3/2020	1702	EBSO	\$23,312.23
8/13/2020	1703	Minnesota State Retirement System	\$1,305.00
8/13/2020	1704	Electronic Federal Tax Payment System	\$7,386.14
8/13/2020	1705	MN Dept of Revenue	\$1,177.55
8/13/2020	1706	Health Savings Accounts	\$1,260.73
8/13/2020	1707	Security Benefit	\$4,344.13
8/27/2020	1708	Minnesota State Retirement System	\$1,305.00
8/27/2020	1709	Electronic Federal Tax Payment System	\$7,537.37
8/27/2020	1710	MN Dept of Revenue	\$1,197.38
8/27/2020	1711	Health Savings Accounts	\$1,260.73
8/27/2020	1712	Security Benefit	\$4,398.52
8/13/2020	23434	Ace Hardware	\$198.00
8/13/2020	23435	AmeriPride Linen & Apparel Svcs	\$237.34
8/13/2020	23436	Anderson Brothers Construction Company	\$139,709.80
8/13/2020	23437	Atlas Abstract & Title	\$90.00
8/13/2020	23438	Brainerd Public Utilities	\$14,575.54
8/13/2020	23439	CTCIT	\$500.00
8/13/2020	23440	Capital One Commercial	\$910.38
8/13/2020	23441	CenterPoint Energy	\$911.67
8/13/2020	23442	Culligan	\$25.50
8/13/2020	23443	DDA Human Resources Inc.	\$7,000.00
8/13/2020	23444	Home Depot Supply	\$589.34
8/13/2020	23445	Horizon Plumbing & Heating	\$302.00
8/13/2020	23446	MN Elevator, Inc.	\$771.68
8/13/2020	23447	Nisswa Sanitation	\$2,248.81
8/13/2020	23448	Office Shop	\$274.68
8/13/2020	23449	Precision Electrical LLC	\$319.00
8/13/2020	23450	RJ3 Property Maintenance LLC	\$240.00
8/13/2020	23451	Rental History Reports	\$150.00
8/13/2020	23452	ServiceMaster of Brainerd	\$600.00
8/13/2020	23453	Strike Painting & Finishing	\$850.00
8/13/2020	23454	TKDA	\$3,755.25
8/13/2020	23455	Verizon Wireless	\$306.74

Brainerd Housing and Redevelopment Authority

Payment Summary Report

August 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/13/2020	23456	West Central Flooring	\$1,284.12
8/13/2020	23457	Yde's Major Appliance	\$1,265.95
8/19/2020	23458	Tenant Refund	\$220.83
8/27/2020	23459-23481	Void Check(s)	\$0.00
8/27/2020	23482	CenterPoint Energy	\$1,005.63
8/27/2020	23483	Dearborn National	\$200.69
8/27/2020	23484	HDS Inc.	\$170.00
8/27/2020	23485	HealthPartners	\$834.05
8/27/2020	23486	Horizon Plumbing & Heating	\$546.00
8/27/2020	23487	Housing Insurance Svc Inc.	\$1,673.00
8/27/2020	23488	Kennedy & Graven, Chartered	\$200.70
8/27/2020	23489	Lakes Printing Inc.	\$515.20
8/27/2020	23490	Life Insurance Company of North America	\$57.58
8/27/2020	23491	MN Elevator, Inc.	\$1,158.75
8/27/2020	23492	Marco, Inc.	\$2,505.93
8/27/2020	23493	Paper Storm	\$25.50
8/27/2020	23494	ServiceMaster of Brainerd	\$2,808.84
8/27/2020	23495	Adam's Pest Control, Inc.	\$94.50
8/27/2020	23496	Avesis Third Party Admininstrators	\$15.59
8/27/2020	23497	Brainerd Public Utilities	\$2,867.55
8/27/2020	23498-23503	Void Check(s)	\$0.00
8/27/2020	23504	Bremer Bank Credit Card	\$2,834.13
8/27/2020	23505	CTC	\$2,544.85
		Report Total	\$254,688.66

YOU BETCHA WE GOT BANNERS!



