



BOARD OF COMMISSIONERS MEETING
Wednesday, January 27, 2021 @ 1:00 p.m.
Remote Meeting via Webex Video/Teleconference

Join from browser: <https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=md893aae076910d3b20b9fdf8edc8337b>
Join by phone: 415-655-0001
Meeting number (access code): 126 177 4019
Meeting password: 0127

***“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. **Annual Meeting (Attachment 1)** [p. 3](#)
 - a. Oath of Office
 - b. Election of Officers
 - c. Review Bylaws
 - d. Review Meeting Schedule
4. **Reading and Approval of Minutes (Attachment 2)** [p. 13](#)
5. **Unfinished Business**
6. **New Business**
 - a. Designation of Official Depository (Attachment 3) [p. 17](#)
7. **Bills and Communications**
 - a. Financial Report (Attachment 4) [p. 19](#)
 - b. HCV/Section 8 Report (Attachment 5) [p. 47](#)
 - c. Housing Management Report (Attachment 6) [p. 53](#)
 - d. Executive Director Report (Attachment 7) [p. 59](#)
 - e. Rehab Update (Attachment 8) [p. 61](#)
8. **Commissioner Comments**
9. **Adjourn**

Next Meeting: Wednesday, February 24, 2021

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: January 27, 2021
Re: Annual Meeting

Typically at annual meetings, all new or reappointed members are given the oath of office, the board elects officers, bylaws are reviewed, and a meeting schedule is established for the upcoming year.

Oath of Office *(Attachment 1a)*

At the December 21st, 2020, city council meeting, Michael Duval was reappointed to serve on the Brainerd HRA Board of Commissioners for a term expiring 12/31/25.

Election of Officers

According to the Brainerd HRA Bylaws, the chair, vice chair and secretary/treasurer shall be elected at the annual meeting of the HRA.

Review Bylaws *(Attachment 1b)*

Staff is not recommending any changes to the bylaws at this time.

Review Meeting Schedule *(Attachment 1c)*

The meeting schedule is attached.

Action Items: Elect HRA chair, vice chair and secretary/treasurer.

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Oath

STATE OF MINNESOTA
COUNTY OF CROW WING
CITY OF BRAINERD

ss.

I, **Michael Duval**, do solemnly affirm that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully and impartially discharge the duties as a commissioner of the **HOUSING AND REDEVELOPMENT AUTHORITY in and for the CITY of BRAINERD**, to which I have been appointed to the best of my knowledge and ability, so help me God.

Michael Duval

Subscribed and sworn to before me this 27th day of January,
2021.

ERIC CHARPENTIER
Executive Director

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BY-LAWS**BY-LAWS OF THE HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD, MINNESOTA**

Adopted 02-21-2001
Revised 06-20-2001
Revised 09-24-2003
Revised 06-09-2005
Revised 03-24-2010
Revised 07-25-2012
Revised 07-23-2014
Revised 07-29-2015
Revised 06-26-2019

ARTICLE I – THE AUTHORITY

Section 1.1. Name of the Authority. The name of the Authority shall be the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota (hereinafter, the “Authority”), and its governing body shall be called the board of Commissioners (hereinafter, the “Board”).

Section 1.2. Seal of Authority. The seal of Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 1.3. Office of the Authority. The offices of the Authority shall be at 324 East River Road in Brainerd, Minnesota.

ARTICLE II – ORGANIZATION

Section 2.1. Officers. The officers of the Authority shall consist of a Chair, a Vice Chair, a Secretary/Treasurer, and an Executive Director. The Chair, Vice Chair, and the Secretary/Treasurer shall be members of the board and shall be elected at the annual meeting of the Authority.

Section 2.2. Chair. The Chair shall preside at all meetings of the board.

Section 2.3. Vice Chair. The Vice Chair shall preside at any meeting of the Board in the absence of the Chair and may exercise all powers and perform all responsibilities of the Chair if the Chair cannot exercise or perform the same due to absence or other inability.

Section 2.4. Chair Pro Tem. In the absence or inability of the Chair and the Vice Chair at any meeting, the Board may appoint any remaining Commissioner as Chair Pro Tem to preside at such meeting.

Section 2.5. Secretary/Treasurer. The Secretary/Treasurer shall oversee the keeping of all minutes of the Board and shall oversee the maintenance of all records of

the Authority. He or she shall be responsible for the oversight and recording and maintaining of accurate records of the meetings of the Board and of all official actions, official, financial and otherwise, taken by or on behalf of the Authority.

Section 2.6. Executive Director. The Executive Director shall be appointed by resolution and shall serve at the pleasure of the Board of Commissioners, shall be the chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe.

Section 2.7. Resident Commissioner. One Resident Commissioner shall hold an Authority Board position. The nature of selection shall be governed by federal regulation and Minnesota state statute, with ratification from the City of Brainerd consistent with other Board Commissioners. The term of the Resident Commissioner and their authority shall be consistent with the other Commissioners serving on the Board.

ARTICLE III – PROCEDURES OF THE BOARD OF COMMISSIONERS

Section 3.1. Annual Meeting. The annual meeting of the Board shall coincide with the regular meeting of January in each year.

Section 3.2. Regular Meetings. The Board shall hold regular meetings on the fourth Wednesday of each month, commencing at 1:00 o'clock P.M., Central Time or at such other time as the Board and Executive Director may determine, and be held at the principal office of the Authority, or at such other location as the Board and Executive Director may determine.

Section 3.3. Special Meetings. Special meetings of the Board may be called by the Chair, or in the event of the Chair's absence or inability, by the Vice Chair at any time, upon seventy-two hours prior notice exclusive of Saturdays, Sundays, and holidays to all Commissioners and the Executive Director. Upon the same notice, any two Commissioners may also call special meetings of the Board. The Executive Director shall post notice of any special meeting in the principal office of the Authority no less than seventy-two hours prior to such special meeting exclusive of Saturdays, Sundays, and holidays.

Section 3.4. Quorum. A quorum of the Board shall consist of a simple majority of Commissioners. In the absence of quorum, no official action may be taken by, or on behalf of, or in the name of the Board or the Authority. Commissioners can attend any regular, special, or annual meetings and participate in any manner allowed by MN Statute 13D.

Section 3.5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by at least a simple majority of all commissioners present. Resolutions may but need not be read aloud prior to vote taken thereon and may but

need not be executed after passage. All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 3.6. Rules of Order. The most recent edition of Robert's Rule of Order shall govern the Meetings of the Board.

Section 3.7. Order of Business. The order of business will be determined by the Chair.

Section 3.8. Manner of Voting. The voting on all questions coming before the Authority shall be by voice vote, recorded into the official minutes. A roll call vote can be instituted for a particular vote at the discretion of the Chair.

Section 3.9. Attendance. Commissioners shall be expected to attend all meetings except with an excused absence. Any Commissioner who misses three consecutive meetings without an excused absence is considered to have resigned from the Board of Commissioners

ARTICLE IV – AMENDMENTS

Section 4.1. Amendments to By-Laws. The By-Laws of the Authority shall be amended only with the approval of a simple majority of a quorum of the Commissioners of the Authority at a regular or a special meeting.

ARTICLE V – MISCELLANEOUS

Section 5.1. Fiscal Year. The fiscal year of the Authority shall be the calendar year.

