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**BOARD OF COMMISSIONERS MEETING**  
**Wednesday, December 16, 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=m01f0a93765f1c4d2cd8f15d562739d0b>

Join by phone: (415) 655-0001

Meeting number (access code): 126 728 7440

Meeting password: 1216

***"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
  - a. Adoption of Updated HUD Waivers (*Attachment 2*) ..... [p. 9](#)
5. New Business
  - a. Accounts Receivable Write-off (*Attachment 3*) ..... [p. 21](#)
  - b. Review & Discuss Fund Balance (*Attachment 4*) ..... [p. 23](#)
6. Bills and Communications
  - a. Financial Report (*Attachment 5*) ..... [p. 27](#)
  - b. HCV/Section 8 Report (*Attachment 6*) ..... [p. 53](#)
  - c. Housing Management Report (*Attachment 7*) ..... [p. 59](#)
  - d. Executive Director Report (*Attachment 8*) ..... [p. 65](#)
  - e. Rehab Update (*Attachment 9*) ..... [p. 67](#)
7. Commissioner Comments
8. Adjourn

Next Meeting: Wednesday, January 27, 2021

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## Brainerd Housing & Redevelopment Authority BOARD MEETING MINUTES Wednesday, November 18, 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, November 18<sup>th</sup>, 2020.

1. **CALL TO ORDER:** Chair Marlee Larson called the meeting to order at 1:02 p.m.
2. **ROLL CALL:** Present: Commissioners Marlee Larson, Patrick Wussow, Bekah Kent, Janet Decker, Michael Duval, and Gabe Johnson. Absent: Ashley Storm.

Others present include 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.

Moved and seconded by Commissioners Johnson and Wussow to reorder the agenda so that the oaths of office could take place before the public hearing. Through roll call vote, all commissioners were in favor of the motion with the exception of Commissioner Duval who abstained. The motion was approved.

3. **OATHS OF OFFICE:** Janet Decker and Michael Duval were appointed to the Brainerd HRA Board by the Brainerd City Council at their November 16<sup>th</sup> meeting. Conducted by Charpentier, both Decker and Duval took their oaths of office and they were welcomed by the board and staff.
4. **PUBLIC HEARING: Approve the Annual Plan and Adopt Resolution No. 2020-11:**

Chair Larson opened the public hearing at 1:12 p.m.

The agency is required to create an Annual Plan every fiscal year and a public hearing must be held prior to the approval of the Annual Plan. The Notice of Public Hearing was posted in the Legal Notice section of the Brainerd Daily Dispatch and a copy of the Annual Plan was provided to the board.

After Chair Larson called for speakers in opposition three times, there was no one speaking in opposition of the Plan. Chair Larson then called for speakers in favor three times and there was no one speaking in favor of the Plan.

The public hearing was closed at 1:13 p.m.

Moved by Commissioner Wussow and seconded by Commissioner Kent to approve the Annual Plan and Adopt Resolution No. 2020-11. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

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

Commissioner Johnson moved to approve the minutes from the meeting on October 28<sup>th</sup>, 2020. Commissioner Kent seconded the motion. Through roll call vote, Commissioners Johnson, Kent, Wussow, Decker, and Larson voted in favor of the motion and Commissioner Duval abstained. The motion was approved.

**6. UNFINISHED BUSINESS:** Nothing to report.**7. NEW BUSINESS:**

- a. **Approve Premium Pay:** Per direction from the board, staff determined that additional compensation pay would be considered reasonable for employees who have worked during the COVID-19 pandemic. Staff recommended additional compensation of a one-time payment of \$500 for full-time employees and a one-time payment of \$250 for part-time employees. The cost of the premium pay including taxes and retirement was estimated to be approximately \$10,100, which would be paid out of discretionary General Fund dollars.

Due to the COVID-19 pandemic and the absence of an executive director, three employees have gone over the allowed vacation accrual limits with one of those employees also carrying comp time hours. Staff recommended the pay out of excess vacation accruals and comp time to those employees. The cost, estimated at \$4,910, would be allocated per payroll allocations.

Commissioner Johnson moved to approve premium pay of one-time \$500 payment to full-time employees and one-time \$250 payment to part-time employees out of the General Fund for essential work during the COVID-19 pandemic. Commissioner Duval seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

Commissioner Kent moved to approve payment of vacation accruals and comp time for employees over the accrual limits with an estimated cost of \$4,910. Commissioner Wussow seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

- b. **Adopt 2021 Budgets:** Young reviewed the budgets with the board.

Moved by Commissioner Kent and seconded by Commissioner Johnson to adopt the 2021 General Fund, Housing Choice Voucher and Bridges budgets. Through roll call vote, Commissioners Kent, Johnson, Decker, Duval, and Larson voted in favor of the motion and Commissioner Wussow abstained. The motion was approved.

Moved by Commissioner Kent and seconded by Commissioner Johnson to adopt the 2021 Public Housing budget by approving Resolution No. 2020-12 PHA Board Resolution Approving Operating Budget. Through roll call vote, Commissioners Kent, Johnson, Decker, Duval, and Larson voted in favor of the motion and Commissioner Wussow abstained. The motion was approved.

## 8. **BILLS AND COMMUNICATIONS**

### a. **Financial Report:**

#### Anderson Brothers Payment

The fourth Pay Application in the amount of \$11,426.90 was processed in October for the Anderson Brothers project for Public Housing. The funds were drawn out of the 2018 Capital Fund Program (CFP) grant.

#### CARES Act Funding

The agency received an additional \$42,091 in Public Housing Operating Funds and \$84,999 in HCV Admin Fees. The funds can only be used for eligible expenses back to March 27<sup>th</sup> and expire at the end of 2021. To date, an additional \$20,760 in coronavirus-eligible expenses have been incurred. For HUD reporting purposes, the funds for eligible operating and coronavirus expenses will be shown as been fully spent in 2020.

**Moved and seconded by Commissioners Kent and Johnson to approve the October payments as presented. Through roll call vote, Commissioners Kent, Johnson, Decker, Duval, and Larson voted in favor of the motion and Commissioner Wussow abstained. The motion was approved.**

### b. **HCV/Section 8:**

#### HCV Report

Through October, the Unit Months Leased (UML) was 98% and HAP utilization was 81%.

#### Bridges Report

There were 10 families on the program with a monthly HAP payment of \$4,088. Three families were issued a voucher and are now searching and two that were notified.

#### Family Self-Sufficiency (FSS) Report

Of the 29 families on the program, there were 11 escrowing in the amount of \$1,710 per month. There is still no news on FSS award announcements.

#### Foster Youth Initiative (FYI) Report

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

### c. **Housing Manager Report:**

#### Ongoing COVID-19 Response

The addition of the contactless in-building paperwork table located in the vestibule area has been well received. Staff contacted Service Master for additional surface cleaning services in the North Star building. Maintenance staff continues to inquire about exposure and symptoms before proceeding with work orders. State and federal level orders precluding evictions, except in cases of violence or imminent threat of damage, are still in effect. Inspections are on hold for the time being and waivers will likely be extended. Staff continues to review webinars, mailing lists, and other communications for the latest in industry-specific guidance related to COVID-19 risk management.

#### ROSS Program Updates

- There were 16 active participants (no newly-enrolled and no new contacts with non-enrolled residents). The community resource/info sharing bulletin board theme was breast cancer awareness.
- The annual plan was submitted at the end of October. During the 12-month period, 20% of participants were seeking help in obtaining furnishings or household items and another 20% were seeking access to food resources, such as the NAPS program.
- The Action Plan will be reviewed by staff this month with a goal to have a draft ready for board approval by the end of the year.
- Erik is working with local community service providers to host a flu shot clinic in November.
- The Senior Nutrition Assistance program had 27 residents participating this past month.
- Facebook Stats:
  - » Erik made 16 new posts on the ROSS Facebook page this past month that focused on breast cancer awareness, food resources, closures or adjusted availability for local resources/community service providers, and announcing a new resource board voting feature to hopefully increase engagement of North Star residents (which garnered 37 “sticker votes”).
  - » The posts reached 36 individuals and four people actually clicked through to follow links, but the posts received no additional likes or shares.

#### **d. Executive Director Report:**

##### COVID-19

In response to the sharp rise of cases in our county, the City of Brainerd has closed its offices to the public and moved to a work-from-home model. HRA staff will continue working at the office with their doors closed and communicating as much as possible via phone or email. Board meetings will continue to be held virtually.

##### Destination Downtown Business Coalition Request

The DDBC is requesting funding for a downtown coordinator position that will be a liaison for the downtown businesses as well as creating and coordinating marketing material, social media engagement, and the planning of events in the downtown corridor. The group is currently seeking non-profit status through the State of Minnesota and expects this to be completed by year-end. They are requesting that the Brainerd HRA fund them at an amount of \$15,000. They will also be looking for funding from the Initiative Foundation as well as the Brainerd EDA. Historically, the board has designated funds for downtown initiatives.

The board agreed the initiative was worth exploring and had a discussion about the proposed downtown coordinator position. They were aware that in the past there had been efforts or individuals who held similar positions but wanted to know more information. And because the 2021 budget had already been established and adopted, they asked Charpentier to inform the DDBC they will not be funding the position for 2021 but will consider their request in future discussions. In the meantime, Charpentier offered to research what has been done in the past.

- e. **Rehab Update:** Updates on the rehab programs as well as the Brainerd Oaks/Serene Pines Developments were provided to the Board.
- 9. **COMMISSIONER COMMENTS:** Nothing to report.
- 10. **ADJOURNMENT:** Chair Larson declared the meeting adjourned at 2:21 p.m.

Respectfully Submitted,

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Eric Charpentier  
Executive Director

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To: Brainerd HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: December 9, 2020  
Re: Adoption of Updated HUD Waivers

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As discussed at previous meetings, in response to the COVID-19 pandemic, HUD provided a number of potential waivers that PHAs could utilize to help reduce some administrative burden and/or creatively continue on with essential activities such as move-ins, recertifications, inspections, and other tasks critical to the daily functioning of the agency. The requirement was that PHAs would seek formal board approval of the waivers they specifically chose to implement. The waivers were initially adopted at the 4/10/2020 meeting and updated at the 7/2/2020 meeting. Most of the waivers had an expiration date of 12/31/2020.

HUD recently issued Notice PIH-2020-33, which clarified and expanded some waivers, offered several new waiver options, and extended expiration dates into 2021.

Attachment 2a is the table of the waivers that staff has recommended for implementation, along with the dates that these waivers are expected to expire and the dates they were adopted, which will make it easy to call out any new waivers being recommended.

**Action Requested: Approval of waivers as allowed in Notice PIH 2020-33, as specified in Attachment 2a.**

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This chart summarizes the waivers authorized under this Notice and the availability period for each. As stated in Section 5, PHAs must keep written documentation on the waivers applied by the PHA as well as the effective dates. To fulfill those requirements, PHAs may but are not required to utilize the last two columns to record this information.