Light posts in Downtown Brainerd got a colorful upgrade this September with the addition of banners featuring the "You Betcha" mural. Made possible through a partnership with the [City of Brainerd](#) and [Brainerd HRA](#), these banners will be up through this fall and swapped out with other seasonal banners throughout the year. Thank you to the [Crossing Arts Alliance](#) and artist Tony Powers for providing the source image, to [Minnesota T's](#) for printing, and to [Brainerd Public Utilities](#) for installing.

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

HCV Program Report *(Attachment 3a)*

Our Unit Months Leased (UML) through August was 97% and HAP utilization was 65%. The decrease in UML is due to the addition of FYI vouchers to our allocation.

2021 FMRs

FY 2021 Fair Market Rents (FMRs) have been published. We are required to have our payment standards fall between 90 and 110 percent of the FMRs. Last year, we set all of our payment standards at 94 percent or higher of the FMRs. This year, the FMRs decreased. Our payment standards now fall between 97 and 99 percent. We are not recommending a change to the payment standards at this time.

HQS Inspections

As you are aware, we opted to utilize HUD's waiver to delay HQS inspections. In August, we decided to start performing in-person inspections on new, vacant units. If this process goes well, we will start performing them on tenant-occupied units.

Bridges Program Report *(Attachment 3b)*

We have eight families on our program with a monthly HAP payment of \$3,833. We have four families that have been issued a voucher and we are working on leasing them up.

Family Self-Sufficiency (FSS) Program Report *(Attachment 3b)*

We currently have 29 families on our program. We have nine families that are currently escrowing in the amount of \$1,237 per month.

Foster Youth to Independence (FYI) Program Report *(Attachment 53)*

We have three families leased up with a total HAP payment of \$1,110 per month. On August 27th, 2020, we sent a request to HUD for three more families. We have not received approval as of today's date.

No Action Requested; Discussion Items

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August Housing Choice Voucher Programs (HCV)

Voucher Allocation	327
Move-ins	11
Move-outs	1
Vouchers - looking for housing	40
Vouchers - first day of month	319
Average Vouchers to Date	315
Unit Months Leased	97%
HAP Utilization through 8/31/2020	65%
Reasons for Leaving Program	
Voluntarily Left	1
Port-out	0
Terminated	0
Payments	
Housing Assistance Payment (HAP)	\$120,255
HUD Administrative Fee	\$15,693
Port Out Vouchers	3
St. Cloud (1), Clay (1)	\$2,099
Homeownership	9
Homeownership HAP	\$3,169
FYI Vouchers	3
FYI Vouchers HAP	\$1,110
Annual Average Income	\$13,491
Length of Time on Program	
< 1 year	23%
< 2 years	14%
< 3 years	11%
< 4 years	9%
< 5 years	5%
> 5 years	38%
Demographics	
Elderly Households	85
Disabled/Handicapped Households	167
Families with Children	128
Waiting List Total	84
Crow Wing County Preference	34
Non-Preference	50
Average HAP Payment	\$363

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Bridges Program Report

August 2020

Currently

- » Tenants leased up in units: 8
- » Tenants in Shop Mode: 1
- » Participants issued a voucher & searching for a unit: 4
- » Notified: 4
- » Participants receiving HCV voucher: 0
- » Participants giving up Bridges voucher: 0

Tenants' Residing Counties

- » Cass County: 0
- » Morrison: 3
- » Aitkin: 1
- » Crow Wing: 4
- » Todd: 0
- » Wadena: 0

Total HAP payment: \$3,833.00

We continue to accept Bridges application referrals in order to fill the open vouchers. Applicants searching are having difficulties finding housing. Carrie continues to assist applicants with housing searches and referring and getting connected to resources.

Family Self-Sufficiency Program Report

August 2020

Currently

- » Active FSS participants: 29
- » Tenants going OFF for month: 0
- » Tenants going ON for month: 1
- » Tenants start ESCROWING: 0
- » Total number of FSS participants escrowing monthly: 9
- » Total combined amount of monthly escrow: \$1,237.00
- » Total year-to-date FSS participant's escrow: \$35,434.73

Summary

One participant was paid out escrow in the amount of \$4,554.82. She ported out to Montana with her voucher.