Section 5.2. Execution of Contracts. All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be executed by the Chair and/or Executive Director or other authorized signatory of the Authority as prescribed by the Chair and/or Executive Director.

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324 East River Road
Brainerd, MN 56401

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

Brainerd HRA Board Meeting Schedule for 2021

Board meetings are typically held on the fourth Wednesday of each month at 1:00 p.m. in the conference room at the Brainerd HRA office, 324 East River Road, Brainerd, MN. However, due to the COVID-19 pandemic, meetings are currently being held virtually via Webex Video/Teleconference. Details for joining each meeting are posted at <http://brainerdhra.org/resources/>.

MONTH	DAY	DATE
January	27	1-27-21
February	24	2-24-21
March	24	3-24-21
April	28	4-28-21
May	19*	5-19-21*
June	23	6-23-21
July	28	7-28-21
August	25	8-25-21
September	22	9-22-21
October	27	10-27-21
November	17**	11-17-21**
December	15**	12-15-21**

*Date changed due to MN NAHRO Spring Conference.

**Date changed due to holiday.



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**Brainerd Housing & Redevelopment Authority
BOARD MEETING MINUTES
Wednesday, December 16th, 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, December 16th, 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, Janet Decker, Michael Duval, and Gabe Johnson.
Absent: Patrick Wussow, Ashley Storm, and Bekah Kent.

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.

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

Commissioner Duval moved to approve the minutes from the meeting on November 18th, 2020. Commissioner Decker seconded the motion. Through roll call vote, all commissioners voted in favor of the motion and none were opposed. The motion was approved.

4. **UNFINISHED BUSINESS:**

- a. **Adoption of Updated HUD Waivers:** The initial HUD waivers were 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.

A table showing the recommended waivers for implementation, along with dates the waivers were adopted and were expected to expire, was provided to the board.

Moved and seconded by Commissioners Johnson and Decker to approve the waivers as allowed in Notice PIH 2020-33. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

5. **NEW BUSINESS:**

- a. **Accounts Receivable Write-off:** Per Brainerd HRA policy, staff requested 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.

Commissioner Johnson moved to write-off uncollectible Accounts Receivable for 2020.

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.

- b. Review & Discuss Fund Balance:** The board set the recommended unassigned fund balance to be maintained at 8–10 months of General Fund operating expenses for the year.

It was 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.

The board had a discussion about the fund balance.

Commissioner Johnson moved to 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. Commissioner Becker seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

6. BILLS AND COMMUNICATIONS:

a. Financial Report:

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 28th and the unaudited Brainerd South financial statements are due to REAC by March 31st.

2020 Levy Payment

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

Moved and seconded by Commissioners Duval and Johnson to approve the November payments as presented. Through roll call vote, all commissioners voted in favor of the motion and none were opposed. The motion was approved.

b. HCV/Section 8:

HCV Report

Through November, the Unit Months Leased (UML) was 99% and HAP utilization was 89%. The board commended staff for a job well done.

Bridges Report

There were seven families on the program with a monthly HAP payment of \$3,244, four families issued a voucher and searching, and nobody was notified in November.

Family Self-Sufficiency (FSS) Report

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

Foster Youth Initiative (FYI) Report

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

On November 18th, 2020, staff received confirmation from Dana Kitchen at the HUD Field Office that three additional vouchers were approved effective December 1st, 2020. This will make a total of seven FYI vouchers.

- c. **Housing Manager Report:** Fortune reviewed the highlights from the November vacancy report and November property performance report. The board noted the excellent vacancy rate of 100%.

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 the response is consistent with other PHAs while still being appropriate for the 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.

Late Fees

Staff members have been discussing the potential of reinstating late fees and asked the board for guidance. They agreed that it would be reasonable to begin charging late rent fees and felt that it was important to communicate the change with the tenants. Fortune planned on sending a letter to all tenants in advance to let them know that late rent fees will be reinstated. The board was in support.

d. Executive Director Report:

Destination Downtown Business Coalition (DDBC) Update

At their last monthly meeting, the DDBC were offered some options toward having a downtown coordinator in the coming year. The Chamber offered three options to the group to help them with their plan. Charpentier also informed Marie Kirsch and Brenda Billman-Arndt about the board's decision to not fund their request at this time but that some assistance as far as staff time and expertise may be something the HRA could offer. He is meeting with them this week and will have further discussion.

Downtown Housing Project

Charpentier and City Administrator Bergman met with 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. They are exploring TIF and tax credits. More information will be shared as this project progresses.

Commissioner Vacancy

Commissioner Wussow has indicated that he will not be seeking another term on the board of commissioners once his term concludes at the end of December. Charpentier expressed his gratitude for Wussow's years of service to the agency and for his term serving as board chair.

- e. Rehab Update:** There are a few remaining rehab grants available for single family homes in NE Brainerd and the City of Emily. Staff has been busy working to get those grants out in the community. Level Contracting has plans in the near future to purchase at least three more lots in Brainerd Oaks. This past week, Schommer had the program's first request for an application for the HTF Rental Rehab Program.

7. COMMISSIONER COMMENTS: Nothing to report.

8. ADJOURNMENT:

Chair Larson declared the meeting adjourned at 2:08 p.m.

Respectfully Submitted,

Eric Charpentier
Executive Director



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: January 19, 2021
Re: Designation of Official Depository

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

Action Requested: Approve the designation of Bremer Bank as the official depository.

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: January 19, 2021
Re: January Financial Report

Please find attached the financial information for December 2020.

Year-end Financial Statements and Ratios

The December ratios and financial statements do not fully reflect all year-end entries and adjustments. The final year-end entries and adjustments will be recorded prior to the audit and REAC submission. Therefore, the financial information is subject to change due to necessary year-end adjustments.

2020 Levy Payment

In December, we received the second half 2020 tax settlement of \$57,399.60 as reflected in the General Fund financial statements. Year to date, we received \$128,534.58 in levy payments. The 2020 tax levy was estimated at \$130,430.

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 are scheduled for the second week of February 10th. The Agency unaudited financial statements are due to the Real Estate Assessment Center (REAC) by February 28th and the unaudited Brainerd South financial statements are due to REAC by March 31st.

2021 Estimated Funding

HUD recently released Housing Choice Voucher (HCV) funding estimates for CY 2021. The estimated HAP proration will be 99.344% with an inflation factor of 1.5% for our agency. The estimated administrative fee proration will be 83.832%.

January and February Public Housing (PH) Operating Subsidy obligations were funded at an interim proration level of approximately 95.23% of eligibility. The final proration will reflect the difference in the amount of the final approved PHA eligibility and the 2021 Appropriation Act.