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
PH and HCV-1 PHA 5-Year and Annual Plan Submission Dates: Significant Amendment Requirements	<u>Statutory Authority</u> Section 5A(a)(1), Section 5A(b)(1), Section 5A(g), Section 5A(h)(2)  <u>Regulatory Authority</u> §§ 903.5(a)(3), 903.5(b)(3), 903.13(c), 903.21, 903.23	<ul style="list-style-type: none"> <li>Alternative dates for submission</li> <li>Changes to significant amendment process</li> </ul>	<ul style="list-style-type: none"> <li>Varies based on FYE</li> <li>12/31/20</li> </ul>	Yes	4/10/2020
PH and HCV-2 Family Income and Composition: Delayed Annual Examinations	<u>Statutory Authority</u> Section 3(a)(1)  <u>Regulatory Authority</u> §§ 982.516(a)(1), 960.257(a)	<ul style="list-style-type: none"> <li>Permits the PHA to delay the annual reexamination of income and family composition</li> <li>HCV PHAs must implement HCV-7 for impacted families if they implement this waiver</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> <li>All reexams due in CY20 must be completed by 12/31/20. Reexams due between 1/1/21 and 6/30/21 would need to be completed by 6/30/21.</li> </ul>	Yes	4/10/2020
PH and HCV-3 Family Income and Composition: Annual Examination; Income Verification Requirements	<u>Regulatory Authority</u> §§ 5.233(a)(2), 960.259(c), 982.516(a)  <u>Sub-regulatory Guidance</u> Notice PIH 2018-18	<ul style="list-style-type: none"> <li>Waives the requirements to use the income hierarchy, including the use of EIV, and will allow PHAs to consider self-certification as the highest form of income verification</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	4/10/2020

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
		<ul style="list-style-type: none"> <li>PHAs that implement this waiver will be responsible for addressing material income discrepancies that may arise later</li> </ul>			
PH and HCV-4 Family Income and Composition: Interim Examinations	<u>Statutory Authority</u> Section 3(a)(1)  <u>Regulatory Authority</u> §§ 5.233(a)(2), 982.516(c)(2), 960.257(a), (b) and (d), 960.259(c)  <u>Sub-regulatory Guidance</u> Notice PIH 2018-18	<ul style="list-style-type: none"> <li>Waives the requirement to use the income verification requirements, including the use of EIV, for interim reexaminations</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	4/10/2020
PH and HCV-5 Enterprise Income Verification (EIV) Monitoring	<u>Regulatory Authority</u> § 5.233  <u>Sub-regulatory Guidance</u> Notice PIH 2018-18	<ul style="list-style-type: none"> <li>Waives the mandatory EIV monitoring requirements</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	4/10/2020
PH and HCV-6 Family Self-Sufficiency (FSS) Contract of Participation: Contract Extension	<u>Regulatory Authority</u> § 984.303(d)	<ul style="list-style-type: none"> <li>Provides for extensions to FSS contract of participation</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	12/16/2020
HQS-1 Initial Inspection Requirements	<u>Statutory Authority</u> Section 8(o)(8)(A)(i), Section 8(o)(8)(C)	<ul style="list-style-type: none"> <li>Changes initial inspection requirements, allowing for owner certification</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	4/10/2020

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
	<u>Regulatory Authority</u> §§ 982.305(a), 982.305(b), 982.405	<ul style="list-style-type: none"> <li>that there are no life-threatening deficiencies</li> <li>Where self-certification was used, PHA must inspect the unit no later than 1-year anniversary of date of owner's certification</li> <li>Will include reminder that HQS waiver does not include a waiver of 24 CFR 35.15, visual assessment for deteriorated paint</li> </ul>	<ul style="list-style-type: none"> <li>1-year anniversary of date of owner's certification</li> </ul>		
HQS-5 HQS Inspection Requirement: Biennial Inspections	<u>Statutory Authority</u> Section 8(o)(D) <u>Regulatory Authority</u> §§ 982.405(a), 983.103(d)	<ul style="list-style-type: none"> <li>Allows for delay in biennial inspections</li> <li>PHAs must require owner certification there are no life-threatening deficiencies</li> <li>All delayed biennial inspections must resume by 6/30/21 and be completed by 12/31/21</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> <li>12/31/21</li> </ul>	Yes	12/16/2020
HQS-6 HQS Interim Inspections	<u>Statutory Authority</u> Section 8(o)(8)(F) <u>Regulatory Authority</u> §§ 982.405(g), 983.103(e)	<ul style="list-style-type: none"> <li>Waives the requirement for the PHA to conduct interim inspection and requires alternative method</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	12/16/2020

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
		<ul style="list-style-type: none"> <li>Allows for repairs to be verified by alternative methods</li> </ul>			
HQS-9 HQS Quality Control Inspections	<u>Regulatory Authority</u> §§ 982.405(b), 983.103(e)(3)	<ul style="list-style-type: none"> <li>Provides for a suspension of the requirement for QC sampling inspections</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	4/10/2020
HCV-1 Administrative Plan	<u>Regulatory Authority</u> § 982.54(a)	<ul style="list-style-type: none"> <li>Establishes an alternative requirement that policies may be adopted without board approval until 3/31/21</li> <li>Any provisions adopted informally must be adopted formally by 6/30/21</li> </ul>	<ul style="list-style-type: none"> <li>3/31/21</li> <li>6/30/21</li> </ul>	Yes	4/10/2020
HCV-2 Information When Family is Selected: PHA Oral Briefing	<u>Regulatory Authority</u> §§ 982.301(a)(1), 983.252(a)	<ul style="list-style-type: none"> <li>Waives the requirement for an oral briefing</li> <li>Provides for alternative methods to conduct required voucher briefing</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	4/10/2020
HCV-3 Term of Voucher: Extensions of Term	<u>Regulatory Authority</u> § 982.303(b)(1)	<ul style="list-style-type: none"> <li>Allows PHAs to provide voucher extensions regardless of current PHA policy</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	4/10/2020
HCV-4 PHA Approval of Assisted Tenancy: When HAP Contract is Executed	<u>Regulatory Authority</u> § 982.305(c)	<ul style="list-style-type: none"> <li>Provides for HAP payments for contracts not executed within 60 days</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	4/10/2020

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
		<ul style="list-style-type: none"> <li>PHA must not pay HAP to owner until HAP contract is executed</li> </ul>			
HCV-5 Absence from Unit	<u>Regulatory Authority</u> § 982.312	<ul style="list-style-type: none"> <li>Allows for PHA discretion on absences from units longer than 180 days</li> <li>PHAs must not make HAP payments beyond 12/31/20 for units vacant more than 180 consecutive days</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	4/10/2020
HCV-6 Automatic Termination of HAP Contract	<u>Regulatory Authority</u> § 982.455	<ul style="list-style-type: none"> <li>Allows PHA to extend the period of time after the last HAP payment is made before the HAP contract terminates automatically.</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	4/10/2020
HCV-8 Utility Allowance Schedule: Required Review and Revision	<u>Regulatory Authority</u> § 982.517	<ul style="list-style-type: none"> <li>Provides for delay in updating utility allowance schedule</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	12/16/2020
HCV-10 Family Unification Program (FUP): FUP Youth Age Eligibility to Enter HAP Contract	<u>Statutory Authority</u> Section 8(x)(2)	<ul style="list-style-type: none"> <li>Allows PHAs to increase age to 26 for foster youth initial lease up</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	12/16/2020
HCV-12 Family Unification	<u>Statutory Authority</u> Section 8(x)(2)	<ul style="list-style-type: none"> <li>Allows PHAs to accept referrals of otherwise</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	12/16/2020

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
Program (FUP): Timeframe for Referral		eligible youth who will leave foster care within 120 days			
HCV-13 Homeownership: Maximum Term of Assistance	<u>Regulatory Authority</u> § 982.634(a)	<ul style="list-style-type: none"> <li>Allows a PHA to extend homeownership assistance for up to 1 additional year</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	12/16/2020
PH-1 Fiscal Closeout of Capital Grant Funds	<u>Regulatory Authority</u> § 905.322(b)	<ul style="list-style-type: none"> <li>Extension of deadlines for ADCC and AMCC</li> </ul>	Varies by PHA	Yes	7/2/2020
PH-4 ACOP: Adoption of Tenant Selection Policies	<u>Regulatory Authority</u> § 960.202(c)(1)	<ul style="list-style-type: none"> <li>Establishes an alternative requirement that policies may be adopted without board approval until 3/31/21</li> <li>Any provisions adopted informally must be adopted formally by 6/30/21</li> </ul>	<ul style="list-style-type: none"> <li>3/31/21</li> <li>6/30/21</li> </ul>	Yes	7/2/2020
PH-5 Community Service and Self-Sufficiency Requirement (CSSR)	<u>Statutory Authority</u> Section 12(c) <u>Regulatory Authority</u> §§ 960.603(a) and 960.603(b)	<ul style="list-style-type: none"> <li>Temporarily suspends CSSR</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	4/10/2020
PH-6 Energy Audits	<u>Regulatory Authority</u> § 965.302	<ul style="list-style-type: none"> <li>Allows for delay in due dates of energy audits</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	Yes	7/2/2020

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
PH-7 Over-Income Families	<u>Statutory Authority</u> Section 16(a)(5)  <u>Sub-regulatory Guidance</u> Housing Opportunity Through Modernization Act of 2016: Final Implementation of the Public Housing Income Limit 83 FR 35490, Notice PIH 2019-11	<ul style="list-style-type: none"> <li>Changes to timeframes for determination of over-income when a delay in the annual reexamination occurs as a result of adoption of waiver PH and HCV-2</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	4/10/2020
PH-8 Resident Council Elections	<u>Regulatory Authority</u> § 964.130(a)(1)	<ul style="list-style-type: none"> <li>Provides for delay in resident council elections</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	4/10/2020
PH-9 Review and Revision of Utility Allowance	<u>Regulatory Authority</u> § 965.507	<ul style="list-style-type: none"> <li>Provides for delay in updating utility allowance schedule</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	4/10/2020
PH-10 Tenant Notifications for Changes to Project Rules and Regulations	<u>Regulatory Authority</u> § 966.5	<ul style="list-style-type: none"> <li>Advance notice not required except for policies related to tenant charges</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	7/2/2020
PH-12 Public Housing Agency Annual Self-Inspections	<u>Statutory Authority</u> Section 6(f)(3)  <u>Regulatory Authority</u> § 902.20(d)	<ul style="list-style-type: none"> <li>Waives the requirement that the PHA must inspect each project</li> </ul>	<ul style="list-style-type: none"> <li>12/31/20</li> </ul>	Yes	7/2/2020
PH-13 Over-Income Limit: Termination	<u>Statutory Authority</u> Section 16(a) as amended by section 103 of HOTMA	<ul style="list-style-type: none"> <li>Waives the requirement that a family whose income has exceeded the</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	12/16/2020

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
Requirement	Implementation Notice: Housing Opportunity Through Modernization Act of 2016: Final Implementation of Public Housing Income Limit, 83 Fed. Reg. 35,490 (July 26, 2018)	<p>over-income limit for the locality for two consecutive years be terminated within 6 months of the third income determination.</p> <ul style="list-style-type: none"> <li>As an alternative requirement, over-income families will remain public housing households instead of being terminated and will be charged the applicable FMR as the family's monthly rental amount.</li> </ul>			
PH-14 Annual Choice of Rent	Statutory Authority: 42 USC 1437a(a)(2)(A) <u>Regulatory Authority</u> § 960.253	<ul style="list-style-type: none"> <li>Allows families an additional opportunity to select an income-based or flat rent</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	12/16/2020
11a PHAS	<u>Regulatory Authority</u> 24 CFR Part 902	<ul style="list-style-type: none"> <li>Allows for alternatives related to inspections</li> <li>PHA to retain prior year PHAS score unless requests otherwise</li> </ul>	HUD will resume issuing new PHAS scores starting with PHAs with FYE dates of 6/30/21	Yes	12/16/2020
11b SEMAP	<u>Regulatory Authority</u> 24 CFR Part 985	<ul style="list-style-type: none"> <li>PHA to retain prior year SEMAP score unless requests otherwise</li> </ul>	HUD will resume issuing new SEMAP scores starting with PHAs with FYE dates of 06/30/21	Yes	12/16/2020