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

Currently

- » Active FYI participants: 3
- » Working on getting a voucher: 1
- » Notified: 0
- » Declined voucher: 2

Summary

We reached out to CWCSS and LSS last month about additional FYI applicants and they provided us with three applicants. We submitted our request to HUD and are awaiting their approval



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

Vacancy Report for August 2020

Please see Attachment 4a.

Monthly Property Performance Report for August 2020

Please see Attachment 4b.

Ongoing COVID-19 Response

Glass sections have been installed at the reception counter in preparation for the next phases of re-opening, which are expected to develop over the next couple of months. Staff continues to ask about exposure and potential virus symptoms prior to entering units for work orders and all staff members continue to utilize face coverings when around others or in common spaces. Tenants have adapted well to providing requested information in contactless options currently available (i.e. phone, email, fax, mail, drop box). Staff has participated in training calls related to the CDC Eviction Halt order, although as the MN Peacetime Emergency Order has been extended through October 12, 2020, that is the Order guiding our current limitations on terminations. If the MN Peacetime Order were allowed to expire prior to December 21, 2020, then the protections of the CDC Order would be in effect

Public Housing Physical Updates

- » North Star Retaining Wall: This project is now complete, after the installation of the new powder-coated railing.
- » Scattered Site Kitchen Remodeling: Scattered Site unit inspections have been pushed to October, during which time Terry will evaluate each kitchen to identify those that are highest priority for work that will begin in 2021.

Brainerd South

The second affected unit should be completed by mid-September and the tenant moved back in, which will conclude the interior work. The emergency exterior work has been completed and the final components of additional concrete work, window flashing, and landscaping are on hold until after it is determined if it will be an insurance-paid expense or if HUD approval is necessary for it to be the property's own expenditure.

Resident Commissioner Election Plan

Election day for the Resident Commissioner position has been scheduled for September 30th, 2020, from 7AM to 7PM. All Section 8 participants and Public Housing residents have been mailed flyers notifying them of the date and options for voting. To maintain public and staff safety, we are doing a hybrid voting model that incorporates distance voting options such as phone, email, and drop box. To ensure that each household only votes once, staff will verify identity prior to accepting votes. All votes of course will remain confidential. The candidate statements have been compiled into a document that is posted on the Brainerd HRA website, and will be available via email or mail or delivery, by calling either the main office or the ROSS Service Coordinator's office. Votes will be tallied the following morning (to allow for any missed calls to be returned) and the results will be posted on the website hopefully by later that afternoon.

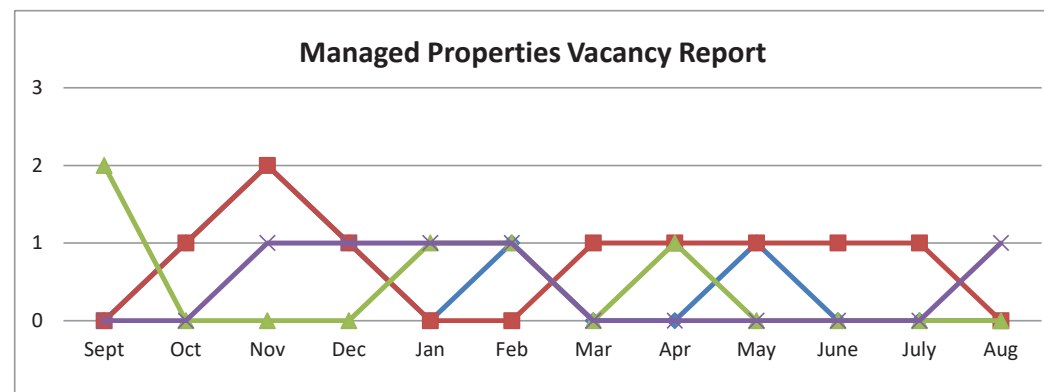
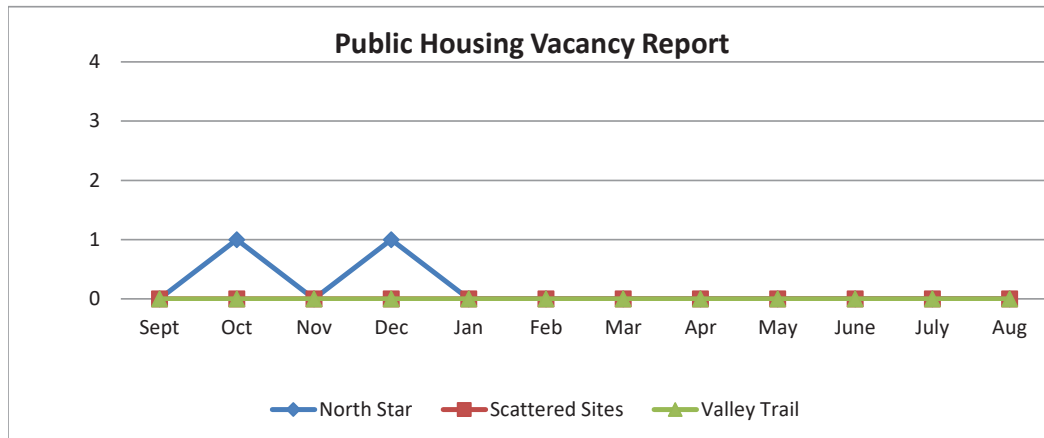
ROSS Program Updates

