



BOARD OF COMMISSIONERS MEETING

Wednesday, October 28, 2020 @ 1:00 p.m.

Brainerd City Hall Council Chambers

Join from your browser: <https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=mec3f8c16ac6c28322b89e102c9129b38>

Join by phone: (415) 655-0001

Meeting number (access code): 126 611 2806

Meeting password: 1028

“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)p. 3**
4. **Unfinished Business**
5. **New Business**
 - a. Resident Commissioner Election (Attachment 2)p. 9
 - b. Authorize Submission of SCDP Preliminary Proposal for the Cities of Jenkins and Garrison (Attachment 3)p. 13
 - c. Approve Amended Record Retention Policy (Attachment 4)p. 15
6. **Bills and Communications**
 - a. Financial Report (Attachment 5)p. 21
 - b. HCV/Section 8 Report (Attachment 6)p. 47
 - c. Housing Management Report (Attachment 7)p. 53
 - d. Executive Director Report (Attachment 8)p. 59
 - e. Rehab Update (Attachment 9)p. 61
7. **Commissioner Comments**
8. **Adjourn**

Next Meeting: Wednesday, November 18, 2020

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Brainerd Housing & Redevelopment Authority BOARD MEETING MINUTES Wednesday, September 23, 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, September 23rd, 2020.

1. **CALL TO ORDER:** Chair Marlee Larson called the meeting to order at 1:04 p.m.
2. **ROLL CALL:** Board members present via remote video conference include Commissioners Marlee Larson, Patrick Wussow, Bekah Kent, and Gabe Johnson. Executive Director Eric Charpentier, Finance Director Karen Young, Executive Assistant LeAnn Goltz, Rental Assistance Manager Tania Eller, Housing Rehab Coordinator John Schommer, and Housing Manager Shannon Fortune were also present. Absent: Ashley Storm.
3. **READING AND APPROVAL OF MINUTES:**

Commissioner Wussow moved to approve the minutes from the meeting on August 26, 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:** Nothing to report.
6. **BILLS AND COMMUNICATIONS**

a. **Financial Report:**

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)

The first set of banners were installed on September 15th 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, it was not necessary to be on the agenda for the September 10th CWC budget committee meeting. The CWC commissioners set the preliminary 2021 levy at their September 22nd meeting. This included 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.

Moved by Commissioner Johnson and seconded by Commissioner Kent to approve the payments as presented. Through roll call vote, the motion was approved unanimously.

b. HCV/Section 8:

HCV Program Report

The 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. Payment standards are required to fall between 90 and 110 percent of the FMRs. Last year, the payment standards were set at 94 percent or higher of the FMRs. This year, the FMRs decreased and the payment standards now fall between 97 and 99 percent, so staff does not recommend a change to them.

HQS Inspections

In August, staff decided to start performing in-person inspections on new, vacant units. If the process goes well, they will start performing them on tenant-occupied units.

Bridges Program Report

There are eight families on our program with a monthly HAP payment of \$3,833. 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. Nine families are currently escrowing in the amount of \$1,237 per month.

Foster Youth to Independence (FYI) Program Report

There are three families leased up with a total HAP payment of \$1,110 per month. On August 27th, 2020, staff sent a request to HUD for three more families.

c. Housing Manager Report: Fortune reviewed the Vacancy Report and Property Performance Report for August 2020.

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 31, 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.
- 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 is completed and the tenant moved back in, which concludes the interior work. The emergency exterior work is complete and the final components of additional concrete work, window flashing, and landscaping will now proceed as it was determined that it will not be an insurance-paid expense and HUD's approval is not necessary.

Resident Commissioner Election Plan

Election day for the resident commissioner position is scheduled for September 30th, 2020, from 7AM to 7PM. All Section 8 participants and Public Housing residents were mailed flyers notifying them of the date and options for voting. To maintain public and staff safety, a hybrid voting model will be used 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 will remain confidential. The candidate statements were 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 received no additional likes or shares.

d. 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. Brainerd staff was able to celebrate out on the lawn and enjoy lunch. 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

On Monday, September 21st, Charpentier presented the HRA's 2021 levy request to the Brainerd City Council as well as gave a short introduction of himself and his new role. The same evening the preliminary levy was accepted by the Council.

Minnesota Housing Partnership Technical Assistance Grant

Representatives from MHP have reached out to staff to set up the first meeting to map out a 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, staff sent a news release announcing Charpentier's new role to the Brainerd Dispatch and they published it on September 16th. In addition, Goltz sent an email announcement to approximately 130 contacts and community partners.

Future Board Meeting Discussion

Crow Wing County and the City of Brainerd have recently moved back to in-person meetings. Charpentier asked the Board if that was something they wanted to consider. They had a discussion and all commissioners preferred meeting in person over virtual methods. Meeting locations were discussed and Commissioner Johnson suggested checking to see if it is possible to use the Council Chambers in City Hall. Charpentier will check with City Administrator Bergman. The Board and staff agreed to tentatively plan on meeting in person starting next month.

- e. **Rehab Update:** Schommer provided an update on current rehab projects including the SCDP grants in NE Brainerd and the City of Emily as well as several MHFA grants. In addition, he reported on the progress of Brainerd Oaks, Serene Pines, and Dalmar Estates. More than half of those lots have been sold to the developer and he anticipates more yet this year.

7. **Commissioner Comments:** Nothing to report.

8. **Adjournment:**

Moved by Commissioner Wussow and seconded by Commissioner Johnson to adjourn the meeting at 1:36 p.m. All commissioners voted in favor of the motion and none were opposed. The motion was approved.

Respectfully Submitted,

Eric Charpentier
Executive Director

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To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: October 8, 2020
Re: Resident Commissioner Election

The election for resident commissioner was held on September 30th, 2020. There were a total of 18 votes received via drop box, phone, and email. There were no ballots rejected or received late.

Results are as follows:

Janet Decker (Public Housing-North Star)	6
Brenda Biever (Section 8)	3
Christopher Mathison (Public Housing-North Star)	3
Laurie Rosdobutko (Section 8)	2
Nathan Steffenson (Public Housing-North Star)	2
Candice Frederiksen	1
Sari Mogul-Legge (Section 8)	1

The election results were posted on the Brainerd HRA website and Janet Decker received a letter from Eric Charpentier outlining the next steps (see Attachment 2a). We hope to have her join us for the next meeting.

Action Requested: Authorize staff to forward the election results to the mayor for the appointment of Janet Decker to the Brainerd HRA Board.

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324 East River Road
Brainerd, MN 56401
Phone: 218/828-3705
Fax: 218/828-8817

October 1, 2020

Ms. Janet Decker
410 East River Road #610
Brainerd, MN 56401

Re: Resident Commissioner

Dear Janet:

I am pleased to inform you that you were elected to serve as Resident Commissioner on the Brainerd Housing & Redevelopment Authority's Board of Commissioners.

The election results will now be presented to the Brainerd HRA Board for review and approval on October 28th. Your name will then be forwarded to Brainerd Mayor Dave Badeaux for formal appointment to the Board at the November 16, 2020, City Council meeting.

We anticipate that your first Board meeting will be on November 18, 2020, at 1:00PM in Council Chambers in the Brainerd City Hall where you will be sworn in as Resident Commissioner.

We look forward to seeing you on November 18th. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eric Charpentier", is written over a light blue horizontal line.

Eric Charpentier
Executive Director



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To: Brainerd HRA Board Members
From: John Schommer, Rehab Coordinator
Date: October 20, 2020
Re: Authorize Submission of Small Cities Development Program Preliminary Proposal for the Cities of Garrison and Jenkins

The Minnesota Department of Employment and Economic Development (DEED) provides rehabilitation grants for low- and moderate-income housing and mixed-use and commercial properties through their Small Cities Development Program (SCDP). Preliminary proposals are due in November and ranked according to their criteria. If deemed competitive or marginally competitive, we will be invited to submit full applications in February.

Mayor John Lubke, City of Jenkins, contacted us regarding the City's interest in the SCDP. Since Jenkins is ranked fourth in our CWC Housing Conditions Survey, I contacted the City of Garrison to see if they had interest in submitting a preliminary proposal as they are ranked second in the survey. Garrison also was interested in submitting a preliminary proposal and given the sizes of the cities, I decided to submit a preliminary proposal for both cities.

We are working on preliminary proposals for owner-occupied and possibly commercial rehab in both cities. We are in the process of collecting the required surveys that show need and contain the data we use to complete the proposal.

These preliminary proposals are due November 17th. Because we are still in the process of gathering data, we do not have draft proposals for your review. Although the eligible applicants for SCDP are the Cities of Garrison and Jenkins, we still need to get the Brainerd HRA Board's approval for the submission of these applications as we will have to enter into an agreement to administer the grants on behalf of the Cities.