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
11b-1 SEMAP	<u>Regulatory Authority</u> § 985.105(d)	<ul style="list-style-type: none"> <li>Allows field offices to perform a remote SEMAP confirmatory review instead of an on-site confirmatory review before changing a PHA's rating from troubled to standard or high performer</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	12/16/2020
11b-2 SEMAP	<u>Regulatory Authority</u> § 985.101(a)	<ul style="list-style-type: none"> <li>Waives the requirement for PHAs to submit an annual SEMAP certification in PIC within 60 days of FYE during the period of time that HUD will roll forward prior year SEMAP scores</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul>	Yes	12/16/2020
11c Uniform Financial Reporting Standards: Filing of Financial Reports; Reporting Compliance Dates	<u>Regulatory Authority</u> §§ 5.801(c), 5.801(d)(1)	<ul style="list-style-type: none"> <li>Allows for extensions of financial reporting deadlines</li> </ul>	Varies by PHA FYE	Yes	7/2/2020
12a PHA Reporting Requirements on HUD Form 50058	<u>Regulatory Authority</u> 24 CFR Part 908, § 982.158  <u>Sub-regulatory Guidance</u> Notice PIH 2011-65	<ul style="list-style-type: none"> <li>Waives the requirement to submit 50058 within 60 days</li> <li>Alternative requirement to submit within 90 days</li> </ul>	<ul style="list-style-type: none"> <li>12/31/20</li> </ul>	Yes	7/2/2020

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did the PHA implement the waiver or alternative requirement?	Date of PHA adoption.
12c Extension of Deadline for Programmatic Obligation and Expenditure of Capital Funds	<u>Statutory Authority</u> Section 9(j) <u>Regulatory Authority</u> § 905.306(d)(5)	of the effective date of action  • Provides an 18-month extension	For all open Capital Fund grants, an 18-month extension from the obligation and expenditure end dates in LOCCS as of April 10, 2020	Yes	7/2/2020



To: Brainerd HRA Board Members  
From: Karen Young, Finance Director  
Date: December 9, 2020  
Re: Accounts Receivable Write-off

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Per Brainerd HRA policy, when an account remains unpaid for 90 days following the tenant's move-out date with no repayment activity, the finance director shall obtain approval from the board of commissioners to write off those accounts. As such, we are requesting the approval to write off all balances outstanding at 12/31/2020 in Public Housing Accounts Receivable that remain unpaid 90 days following the tenant's move-out date. When feasible, these balances will be filed with the State of Minnesota for collection through the Revenue Recapture process. This process allows housing authorities to collect outstanding balances through any state return that the tenant is entitled.

**Action Requested: A board motion is required to write-off uncollectible Accounts Receivable for 2020.**

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To: Brainerd HRA Board Members  
From: Karen Young, Finance Director  
Date: December 9, 2020  
Re: Review & Discuss Fund Balance

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The Fund Balance Policy establishes the following classifications for governmental funds:

1. **Nonspendable**—fund balance not expected to be converted to cash such as inventory or prepaid expenses.
2. **Restricted**—fund balance with constraints from an external source.
3. **Committed**—fund balance constrained for a specific purpose by the HRA board prior to year-end, such as the Housing Rehab (HR) funds committed by the board.
4. **Assigned**—fund balance that is intended for a specific purpose by the board, executive director or finance director. These funds are neither restricted nor committed, such as Downtown Redevelopment assigned by the board.
5. **Unassigned**—General Fund balance that is available for any purpose.

The board set the recommended unassigned fund balance to be maintained at 8–10 months of General Fund operating expenses for the year.

The board currently has funds committed for Housing Rehab. It is recommended that the board take action to commit funds for Housing Rehab, as it is a GASB 54 requirement that the board commitments be established prior to year-end. The amount of the commitment will be determined after year-end when the calculation can be finalized.

The board also has funds assigned for Downtown Redevelopment. Changes to assigned fund balance can be made after year-end and staff recommends the board assign funds for Housing and Redevelopment Initiatives after year-end when the calculation can be finalized.

**Action Requested: Review and discuss Fund Balance. Approve Resolution No. 2020-13 to commit funds for Housing Rehab in an amount to be determined in the subsequent period after year-end financial statements are finalized.**

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HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. 2020-13

RESOLUTION COMMITTING THE BRAINERD HRA FUND BALANCE.

WHEREAS, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54, establishing a hierarchy clarifying the constraints that govern how a government entity can use amounts reported as fund balance; and

WHEREAS, the Governing Board is the highest level of decision-making authority, and has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds; and

WHEREAS, the committed fund balance classification reflects amounts subject to internal constraints self-imposed by the Governing Board; and

WHEREAS, once the committed fund balance constraints are imposed, it requires the constraint to be removed by the Governing Board prior to redirecting the funds for other purposes; and

WHEREAS, the Governing Board has determined to commit funds in an amount to be determined in the subsequent period for Housing Rehab; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Brainerd agrees to commit funds in accordance with GASB Statement No. 54 and Board Policy as directed by the Committed classification and cannot be used for purposes other than directed above, unless the Governing Board adopts another resolution to remove or change the constraint.

Approved by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Brainerd on this 16th day of December, 2020.

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Chair

ATTEST:

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Executive Director

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To: Brainerd HRA Board Members  
From: Karen Young, Finance Director  
Date: December 9, 2020  
Re: December Financial Report

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Please find attached the financial information for November 2020.

**Audit Schedule**

The 2020 audit schedule has been set with CliftonLarsonAllen (CLA). The Crow Wing County HRA audit will be during the first week of February. The Brainerd HRA audit and Brainerd South compilation will be during the second week of February. The Agency unaudited financial statements are due to the Real Estate Assessment Center (REAC) by February 28<sup>th</sup> and the unaudited Brainerd South financial statements are due to REAC by March 31<sup>st</sup>.

**2020 Levy Payment**

In December, we received the second half 2020 tax settlement of \$57,399.60. This will be reflected in the December General Fund financial statements next month.

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

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	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	2.00	5.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Total Points	25		25.00	20.00	22.00	22.00	25.00	22.00	25.00	22.00	22.00	25.00	22.00	25.00
Total of Above Ratios	50		50	45	47	47	50	47	50	47	47	50	47	50

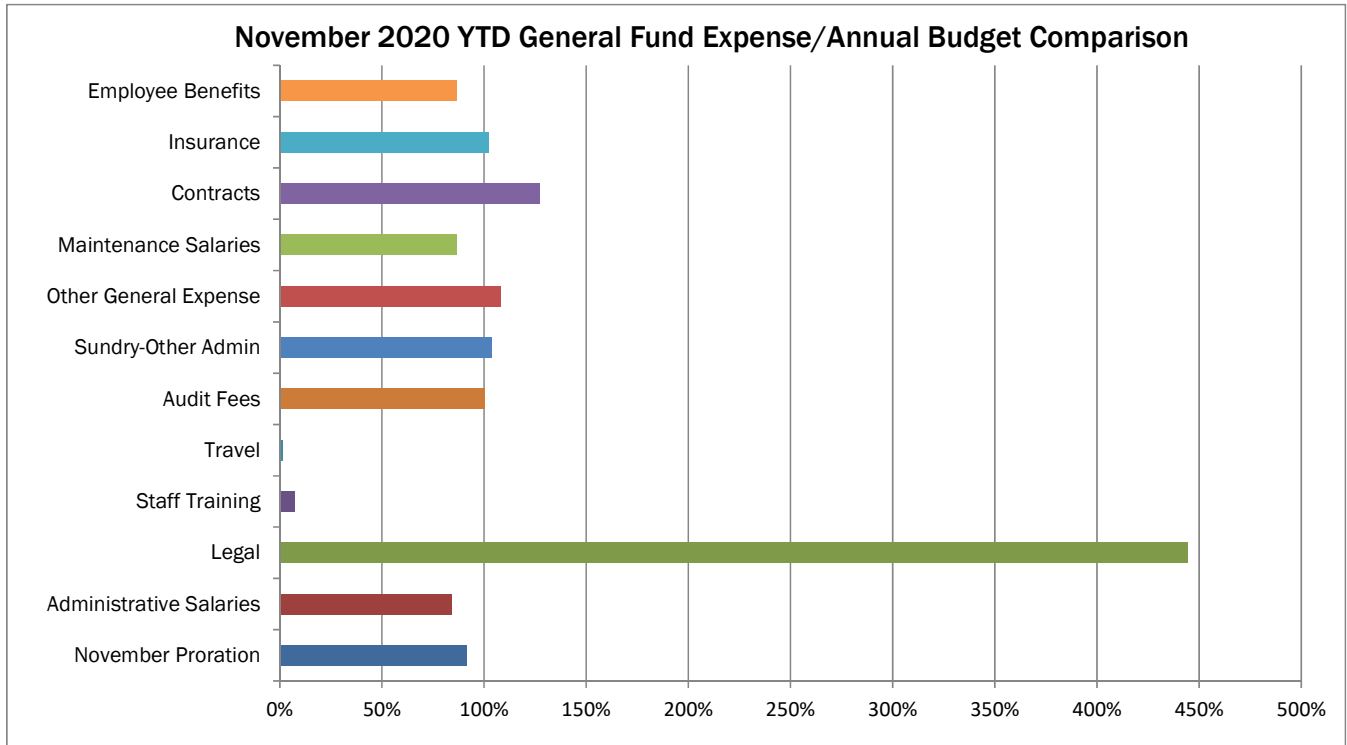
MASS Ratios	Max Pts	Scoring												
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital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

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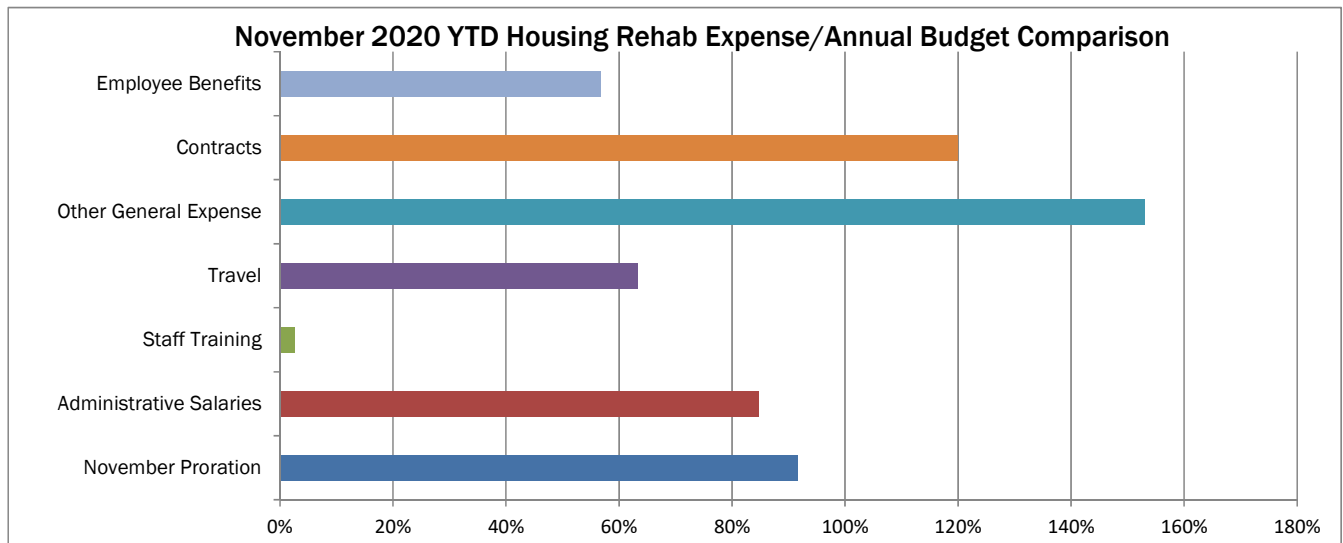
## November 2020 Operating Account Balances