- » Erik currently has 13 active participants in the ROSS program. There was one newly enrolled participant this month and two new contacts with non-enrolled residents for more limited resource/referral work. To facilitate non-contact communication, he has been posting themed resources and information on the community bulletin board. The theme this month was heart health. The hope is that this posted information will provide an opportunity to share new and interesting information with residents without putting them at risk due to congregating.
- » In addition to continuing to work with the Crosby HRA Tenant Activities Coordinator to help launch the Senior Nutrition Food Program at the Crosby HRA, Erik has also been working on drafting a ROSS Program Action Plan using a model purchased from Nan McKay for guidance. He participated in a webcast related to geriatric depression and attended an in-person training on communicable disease.
- » The Senior Nutrition Assistance program had 28 residents participating this past month. Still no nutrition seminars and deliveries continue to be made directly to the apartments to prevent tenants from congregating.
- » Facebook Stats:
 - Erik made five new posts on the ROSS Facebook page this past month that focused on heart health and diet/exercise tips, a reminder of the Pop-Up Pantry date, a link to a geriatric depression webcast, and a link to information from the MN Dept. of Public Safety on free State ID's for individuals with disabilities.
 - The posts reached 20 individuals but unfortunately received no additional likes or shares.

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	1	0	0
June %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	0.00%	0.00%
July 31	0	0	0	0	0	1	0	0
July %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	0.00%	0.00%
Aug 31	0	0	0	0	0	0	0	1
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.00%
Sept 30				0				
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Oct 31				0				
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Nov 30				0				
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dec 31				0				
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total %	0	0	0	0	2	5	3	3
	0.00%	0.00%	0.00%	0.00%	0.42%	2.60%	2.08%	1.88%



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report August 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	39
Applications Placed on PH Wait List	18
Applications Denied on PH Wait List	3

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	51	0	0	0
2 bdrm	14	34	1	1	0
3 bdrm	24	15	0	0	0
4 bdrm	5	4	0	0	0
TOTAL	203	104	1	1	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	20
Move-Outs	0	16

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	9
Annual Recertifications	4
Completed for this month	13

8. Annual Unit Inspections

Total units to be inspected this year	203
Number completed start of month	203
Number inspected for the month	0
Number completed year-to-date	203
Total left to be inspected this year	0
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

9. Lease Enforcements

Lease warnings/violations issued	1
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	7
Received	87
Closed	88
Ending Balance	6
Total Completed Work Orders for Year	630

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	5
Completed within 24 hours	0	5
Percent completed within 24 hours	n/a	100%

13. Rent Collection

	This Month
Rent Charges	62,637
Other Charges	1,380
Total New Charges	64,017
Arrears, tenants in possession	1,146

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	711
Current Rent Charges	62,637
Current Rent Collections	61,926
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	1,770
Prior Rent Charges	741,777
Collection Rate	100%



To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: September 16, 2020
Re: Executive Director Report

Employee Appreciation Lunch

In lieu of the City of Brainerd's annual employee appreciation picnic that previously had been held at Lum Park, the wellness team provided boxed lunches for each department on Wednesday, September 16th. Our Brainerd staff was able to celebrate out on our lawn and enjoy our lunches. There were also years of service awards presented to Shannon Fortune (three years), LeAnn Goltz and Kathy Segler (five years each). Each received a certificate.