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	Dec 2020
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	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	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	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	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	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	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	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	25.00
Total of Above Ratios	50		50	45	47	47	50	47	50	47	47	50	47	50	50

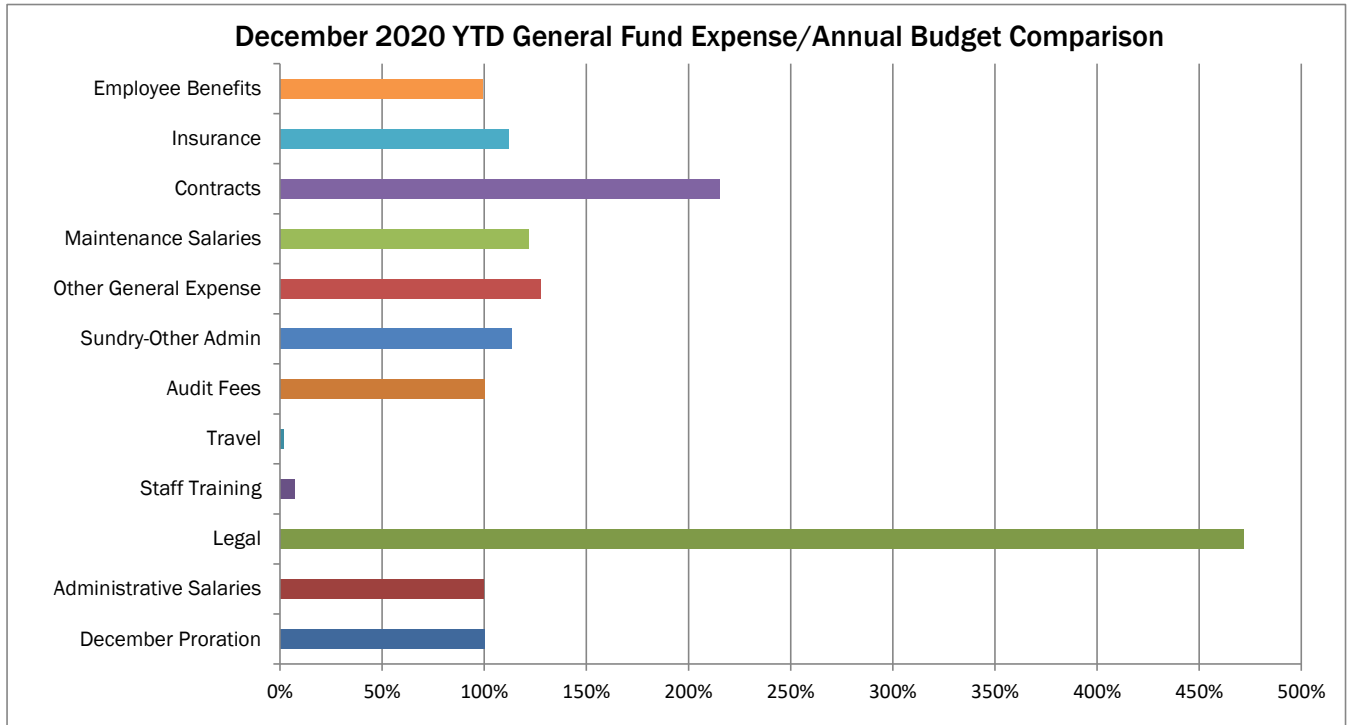
MASS Ratios	Max Pts	Scoring													
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points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

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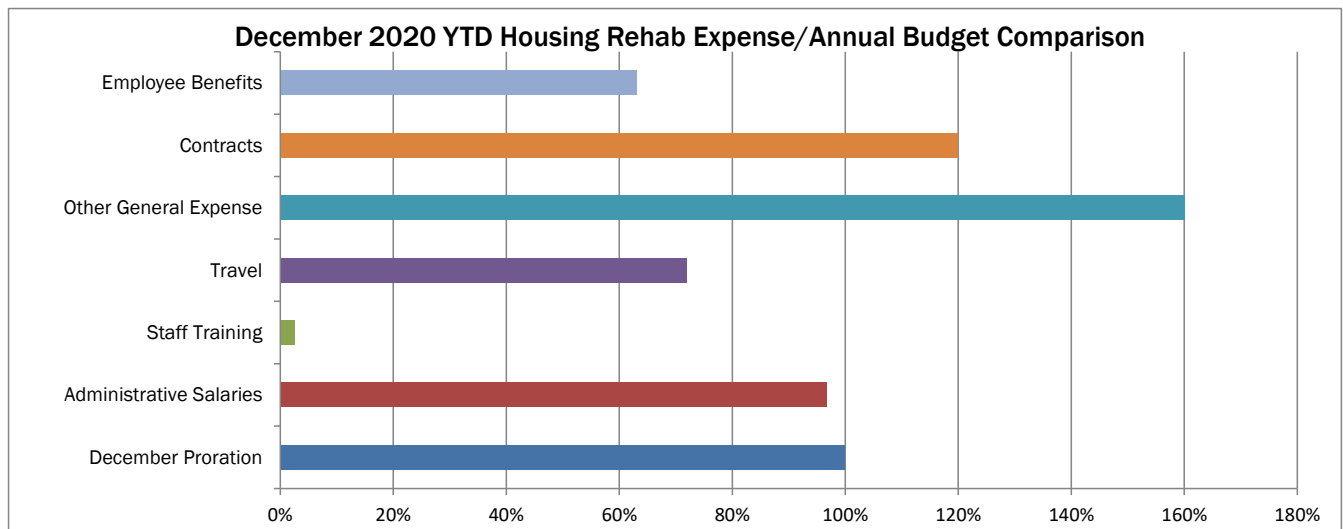
December 2020 Operating Account Balances

Property/Program	December 2019	November 2020	December 2020
General Fund	\$345,265.34	\$276,148.90	\$322,364.59
Brainerd Revolving Loan Program	\$99,077.00	\$0.00	\$0.00
Housing Rehab Program	\$108,877.27	\$73,631.37	\$104,035.20
Bridges	\$15.19	\$5,184.73	\$2.68
Crow Wing County HRA	\$534,745.21	\$862,065.05	\$1,142,108.35
Public Housing	\$639,495.77	\$770,100.59	\$637,927.79
Brainerd South	\$55,247.76	\$46,070.79	\$32,707.16
Housing Choice Voucher	\$47,235.28	\$53,400.19	\$27,962.50
Total	\$1,829,958.82	\$2,086,601.62	\$2,267,108.27

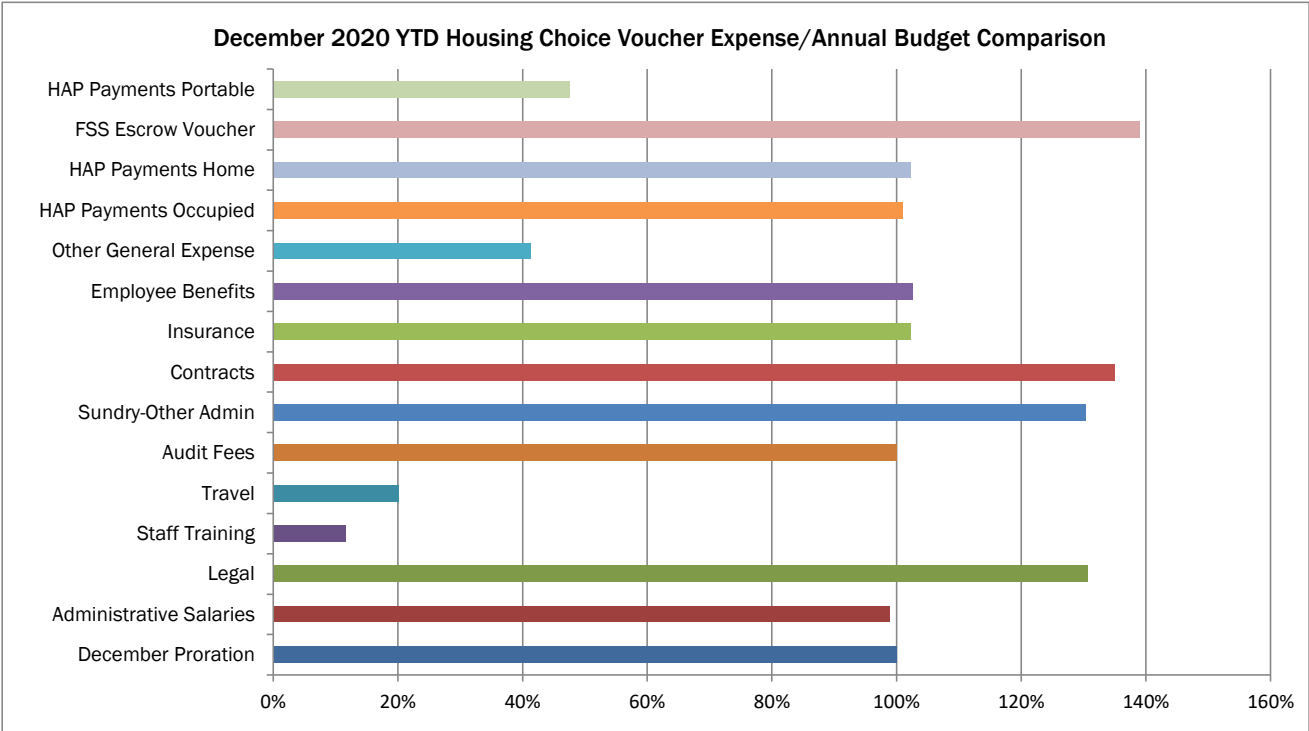
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Contracts: Office 365 Migration from Gmail.
 Legal: Waiver Request for ED Hiring.
 Other General Expense: DDA - Executive Director Hiring Process