Action Requested: Authorize submission of preliminary proposals to Minnesota DEED for owner-occupied and commercial rehab in the Cities of Garrison and Jenkins.

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: October 20, 2020
Re: Approve Amended Record Retention Policy

The purpose of the Record Retention Policy is to set a schedule for the retainage and/or disposition of records to be in compliance with all local, state, and federal laws and also be consistent with HUD's retention schedules.

We have updated the previously approved Record Retention Policy to include the retainage of Electronic Mail (email) for two years (see Attachment 4a). We currently retain emails for 30 days. After research, staff has determined two years as a reasonable period.

We will be upgrading our email subscriptions to accommodate the new retention schedule in a digital vault.

Action Requested: Approve Resolution No. 2020-10 amending the Record Retention Policy.

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BRAINERD HOUSING AND REDEVELOPMENT AUTHORITY
RECORD RETENTION POLICY
Amended: 10/20/20 Resolution No.: 2020-10

It is the policy of the Brainerd Housing and Redevelopment Authority (hereinafter, “the Agency”) to retain and/or dispose of records in the manner described below and in compliance with all local, state, and federal laws, and consistent with HUD’s prescribed retention schedules. For documents not defined in the schedule below, the above referenced laws will be followed.

Records that have reached their termination should be destroyed in a manner consistent with the measures to protect data. Confidential records should be disposed of in a manner so as to assure no access to such information. Records may be retained longer than the suggested schedule but must be retained for at least the minimum time as listed. The listed retention periods do not override federal or state law, audit or litigation requirements or good judgement. At the discretion of the Agency, certain records may be retained indefinitely.

PERMANENT RECORDS
Articles of Incorporation and Bylaws
Board Meeting Minutes and Resolutions
Audit Reports
End of Year Financial Reports
Deeds, Mortgages and Bills of Sale
General Ledgers and Journals
Depreciation Schedules
Annual Operating Budgets
Bids and Specifications for Capital Improvements Awarded
2 YEARS
Electronic Mail (email)
3 YEARS
EIV Income Report (3 years from end of participation date) ¹
Tenant Files, Verifications, Rent Determinations, Leases ²
Real Property and Equipment Acquired with Federal Funds (3 years after disposition)
Community Development Block Grant (CDBG) (3 years after loan is closed)
7 YEARS
Bank Statements, Reconciliation, Credit Card Statements and Canceled Checks
Accounts Payable and Receivable Documents
Monthly Financial Reports and Statements
Employee Files (Position Descriptions, Personnel Actions, Payroll Records)
Employment Tax Records
Application and Wait List Documents
All Documents Related to Financial Management and Activities Funded under Operating Fund ³

BRAINERD HOUSING AND REDEVELOPMENT AUTHORITY
RECORD RETENTION POLICY
Amended: 10/20/20 Resolution No.: 2020-10

10 YEARS
Bids and Specifications for Services and Supplies Awarded (10 years after paid or terminated)
Community Development Block Grant (CDBG) Applications (10 years after federal audit)

Additional Guidance:

¹Notice PIH 2010-19(HA)

²CFR 982.158 Program Account and Records

³CFR 990.325 Record Retention Requirements

General Record Retention Schedule for MN Cities – May 2018 (Minnesota Clerks & Finance Officers Association) www.mcfoa.org

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD
RESOLUTION NO. 2020-10

RECORD RETENTION POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd is required to adhere to a Record Retention Policy in compliance with all local, state and federal laws; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd previously adopted a Record Retention Policy on 10/18/17; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd has amended the Record Retention Policy; and

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

1. The Record Retention Policy is hereby revised and approved.

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

Dated: _____
Marlee Larson, Chair

Dated: _____
Eric Charpentier, Executive Director

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: October 20, 2020
Re: October Financial Report

Please find attached the financial information for September 2020.

Anderson Brothers Payment

The third pay application in the amount of \$48,234.04 was processed in September for the Anderson Brothers project for Public Housing. The funds were drawn out of the 2018 Capital Fund Program (CFP) grant.

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

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

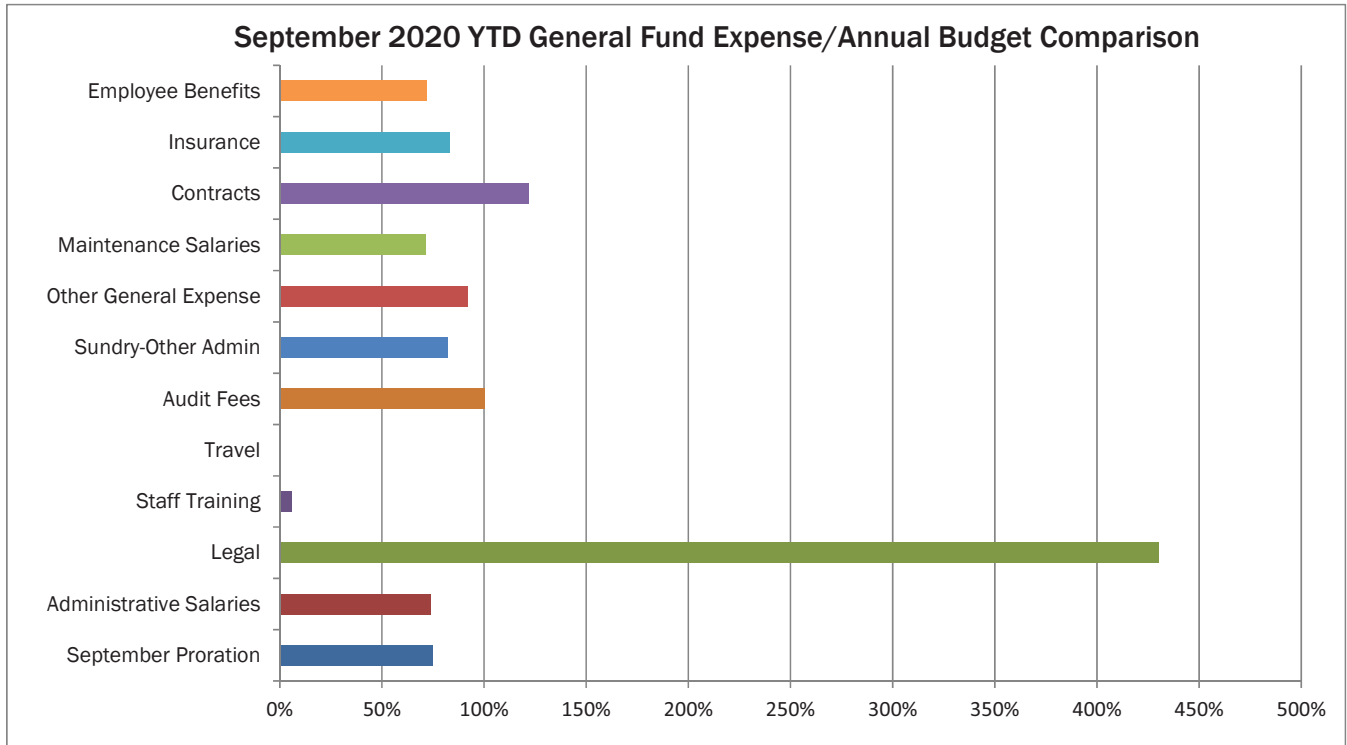
MASS Ratios	Max Pts	Scoring										
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0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

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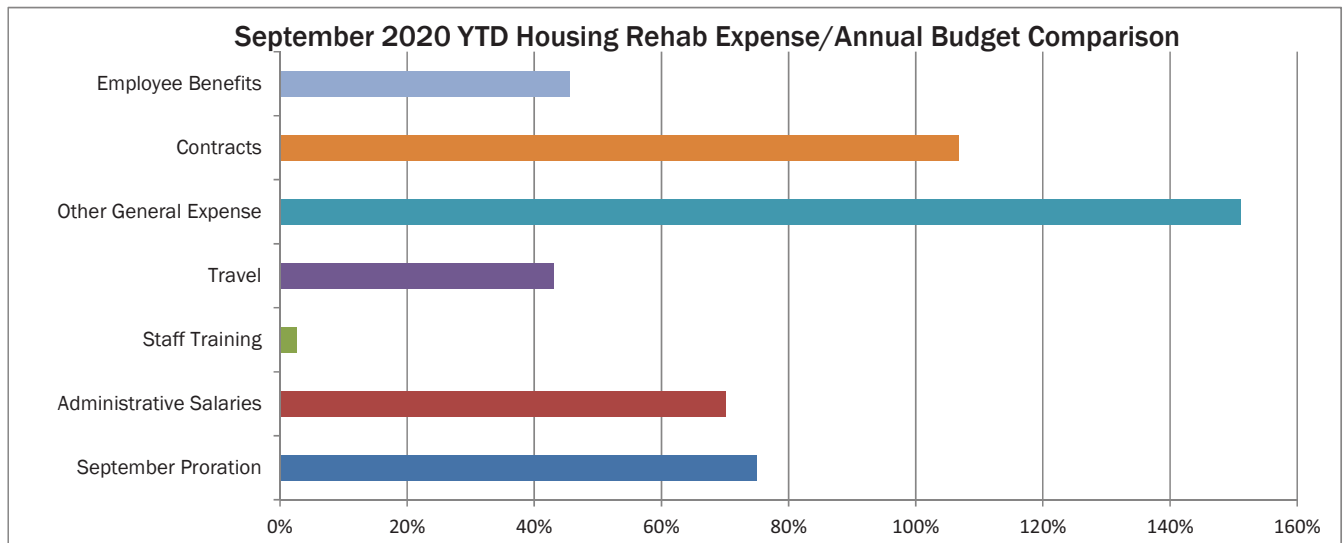
September 2020 Operating Account Balances