Property/Program	November 2019	October 2020	November 2020
General Fund	\$268,065.71	\$287,423.47	\$276,148.90
Brainerd Revolving Loan Program	\$99,077.00	\$0.00	\$0.00
Housing Rehab Program	\$116,874.45	\$40,449.28	\$73,631.37
Bridges	\$8,166.93	\$5,510.16	\$5,184.73
Crow Wing County HRA	\$514,565.14	\$840,816.02	\$862,065.05
Public Housing	\$655,362.78	\$744,133.91	\$770,100.59
Brainerd South	\$54,300.45	\$35,834.59	\$46,070.79
Housing Choice Voucher	\$20,215.77	\$25,004.70	\$53,400.19
<b>Total</b>	<b>\$1,736,628.23</b>	<b>\$1,979,172.13</b>	<b>\$2,086,601.62</b>

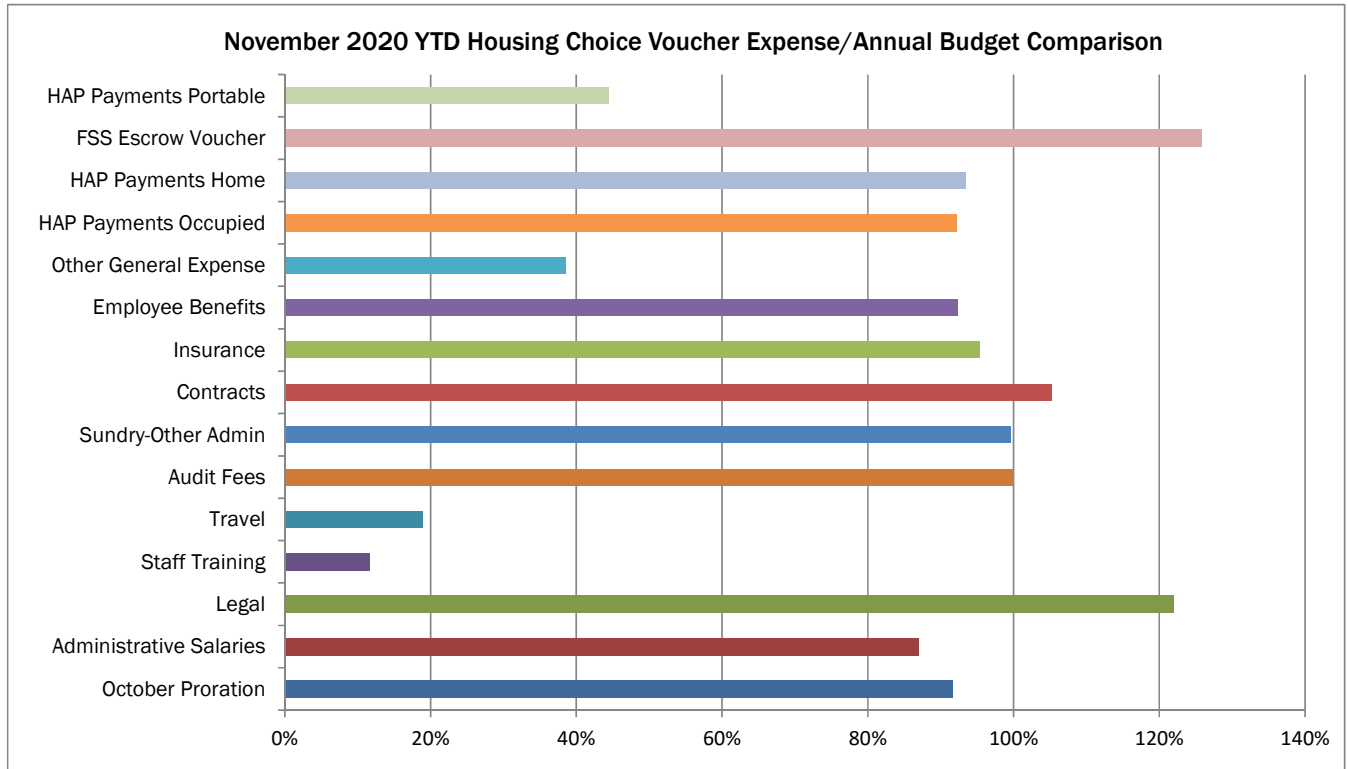
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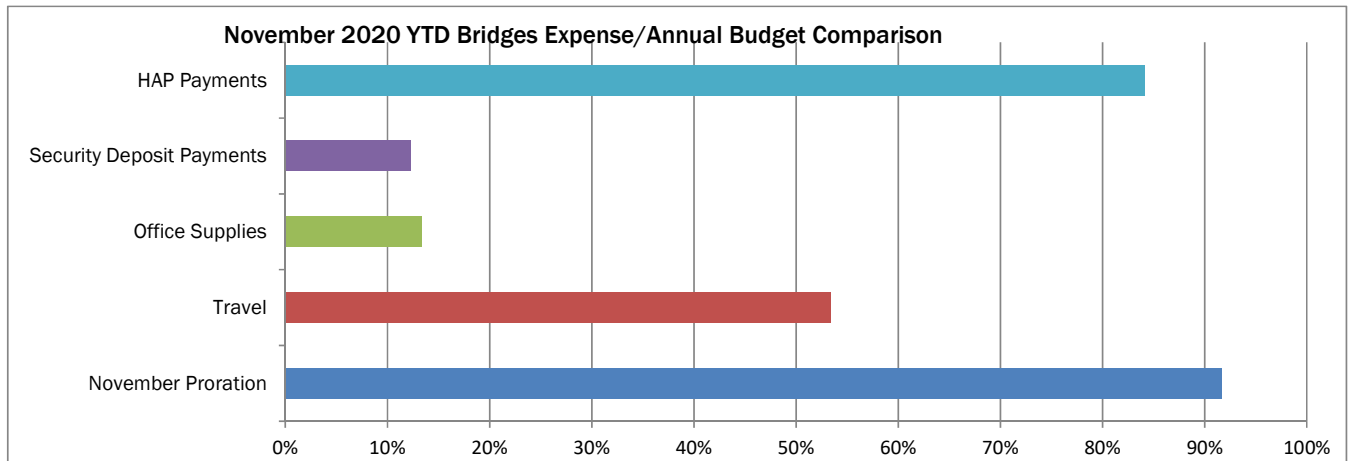
Contracts: Annual subscription to cloud back up and antivirus software.  
 Legal: Waiver Request for ED Hiring.



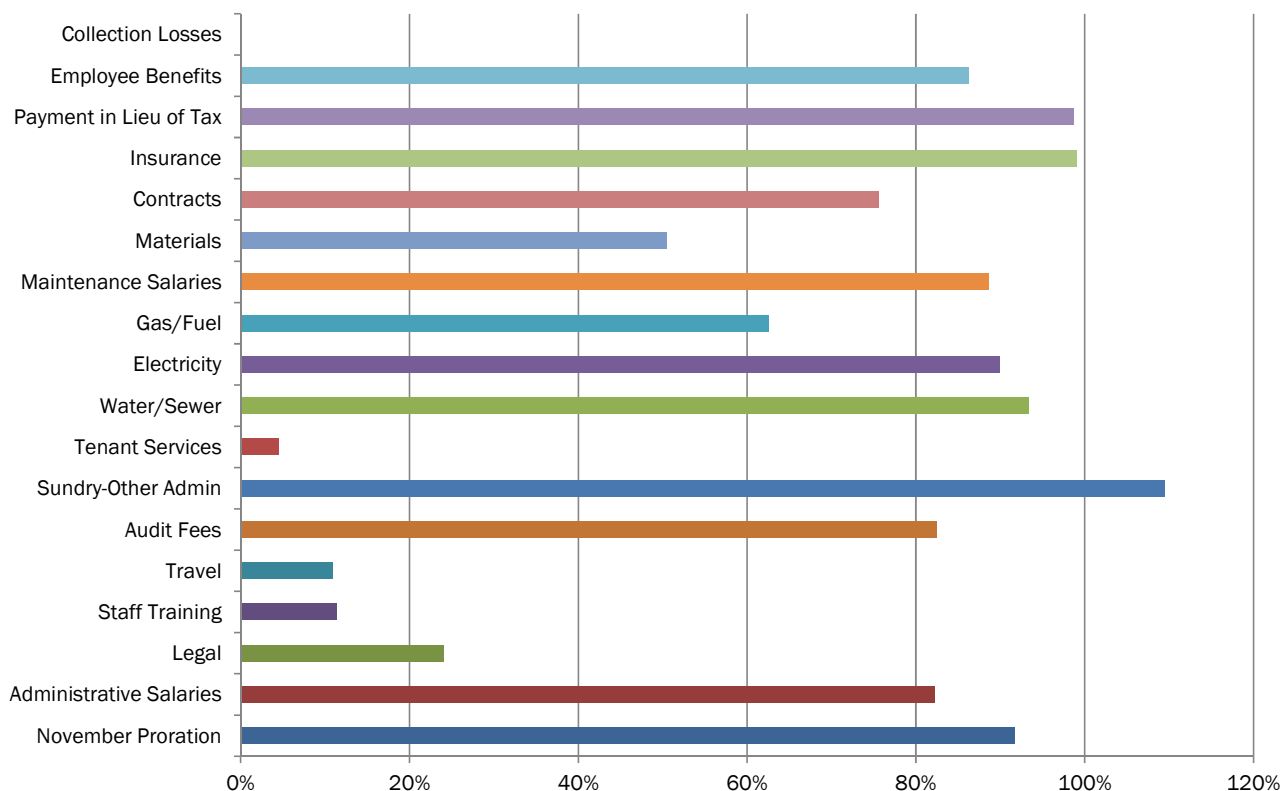
Contracts: 10 MHFA loans in process or completed thru November.  
 Other General Expense: Setup of rehab specialist office. Purchased hardware for staff to work remotely.



Contracts: Annual Utility Study  
Legal: Personnel Policy review.

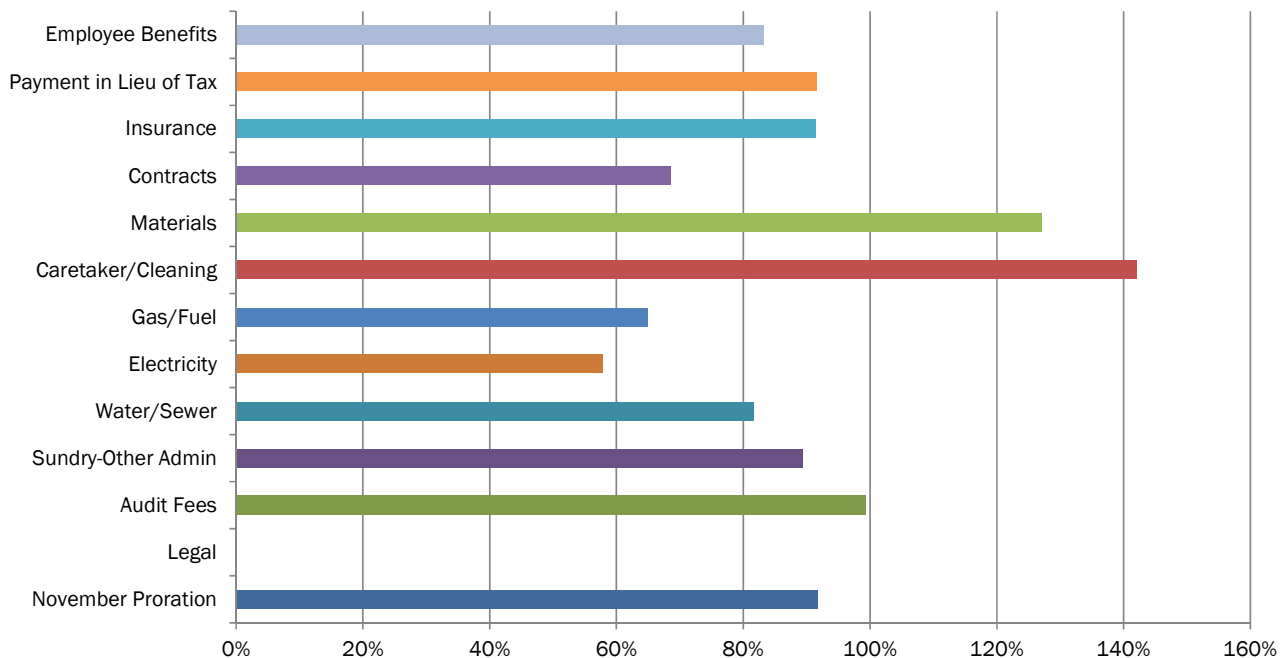


### November 2020 YTD Public Housing Expense/Annual Budget Comparison



Sundry-Other Admin: Purchased hardware for staff to work remotely.