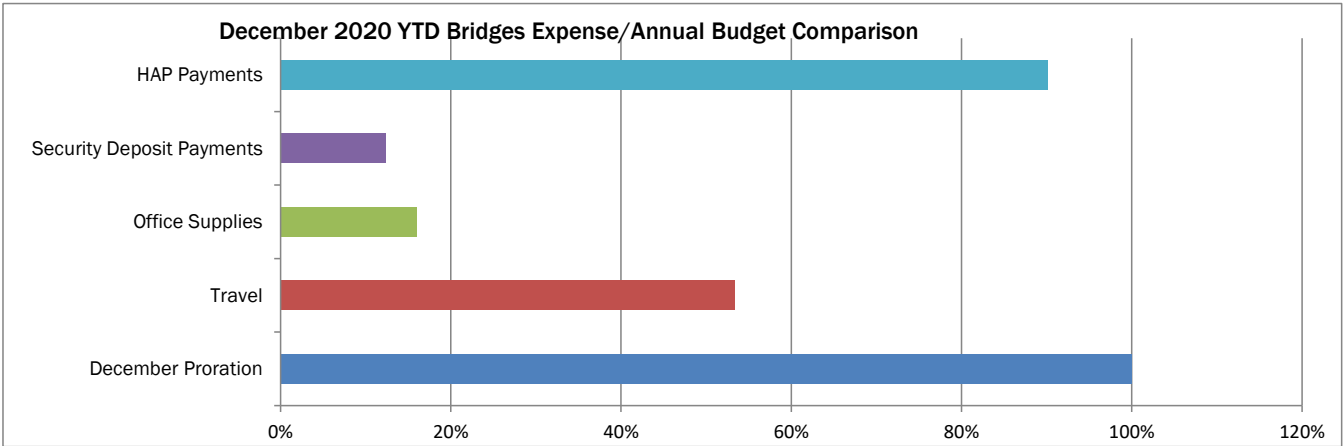
Contracts: 10 MHFA loans in process or completed thru December.
 Other General Expense: Setup of rehab specialist office. Purchased hardware for staff to work remotely.

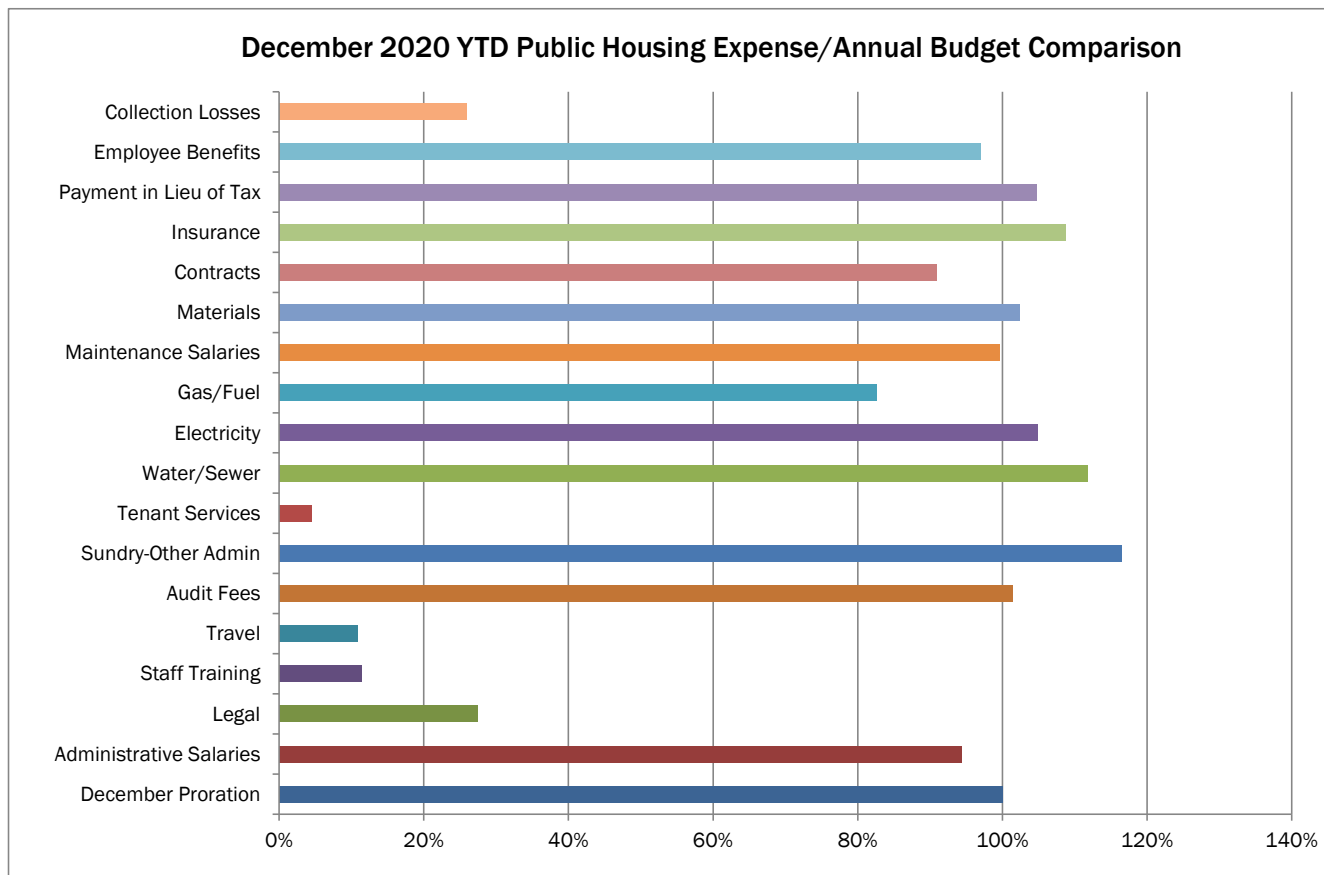


Contracts: Mobile Hotspot for Staff to Work Remotely, Email Migration from Gmail to Office 365 and 1099 Reporting Software