Property/Program	September 2019	August 2020	September 2020
General Fund	\$283,016.66	\$305,152.24	\$288,906.46
Brainerd Revolving Loan Program	\$99,077.00	\$0.00	\$0.00
Housing Rehab Program	\$12,334.82	\$46,892.58	\$40,648.30
Bridges	\$6,711.47	\$4,005.96	\$4,455.96
Crow Wing County HRA	\$492,641.92	\$865,037.60	\$853,452.92
Public Housing	\$714,117.69	\$683,578.66	\$733,298.91
Brainerd South	\$59,260.24	\$57,346.85	\$36,233.14
Housing Choice Voucher	\$14,471.18	\$9,985.54	\$38,580.89
Total	\$1,681,630.98	\$1,971,999.43	\$1,995,576.58

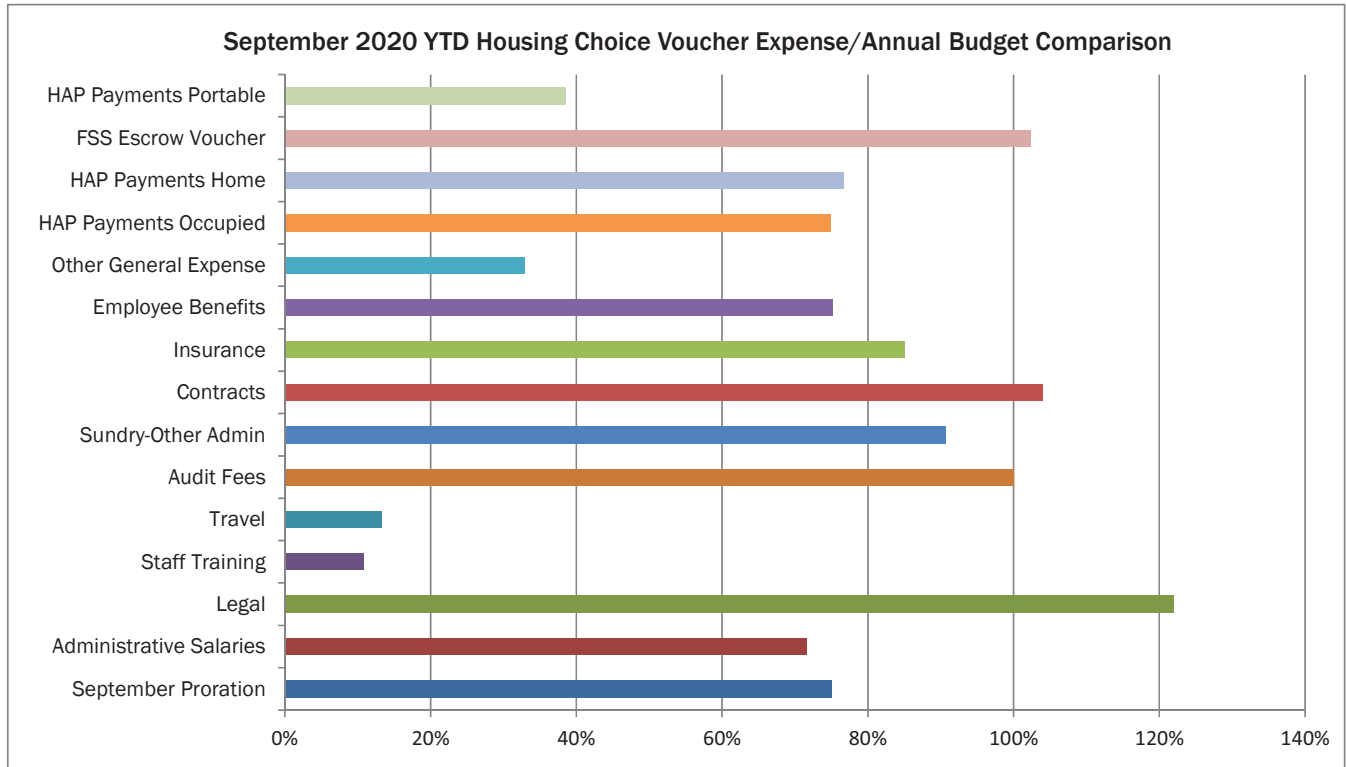
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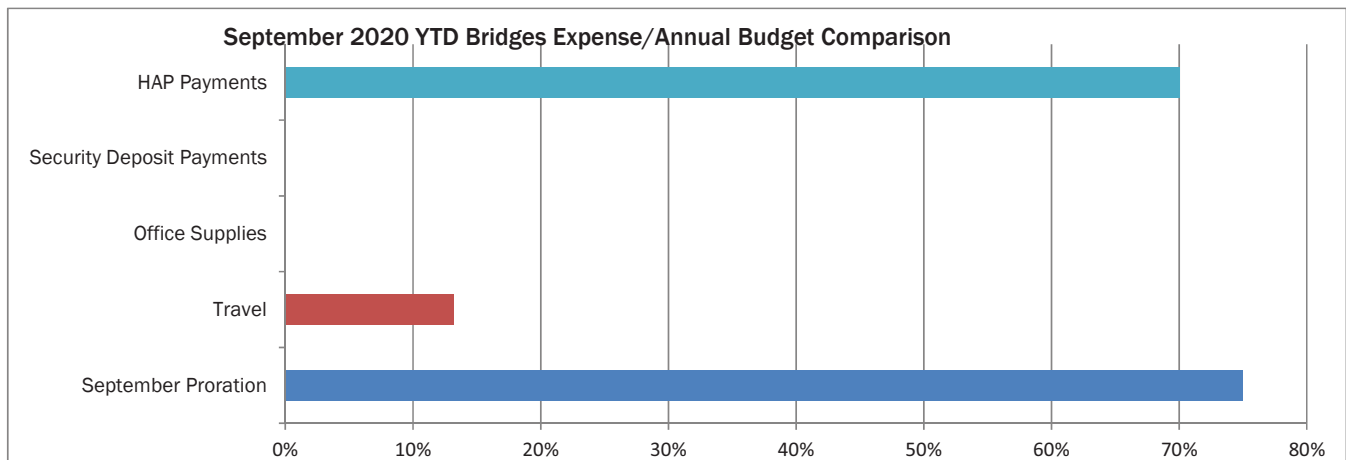
Contracts: Annual subscription to cloud back up and antivirus software.
 Legal: Conflict of Interest ED Hiring.