Introduction to Brainerd City Council

Please see the attached letter (Attachment 5a).

On Monday, September 21st, I will be presenting our 2021 levy request to the Brainerd City Council as well as giving a short introduction of who I am and my new role with the Brainerd HRA. I have also been attending staff meetings with the City of Brainerd department heads prior to the council packets being finalized.

Minnesota Housing Partnership Technical Assistance Grant

Representatives from MHP have reached out to staff to set up our first meeting to map out our work plan for the technical assistance grant. This meeting is set for Friday, September 25th.

Announcement of New Executive Director

Per the Board's request, we sent a news release announcing my new role to the Brainerd Dispatch and they published it on September 16th (see Attachment 5b). In addition, LeAnn sent an email announcement to approximately 130 of our contacts and community partners.

Future Board Meeting Discussion

Crow Wing County and the City of Brainerd have recently moved back to in-person meetings. Is this something that we want to consider, or are we still comfortable with the current format with virtual meetings?

No Action Requested; Discussion Item

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324 East River Road
Brainerd, MN 56401

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

September 9, 2020

Mayor Badeaux and City Council Members
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Honorable Mayor Badeaux and City Council Members:

The purpose of this letter is to request the 2021 Brainerd Housing and Redevelopment Authority (HRA) operating levy. The Brainerd HRA has three funds: General Fund, Public Housing, and Housing Choice Voucher. Our levy dollars go into the General Fund and support our rehab and redevelopment initiatives. Attached is a copy of the preliminary General Fund budget.

General Fund

The levy dollars allow us the opportunity to administer other programs that benefit Brainerd residents, to increase the value of the property in the City of Brainerd, and assist in redevelopment projects. To address these needs, the HRA created or participated in a number of programs:

Brainerd Oaks/Serene Pines/Dal Mar Estates

The Brainerd HRA, in cooperation with the Crow Wing County (CWC) HRA, successfully negotiated a Purchase and Redevelopment Agreement with a developer to purchase 113 lots in three tax forfeited subdivisions (Brainerd Oaks, Serene Pines and Dal Mar Estates). These subdivisions had been tax forfeited for several years. The County agreed to convey the land to the CWC HRA, the City of Brainerd agreed to waive the special assessments in lieu of the proceeds of the sale of the lots (minus the direct costs of the CWC HRA), and the CWC HRA agreed to hold the land while the lots are purchased by Level Contracting, LLC. The developer has agreed to purchase between 10–30 lots per year with at least two lots in Brainerd Oaks to every one in Serene Pines or Dal Mar Estates. The developer must keep \$1.5 million in construction going at all times. To date, the developer has purchased 47 lots in Brainerd Oaks (40 homes completed and sold and seven homes in construction) and 14 lots in Serene Pines (12 homes completed and sold), and one lot in Dal Mar Estates (one home in construction and presold to the end buyer).

Tax Forfeit Property Policy

As a result of the success of the Brainerd Oaks project, the Brainerd HRA created a Tax Forfeit Property Policy where we can purchase tax forfeited properties from the County for \$1.00. The Brainerd HRA Board recently amended their policy temporarily to offer tax forfeited properties to developers at a discounted rate of zero percent of assessed value plus costs. This is a result of the recently completed CWC HRA Workforce Housing



Study recommendation to support the sale of properties to developers to promote the construction of housing units. The Brainerd HRA continues to actively market this policy to developers to promote the return of tax forfeited lots to the tax roll. We hope to assist the City with this program in 2021.

Rehab Programs

The Brainerd HRA, on behalf of the City of Brainerd, applied for and received a \$638,338 Small Cities Development Program grant through the Department of Employment and Economic Development (DEED) for owner-occupied and renter-occupied rehab in Northeast Brainerd. In addition, we applied for one commercial property in downtown Brainerd which will rehab nine rental units and one commercial property. We currently have one owner-occupied in the work write-up process and two complete. We also have nine rental units that are in the bidding process for rehab (two triplexes, one duplex, and one single-family). Our hope is that not only will this improve the properties that receive the funds but also result in increasing values and neighborhood improvements.