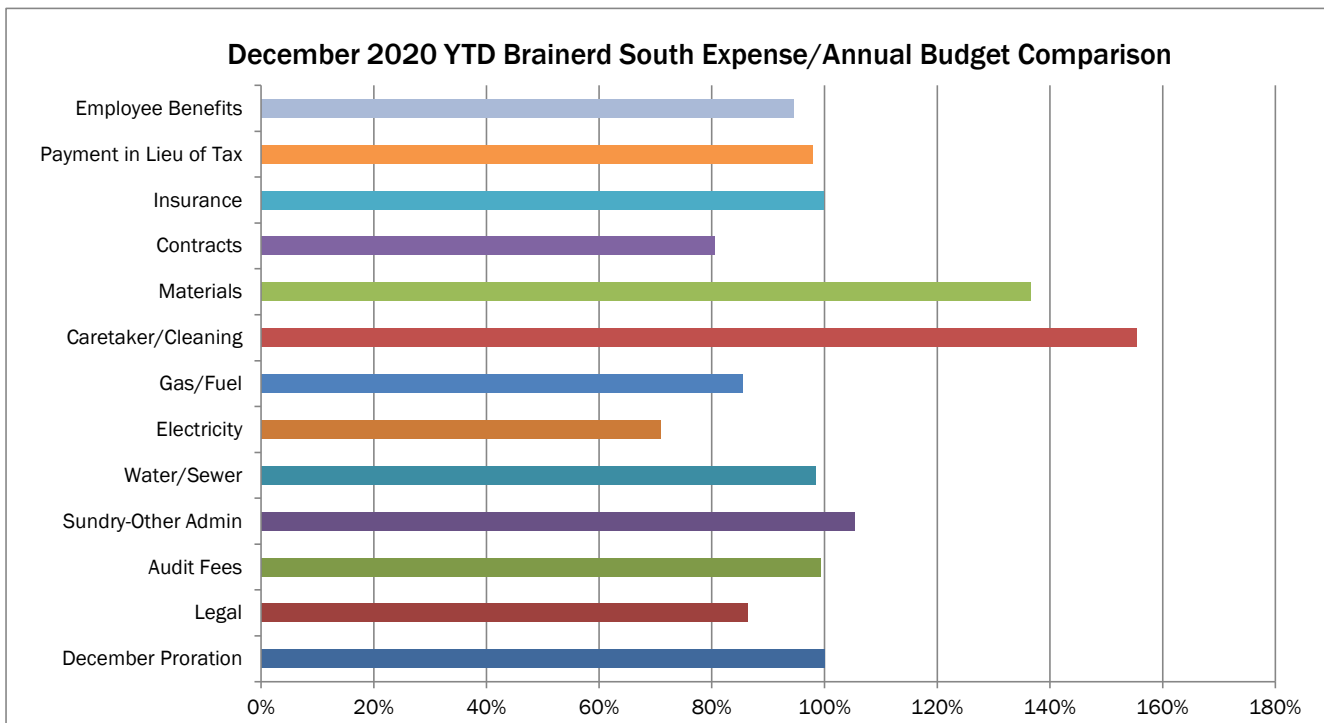
Legal: Personnel Policy review.

Sundry Other Admin: Purchase of technology for staff to work remotely.





Sundry Other Admin: Purchase of technology for staff to work remotely.



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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Date: 1/20/2021
 Time: 9:41:18 AM
 roberta

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

Page: 1
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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating				
INCOME				
Management Fees	-14,284.30	-172,933.52	-169,000.00	-3,933.52
Interest Income	-3.43	-1,208.39	-2,650.00	1,441.61
Operating Transfer In	-2,245.00	-2,245.00	-7,050.00	4,805.00
Other Income	-58,570.39	-160,201.69	-157,680.00	-2,521.69
Loan Interest Revenue	-7,918.89	-7,918.89	-5,000.00	-2,918.89
TOTAL INCOME	-83,022.01	-344,507.49	-341,380.00	-3,127.49
EXPENSE				
Administrative				
Administrative Salaries	28,828.53	183,277.04	183,990.00	-712.96
Legal	551.25	9,435.75	2,000.00	7,435.75
Staff Training	0.00	288.63	4,000.00	-3,711.37
Travel	1.04	10.19	600.00	-589.81
Auditing Fees	0.00	6,700.00	6,700.00	0.00
Sundry-Other Admin	586.23	6,914.77	6,100.00	814.77
Total Administration	29,967.05	206,626.38	203,390.00	3,236.38
Maintenance				
Maintenance Salaries	4,093.84	14,262.22	11,710.00	2,552.22
Contracts	1,097.33	2,690.07	1,250.00	1,440.07
Total Maintenance	5,191.17	16,952.29	12,960.00	3,992.29
General				
TIF Expense	0.00	54.75	130.00	-75.25
Insurance	501.87	5,597.64	4,995.00	602.64
Employee Benefits	10,956.76	88,618.17	89,545.00	-926.83
Other General Expense	4,941.77	32,040.45	25,100.00	6,940.45
Total General	16,400.40	126,311.01	119,770.00	6,541.01
TOTAL EXPENSE	51,558.62	349,889.68	336,120.00	13,769.68
Net Income/Loss	-31,463.39	5,382.19	-5,260.00	10,642.19

Date: 1/20/2021
 Time: 9:41:22 AM
 roberta

**Housing Rehab Operating Statement
 December, 2020**

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

	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-40,850.00	-218,810.49	-240,000.00	21,189.51
Grant Admin Revenue	-7,724.53	-28,869.47	-39,090.00	10,220.53
TOTAL INCOME	-48,574.53	-247,679.96	-279,090.00	31,410.04
EXPENSE				
Administrative				
Administrative Salaries	11,419.60	91,442.46	94,460.00	-3,017.54
Staff Training	0.00	154.80	6,000.00	-5,845.20
Travel	120.75	1,007.48	1,400.00	-392.52
Other Admin Exp	200.21	4,560.92	2,850.00	1,710.92
Total Administration	11,740.56	97,165.66	104,710.00	-7,544.34
Maintenance				
Contracts	11.52	130,240.07	108,600.00	21,640.07
Total Maintenance	11.52	130,240.07	108,600.00	21,640.07
General				
Insurance	0.00	496.47	0.00	496.47
Employee Benefits	3,259.27	32,345.36	51,275.00	-18,929.64
Total General	3,259.27	32,841.83	51,275.00	-18,433.17
TOTAL EXPENSE	15,011.35	260,247.56	264,585.00	-4,337.44
Net Income/Loss	-33,563.18	12,567.60	-14,505.00	27,072.60