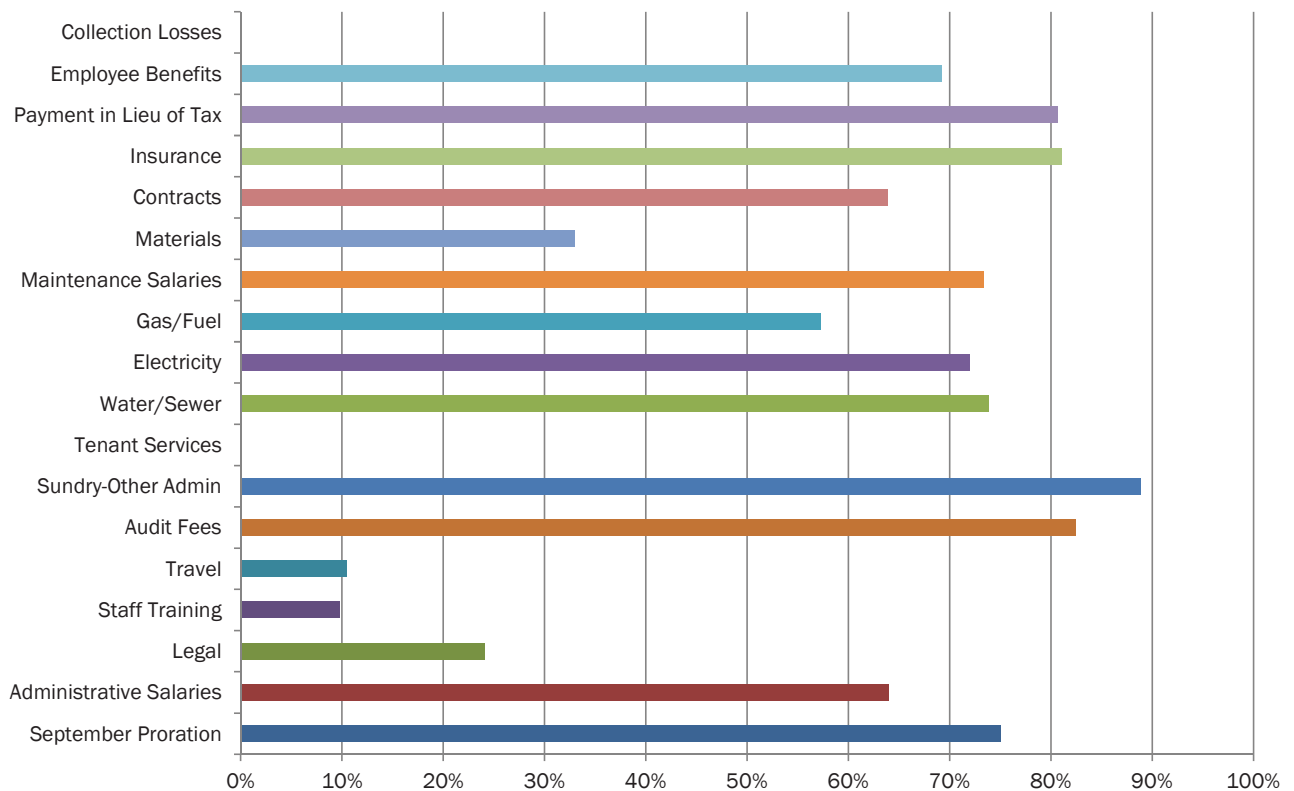
Contracts: 10 MHFA loans in process or completed thru September.
 Other General Expense: Setup of rehab specialist office. Purchased hardware for staff to work remotely.



Contract Costs: Utility Rate Study.
Legal: Personnel Policy review.

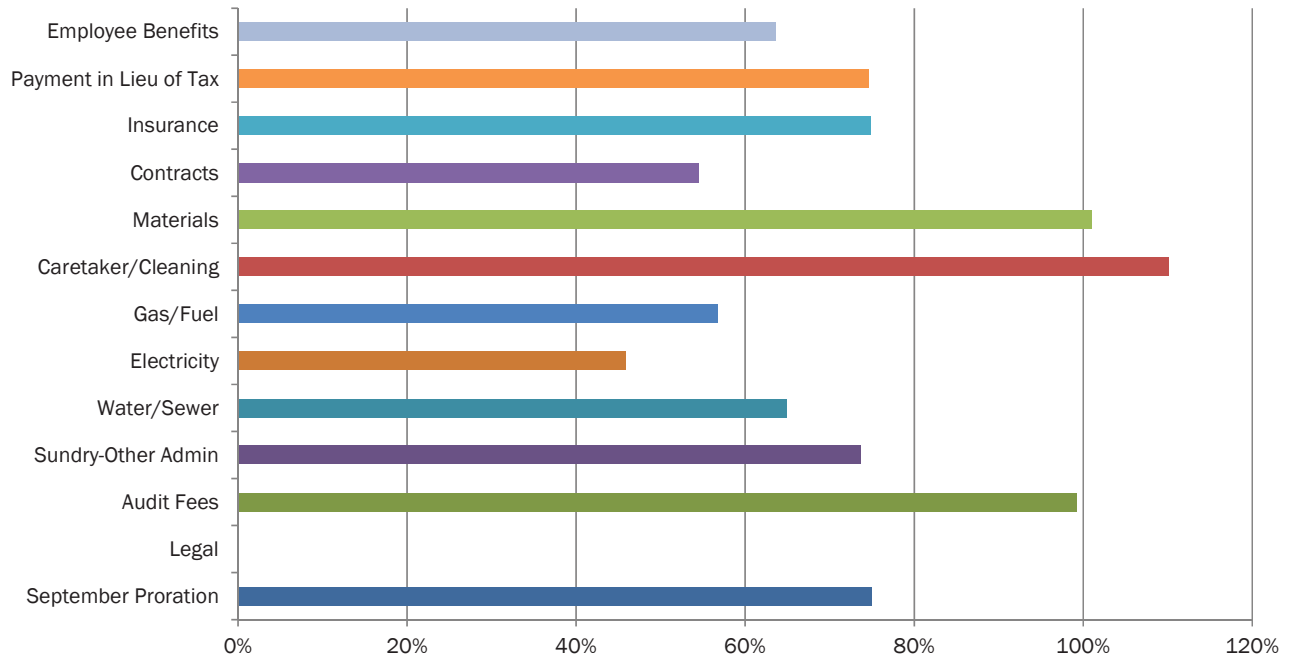


September 2020 YTD Public Housing Expense/Annual Budget Comparison



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

September 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.



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Date: 10/19/2020
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 roberta

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

Page: 1
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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-14,474.30	-129,750.84	-126,749.97	-3,000.87
Interest Income	-14.47	-1,191.06	-1,987.47	796.41
Other Income	0.00	-101,987.58	-79,127.47	-22,860.11
TOTAL INCOME	-14,488.77	-232,929.48	-207,864.91	-25,064.57
EXPENSE				
Administrative				
Administrative Salaries	14,043.89	136,015.84	137,992.50	-1,976.66
Legal	6,077.50	8,608.50	1,500.03	7,108.47
Staff Training	0.00	238.63	2,999.97	-2,761.34
Travel	0.00	1.15	450.00	-448.85
Auditing Fees	0.00	6,700.00	6,700.00	0.00
Sundry-Other Admin	243.09	5,006.97	4,574.97	432.00
Total Administration	20,364.48	156,571.09	154,217.47	2,353.62
Maintenance				
Maintenance Salaries	902.56	8,363.26	8,782.47	-419.21
Contracts	39.65	1,523.18	937.53	585.65
Total Maintenance	942.21	9,886.44	9,720.00	166.44
General				
TIF Expense	54.75	54.75	97.47	-42.72
Insurance	465.29	4,165.18	3,746.25	418.93
Employee Benefits	6,397.01	64,478.22	67,158.81	-2,680.59
Other General Expense	2,400.00	23,100.00	18,825.03	4,274.97
Total General	9,317.05	91,798.15	89,827.56	1,970.59
TOTAL EXPENSE	30,623.74	258,255.68	253,765.03	4,490.65
Net Income/Loss	16,134.97	25,326.20	45,900.12	-20,573.92

Date: 10/19/2020
 Time: 12:50:49 PM
 roberta

**Housing Rehab Operating Statement
 September, 2020**

Page: 1
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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-7,550.00	-127,110.49	-180,000.00	52,889.51
Grant Admin Revenue	0.00	-4,707.34	-29,317.50	24,610.16
TOTAL INCOME	-7,550.00	-131,817.83	-209,317.50	77,499.67
EXPENSE				
Administrative				
Administrative Salaries	6,946.40	66,130.06	70,845.03	-4,714.97
Staff Training	0.00	154.80	4,499.91	-4,345.11
Travel	43.13	602.09	1,050.03	-447.94
Other Admin Exp	26.25	4,308.21	2,137.59	2,170.62
Total Administration	7,015.78	71,195.16	78,532.56	-7,337.40
Maintenance				
Contracts	4,167.00	115,843.55	81,450.00	34,393.55
Total Maintenance	4,167.00	115,843.55	81,450.00	34,393.55
General				
Insurance	0.00	496.47	0.00	496.47
Employee Benefits	2,611.50	23,396.50	38,456.19	-15,059.69
Total General	2,611.50	23,892.97	38,456.19	-14,563.22
TOTAL EXPENSE	13,794.28	210,931.68	198,438.75	12,492.93
Net Income/Loss	6,244.28	79,113.85	-10,878.75	89,992.60