### November 2020 YTD Brainerd South Expense/Annual Budget Comparison



Materials: Grounds materials, COVID cleaning materials, water damaged unit, and purchased a new washing machine.

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

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

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	Current Period	Current Year	Year To Date Budget	Variance
<b>General Fund Operating INCOME</b>				
Management Fees	-14,547.17	-158,649.22	-154,916.63	-3,732.59
Interest Income	-5.17	-1,204.96	-2,429.13	1,224.17
Other Income	356.28	-101,631.30	-83,669.13	-17,962.17
<b>TOTAL INCOME</b>	<b>-14,196.06</b>	<b>-261,485.48</b>	<b>-241,014.89</b>	<b>-20,470.59</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	13,999.89	154,448.51	168,657.50	-14,208.99
Legal	276.00	8,884.50	1,833.37	7,051.13
Staff Training	50.00	288.63	3,666.63	-3,378.00
Travel	8.00	9.15	550.00	-540.85
Auditing Fees	0.00	6,700.00	6,700.00	0.00
Sundry-Other Admin	1,037.11	6,328.54	5,591.63	736.91
<b>Total Administration</b>	<b>15,371.00</b>	<b>176,659.33</b>	<b>186,999.13</b>	<b>-10,339.80</b>
<b>Maintenance</b>				
Maintenance Salaries	902.56	10,168.38	10,734.13	-565.75
Contracts	63.18	1,592.74	1,145.87	446.87
<b>Total Maintenance</b>	<b>965.74</b>	<b>11,761.12</b>	<b>11,880.00</b>	<b>-118.88</b>
<b>General</b>				
TIF Expense	0.00	54.75	119.13	-64.38
Insurance	465.30	5,095.77	4,578.75	517.02
Employee Benefits	6,416.99	77,661.41	82,082.99	-4,421.58
Other General Expense	2,448.68	27,098.68	23,008.37	4,090.31
<b>Total General</b>	<b>9,330.97</b>	<b>109,910.61</b>	<b>109,789.24</b>	<b>121.37</b>
<b>TOTAL EXPENSE</b>	<b>25,667.71</b>	<b>298,331.06</b>	<b>308,668.37</b>	<b>-10,337.31</b>
<b>Net Income/Loss</b>	<b>11,471.65</b>	<b>36,845.58</b>	<b>67,653.48</b>	<b>-30,807.90</b>

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**Housing Rehab Operating Statement**  
**November, 2020**

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Housing Rehab Operating INCOME</b>				
Other Income	-40,850.00	-177,960.49	-220,000.00	42,039.51
Grant Admin Revenue	-16,437.60	-21,144.94	-35,832.50	14,687.56
<b>TOTAL INCOME</b>	<b>-57,287.60</b>	<b>-199,105.43</b>	<b>-255,832.50</b>	<b>56,727.07</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	6,946.40	80,022.86	86,588.37	-6,565.51
Staff Training	0.00	154.80	5,499.89	-5,345.09
Travel	132.83	886.73	1,283.37	-396.64
Other Admin Exp	26.25	4,360.71	2,612.61	1,748.10
<b>Total Administration</b>	<b>7,105.48</b>	<b>85,425.10</b>	<b>95,984.24</b>	<b>-10,559.14</b>
<b>Maintenance</b>				
Contracts	14,385.00	130,228.55	99,550.00	30,678.55
<b>Total Maintenance</b>	<b>14,385.00</b>	<b>130,228.55</b>	<b>99,550.00</b>	<b>30,678.55</b>
<b>General</b>				
Insurance	0.00	496.47	0.00	496.47
Employee Benefits	2,615.03	29,086.09	47,002.01	-17,915.92
<b>Total General</b>	<b>2,615.03</b>	<b>29,582.56</b>	<b>47,002.01</b>	<b>-17,419.45</b>
<b>TOTAL EXPENSE</b>	<b>24,105.51</b>	<b>245,236.21</b>	<b>242,536.25</b>	<b>2,699.96</b>
<b>Net Income/Loss</b>	<b>-33,182.09</b>	<b>46,130.78</b>	<b>-13,296.25</b>	<b>59,427.03</b>

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

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Housing Choice Voucher Operating INCOME</b>				
HUD HAP Received	-86,954.00	-1,310,077.00	-1,294,250.87	-15,826.13
Admin Fees Earned	-21,594.65	-329,074.35	-228,369.13	-100,705.22
Interest Income	-0.39	-96.31	-137.50	41.19
Other Income	-1,926.00	-16,015.55	-10,220.87	-5,794.68
<b>TOTAL INCOME</b>	<b>-110,475.04</b>	<b>-1,655,263.21</b>	<b>-1,532,978.37</b>	<b>-122,284.84</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	10,793.06	122,016.75	128,617.50	-6,600.75
Legal	0.00	366.00	275.00	91.00
Staff Training	54.50	728.50	5,738.37	-5,009.87
Travel	36.81	473.82	2,291.63	-1,817.81
Accounting & Audit Fees	0.00	3,500.00	3,208.37	291.63
Sundry-Other Admin	212.86	5,126.56	4,720.65	405.91
<b>Total Administration</b>	<b>11,097.23</b>	<b>132,211.63</b>	<b>144,851.52</b>	<b>-12,639.89</b>
<b>Maintenance</b>				
Contracts	40.07	3,685.09	3,208.37	476.72
<b>Total Maintenance</b>	<b>40.07</b>	<b>3,685.09</b>	<b>3,208.37</b>	<b>476.72</b>
<b>General</b>				
Insurance	98.51	5,227.96	5,023.26	204.70
Employee Benefits	6,076.25	76,264.73	75,762.61	502.12
Collection Losses	0.00	2,302.00	0.00	2,302.00
Other General Expense	76.64	1,040.11	2,475.00	-1,434.89
<b>Total General</b>	<b>6,251.40</b>	<b>84,834.80</b>	<b>83,260.87</b>	<b>1,573.93</b>
<b>HAP Payments</b>				
HAP Payments Occupied	114,354.00	1,231,654.00	1,225,097.50	6,556.50
HAP Payments Home	3,880.00	40,283.00	39,517.50	765.50
FSS Escrow Voucher	1,657.00	18,079.00	13,172.50	4,906.50
HAP Payments Portable	1,368.00	19,161.00	39,517.50	-20,356.50
<b>Total HAP</b>	<b>121,259.00</b>	<b>1,309,177.00</b>	<b>1,317,305.00</b>	<b>-8,128.00</b>
<b>TOTAL EXPENSE</b>	<b>138,647.70</b>	<b>1,529,908.52</b>	<b>1,548,625.76</b>	<b>-18,717.24</b>
<b>Net Income/Loss</b>	<b>28,172.66</b>	<b>-125,354.69</b>	<b>15,647.39</b>	<b>-141,002.08</b>

Date: 12/7/2020  
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**Bridges Program**  
**Bridges Operating Statement**  
**November, 2020**

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Bridges Operating INCOME</b>				
HAP Received MHFA	-2,753.00	-47,038.00	-55,751.63	8,713.63
Admin Revenue	-350.00	-5,450.00	-7,150.00	1,700.00
Operating Transfer	0.00	0.00	6,462.50	-6,462.50
<b>Total Income</b>	<b>-3,103.00</b>	<b>-52,488.00</b>	<b>-56,439.13</b>	<b>3,951.13</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Travel	144.33	240.36	412.50	-172.14
Office Supplies	40.10	40.10	275.00	-234.90
<b>Total Administration</b>	<b>184.43</b>	<b>280.46</b>	<b>687.50</b>	<b>-407.04</b>
<b>General</b>				
Security Deposit Pmts	0.00	750.00	5,573.37	-4,823.37
HAP Payment to Landlords	3,244.00	46,064.00	50,178.37	-4,114.37
<b>Total General</b>	<b>3,244.00</b>	<b>46,814.00</b>	<b>55,751.74</b>	<b>-8,937.74</b>
<b>TOTAL EXPENSE</b>	<b>3,428.43</b>	<b>47,094.46</b>	<b>56,439.24</b>	<b>-9,344.78</b>
<b>Net Income/Loss</b>	<b>325.43</b>	<b>-5,393.54</b>	<b>0.11</b>	<b>-5,393.65</b>

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

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Public Housing Operating INCOME</b>				
Dwelling Rental	-63,309.00	-682,698.00	-678,388.37	-4,309.63
Excess Utilities	0.00	-3,645.48	-2,841.63	-803.85
Operating Subsidy	-25,922.00	-287,112.00	-228,836.63	-58,275.37
Investment Interest	0.22	-1,457.26	-5,875.87	4,418.61
Other Income	-21,110.92	-175,092.74	-168,859.13	-6,233.61
Other Income Tenants	-2,102.67	-15,768.24	-25,666.63	9,898.39
Capital Fund Income	0.00	-239,490.92	-60,500.00	-178,990.92
Laundry Income	-1,743.00	-16,533.25	-19,616.63	3,083.38
<b>TOTAL INCOME</b>	<b>-114,187.37</b>	<b>-1,421,797.89</b>	<b>-1,190,584.89</b>	<b>-231,213.00</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	23,634.31	256,135.84	285,615.00	-29,479.16
Legal	0.00	915.50	3,483.37	-2,567.87
Staff Training	224.50	1,597.82	12,833.37	-11,235.55
Travel	0.00	217.71	1,833.37	-1,615.66
Accounting & Audit Fees	0.00	8,700.00	10,550.00	-1,850.00
Sundry-Other Admin	2,914.45	20,334.04	17,027.23	3,306.81
Total Administration	26,773.26	287,900.91	331,342.34	-43,441.43
Rec Public and Other	222.04	222.04	4,537.50	-4,315.46
Total Tenant Services	222.04	222.04	4,537.50	-4,315.46
<b>Utilities</b>				
Water/Sewer	5,704.33	60,118.76	58,996.63	1,122.13
Electricity	5,720.15	67,896.23	69,180.76	-1,284.53
Gas/Fuel	1,454.47	24,633.37	36,070.87	-11,437.50
Total Utilities	12,878.95	152,648.36	164,248.26	-11,599.90
<b>Maintenance</b>				
Labor	15,417.85	179,489.03	185,680.00	-6,190.97
Materials	3,572.89	14,135.32	25,666.63	-11,531.31
Contracts	11,220.27	127,149.69	154,137.50	-26,987.81
Total Maintenance	30,211.01	320,774.04	365,484.13	-44,710.09
<b>General</b>				
Insurance	7,593.19	83,472.42	77,220.00	6,252.42
Payment in Lieu of Tax	2,429.48	25,992.90	24,135.87	1,857.03
Employee Benefits	16,879.42	204,162.21	216,993.37	-12,831.16
Collection Losses	0.00	0.00	7,333.37	-7,333.37
Other General Expense	0.00	2,000.00	0.00	2,000.00
Total General	26,902.09	315,627.53	325,682.61	-10,055.08
<b>TOTAL EXPENSE</b>	<b>96,987.35</b>	<b>1,077,172.88</b>	<b>1,191,294.84</b>	<b>-114,121.96</b>
Net Income/Loss	-17,200.02	-344,625.01	709.95	-345,334.96