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

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-122,920.00	-1,432,997.00	-1,411,910.00	-21,087.00
Admin Fees Earned	-21,594.65	-350,669.00	-249,130.00	-101,539.00
Interest Income	-0.51	-96.82	-150.00	53.18
Other Income	-4,007.01	-20,022.56	-11,150.00	-8,872.56
TOTAL INCOME	-148,522.17	-1,803,785.38	-1,672,340.00	-131,445.38
EXPENSE				
Administrative				
Administrative Salaries	16,716.43	138,733.18	140,310.00	-1,576.82
Legal	26.25	392.25	300.00	92.25
Staff Training	0.00	728.50	6,260.00	-5,531.50
Travel	27.60	501.42	2,500.00	-1,998.58
Accounting & Audit Fees	0.00	3,500.00	3,500.00	0.00
Sundry-Other Admin	1,584.92	6,711.48	5,150.00	1,561.48
Total Administration	18,355.20	150,566.83	158,020.00	-7,453.17
Maintenance				
Contracts	1,042.21	4,727.30	3,500.00	1,227.30
Total Maintenance	1,042.21	4,727.30	3,500.00	1,227.30
General				
Insurance	375.00	5,602.96	5,480.00	122.96
Employee Benefits	8,527.23	84,791.96	82,650.00	2,141.96
Collection Losses	0.00	2,302.00	0.00	2,302.00
Other General Expense	76.64	1,116.75	2,700.00	-1,583.25
Total General	8,978.87	93,813.67	90,830.00	2,983.67
HAP Payments				
HAP Payments Occupied	118,033.00	1,349,687.00	1,336,470.00	13,217.00
HAP Payments Home	3,826.00	44,109.00	43,110.00	999.00
FSS Escrow Voucher	1,900.00	19,979.00	14,370.00	5,609.00
HAP Payments Portable	1,368.00	20,529.00	43,110.00	-22,581.00
Total HAP	125,127.00	1,434,304.00	1,437,060.00	-2,756.00
TOTAL EXPENSE	153,503.28	1,683,411.80	1,689,410.00	-5,998.20
Net Income/Loss	4,981.11	-120,373.58	17,070.00	-137,443.58

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**Bridges Program
 Bridges Operating Statement
 December, 2020**

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-3,070.00	-50,108.00	-60,820.00	10,712.00
Admin Revenue	-350.00	-5,800.00	-7,800.00	2,000.00
Operating Transfer	2,245.00	2,245.00	7,050.00	-4,805.00
Total Income	-1,175.00	-53,663.00	-61,570.00	7,907.00
EXPENSE				
Administrative				
Travel	0.00	240.36	450.00	-209.64
Office Supplies	8.05	48.15	300.00	-251.85
Total Administration	8.05	288.51	750.00	-461.49
General				
Security Deposit Pmts	0.00	750.00	6,080.00	-5,330.00
HAP Payment to Landlords	3,294.00	49,358.00	54,740.00	-5,382.00
Total General	3,294.00	50,108.00	60,820.00	-10,712.00
TOTAL EXPENSE	3,302.05	50,396.51	61,570.00	-11,173.49
Net Income/Loss	2,127.05	-3,266.49	0.00	-3,266.49

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

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-62,871.00	-745,569.00	-740,060.00	-5,509.00
Excess Utilities	0.00	-3,645.48	-3,100.00	-545.48
Operating Subsidy	-28,445.00	-315,557.00	-249,640.00	-65,917.00
Investment Interest	20.23	-1,437.03	-6,410.00	4,972.97
Other Income	-6,011.50	-181,104.24	-184,210.00	3,105.76
Other Income Tenants	-858.57	-16,626.81	-28,000.00	11,373.19
Capital Fund Income	-11,050.75	-250,541.67	-66,000.00	-184,541.67
Laundry Income	-1,406.00	-17,939.25	-21,400.00	3,460.75
TOTAL INCOME	-110,622.59	-1,532,420.48	-1,298,820.00	-233,600.48
EXPENSE				
Administrative				
Administrative Salaries	37,971.17	294,107.01	311,580.00	-17,472.99
Legal	127.50	1,043.00	3,800.00	-2,757.00
Staff Training	0.00	1,597.82	14,000.00	-12,402.18
Travel	0.00	217.71	2,000.00	-1,782.29
Accounting & Audit Fees	2,000.00	10,700.00	10,550.00	150.00
Sundry-Other Admin	1,311.92	21,645.96	18,575.00	3,070.96
Total Administration	41,410.59	329,311.50	360,505.00	-31,193.50
Rec Public and Other	0.00	222.04	4,950.00	-4,727.96
Total Tenant Services	0.00	222.04	4,950.00	-4,727.96
Utilities				
Water/Sewer	11,791.95	71,910.71	64,360.00	7,550.71
Electricity	11,288.88	79,185.11	75,470.00	3,715.11
Gas/Fuel	7,875.04	32,508.41	39,350.00	-6,841.59
Total Utilities	30,955.87	183,604.23	179,180.00	4,424.23
Maintenance				
Labor	22,209.64	201,698.67	202,560.00	-861.33
Materials	14,525.20	28,660.52	28,000.00	660.52
Contracts	25,805.83	152,955.52	168,150.00	-15,194.48
Total Maintenance	62,540.67	383,314.71	398,710.00	-15,395.29
General				
Insurance	8,095.44	91,567.86	84,240.00	7,327.86
Payment in Lieu of Tax	1,600.49	27,593.39	26,330.00	1,263.39
Employee Benefits	25,381.48	229,543.69	236,720.00	-7,176.31
Collection Losses	2,073.94	2,073.94	8,000.00	-5,926.06
Other General Expense	0.00	2,000.00	0.00	2,000.00
Total General	37,151.35	352,778.88	355,290.00	-2,511.12
TOTAL EXPENSE	172,058.48	1,249,231.36	1,298,635.00	-49,403.64
Net Income/Loss	61,435.89	-283,189.12	-185.00	-283,004.12

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Brainerd South Operating Statement
December, 2020

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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-20,477.00	-246,112.00	-238,680.00	-7,432.00
Rental Supplement	-4,136.00	-50,757.00	-43,210.00	-7,547.00
Investment Interest	-11.66	-2,192.09	-8,000.00	5,807.91
Other Income	-2,386.29	-25,051.62	-31,220.00	6,168.38
Laundry Income	-620.00	-7,882.00	-8,200.00	318.00
TOTAL INCOME	-27,630.95	-331,994.71	-329,310.00	-2,684.71
EXPENSE				
Administrative				
Legal	2,590.41	2,590.41	300.00	2,290.41
Accounting & Audit Fees	0.00	4,961.25	5,000.00	-38.75
Sundry-Other Admin	7,886.01	52,178.24	49,580.00	2,598.24
Total Administration	10,476.42	59,729.90	54,880.00	4,849.90
Utilities				
Water	2,502.39	14,610.63	14,840.00	-229.37
Electricity	859.31	4,612.04	6,500.00	-1,887.96
Gas/Fuel	3,597.90	14,957.06	17,500.00	-2,542.94
Total Utilities	6,959.60	34,179.73	38,840.00	-4,660.27
Maintenance				
Labor	1,459.40	16,942.62	10,900.00	6,042.62
Materials	1,965.01	28,655.14	20,000.00	8,655.14
Contracts	8,043.41	53,754.66	67,750.00	-13,995.34
Total Maintenance	11,467.82	99,352.42	98,650.00	702.42
General				
Insurance	2,740.58	32,982.19	33,060.00	-77.81
Payment in Lieu of Tax	654.81	10,270.83	10,500.00	-229.17
Employee Benefits	138.17	1,152.43	1,220.00	-67.57
Total General	3,533.56	44,405.45	44,780.00	-374.55
TOTAL EXPENSE	32,437.40	237,667.50	237,150.00	517.50
Net Income/Loss	4,806.45	-94,327.21	-92,160.00	-2,167.21