Date: 10/19/2020
 Time: 12:50:56 PM
 roberta

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

Page: 1
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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-123,243.00	-1,102,028.00	-1,058,932.53	-43,095.47
Admin Fees Earned	-25,076.67	-286,178.03	-186,847.47	-99,330.56
Interest Income	-0.41	-94.91	-112.50	17.59
Other Income	-865.00	-12,885.55	-8,362.53	-4,523.02
TOTAL INCOME	-149,185.08	-1,401,186.49	-1,254,255.03	-146,931.46
EXPENSE				
Administrative				
Administrative Salaries	10,793.07	100,430.65	105,232.50	-4,801.85
Legal	0.00	366.00	225.00	141.00
Staff Training	0.00	674.00	4,695.03	-4,021.03
Travel	6.90	331.78	1,874.97	-1,543.19
Accounting & Audit Fees	0.00	3,500.00	2,625.03	874.97
Sundry-Other Admin	130.54	4,671.19	3,862.35	808.84
Total Administration	10,930.51	109,973.62	118,514.88	-8,541.26
Maintenance				
Contracts	29.70	3,638.65	2,625.03	1,013.62
Total Maintenance	29.70	3,638.65	2,625.03	1,013.62
General				
Insurance	465.86	4,663.59	4,109.94	553.65
Employee Benefits	6,053.52	62,149.76	61,987.59	162.17
Collection Losses	0.00	2,302.00	0.00	2,302.00
Other General Expense	76.64	886.83	2,025.00	-1,138.17
Total General	6,596.02	70,002.18	68,122.53	1,879.65
HAP Payments				
HAP Payments Occupied	115,807.00	1,000,549.00	1,002,352.50	-1,803.50
HAP Payments Home	3,323.00	33,068.00	32,332.50	735.50
FSS Escrow Voucher	1,542.00	14,712.00	10,777.50	3,934.50
HAP Payments Portable	1,368.00	16,605.00	32,332.50	-15,727.50
Total HAP	122,040.00	1,064,934.00	1,077,795.00	-12,861.00
TOTAL EXPENSE	139,596.23	1,248,548.45	1,267,057.44	-18,508.99
Net Income/Loss	-9,588.85	-152,638.04	12,802.41	-165,440.45

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Bridges Program
Bridges Operating Statement
September, 2020

Page: 1
 Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-3,770.00	-38,551.00	-45,614.97	7,063.97
Admin Revenue	-450.00	-4,500.00	-5,850.00	1,350.00
Operating Transfer	0.00	0.00	5,287.50	-5,287.50
Total Income	-4,220.00	-43,051.00	-46,177.47	3,126.47
EXPENSE				
Administrative				
Travel	0.00	59.23	337.50	-278.27
Office Supplies	0.00	0.00	225.00	-225.00
Total Administration	0.00	59.23	562.50	-503.27
General				
Security Deposit Pmts	0.00	0.00	4,560.03	-4,560.03
HAP Payment to Landlords	3,770.00	38,327.00	41,055.03	-2,728.03
Total General	3,770.00	38,327.00	45,615.06	-7,288.06
TOTAL EXPENSE	3,770.00	38,386.23	46,177.56	-7,791.33
Net Income/Loss	-450.00	-4,664.77	0.09	-4,664.86

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

Page: 4
Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-63,739.00	-555,279.00	-555,045.03	-233.97
Excess Utilities	-776.00	-3,645.48	-2,324.97	-1,320.51
Operating Subsidy	-61,060.00	-235,037.00	-187,229.97	-47,807.03
Investment Interest	-19.20	-1,480.05	-4,807.53	3,327.48
Other Income	-13,056.49	-122,719.34	-138,157.47	15,438.13
Other Income Tenants	-1,168.00	-12,982.56	-20,999.97	8,017.41
Capital Fund Income	-48,234.04	-223,953.44	-49,500.00	-174,453.44
Laundry Income	-1,559.00	-13,421.25	-16,049.97	2,628.72
TOTAL INCOME	-189,611.73	-1,168,518.12	-974,114.91	-194,403.21
EXPENSE				
Administrative				
Administrative Salaries	23,474.37	199,300.13	233,685.00	-34,384.87
Legal	0.00	915.50	2,850.03	-1,934.53
Staff Training	150.00	1,373.32	10,500.03	-9,126.71
Travel	0.00	209.66	1,500.03	-1,290.37
Accounting & Audit Fees	0.00	8,700.00	10,550.00	-1,850.00
Sundry-Other Admin	547.32	16,504.30	13,931.37	2,572.93
Total Administration	24,171.69	227,002.91	273,016.46	-46,013.55
Rec Public and Other	0.00	0.00	3,712.50	-3,712.50
Total Tenant Services	0.00	0.00	3,712.50	-3,712.50
Utilities				
Water/Sewer	6,134.19	47,571.74	48,269.97	-698.23
Electricity	8,892.96	54,332.48	56,602.44	-2,269.96
Gas/Fuel	0.00	22,543.67	29,512.53	-6,968.86
Total Utilities	15,027.15	124,447.89	134,384.94	-9,937.05
Maintenance				
Labor	16,637.68	148,653.32	151,920.00	-3,266.68
Materials	1,182.20	9,230.50	20,999.97	-11,769.47
Contracts	16,581.48	107,471.11	126,112.50	-18,641.39
Total Maintenance	34,401.36	265,354.93	299,032.47	-33,677.54
General				
Insurance	7,593.17	68,286.06	63,180.00	5,106.06
Payment in Lieu of Tax	2,390.93	21,237.28	19,747.53	1,489.75
Employee Benefits	16,935.02	163,927.48	177,540.03	-13,612.55
Collection Losses	0.00	0.00	6,000.03	-6,000.03
Other General Expense	1,000.00	2,000.00	0.00	2,000.00
Total General	27,919.12	255,450.82	266,467.59	-11,016.77
TOTAL EXPENSE	101,519.32	872,256.55	976,613.96	-104,357.41
Net Income/Loss	-88,092.41	-296,261.57	2,499.05	-298,760.62

Date: 10/19/2020
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Brainerd South Operating Statement
September, 2020

Page: 1
Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-20,403.00	-184,571.00	-179,010.00	-5,561.00
Rental Supplement	-4,648.00	-37,791.00	-32,407.47	-5,383.53
Investment Interest	-33.42	-2,162.34	-6,000.03	3,837.69
Other Income	-1,940.00	-18,025.83	-23,415.03	5,389.20
Laundry Income	-625.50	-6,353.25	-6,149.97	-203.28
TOTAL INCOME	-27,649.92	-248,903.42	-246,982.50	-1,920.92
EXPENSE				
Administrative				
Legal	0.00	0.00	225.00	-225.00
Accounting & Audit Fees	0.00	4,961.25	5,000.00	-38.75
Sundry-Other Admin	3,880.24	36,535.45	37,185.03	-649.58
Total Administration	3,880.24	41,496.70	42,410.03	-913.33
Utilities				
Water	0.00	9,638.64	11,130.03	-1,491.39
Electricity	0.00	2,977.09	4,875.03	-1,897.94
Gas/Fuel	0.00	9,930.55	13,124.97	-3,194.42
Total Utilities	0.00	22,546.28	29,130.03	-6,583.75
Maintenance				
Labor	1,598.04	12,001.46	8,174.97	3,826.49
Materials	3,132.70	21,212.73	15,000.03	6,212.70
Contracts	6,163.14	36,356.27	50,812.65	-14,456.38
Total Maintenance	10,893.88	69,570.46	73,987.65	-4,417.19
General				
Insurance	2,740.62	24,760.35	24,794.91	-34.56
Payment in Lieu of Tax	999.09	7,838.62	7,875.00	-36.38
Employee Benefits	121.47	776.18	915.03	-138.85
Total General	3,861.18	33,375.15	33,584.94	-209.79
TOTAL EXPENSE	18,635.30	166,988.59	179,112.65	-12,124.06
Net Income/Loss	-9,014.62	-81,914.83	-67,869.85	-14,044.98

**September 2020
Prior Year Comparative Statements**

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

Page: 1
Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
General Fund Operating				
INCOME				
Management Fees	-129,750.84	-126,749.97	-128,132.55	-127,338.20
Interest Income	-1,191.06	-1,987.47	0.00	0.00
Other Income	-101,987.58	-79,127.47	-72,613.26	-89,379.00
TOTAL INCOME	-232,929.48	-207,864.91	-200,745.81	-216,717.20
EXPENSE				
Administrative				
Administrative Salaries	136,015.84	137,992.50	113,169.44	110,196.56
Legal	8,608.50	1,500.03	0.00	1,991.00
Staff Training	238.63	2,999.97	4,148.54	2,137.77
Travel	1.15	450.00	307.15	520.73
Auditing Fees	6,700.00	6,700.00	6,700.00	6,700.00
Sundry-Other Admin	5,006.97	4,574.97	4,897.26	3,868.13
Total Administration	156,571.09	154,217.47	129,222.39	125,414.19
Maintenance				
Maintenance Salaries	8,363.26	8,782.47	8,185.74	9,318.53
Contracts	1,523.18	937.53	1,154.52	795.72
Total Maintenance	9,886.44	9,720.00	9,340.26	10,114.25
General				
TIF Expense	54.75	97.47	173.80	3,011.32
Insurance	4,165.18	3,746.25	3,134.43	2,921.40
Employee Benefits	64,478.22	67,158.81	56,815.19	56,762.34
Other General Expense	23,100.00	18,825.03	2,000.00	3,774.82
Total General	91,798.15	89,827.56	62,123.42	66,892.66
TOTAL EXPENSE	258,255.68	253,765.03	200,686.07	202,421.10
Net Income/Loss	25,326.20	45,900.12	-59.74	-14,296.10