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**Brainerd South Operating Statement**  
**November, 2020**

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Brainerd South Operating</b>				
<b>INCOME</b>				
Dwelling Rental	-20,656.00	-225,635.00	-218,790.00	-6,845.00
Rental Supplement	-4,187.00	-46,621.00	-39,609.13	-7,011.87
Investment Interest	-1.61	-2,180.43	-7,333.37	5,152.94
Other Income	-2,699.50	-22,665.33	-28,618.37	5,953.04
Laundry Income	0.00	-7,262.00	-7,516.63	254.63
<b>TOTAL INCOME</b>	<b>-27,544.11</b>	<b>-304,363.76</b>	<b>-301,867.50</b>	<b>-2,496.26</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Legal	0.00	0.00	275.00	-275.00
Accounting & Audit Fees	0.00	4,961.25	5,000.00	-38.75
Sundry-Other Admin	3,958.19	44,292.23	45,448.37	-1,156.14
Total Administration	3,958.19	49,253.48	50,723.37	-1,469.89
<b>Utilities</b>				
Water	0.00	12,108.24	13,603.37	-1,495.13
Electricity	0.00	3,752.73	5,958.37	-2,205.64
Gas/Fuel	972.10	11,359.16	16,041.63	-4,682.47
Total Utilities	972.10	27,220.13	35,603.37	-8,383.24
<b>Maintenance</b>				
Labor	1,123.70	15,483.22	9,991.63	5,491.59
Materials	2,763.57	26,690.13	18,333.37	8,356.76
Contracts	4,408.24	45,711.25	62,104.27	-16,393.02
Total Maintenance	8,295.51	87,884.60	90,429.27	-2,544.67
<b>General</b>				
Insurance	2,740.63	30,241.61	30,304.89	-63.28
Payment in Lieu of Tax	963.14	9,616.02	9,625.00	-8.98
Employee Benefits	119.04	1,014.26	1,118.37	-104.11
Total General	3,822.81	40,871.89	41,048.26	-176.37
<b>TOTAL EXPENSE</b>	<b>17,048.61</b>	<b>205,230.10</b>	<b>217,804.27</b>	<b>-12,574.17</b>
Net Income/Loss	-10,495.50	-99,133.66	-84,063.23	-15,070.43

**November 2020  
Prior Year Comparative Statements**

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>General Fund Operating INCOME</b>				
Management Fees	-158,649.22	-154,916.63	-156,141.23	-155,607.59
Interest Income	-1,204.96	-2,429.13	0.00	0.00
Other Income	-101,631.30	-83,669.13	-74,186.18	-146,397.99
<b>TOTAL INCOME</b>	<b>-261,485.48</b>	<b>-241,014.89</b>	<b>-230,327.41</b>	<b>-302,005.58</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	154,448.51	168,657.50	137,529.68	133,360.16
Legal	8,884.50	1,833.37	0.00	2,466.00
Staff Training	288.63	3,666.63	4,196.54	2,317.84
Travel	9.15	550.00	327.74	540.09
Auditing Fees	6,700.00	6,700.00	6,700.00	6,700.00
Sundry-Other Admin	6,328.54	5,591.63	6,166.36	4,507.23
<b>Total Administration</b>	<b>176,659.33</b>	<b>186,999.13</b>	<b>154,920.32</b>	<b>149,891.32</b>
<b>Maintenance</b>				
Maintenance Salaries	10,168.38	10,734.13	9,939.66	11,022.53
Contracts	1,592.74	1,145.87	1,278.97	1,067.08
<b>Total Maintenance</b>	<b>11,761.12</b>	<b>11,880.00</b>	<b>11,218.63</b>	<b>12,089.61</b>
<b>General</b>				
TIF Expense	54.75	119.13	173.80	3,011.32
Insurance	5,095.77	4,578.75	3,532.70	3,570.85
Employee Benefits	77,661.41	82,082.99	69,325.02	68,530.22
Other General Expense	27,098.68	23,008.37	3,180.00	4,790.57
<b>Total General</b>	<b>109,910.61</b>	<b>109,789.24</b>	<b>76,211.52</b>	<b>80,325.74</b>
<b>TOTAL EXPENSE</b>	<b>298,331.06</b>	<b>308,668.37</b>	<b>242,350.47</b>	<b>242,306.67</b>
<b>Net Income/Loss</b>	<b>36,845.58</b>	<b>67,653.48</b>	<b>12,023.06</b>	<b>-59,698.91</b>

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**Housing Rehab Proj Operating PY**  
**Housing Rehab Operating Statement**  
**November, 2020**

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Housing Rehab Operating INCOME</b>				
Other Income	-177,960.49	-220,000.00	-219,185.20	-73,245.35
Grant Admin Revenue	-21,144.94	-35,832.50	-17,028.37	-659.87
<b>TOTAL INCOME</b>	<b>-199,105.43</b>	<b>-255,832.50</b>	<b>-236,213.57</b>	<b>-73,905.22</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	80,022.86	86,588.37	43,537.86	42,873.98
Staff Training	154.80	5,499.89	2,404.07	3,109.27
Travel	886.73	1,283.37	708.18	218.69
Other Admin Exp	4,360.71	2,612.61	5,778.05	2,341.22
<b>Total Administration</b>	<b>85,425.10</b>	<b>95,984.24</b>	<b>52,428.16</b>	<b>48,543.16</b>
<b>Maintenance</b>				
Contracts	130,228.55	99,550.00	75,815.28	2,294.74
<b>Total Maintenance</b>	<b>130,228.55</b>	<b>99,550.00</b>	<b>75,815.28</b>	<b>2,294.74</b>
<b>General</b>				
Insurance	496.47	0.00	257.47	355.16
Employee Benefits	29,086.09	47,002.01	20,506.71	19,293.43
<b>Total General</b>	<b>29,582.56</b>	<b>47,002.01</b>	<b>20,764.18</b>	<b>19,648.59</b>
<b>TOTAL EXPENSE</b>	<b>245,236.21</b>	<b>242,536.25</b>	<b>149,007.62</b>	<b>70,486.49</b>
<b>Net Income/Loss</b>	<b>46,130.78</b>	<b>-13,296.25</b>	<b>-87,205.95</b>	<b>-3,418.73</b>

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Housing Choice Voucher Operating INCOME</b>				
HUD HAP Received	-1,310,077.00	-1,294,250.87	-1,314,906.00	-1,235,152.00
Admin Fees Earned	-329,074.35	-228,369.13	-240,068.00	-222,093.00
Interest Income	-96.31	-137.50	-168.02	-76.03
Other Income	-16,015.55	-10,220.87	-10,791.37	-11,681.28
<b>TOTAL INCOME</b>	<b>-1,655,263.21</b>	<b>-1,532,978.37</b>	<b>-1,565,933.39</b>	<b>-1,469,002.31</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	122,016.75	128,617.50	130,173.30	120,870.96
Legal	366.00	275.00	0.00	596.80
Staff Training	728.50	5,738.37	7,585.19	5,083.88
Travel	473.82	2,291.63	2,201.58	1,577.19
Accounting & Audit Fees	3,500.00	3,208.37	3,500.00	3,500.00
Sundry-Other Admin	5,126.56	4,720.65	4,883.45	4,162.51
<b>Total Administration</b>	<b>132,211.63</b>	<b>144,851.52</b>	<b>148,343.52</b>	<b>135,791.34</b>
<b>Maintenance</b>				
Contracts	3,685.09	3,208.37	3,632.70	3,237.10
<b>Total Maintenance</b>	<b>3,685.09</b>	<b>3,208.37</b>	<b>3,632.70</b>	<b>3,237.10</b>
<b>General</b>				
Insurance	5,227.96	5,023.26	4,625.32	4,434.39
Employee Benefits	76,264.73	75,762.61	74,635.58	68,108.59
Collection Losses	2,302.00	0.00	0.00	0.00
Other General Expense	1,040.11	2,475.00	2,230.26	2,281.50
<b>Total General</b>	<b>84,834.80</b>	<b>83,260.87</b>	<b>81,491.16</b>	<b>74,824.48</b>
<b>HAP Payments</b>				
HAP Payments Occupied	1,231,654.00	1,225,097.50	1,195,290.00	1,146,299.00
HAP Payments Home	40,283.00	39,517.50	39,820.00	39,487.00
FSS Escrow Voucher	18,079.00	13,172.50	21,017.00	14,642.00
HAP Payments Portable	19,161.00	39,517.50	39,915.00	32,589.00
<b>Total HAP</b>	<b>1,309,177.00</b>	<b>1,317,305.00</b>	<b>1,296,042.00</b>	<b>1,233,017.00</b>
<b>TOTAL EXPENSE</b>	<b>1,529,908.52</b>	<b>1,548,625.76</b>	<b>1,529,509.38</b>	<b>1,446,869.92</b>
<b>Net Income/Loss</b>	<b>-125,354.69</b>	<b>15,647.39</b>	<b>-36,424.01</b>	<b>-22,132.39</b>

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**Bridges Program PY**  
**Bridges Operating Statement**  
**November, 2020**

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Bridges Operating INCOME</b>				
HAP Received MHFA	-47,038.00	-55,751.63	-71,173.00	-57,312.00
Admin Revenue	-5,450.00	-7,150.00	-8,350.00	-6,500.00
Operating Transfer	0.00	6,462.50	0.00	0.00
<b>Total Income</b>	<b>-52,488.00</b>	<b>-56,439.13</b>	<b>-79,523.00</b>	<b>-63,812.00</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Travel	240.36	412.50	291.74	304.50
Office Supplies	40.10	275.00	0.00	0.00
<b>Total Administration</b>	<b>280.46</b>	<b>687.50</b>	<b>291.74</b>	<b>304.50</b>
<b>General</b>				
Security Deposit Pmts	750.00	5,573.37	6,443.00	2,170.00
HAP Payment to Landlords	46,064.00	50,178.37	64,730.00	55,142.00
<b>Total General</b>	<b>46,814.00</b>	<b>55,751.74</b>	<b>71,173.00</b>	<b>57,312.00</b>
<b>TOTAL EXPENSE</b>	<b>47,094.46</b>	<b>56,439.24</b>	<b>71,464.74</b>	<b>57,616.50</b>
<b>Net Income/Loss</b>	<b>-5,393.54</b>	<b>0.11</b>	<b>-8,058.26</b>	<b>-6,195.50</b>