**December 2020
Prior Year Comparative Statements**

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
General Fund Operating INCOME				
Management Fees	-172,933.52	-169,000.00	-170,353.68	-169,686.66
Interest Income	-1,208.39	-2,650.00	-133.94	0.00
Operating Transfer In	-2,245.00	-7,050.00	-20,910.80	-6,800.00
Other Income	-160,201.69	-157,680.00	-137,318.84	-149,442.99
Loan Interest Revenue	-7,918.89	-5,000.00	-7,173.54	-6,380.76
TOTAL INCOME	-344,507.49	-341,380.00	-335,890.80	-332,310.41
EXPENSE				
Administrative				
Administrative Salaries	183,277.04	183,990.00	162,866.26	157,573.38
Legal	9,435.75	2,000.00	128.00	2,617.12
Staff Training	288.63	4,000.00	4,504.31	2,744.43
Travel	10.19	600.00	348.62	625.13
Auditing Fees	6,700.00	6,700.00	6,700.00	6,700.00
Sundry-Other Admin	6,914.77	6,100.00	7,290.46	4,775.84
Total Administration	206,626.38	203,390.00	181,837.65	175,035.90
Maintenance				
Maintenance Salaries	14,262.22	11,710.00	11,821.91	11,874.53
Contracts	2,690.07	1,250.00	1,368.85	1,297.91
Total Maintenance	16,952.29	12,960.00	13,190.76	13,172.44
General				
TIF Expense	54.75	130.00	6,059.82	5,878.84
Insurance	5,597.64	4,995.00	4,227.57	4,010.52
Employee Benefits	88,618.17	89,545.00	76,575.11	76,159.06
Other General Expense	32,040.45	25,100.00	3,680.00	5,410.60
Total General	126,311.01	119,770.00	90,542.50	91,881.80
TOTAL EXPENSE	349,889.68	336,120.00	285,570.91	280,090.14
Net Income/Loss	5,382.19	-5,260.00	-50,319.89	-52,220.27

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Housing Rehab Operating INCOME				
Other Income	-218,810.49	-240,000.00	-214,901.70	-49,171.88
Grant Admin Revenue	-28,869.47	-39,090.00	-33,339.49	-40,620.34
TOTAL INCOME	-247,679.96	-279,090.00	-248,241.19	-89,792.22
EXPENSE				
Administrative				
Administrative Salaries	91,442.46	94,460.00	47,175.06	45,571.29
Staff Training	154.80	6,000.00	2,478.31	3,191.02
Travel	1,007.48	1,400.00	880.44	281.93
Other Admin Exp	4,560.92	2,850.00	5,893.74	2,368.47
Total Administration	97,165.66	104,710.00	56,547.55	51,412.71
Maintenance				
Contracts	130,240.07	108,600.00	79,207.59	16,176.74
Total Maintenance	130,240.07	108,600.00	79,207.59	16,176.74
General				
Insurance	496.47	0.00	257.47	355.16
Employee Benefits	32,345.36	51,275.00	22,134.93	20,820.94
Total General	32,841.83	51,275.00	22,392.40	21,176.10
TOTAL EXPENSE	260,247.56	264,585.00	158,147.54	88,765.55
Net Income/Loss	12,567.60	-14,505.00	-90,093.65	-1,026.67

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-1,432,997.00	-1,411,910.00	-1,394,722.00	-1,344,682.00
Admin Fees Earned	-350,669.00	-249,130.00	-260,804.00	-242,620.00
Interest Income	-96.82	-150.00	-173.52	-99.15
Other Income	-20,022.56	-11,150.00	-28,168.57	-11,823.84
TOTAL INCOME	-1,803,785.38	-1,672,340.00	-1,683,868.09	-1,599,224.99
EXPENSE				
Administrative				
Administrative Salaries	138,733.18	140,310.00	150,719.20	141,352.72
Legal	392.25	300.00	0.00	1,980.43
Staff Training	728.50	6,260.00	7,483.18	5,097.11
Travel	501.42	2,500.00	2,432.42	2,099.41
Accounting & Audit Fees	3,500.00	3,500.00	3,500.00	3,500.00
Sundry-Other Admin	6,711.48	5,150.00	5,194.98	4,617.49
Total Administration	150,566.83	158,020.00	169,329.78	158,647.16
Maintenance				
Contracts	4,727.30	3,500.00	3,718.57	3,537.93
Total Maintenance	4,727.30	3,500.00	3,718.57	3,537.93
General				
Insurance	5,602.96	5,480.00	5,059.85	4,856.75
Employee Benefits	84,791.96	82,650.00	81,893.85	76,023.68
Collection Losses	2,302.00	0.00	456.00	0.00
Other General Expense	1,116.75	2,700.00	2,410.91	2,457.00
Total General	93,813.67	90,830.00	89,820.61	83,337.43
HAP Payments				
HAP Payments Occupied	1,349,687.00	1,336,470.00	1,307,709.00	1,251,165.00
HAP Payments Home	44,109.00	43,110.00	44,483.00	43,820.00
FSS Escrow Voucher	19,979.00	14,370.00	22,826.00	16,463.00
HAP Payments Portable	20,529.00	43,110.00	43,721.00	36,037.00
Total HAP	1,434,304.00	1,437,060.00	1,418,739.00	1,347,485.00
TOTAL EXPENSE	1,683,411.80	1,689,410.00	1,681,607.96	1,593,007.52
Net Income/Loss	-120,373.58	17,070.00	-2,260.13	-6,217.47

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Bridges Program PY
Bridges Operating Statement
December, 2020

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Bridges Operating INCOME				
HAP Received MHFA	-50,108.00	-60,820.00	-76,351.00	-64,828.00
Admin Revenue	-5,800.00	-7,800.00	-9,100.00	-7,150.00
Operating Transfer	2,245.00	7,050.00	8,900.00	6,800.00
Total Income	-53,663.00	-61,570.00	-76,551.00	-65,178.00
EXPENSE				
Administrative				
Travel	240.36	450.00	293.48	340.88
Office Supplies	48.15	300.00	0.00	0.00
Total Administration	288.51	750.00	293.48	340.88
General				
Security Deposit Pmts	750.00	6,080.00	6,443.00	3,647.00
HAP Payment to Landlords	49,358.00	54,740.00	69,908.00	61,181.00
Total General	50,108.00	60,820.00	76,351.00	64,828.00
TOTAL EXPENSE	50,396.51	61,570.00	76,644.48	65,168.88
Net Income/Loss	-3,266.49	0.00	93.48	-9.12