Date: 10/19/2020
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Housing Rehab Proj Operating PY
Housing Rehab Operating Statement
September, 2020

Page: 1
 Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Housing Rehab Operating INCOME				
Other Income	-127,110.49	-180,000.00	-91,384.75	-50,723.00
Grant Admin Revenue	-4,707.34	-29,317.50	-1,034.96	-659.87
TOTAL INCOME	-131,817.83	-209,317.50	-92,419.71	-51,382.87
EXPENSE				
Administrative				
Administrative Salaries	66,130.06	70,845.03	36,263.46	35,709.11
Staff Training	154.80	4,499.91	2,404.07	2,178.16
Travel	602.09	1,050.03	381.06	209.42
Other Admin Exp	4,308.21	2,137.59	4,869.50	2,288.72
Total Administration	71,195.16	78,532.56	43,918.09	40,385.41
Maintenance				
Contracts	115,843.55	81,450.00	48,807.28	1,219.74
Total Maintenance	115,843.55	81,450.00	48,807.28	1,219.74
General				
Insurance	496.47	0.00	257.47	355.16
Employee Benefits	23,396.50	38,456.19	16,770.55	15,774.19
Total General	23,892.97	38,456.19	17,028.02	16,129.35
TOTAL EXPENSE	210,931.68	198,438.75	109,753.39	57,734.50
Net Income/Loss	79,113.85	-10,878.75	17,333.68	6,351.63

Date: 10/19/2020
Time: 12:52:31 PM
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**Brainerd HRA
HCV Operating Statement
September, 2020**

Page: 1
Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Housing Choice Voucher				
Operating				
INCOME				
HUD HAP Received	-1,102,028.00	-1,058,932.53	-1,063,281.00	-1,026,847.00
Admin Fees Earned	-286,178.03	-186,847.47	-199,266.00	-173,662.00
Interest Income	-94.91	-112.50	-168.06	-24.62
Other Income	-12,885.55	-8,362.53	-9,486.75	-5,995.08
TOTAL INCOME	-1,401,186.49	-1,254,255.03	-1,272,201.81	-1,206,528.70
EXPENSE				
Administrative				
Administrative Salaries	100,430.65	105,232.50	107,071.06	102,974.78
Legal	366.00	225.00	0.00	121.80
Staff Training	674.00	4,695.03	6,938.68	2,241.03
Travel	331.78	1,874.97	1,481.51	1,432.51
Accounting & Audit Fees	3,500.00	2,625.03	3,500.00	3,500.00
Sundry-Other Admin	4,671.19	3,862.35	3,419.03	3,307.72
Total Administration	109,973.62	118,514.88	122,410.28	113,577.84
Maintenance				
Contracts	3,638.65	2,625.03	3,423.26	2,779.94
Total Maintenance	3,638.65	2,625.03	3,423.26	2,779.94
General				
Insurance	4,663.59	4,109.94	3,784.36	3,627.70
Employee Benefits	62,149.76	61,987.59	60,605.64	58,600.88
Collection Losses	2,302.00	0.00	0.00	0.00
Other General Expense	886.83	2,025.00	1,905.09	1,860.30
Total General	70,002.18	68,122.53	66,295.09	64,088.88
HAP Payments				
HAP Payments Occupied	1,000,549.00	1,002,352.50	984,033.00	936,195.00
HAP Payments Home	33,068.00	32,332.50	33,484.00	31,680.00
FSS Escrow Voucher	14,712.00	10,777.50	17,615.00	12,927.00
HAP Payments Portable	16,605.00	32,332.50	33,486.00	25,076.00
Total HAP	1,064,934.00	1,077,795.00	1,068,618.00	1,005,878.00
TOTAL EXPENSE	1,248,548.45	1,267,057.44	1,260,746.63	1,186,324.66
Net Income/Loss	-152,638.04	12,802.41	-11,455.18	-20,204.04

Date: 10/19/2020
Time: 12:52:38 PM
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Bridges Program PY
Bridges Operating Statement
September, 2020

Page: 1
Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Bridges Operating INCOME				
HAP Received MHFA	-38,551.00	-45,614.97	-59,652.00	-47,128.00
Admin Revenue	-4,500.00	-5,850.00	-6,800.00	-5,350.00
Operating Transfer	0.00	5,287.50	0.00	0.00
Total Income	-43,051.00	-46,177.47	-66,452.00	-52,478.00
EXPENSE				
Administrative				
Travel	59.23	337.50	197.20	201.22
Office Supplies	0.00	225.00	0.00	0.00
Total Administration	59.23	562.50	197.20	201.22
General				
Security Deposit Pmts	0.00	4,560.03	5,943.00	1,670.00
HAP Payment to Landlords	38,327.00	41,055.03	53,709.00	45,458.00
Total General	38,327.00	45,615.06	59,652.00	47,128.00
TOTAL EXPENSE	38,386.23	46,177.56	59,849.20	47,329.22
Net Income/Loss	-4,664.77	0.09	-6,602.80	-5,148.78

Date: 10/19/2020
Time: 12:52:43 PM
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**Brainerd HRA
Public Housing Operating Statement
September, 2020**

Page: 4
Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Public Housing Operating INCOME				
Dwelling Rental	-555,279.00	-555,045.03	-545,756.00	-524,365.50
Excess Utilities	-3,645.48	-2,324.97	-3,365.58	-2,408.00
Operating Subsidy	-235,037.00	-187,229.97	-195,475.00	-182,489.00
Investment Interest	-1,480.05	-4,807.53	309.26	366.40
Other Income	-122,719.34	-138,157.47	-128,762.27	-124,274.07
Other Income Tenants	-12,982.56	-20,999.97	-20,694.01	-50,186.68
Capital Fund Income	-223,953.44	-49,500.00	-122,348.00	-343,536.00
Laundry Income	-13,421.25	-16,049.97	-14,876.25	-15,536.50
TOTAL INCOME	-1,168,518.12	-974,114.91	-1,030,967.85	-1,242,429.35
EXPENSE				
Administrative				
Administrative Salaries	199,300.13	233,685.00	217,823.13	212,460.26
Legal	915.50	2,850.03	1,445.00	1,191.39
Staff Training	1,373.32	10,500.03	13,204.54	8,598.18
Travel	209.66	1,500.03	638.96	571.40
Accounting & Audit Fees	8,700.00	10,550.00	8,300.00	10,400.00
Sundry-Other Admin	16,504.30	13,931.37	14,759.08	13,659.38
Total Administration	227,002.91	273,016.46	256,170.71	246,880.61
Rec Public and Other	0.00	3,712.50	0.00	295.14
Total Tenant Services	0.00	3,712.50	0.00	295.14
Utilities				
Water/Sewer	47,571.74	48,269.97	46,520.05	41,976.93
Electricity	54,332.48	56,602.44	53,523.40	54,217.64
Gas/Fuel	22,543.67	29,512.53	28,701.94	29,674.24
Total Utilities	124,447.89	134,384.94	128,745.39	125,868.81
Maintenance				
Labor	148,653.32	151,920.00	139,127.09	141,962.91
Materials	9,230.50	20,999.97	20,859.07	20,523.76
Contracts	107,471.11	126,112.50	86,707.73	-34,573.12
Total Maintenance	265,354.93	299,032.47	246,693.89	127,913.55
General				
Insurance	68,286.06	63,180.00	59,466.03	52,047.30
Payment in Lieu of Tax	21,237.28	19,747.53	20,407.32	19,484.24
Employee Benefits	163,927.48	177,540.03	159,450.99	159,498.67
Collection Losses	0.00	6,000.03	0.00	0.00
Other General Expense	2,000.00	0.00	0.00	0.00
Total General	255,450.82	266,467.59	239,324.34	231,030.21
TOTAL EXPENSE	872,256.55	976,613.96	870,934.33	731,988.32
Net Income/Loss	-296,261.57	2,499.05	-160,033.52	-510,441.03

Date: 10/19/2020
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**Brainerd South Operating Statement
September, 2020**