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Public Housing Operating INCOME</b>				
Dwelling Rental	-682,698.00	-678,388.37	-670,473.00	-647,525.50
Excess Utilities	-3,645.48	-2,841.63	-3,369.42	-2,998.00
Operating Subsidy	-287,112.00	-228,836.63	-238,301.00	-223,921.00
Investment Interest	-1,457.26	-5,875.87	230.77	458.17
Other Income	-175,092.74	-168,859.13	-148,772.01	-154,366.87
Other Income Tenants	-15,768.24	-25,666.63	-23,809.24	-66,622.83
Capital Fund Income	-239,490.92	-60,500.00	-122,348.00	-368,130.00
Laundry Income	-16,533.25	-19,616.63	-17,819.25	-19,122.50
<b>TOTAL INCOME</b>	<b>-1,421,797.89</b>	<b>-1,190,584.89</b>	<b>-1,224,661.15</b>	<b>-1,482,228.53</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	256,135.84	285,615.00	263,896.71	257,998.09
Legal	915.50	3,483.37	2,300.00	3,011.39
Staff Training	1,597.82	12,833.37	14,392.83	10,913.45
Travel	217.71	1,833.37	737.56	662.96
Accounting & Audit Fees	8,700.00	10,550.00	10,550.00	10,400.00
Sundry-Other Admin	20,334.04	17,027.23	16,872.47	18,125.36
<b>Total Administration</b>	<b>287,900.91</b>	<b>331,342.34</b>	<b>308,749.57</b>	<b>301,111.25</b>
 Rec Public and Other	 222.04	 4,537.50	 222.04	 469.02
<b>Total Tenant Services</b>	<b>222.04</b>	<b>4,537.50</b>	<b>222.04</b>	<b>469.02</b>
<b>Utilities</b>				
Water/Sewer	60,118.76	58,996.63	57,734.30	52,553.44
Electricity	67,896.23	69,180.76	66,681.64	66,738.01
Gas/Fuel	24,633.37	36,070.87	30,489.58	31,803.17
<b>Total Utilities</b>	<b>152,648.36</b>	<b>164,248.26</b>	<b>154,905.52</b>	<b>151,094.62</b>
<b>Maintenance</b>				
Labor	179,489.03	185,680.00	168,438.73	170,918.57
Materials	14,135.32	25,666.63	22,084.55	22,959.03
Contracts	127,149.69	154,137.50	107,768.49	108,671.15
<b>Total Maintenance</b>	<b>320,774.04</b>	<b>365,484.13</b>	<b>298,291.77</b>	<b>302,548.75</b>
<b>General</b>				
Insurance	83,472.42	77,220.00	72,697.73	63,603.28
Payment in Lieu of Tax	25,992.90	24,135.87	25,153.29	24,223.22
Employee Benefits	204,162.21	216,993.37	195,840.22	192,826.30
Collection Losses	0.00	7,333.37	0.00	0.00
Other General Expense	2,000.00	0.00	0.00	0.00
<b>Total General</b>	<b>315,627.53</b>	<b>325,682.61</b>	<b>293,691.24</b>	<b>280,652.80</b>
<b>TOTAL EXPENSE</b>	<b>1,077,172.88</b>	<b>1,191,294.84</b>	<b>1,055,860.14</b>	<b>1,035,876.44</b>
 Net Income/Loss	 -344,625.01	 709.95	 -168,801.01	 -446,352.09

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**Brainerd South Operating Statement  
November, 2020**

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
<b>Brainerd South Operating</b>				
<b>INCOME</b>				
Dwelling Rental	-225,635.00	-218,790.00	-220,009.00	-212,288.00
Rental Supplement	-46,621.00	-39,609.13	-36,771.00	-36,462.00
Investment Interest	-2,180.43	-7,333.37	-1,622.88	125.63
Other Income	-22,665.33	-28,618.37	-28,414.28	-28,731.52
Laundry Income	-7,262.00	-7,516.63	-7,395.55	-7,668.00
<b>TOTAL INCOME</b>	<b>-304,363.76</b>	<b>-301,867.50</b>	<b>-294,212.71</b>	<b>-285,121.46</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Legal	0.00	275.00	43.00	150.00
Accounting & Audit Fees	4,961.25	5,000.00	4,950.00	4,850.00
Sundry-Other Admin	44,292.23	45,448.37	42,129.23	41,315.14
<b>Total Administration</b>	<b>49,253.48</b>	<b>50,723.37</b>	<b>47,122.23</b>	<b>46,315.14</b>
<b>Utilities</b>				
Water	12,108.24	13,603.37	9,811.61	10,337.63
Electricity	3,752.73	5,958.37	4,221.80	4,766.64
Gas/Fuel	11,359.16	16,041.63	12,908.97	13,297.25
<b>Total Utilities</b>	<b>27,220.13</b>	<b>35,603.37</b>	<b>26,942.38</b>	<b>28,401.52</b>
<b>Maintenance</b>				
Labor	15,483.22	9,991.63	9,730.24	9,993.72
Materials	26,690.13	18,333.37	17,277.30	15,668.18
Contracts	45,711.25	62,104.27	47,267.31	51,070.09
<b>Total Maintenance</b>	<b>87,884.60</b>	<b>90,429.27</b>	<b>74,274.85</b>	<b>76,731.99</b>
<b>General</b>				
Insurance	30,241.61	30,304.89	29,417.92	28,593.72
Payment in Lieu of Tax	9,616.02	9,625.00	9,319.48	9,151.77
Employee Benefits	1,014.26	1,118.37	1,118.38	1,118.38
<b>Total General</b>	<b>40,871.89</b>	<b>41,048.26</b>	<b>39,855.78</b>	<b>38,863.87</b>
<b>TOTAL EXPENSE</b>	<b>205,230.10</b>	<b>217,804.27</b>	<b>188,195.24</b>	<b>190,312.52</b>
<b>Net Income/Loss</b>	<b>-99,133.66</b>	<b>-84,063.23</b>	<b>-106,017.47</b>	<b>-94,808.94</b>

## Brainerd Housing and Redevelopment Authority

### Payment Summary Report

### November 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
11/6/2020	767	Carrie Burrell	\$152.96
11/6/2020	768	Dudley Gangestad	\$104.08
11/6/2020	769	Eric Charpentier	\$1.10
11/6/2020	770	John Schommer	\$142.04
11/6/2020	771	Marnie McIlwain	\$3.45
11/6/2020	772	Mike Jones	\$62.10
11/6/2020	773	Nancy Thull	\$14.95
11/6/2020	774	Ryan Barnett	\$28.18
11/6/2020	775	Shannon Fortune	\$9.21
11/19/2020	776	Keri Weitalla	\$33.38
11/19/2020	777	Terry Quick	\$59.80
11/2/2020	1744	EBSO	\$24,564.98
11/2/2020	1745	JJC Properties LLC	\$500.00
11/2/2020	1746	Pueringer Investments	\$500.00
11/2/2020	1747	Smith Commercial Properties LLC	\$550.00
11/5/2020	1748	Minnesota State Retirement System	\$1,189.64
11/5/2020	1749	Health Savings Accounts	\$1,267.46
11/5/2020	1750	Electronic Federal Tax Payment System	\$8,805.38
11/5/2020	1751	MN Dept of Revenue	\$1,882.60
11/5/2020	1752	Security Benefit	\$4,085.32
11/19/2020	1753	Minnesota State Retirement System	\$1,189.64
11/19/2020	1754	Electronic Federal Tax Payment System	\$8,953.26
11/19/2020	1755	MN Dept of Revenue	\$1,897.75
11/19/2020	1756	Health Savings Accounts	\$1,312.46
11/19/2020	1757	Security Benefit	\$4,137.32
11/26/2020	*1767	Brainerd Dispatch	\$222.04
11/26/2020	1768	Brainerd Dispatch	\$222.04
11/5/2020	23598	Ace Hardware	\$90.59
11/5/2020	23599	Anderson Brothers Construction Company	\$11,773.06
11/5/2020	23600	Aramark	\$439.48
11/5/2020	23601	Batteries Plus	\$451.08
11/5/2020	23602	Brainerd Glass Company	\$18.17
11/5/2020	23603	Brainerd Public Utilities	\$10,859.94
11/5/2020	23604	Bremer Bank Credit Card	\$628.18
11/5/2020	23605	CDW-Government	\$1,336.27
11/5/2020	23606	Capital One Commercial	\$172.29
11/5/2020	23607	Cash	\$60.90
11/5/2020	23608	CenterPoint Energy	\$2,426.57
11/5/2020	23609	City of Brainerd	\$2,802.00
11/5/2020	23610	Crow Wing Cty Recorder's Office	\$92.00
11/5/2020	23611	Culligan	\$91.70
11/5/2020	23612	Dacotah Paper Co	\$546.17
11/5/2020	23613	Holden Electric Company Inc	\$1,765.80

11/5/2020	23614	Home Depot Credit Services	\$358.38
11/5/2020	23615	Home Depot Supply	\$2,163.10
11/5/2020	23616	Kennedy & Graven, Chartered	\$248.70
11/5/2020	23617	Lakes Printing Inc.	\$217.85
11/5/2020	23618	Midwest Machinery Co	\$779.72
11/5/2020	23619	Miller Testing & Consulting LLC	\$450.00
11/5/2020	23620	NASACT	\$50.00
11/5/2020	23621	North Central Lawn Care & Irrigation	\$110.00
11/5/2020	23622	Office Shop	\$235.60
11/5/2020	23623	PDQ Supply Inc.	\$416.71
11/5/2020	23624	Postmaster	\$350.00
11/5/2020	23625	Rasinski Excavating Inc.	\$27,652.00
11/5/2020	23626	Roto-Rooter Sewer & Drain Service	\$188.00
11/5/2020	23627	Stonehenge Properties	\$13,843.00
11/5/2020	23628	Thelen Heating and Roofing, Inc.	\$78.00
11/5/2020	23629	Verizon Wireless	\$386.96
11/5/2020	23630	Viking Electric Supply, Inc	\$783.36
11/5/2020	23631	Yde's Major Appliance	\$745.94
11/19/2020	23632	American Door Works	\$26.04
11/19/2020	23633	Avesis Third Party Admininstrators	\$21.26
11/19/2020	23634	Brainerd Public Utilities	\$663.54
11/19/2020	23635	CTCIT	\$650.00
11/19/2020	23636	CTC	\$2,553.98
11/19/2020	23637	City of Brainerd	\$781.66
11/19/2020	23638	Dearborn National	\$200.69
11/19/2020	23639	HealthPartners	\$874.86
11/19/2020	23640	Tenant Refund	\$411.01
11/19/2020	23641	Life Insurance Company of North America	\$67.28
11/19/2020	23642	MN Dept of Labor and Industry	\$40.00
11/19/2020	23643	MN Elevator, Inc.	\$771.68
11/19/2020	23644	Marco, Inc.	\$1,051.71
11/19/2020	23645	Mike's Tree Company LLC	\$599.90
11/19/2020	23646	Nisswa Sanitation	\$2,248.81
11/19/2020	23647	Paper Storm	\$25.50
11/19/2020	23648	Precision Electrical LLC	\$572.60
11/19/2020	23649	Rental History Reports	\$150.00
11/19/2020	23650	ServiceMaster of Brainerd	\$150.00
11/19/2020	23651	Strike Painting & Finishing	\$800.00
11/19/2020	23652	Sun Life Financial	\$298.18
11/19/2020	23653	TKDA	\$1,557.75
11/19/2020	23654	Yde's Major Appliance	\$188.95
	*November Transaction Posted After Month Closed-Numbering Out of Sequence		
		<b>Report Total</b>	<b>\$159,208.06</b>



To: Brainerd HRA Board Members  
From: Tania Eller, Rental Assistance Manager  
Date: December 9, 2020  
Re: HCV Programs Report

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**HCV Report** (*Attachment 6a*)

Our Unit Months Leased (UML) through November was 99% and HAP utilization through November was 89%.

**Bridges Report** (*Attachment 6b*)

We have seven families on our program with a monthly HAP payment of \$3,244. We have four families that have been issued a voucher and are searching. We did not notify anyone in November.

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

We currently have 29 families on our program. We have 12 families that are currently escrowing in the amount of \$1,657 per month.

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

We have two families leased up with a total HAP payment of \$601 per month. Four new families are working on getting their voucher.