Federal Funds: Public Housing and Housing Choice Voucher

The Brainerd HRA operates two federal programs that are funded by the Department of Housing and Urban Development (HUD). The HRA owns and/or manages 325 units of affordable housing in the City of Brainerd and we provide approximately 320 Housing Choice Vouchers (HCV) to our residents.

Every three years, the Brainerd HRA is scored by HUD on how we manage our programs. I am proud to report that the Brainerd HRA received 97 out of 100 on our public housing (PHAS) score for 2018. The national average PHAS score is 90 and the regional average is 92. HUD also scored us on the management of the HCV program and we received 100%. These scores reflect the hard work and dedication of our board and staff and benefit our community and our residents.

Although the levy funds are less than five percent of our overall budget, these funds are critical. They allow us to continue to provide affordable housing for approximately 900 Brainerd residents and assist in the rehab and redevelopment needs in the City of Brainerd. The Brainerd HRA is requesting the City Council approve the full HRA levy, which is .0185% of the estimated market value, which will be approximately \$136,520 for 2021.

Thank you for your continued support of the Brainerd HRA and considering our request for the 2021 levy.

Sincerely,



Eric Charpentier
Executive Director

General Fund Comparative Budget

Brainerd Housing Authority
324 E River Rd
Brainerd, MN 56401

Fiscal Year 12/31/2021

Account Title	2020 Budget	2021 Budget	Difference
Revenues:			
City Tax Levy	130,430	136,520	6,090
Investment Interest	2,650	1,500	(1,150)
Management Fees	289,000	289,000	0
TIF Revenue	43,660	43,930	270
Operating Transfer	7,050	6,000	(1,050)
SCDP Admin Fee	55,840	35,000	(20,840)
Other Income	136,000	138,900	2,900
Total Revenues	664,630	650,850	(13,780)

Expenditures:

Administrative			
Salaries	290,160	292,380	2,220
Employee Benefits	140,820	130,800	(10,020)
Travel	2,000	1,600	(400)
Staff Training	10,000	9,000	(1,000)
Audit Cost	6,700	6,900	200
Legal	6,500	6,900	400
Other Administrative Costs	9,090	8,780	(310)
Contract Costs	120,810	109,500	(11,310)
Total Administrative	586,080	565,860	(20,220)

General Expenditures

TIF Expense	230	230	0
Insurance	4,995	5,820	825
Debt Service	52,530	53,440	910
Other Programs	51,500	25,500	(26,000)
Total General Expenditures	109,255	84,990	(24,265)
Total Expenditures	695,335	650,850	(44,485)
Designated Fund Balance	36,500	0	(36,500)
Cash Flow from Operations	5,795	0	(5,795)

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BRIEFS

25th annual National Solar Tour to go virtual

The 25th annual National Solar Tour, running Sept. 28 through Oct. 4, will have a different look and feel to it this year.

Workshops through the week and the tours Oct. 3-4 will be virtual. Participants will be able to view solar tour videos online from all across the country, versus in a typical year, the tours were on-site and limited to how far one would travel.

Solar United Neighbors and the American Solar Energy Society put together a week of online programming for anyone interested in learning about solar energy applications. Workshops include electric vehicles, solar electric, solar for businesses, solar for schools and more. The Minnesota Renewable Energy Society also networked with Solar United Neighbors for the solar tour and hosts many virtual sites around Minnesota and Wisconsin. Those interested can register for free at NationalSolarTour.org.

Balsam Moon, a local site "hosted" by Doug Weiss and Barb Mann, will be participating in the virtual solar tour for the fourth year. Their video tour shows off the many uses of solar energy at their place including a solar furnace, a solar electric array, an electric car, a deep winter solar greenhouse and uses of passive solar.

Weiss went solar initially in 2009 with a solar furnace installed by Rural Renewable Energy Alliance, a local company just north of Pine River.

"I went solar because I was concerned about the depletion of our fossil fuel resources and the harmful impact of their use on the

environment," Weiss said.

Brainerd HRA welcomes new executive director Eric Charpentier

The Brainerd Housing and Redevelopment Authority Board of Commissioners recently announced the hiring of Eric Charpentier as the organization's new executive director.