Page: 1
Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Brainerd South Operating				
INCOME				
Dwelling Rental	-184,571.00	-179,010.00	-179,469.00	-173,956.00
Rental Supplement	-37,791.00	-32,407.47	-31,174.00	-29,748.00
Investment Interest	-2,162.34	-6,000.03	-404.91	75.87
Other Income	-18,025.83	-23,415.03	-23,936.38	-22,669.07
Laundry Income	-6,353.25	-6,149.97	-6,016.30	-6,316.00
TOTAL INCOME	-248,903.42	-246,982.50	-241,000.59	-232,710.77
EXPENSE				
Administrative				
Legal	0.00	225.00	43.00	150.00
Accounting & Audit Fees	4,961.25	5,000.00	4,950.00	4,850.00
Sundry-Other Admin	36,535.45	37,185.03	35,356.61	34,191.29
Total Administration	41,496.70	42,410.03	40,349.61	39,191.29
Utilities				
Water	9,638.64	11,130.03	8,691.10	8,260.90
Electricity	2,977.09	4,875.03	3,850.02	3,936.60
Gas/Fuel	9,930.55	13,124.97	11,728.26	12,133.08
Total Utilities	22,546.28	29,130.03	24,269.38	24,330.58
Maintenance				
Labor	12,001.46	8,174.97	7,923.54	8,286.44
Materials	21,212.73	15,000.03	13,118.23	12,777.01
Contracts	36,356.27	50,812.65	36,843.44	42,172.17
Total Maintenance	69,570.46	73,987.65	57,885.21	63,235.62
General				
Insurance	24,760.35	24,794.91	24,033.50	23,285.46
Payment in Lieu of Tax	7,838.62	7,875.00	7,468.74	7,308.53
Employee Benefits	776.18	915.03	915.04	915.04
Total General	33,375.15	33,584.94	32,417.28	31,509.03
TOTAL EXPENSE	166,988.59	179,112.65	154,921.48	158,266.52
Net Income/Loss	-81,914.83	-67,869.85	-86,079.11	-74,444.25

Brainerd Housing and Redevelopment Authority

Payment Summary Report

September 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/11/2020	748	Dudley Gangestad	\$21.28
9/11/2020	749	John Schommer	\$55.22
9/11/2020	750	Marnie McIalwain	\$45.94
9/11/2020	751	Mike Jones	\$84.81
9/11/2020	752	Ryan Barnett	\$6.90
9/11/2020	753	Terry Quick	\$74.75
9/24/2020	754	Karen Young	\$65.00
9/24/2020	755	Keri Woitalla	\$32.79
9/1/2020	1713	JJC Properties LLC	\$500.00
9/1/2020	1714	Pueringer Investments	\$500.00
9/1/2020	1715	Ash Properties	\$500.00
9/1/2020	1716	Smith Commercial Properties LLC	\$900.00
9/1/2020	1717	Health Savings Accounts	\$166.67
9/2/2020	1718	EBSO	\$23,312.23
9/10/2020	1719	Minnesota State Retirement System	\$1,326.18
9/10/2020	1720	Electronic Federal Tax Payment System	\$7,745.11
9/10/2020	1721	MN Dept of Revenue	\$1,271.31
9/10/2020	1722	Health Savings Accounts	\$1,321.85
9/10/2020	1723	Security Benefit	\$4,120.26
9/24/2020	1724	Minnesota State Retirement System	\$1,364.64
9/24/2020	1725	Electronic Federal Tax Payment System	\$7,995.42
9/24/2020	1726	MN Dept of Revenue	\$1,297.79
9/24/2020	1727	Health Savings Accounts	\$1,321.85
9/24/2020	1728	Security Benefit	\$4,137.32
9/10/2020	23506	Ace Hardware	\$497.04
9/10/2020	23507	AmeriNat	\$2,450.00
9/10/2020	23508	AmeriPride Linen & Apparel Svcs	\$312.56
9/10/2020	23509	Anderson Brothers Construction Company	\$48,234.04
9/10/2020	23510	Brainerd Public Utilities	\$14,502.64
9/10/2020	23511	CTCIT	\$500.00
9/10/2020	23512	Capital One Commercial	\$1,291.82
9/10/2020	23513	College Drive Townhouses	\$1,308.35
9/10/2020	23514	Culligan	\$25.50
9/10/2020	23515	Dacotah Paper Co	\$811.11
9/10/2020	23516	Faster Solutions, Inc.	\$95.00
9/10/2020	23517	Forum Communications Company	\$109.50
9/10/2020	23518	Frank Olson Drywall Repair	\$1,187.11
9/10/2020	23519	Holden Electric Company Inc	\$3,780.00
9/10/2020	23520	Home Depot Credit Services	\$51.23
9/10/2020	23521	MN Elevator, Inc.	\$771.68
9/10/2020	23522	Mattson Lumber Company	\$181.50
9/10/2020	23523	Nisswa Sanitation	\$2,047.59
9/10/2020	23524	Office Shop	\$742.47

Brainerd Housing and Redevelopment Authority

Payment Summary Report

September 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/10/2020	23525	Paper Storm	\$25.50
9/10/2020	23526	RJ3 Property Maintenance LLC	\$215.00
9/10/2020	23527	Rental History Reports	\$50.00
9/10/2020	23528	Robert Warcheza	\$1,500.00
9/10/2020	23529	SCR Northern	\$5,896.87
9/10/2020	23530	Strike Painting & Finishing	\$1,450.00
9/10/2020	23531	Valley View Townhomes	\$149.00
9/10/2020	23532	Verizon Wireless	\$193.88
9/10/2020	23533	West Central Flooring	\$2,782.01
9/10/2020	23534	Yde's Major Appliance	\$29.90
9/24/2020	23535	Avesis Third Party Admininstrators	\$26.93
9/24/2020	23536	Brainerd Public Utilities	\$623.51
9/24/2020	23537	Bremer Bank Credit Card	\$308.21
9/24/2020	23538	CTC	\$2,553.75
9/24/2020	23539	Crow Wing County Landfill	\$30.00
9/24/2020	23540	Crow Wing Cty Recorder's Office	\$92.00
9/24/2020	23541	Dearborn National	\$200.69
9/24/2020	23542	Footings To Trim Inc.	\$3,625.00
9/24/2020	23543	Hawkins Delafield & Wood LLP	\$6,077.50
9/24/2020	23544	HealthPartners	\$915.67
9/24/2020	23545	Holden Electric Company Inc	\$633.80
9/24/2020	23546	Housing Auth Risk Retention Group	\$1,000.00
9/24/2020	23547	Housing Insurance Services Inc.	\$4,086.00
9/24/2020	23548	Housing Insurance Svc Inc.	\$24,738.09
9/24/2020	23549	Life Insurance Company of North America	\$76.98
9/24/2020	23550	Miller Testing & Consulting LLC	\$450.00
9/24/2020	23551	Patnode's Custom Cabinets	\$250.00
9/24/2020	23552	ServiceMaster of Brainerd	\$480.00
9/24/2020	23553	Sun Life Financial	\$579.86
9/24/2020	23554	Yde's Major Appliance	\$130.95
		Report Total	\$196,237.56



To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: October 20, 2020
Re: HCV Programs Report

HCV Report *(Attachment 6a)*

Our Unit Months Leased (UML) through September was 98% and HAP utilization through September was 73%.

Bridges Report *(Attachment 6b)*

We have nine families on our program with a monthly HAP payment of \$4,220. We have four families that have been issued a voucher and are working on leasing them up.

Family Self-Sufficiency (FSS) Report *(Attachment 6b)*

We currently have 29 families on our program. We have 10 families that are currently escrowing in the amount of \$1,542 per month.

Foster Youth Initiative (FYI) Report *(Attachment 6c)*

We have three families leased up with a total HAP payment of \$1,110 per month.

No Action Requested; Discussion Items

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August Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	324
September Move-ins	7
September Move-outs	4
September Vouchers - looking for housing	31
September Vouchers - first day of month	324
Average Vouchers to date	317
Unit Months Leased	98%
HAP Utilization through 9/30/2020	73%

Reasons For Leaving Program

Voluntarily Left	2
Port-out	0
Terminated	2

Payments

Housing Assistance Payment (HAP)	\$121,090
September HUD Administrative Fee	\$15,693

Port Out Vouchers

	3
St. Cloud (1), Clay (1)	\$1,368

Homeownership

	9
Homeownership HAP	\$3,323

FYI Vouchers

	3
FYI Vouchers HAP	\$1,110

Annual Average Income

\$13,849

Length of Time on Program

< 1 year	23%
< 2 years	15%
< 3 years	9%
< 4 years	10%
< 5 years	5%
> 5 years	37%

Demographics

Elderly Households	85
Disabled/Handicapped Households	172
Families with Children	131

Waiting List Total

	66
Crow Wing County Preference	13
Non Preference	53

Average HAP Payment

\$363

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Bridges Program Report

September 2020

Currently

- » Tenants leased up in units: 9
- » Tenants in Shop Mode: 0
- » 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: \$4,220.00

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

September 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: 10
- » Total combined amount of monthly escrow: \$1,542.00
- » Total year-to-date FSS participant's escrow: \$36,613.34

Summary

Still no award announcement for FSS funding. Paid out an interim disbursement of \$368.67 for car repairs.