On November 18<sup>th</sup>, 2020, we received confirmation from Dana Kitchen at the HUD Field Office that we were approved for three additional vouchers effective December 1<sup>st</sup>, 2020. This will give us seven FYI vouchers total.

**No Action Requested; Discussion Items**

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**November Housing Choice Voucher Programs (HCV)**

<b><u>Voucher Allocation</u></b>	324
November Move-ins	6
November Move-outs	4
November Vouchers - looking for housing	27
November Vouchers - first day of month	326
Average Vouchers to date	319
Unit Months Leased	99%
HAP Utilization through 11/30/2020	89%

**Reasons For Leaving Program**

Voluntarily Left	4
Port-out	0
Terminated	0

**Payments**

Housing Assistance Payment (HAP)	\$120,937
November HUD Administrative Fee	\$15,986

**Port Out Vouchers**

	2
St. Cloud (1), Garland TX (1)	\$1,368

**Homeownership**

	9
Homeownership HAP	\$3,880

**FYI Vouchers**

	2
FYI Vouchers HAP	\$601

**Annual Average Income**

\$13,968

**Length of Time on Program**

< 1 year	21%
< 2 years	17%
< 3 years	7%
< 4 years	12%
< 5 years	4%
> 5 years	38%

**Demographics**

Elderly Households	88
Disabled/Handicapped Households	169
Families with Children	31

**Waiting List Total**

	132
Crow Wing County Preference	60
Non Preference	72

**Average HAP Payment**

\$359

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## **Bridges Program Report**

### **November 2020**

#### **Currently**

- » Tenants leased up in units: 7
- » Participants issued a voucher & searching for a unit: 4
- » Notified: 0
- » Participants receiving HCV voucher: 2
- » Participants giving up Bridges voucher: 1

#### **Tenants' Residing Counties**

- » Cass County: 0
- » Morrison: 2
- » Aitkin: 1
- » Crow Wing: 4
- » Todd: 0
- » Wadena: 0

**Total HAP payment: \$3,244.00**

We are accepting application referrals for the program. Applicants are finding it difficult to obtain housing, despite our efforts to assist them with their housing search. We continue to connect them to the resources they need, which they find helpful.

## **Family Self-Sufficiency Program Report**

### **November 2020**

#### **Currently**

- » Active FSS participants: 29
- » Tenants going OFF for month: 0
- » Tenants going ON for month: 1
- » Tenants start ESCROWING: 1
- » Total number of FSS participants escrowing monthly: 12
- » Total combined amount of monthly escrow: \$1,657.00
- » Total year-to-date FSS participant's escrow: \$34,229.38

#### **Summary**

We have not heard any news yet on FSS award announcements.

## **Foster Youth to Independence (FYI) Report** **November 2020**

### **Currently**

- » Active FYI participants: 2
- » Working on getting a voucher: 4
- » Declined voucher: 3
- » Gave up voucher: 1

### **Summary**

We received confirmation from Dana Kitchen that we have been approved for the second request of three vouchers for December. Carrie is still working on getting in all the required paperwork for the identified youth in order to issue them a voucher. The process continues to be very slow and only two applicants have remained in active communication with her.



To: Brainerd HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: December 9, 2020  
Re: Housing Management Report

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**Vacancy Report for November 2020**

Please see Attachment 7a.

**Monthly Property Performance Report for November 2020**

Please see Attachment 7b.

**Ongoing COVID-19 Response**

There has been no change in the COVID-19 response in the past month. Staff continues to monitor a number of federal- and state-level sources to ensure that our response is consistent with other PHAs while still being appropriate for our own community's needs.

**ROSS Program Updates**

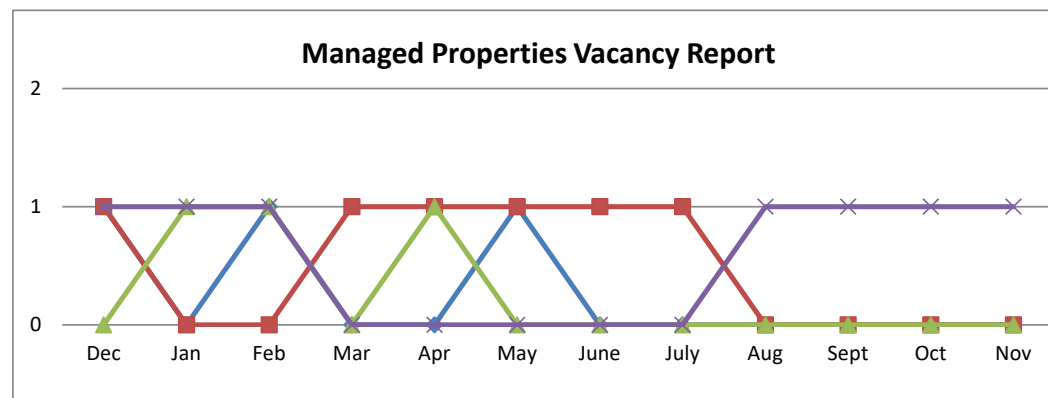
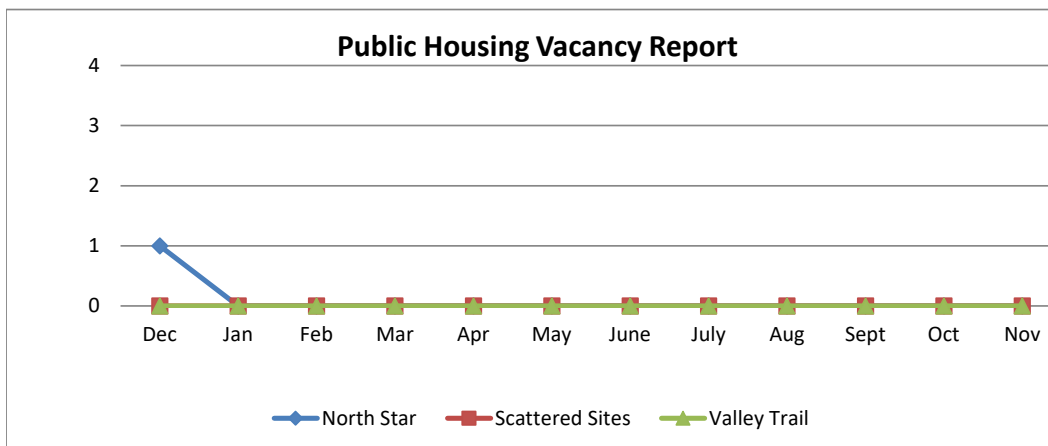
- » 15 active participants in the ROSS program
- » One newly enrolled participant
- » Zero new contacts with non-enrolled residents for more limited resource/referral work
- » 51 residents received Thanksgiving meals from the Brainerd American Legion
- » 94 residents received Cub Foods gift cards from the Salvation Army for Christmas
- » 27 residents participated in the Senior Nutrition Assistance Programs
- » Facebook Stats:
  - 10 new posts on the ROSS Facebook page this past month which reached 26 individuals, with no additional likes or shares
- » The flu shot clinic that had been scheduled for December had to be cancelled due to a lack of participation. After reviewing his efforts, Erik believes this may be due in part to it being late into the season as well as the difficulty in actively marketing to a closed off/sheltering-in place population. Next year he plans to start earlier and be far more aggressive in recruitment.

**No Action Requested; Discussion Items**

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## Brainerd HRA 2020 Vacancy Report

	Public Housing				Section 236 Brainerd South	Tax Credit - DW Jones		
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%		College Drive	Trail Ridge	Valley View
# units	162	16	25	203	60	24	18	20
Jan 31	0	0	0	0	0	0	1	1
Jan %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.56%	5.00%
Feb 28	0	0	0	0	1	0	1	1
Feb %	0.00%	0.00%	0.00%	0.00%	1.67%	0.00%	5.56%	5.00%
March 31	0	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	1
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.00%
Nov 30	0	0	0	0	0	0	0	1
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.00%
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	6
	0.00%	0.00%	0.00%	0.00%	0.30%	1.89%	1.52%	2.73%



## Brainerd Housing and Redevelopment Authority

### Monthly Property Performance Report November 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%
<b>TOTAL</b>	<b>203</b>	<b>203</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100%</b>

3. Customer Traffic

Applications Requested	48
Applications Placed on PH Wait List	25
Applications Denied on PH Wait List	14

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	69	15	5	0
2 bdrm	14	47*	0	0	0
3 bdrm	24	19	0	0	0
4 bdrm	5	6	0	0	0
<b>TOTAL</b>	<b>203</b>	<b>94</b>	<b>15</b>	<b>5</b>	<b>0</b>

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	23
Move-Outs	3	22

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	9
Annual Recertifications	3
Completed for this month	12

8. Annual Unit Inspections

Total units to be inspected this year	203
Number completed start of month	42
Number inspected for the month	0
Number completed year-to-date	42
Total left to be inspected this year	161
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	62
Closed	61
Ending Balance	8
Total Completed Work Orders for Year	891

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	7
Completed within 24 hours	1	7
Percent completed within 24 hours	100%	100%

## 13. Rent Collection

	This Month
Rent Charges	63,277
Other Charges	331
<b>Total New Charges</b>	63,608
Arrears, tenants in possession	1,100

## Accounts Receivable

Current Tenant Accounts Receivable (Rent)	1,090
Current Rent Charges	63,277
Current Rent Collections	62,187
Accounts Receivable Rate	2%
Collection Rate	98%

## Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	4,312
Prior Rent Charges	745,385
Collection Rate	99%



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

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#### **Destination Downtown Business Coalition (DDBC) Update**

At their last monthly meeting, the DDBC were offered some options to continue on their path toward having a downtown coordinator in the coming year. The Chamber offered three options to the group to help them with their plan. I also informed Marie Kirsch and Brenda Billman-Arndt about the board's decision to not fund their request at this time but that we may be able to offer some assistance as far as staff time and expertise.

#### **Downtown Housing Project**

I had a meeting with Jennifer Bergman and a local developer to reignite talks about a potential housing project in downtown. The conversation went well, the developer does have interest in a project, and they are doing some market research on the potential site. More information will be shared as this project progresses.

#### **Commissioner Vacancy**

Commissioner Wussow has indicated that he will not be seeking another term on our board of commissioners once his term concludes at the end of December. Staff would like to thank Patrick for his years of service to the agency and for his term serving as our board chair. We are happy that we will be able to continue working together through his role as city administrator for Breezy Point and wish him luck with all of his future endeavors. His insight and expertise were appreciated as well as his guidance.

**No Action Requested; Discussion Item**

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To: Brainerd HRA Board Members  
 From: John Schommer, Rehab Coordinator  
 Date: December 9, 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 <sup>st</sup> Ave. NE	Andrea B.	Owner-occupied	1	Complete
612 2 <sup>nd</sup> Ave. NE	Kelly R.	Owner-occupied	1	Complete
201 & 203 B St.	Travis B.	Rental	2	In Construction
726 4 <sup>th</sup> Ave. NE	John G.	Rental	3	In Work Write-up
215 Gillis Ave. NE	Cheri S.	Owner-occupied	1	Contract Phase
414 3 <sup>rd</sup> Ave. NE	Select Rental Properties	Rental	1	Contract Phase
206 Gillis Avenue	Herbert & Robin J.	Owner-occupied	1	Bidding
721 2 <sup>nd</sup> Ave. NE	Darin K.	Owner-occupied	1	In Construction

#### Emily SCDP

- » 6 owner-occupied projects are complete
- » 2 projects are in construction

#### MHFA

- » 2 projects are in construction
- » 2 applications are being processed

#### BRAINERD OAKS/SERENE PINES

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	47	44	3	8
Serene Pines	23	14	12	0	2
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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