"After an extensive search and thorough process, I'm pleased to share that Eric Charpentier was selected for the executive director position. His commitment and connections to our community make him an ideal leader for our agency," said Marlee Larson, chair of the Brainerd Housing and Redevelopment Authority Board, in a news release.

Charpentier started the position in August. He replaced Jennifer Bergman, former executive director (and current Brainerd city administrator), who resigned early this year. Charpentier also serves as executive director for the Crow Wing County Housing and Redevelopment Authority and Crosby Housing and Redevelopment Authority.

A Brainerd native with more than 13 years of experience in banking, Charpentier most recently served as a retail manager for Deerwood Bank. He has also been actively involved in the community by serving on the board of directors for several organizations, including Brainerd Housing and Redevelopment Authority, Lakes Area Habitat for Humanity, Cuyuna Range Economic Development Inc., Brainerd Lakes Area Economic Development Corp. Unified Fund, United States Collegiate Ski and Snowboard Association

and the Brainerd Jaycees.

"I am humbled to be joining the team at the Brainerd HRA. This is such a great organization that serves the community day in and day out and I couldn't be more excited for this opportunity," Charpentier said in the news release.

Phosphorus and bacteria are top challenges in Mississippi River-Sartell Area Watershed

According to new draft reports, surface waters in the Mississippi River-Sartell Watershed are in fair condition but phosphorus and E. coli pollution are threatening aquatic life and recreation in several streams and lakes, the Minnesota Pollution Control Agency reported Monday, Sept. 14.

In addition, a stretch of the Platte River was classified as an exceptional use stream and is a focus for protection.

The Mississippi River-Sartell Watershed has 880 miles of rivers and streams, 232 lakes, and includes parts of Benton, Crow Wing, Mille Lacs, Morrison, Stearns, and Todd counties.

The first report, known as a total maximum daily load, establishes the amount of each pollutant that a water body can accept and still meet water quality standards, and the amount of reductions needed in current levels of pollution. Monitoring results indicate that 16 stretches of streams are not meeting water quality standards for aquatic life due to excess phosphorus and nitrates, and low dissolved oxygen, and 24 stream sections are not meeting aquatic recreation standards due to E. coli or

fecal coliform bacteria.

The second report, a watershed restoration and protection strategy, is required by the state Clean Water Legacy Act and uses the total maximum daily load, monitoring results, and other information to develop strategies for addressing all pollution sources in the watershed. The Mississippi River-Sartell a watershed restoration and protection strategy report recommended ways to reduce excess bacteria in streams, including:

- Feedlot management practices,
- Septic system maintenance and upgrades,
- Pasture management,
- Stormwater control measures in cities and towns.

Strategies for reducing phosphorus in lakes include internal lake and shoreline management, cover crops and living cover, low-till or no-till practices on farm fields, nutrient and fertilizer management, buffers, and septic system maintenance and upgrades.

The reports are part of the MPCA's approach to gauging the health of Minnesota's 80 major watersheds, each of which will have an approved comprehensive watershed management plan by 2025. After intensive watershed monitoring, the agency and partners evaluate biological conditions in lakes and streams. Waters that fail to meet standards are placed on the Impaired Waters List, and the agency develops information and strategies that are used to restore impaired waters and protect healthy ones.

While several bodies of water in the watershed do not meet water quality standards, a number of streams and lakes are

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To: Brainerd HRA Board Members
 From: John Schommer, Rehab Coordinator
 Date: September 16, 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	Substantially Complete
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	In Work Write-up
215 Gillis Ave. NE	Cheri S.	Owner-occupied	1	In Work Write-up
414 3 rd Ave. NE	Select Rental Properties	Rental	1	Bidding
206 Gillis Avenue	Herbert J.	Owner-occupied	1	In Work Write-up
721 2 nd Ave. NE	Darin K.	Owner-occupied	1	Application Phase

Emily SCDP

- » 6 owner-occupied projects are complete
- » 2 projects are in construction
- » 1 application is being processed

MHFA

- » 1 project is in the contract phase
- » 2 projects are in the application phase

BRAINERD OAKS/SERENE PINES

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	51	40	0	7
Serene Pines	23	15	11	2	1
Dalmar Estates	7	1	1	0	1

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

No Action Requested; Discussion Item

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