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

Currently

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

Summary

HUD approved our last request of three FYI vouchers. We are waiting for the pre-applications from LSS/CWCSS and will begin working on leasing up those three applicants.



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: October 8, 2020
Re: Housing Management Report

Vacancy Report for September 2020

Please see Attachment 7a.

Monthly Property Performance Report for September 2020

Please see Attachment 7b.

Ongoing COVID-19 Response

The next step in the office re-opening is to add a limited in-building option for those that need to complete paperwork and are not able to be served efficiently through the current contactless option. A small table and a chair will be placed in the glass vestibule area and the inner door will be locked to prevent further entry into the building. For situations requiring even more staff assistance, one household at a time can be permitted into the lobby area to work with staff at the second reception window. Staff continues to monitor MN Executive Orders for updated restrictions on terminations, as well as participating in webinars related to CARES Act reporting, the CDC ban on evictions, and other COVID-related topics.

Annual Plan & Public Hearing

The public hearing for the 2021 Annual Plan will be held during the November 18th board meeting. The plan document will be posted online and included in the November board packet.

Brainerd South

Both tenants affected by the water damage are now back in their units with all interior work completed. The remaining exterior work, including additional concrete, window flashing, and landscaping, will not be part of an insurance claim and do not need additional HUD pre-approval as they are below the approval threshold. The funds will be drawn out of the Reserve for Replacement Account upon completion of the projects. The final portion of the exterior work is expected to start within two weeks.

ROSS Program Updates

- » Erik currently has 14 active participants in the ROSS program. There was one newly-enrolled participant this month and four new contacts with non-enrolled residents for more limited resource/referral work. The theme of the community resource/info sharing bulletin board this month was heart health.
- » Erik continues to work on the Action Plan and hopes to have a draft ready for approval by the end of the year. He is also wrapping up data entry and reporting to close out the second year of the three-year grant cycle. Trainings this month included LGBTQ inclusivity and ethics in service coordination.
- » The Senior Nutrition Assistance program had 27 residents participating this past month. Still no nutrition seminars and deliveries continue to be made directly to the apartments to prevent tenants from congregating.

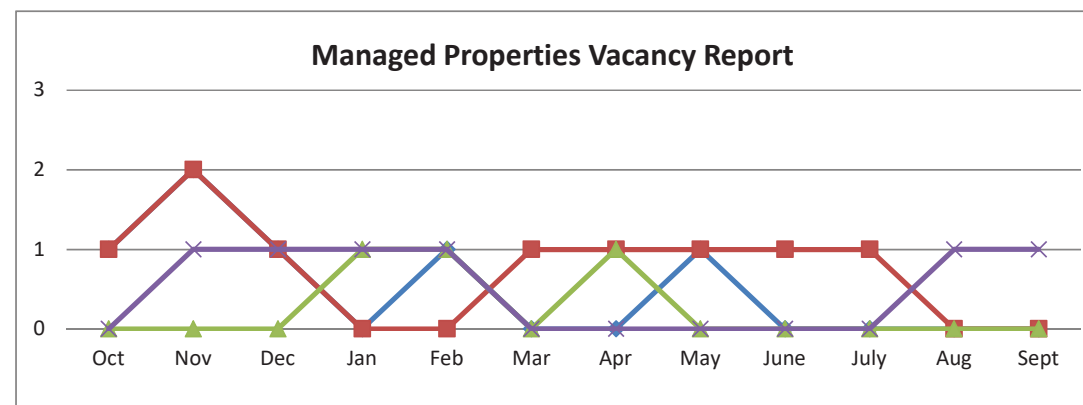
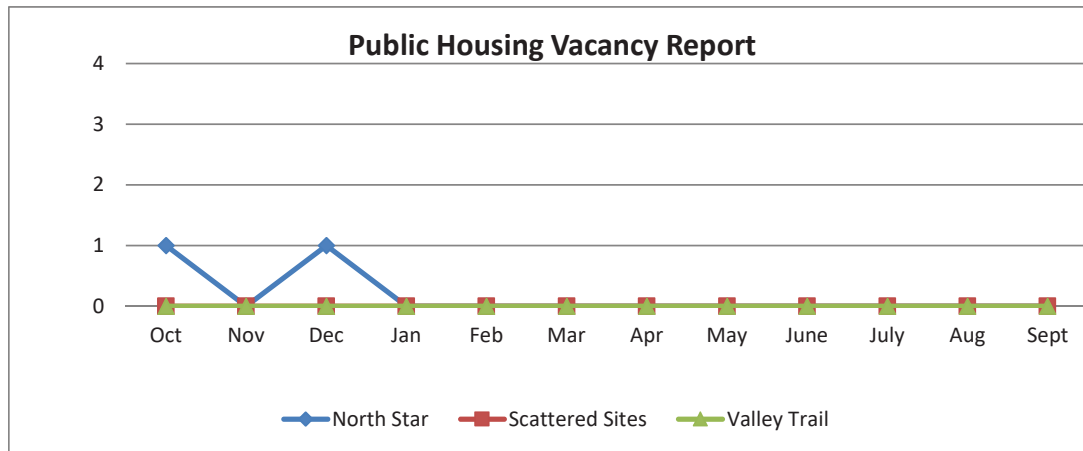
» Facebook Stats:

- Erik made 12 new posts on the ROSS Facebook page this past month that focused on fun/unusual celebration days (wienerschnitzel day, TV dinner day, constitution day, etc.), child safety and injury prevention, hoarding and clean-up resources, and voter registration.
- The posts reached 39 individuals but unfortunately received no additional likes or shares.

No Action Requested; Discussion Items

Brainerd HRA 2020 Vacancy Report

	Public Housing				Section 236	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	0	0	0	0	0	0	1
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.00%
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	5	3	4
%	0.00%	0.00%	0.00%	0.00%	0.37%	2.31%	1.85%	2.22%



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report September 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	43
Applications Placed on PH Wait List	18
Applications Denied on PH Wait List	6

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	66	0	0	0
2 bdrm	14	40	1	1	0
3 bdrm	24	15	0	0	0
4 bdrm	5	5	0	0	0
TOTAL	203	126	1	1	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	0	20
Move-Outs	1	17

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	2
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	6
Received	65
Closed	64
Ending Balance	7
Total Completed Work Orders for Year	694

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	6
Completed within 24 hours	1	6
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	64,682
Other Charges	1,396
Total New Charges	66,078
Arrears, tenants in possession	546

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	479
Current Rent Charges	64,682
Current Rent Collections	64,203
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	2,476
Prior Rent Charges	743,721
Collection Rate	100%



To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: October 21, 2020
Re: Executive Director Report

Minnesota Housing Partnership (MHP) Technical Assistance Grant

MHP held our first meeting for the TA grant on 9/25/20 where we laid out our working timeline and a meeting schedule. We also discussed our goals for these work sessions. Our next meeting is set for 10/22/20.

Housing Trust Fund

We are working on getting the housing and rental rehab program closer to accepting applications. John has a potential project that could utilize this program and we are working on the documents to be able to put this into action.

CIP Grant from BPU

We have again received a grant from BPU for \$25,000 for a project aiming to increase energy efficiency. We will be looking to upgrade the hallway lighting at the North Star building from fluorescent to LED as well as our office lighting fixtures. We hope to have this project completed by the end of the year.

No Action Requested; Discussion Item

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To: Brainerd HRA Board Members
 From: John Schommer, Rehab Coordinator
 Date: October 20, 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	In Construction
419 3 rd Ave. NE	Mary & Richard M.	Rental	3	Contract Phase
726 4 th Ave. NE	John G.	Rental	3	In Work Write-up
215 Gillis Ave. NE	Cheri S.	Owner-occupied	1	Bidding
414 3 rd Ave. NE	Select Rental Properties	Rental	1	Contract Phase
206 Gillis Avenue	Herbert J.	Owner-occupied	1	Bidding
721 2 nd Ave. NE	Darin K.	Owner-occupied	1	In Work Write-up

Emily SCDP

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

MHFA

- » 1 project is in construction
- » 1 project is bidding
- » 1 application is in process

BRAINERD OAKS/SERENE PINES

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	47	44	0	8
Serene Pines	23	14	12	0	1
Dalmar Estates	7	1	1	0	0

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

No Action Requested; Discussion Item

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