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

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Public Housing Operating INCOME				
Dwelling Rental	-745,569.00	-740,060.00	-732,845.00	-708,681.50
Excess Utilities	-3,645.48	-3,100.00	-3,369.42	-2,998.00
Operating Subsidy	-315,557.00	-249,640.00	-262,754.00	-246,994.00
Investment Interest	-1,437.03	-6,410.00	43.31	501.06
Other Income	-181,104.24	-184,210.00	-163,133.35	-178,525.65
Other Income Tenants	-16,626.81	-28,000.00	-25,391.57	-71,727.67
Capital Fund Income	-250,541.67	-66,000.00	-122,348.00	-368,130.00
Laundry Income	-17,939.25	-21,400.00	-19,606.00	-20,780.50
TOTAL INCOME	-1,532,420.48	-1,298,820.00	-1,329,404.03	-1,597,336.26
EXPENSE				
Administrative				
Administrative Salaries	294,107.01	311,580.00	302,492.10	297,902.72
Legal	1,043.00	3,800.00	2,300.00	3,313.64
Staff Training	1,597.82	14,000.00	14,395.46	12,084.27
Travel	217.71	2,000.00	915.62	789.95
Accounting & Audit Fees	10,700.00	10,550.00	10,550.00	10,400.00
Sundry-Other Admin	21,645.96	18,575.00	18,235.65	18,919.82
Total Administration	329,311.50	360,505.00	348,888.83	343,410.40
 Rec Public and Other	 222.04	 4,950.00	 222.04	 669.02
Total Tenant Services	222.04	4,950.00	222.04	669.02
Utilities				
Water/Sewer	71,910.71	64,360.00	70,207.95	63,838.78
Electricity	79,185.11	75,470.00	78,341.06	78,949.30
Gas/Fuel	32,508.41	39,350.00	38,630.65	39,647.28
Total Utilities	183,604.23	179,180.00	187,179.66	182,435.36
Maintenance				
Labor	201,698.67	202,560.00	194,753.70	193,867.34
Materials	28,660.52	28,000.00	26,505.39	28,808.37
Contracts	152,955.52	168,150.00	132,655.41	257,424.74
Total Maintenance	383,314.71	398,710.00	353,914.50	480,100.45
General				
Insurance	91,567.86	84,240.00	79,686.90	70,043.44
Payment in Lieu of Tax	27,593.39	26,330.00	26,612.02	25,732.40
Employee Benefits	229,543.69	236,720.00	215,992.13	213,195.39
Collection Losses	2,073.94	8,000.00	16,347.59	10,353.54
Other General Expense	2,000.00	0.00	614.58	27,958.50
Total General	352,778.88	355,290.00	339,253.22	347,283.27
TOTAL EXPENSE	1,249,231.36	1,298,635.00	1,229,458.25	1,353,898.50
 Net Income/Loss	 -283,189.12	 -185.00	 -99,945.78	 -243,437.76

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**Brainerd South Operating Statement
December, 2020**

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	YTD 2020	YTD 2020 Budget	YTD 2019	YTD 2018
Brainerd South Operating				
INCOME				
Dwelling Rental	-246,112.00	-238,680.00	-240,582.00	-231,223.00
Rental Supplement	-50,757.00	-43,210.00	-39,474.00	-39,867.00
Investment Interest	-2,192.09	-8,000.00	-2,187.69	133.86
Other Income	-25,051.62	-31,220.00	-30,434.28	-30,751.52
Laundry Income	-7,882.00	-8,200.00	-8,663.30	-8,898.00
TOTAL INCOME	-331,994.71	-329,310.00	-321,341.27	-310,703.23
EXPENSE				
Administrative				
Legal	2,590.41	300.00	43.00	150.00
Accounting & Audit Fees	4,961.25	5,000.00	4,950.00	4,850.00
Sundry-Other Admin	52,178.24	49,580.00	45,793.88	49,877.07
Total Administration	59,729.90	54,880.00	50,786.88	54,877.07
Utilities				
Water	14,610.63	14,840.00	13,141.98	13,609.70
Electricity	4,612.04	6,500.00	5,742.79	6,330.52
Gas/Fuel	14,957.06	17,500.00	16,220.66	16,387.88
Total Utilities	34,179.73	38,840.00	35,105.43	36,328.10
Maintenance				
Labor	16,942.62	10,900.00	9,855.60	11,020.49
Materials	28,655.14	20,000.00	19,198.20	17,187.17
Contracts	53,754.66	67,750.00	51,951.24	54,300.35
Total Maintenance	99,352.42	98,650.00	81,005.04	82,508.01
General				
Insurance	32,982.19	33,060.00	32,110.13	31,247.77
Payment in Lieu of Tax	10,270.83	10,500.00	9,999.48	9,589.77
Employee Benefits	1,152.43	1,220.00	1,118.38	1,220.04
Total General	44,405.45	44,780.00	43,227.99	42,057.58
TOTAL EXPENSE	237,667.50	237,150.00	210,125.34	215,770.76
Net Income/Loss	-94,327.21	-92,160.00	-111,215.93	-94,932.47

Brainerd Housing and Redevelopment Authority

Payment Summary Report

December 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/4/2020	778	Dudley Gangestad	\$79.36
12/4/2020	779	Eric Charpentier	\$23.58
12/4/2020	780	John Schommer	\$169.10
12/4/2020	781	Keri Weitalla	\$27.60
12/4/2020	782	Mike Jones	\$62.10
12/4/2020	783	Ryan Barnett	\$27.60
12/4/2020	784	Shannon Fortune	\$12.60
12/4/2020	785	Terry Quick	\$24.15
12/18/2020	786	Marnie McIlwain	\$45.81
12/18/2020	787	Shannon Fortune	\$29.25
12/31/2020	788	Dudley Gangestad	\$56.64
12/31/2020	789	Eric Charpentier	\$2.36
12/31/2020	790	John Schommer	\$135.15
12/31/2020	791	Keri Weitalla	\$25.32
12/31/2020	792	Mike Jones	\$20.70
12/31/2020	793	Terry Quick	\$32.20
12/3/2020	1758	Minnesota State Retirement System	\$1,189.64
12/3/2020	1759	Electronic Federal Tax Payment System	\$13,225.54
12/3/2020	1760	MN Dept of Revenue	\$2,736.88
12/3/2020	1761	Health Savings Accounts	\$1,312.46
12/1/2020	1762	Security Benefit	\$5,869.60
12/1/2020	1763	EBSO	\$24,564.98
12/1/2020	1764	Smith Commercial Properties LLC	\$550.00
12/1/2020	1765	JJC Properties LLC	\$500.00
12/1/2020	1766	Pueringer Investments	\$500.00
12/17/2020	*1769	Minnesota State Retirement System	\$1,189.64
12/17/2020	1770	Electronic Federal Tax Payment System	\$8,954.24
12/17/2020	1771	MN Dept of Revenue	\$1,897.91
12/17/2020	1772	Health Savings Accounts	\$1,312.46
12/17/2020	1773	Security Benefit	\$4,137.32
12/31/2020	1774	Minnesota State Retirement System	\$1,189.64
12/31/2020	1775	Electronic Federal Tax Payment System	\$8,731.13
12/31/2020	1776	MN Dept of Revenue	\$1,948.51
12/31/2020	1777	Health Savings Accounts	\$1,638.78
12/31/2020	1778	Security Benefit	\$4,039.54
12/3/2020	23655	Ace Hardware	\$101.12
12/3/2020	23656	Brainerd Public Utilities	\$10,937.16
12/3/2020	23657	Bremer Bank Credit Card	\$572.06
12/3/2020	23658	CenterPoint Energy	\$5,257.86
12/3/2020	23659	Culligan	\$25.50
12/3/2020	23660	Dacotah Paper Co	\$81.00

Brainerd Housing and Redevelopment Authority

Payment Summary Report

December 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/3/2020	23661	Diverse Enterprises, LLC	\$245.00
12/3/2020	23662	Gull Lake Glass	\$632.40
12/3/2020	23663	HDS Inc.	\$170.00
12/3/2020	23664	Home Depot Credit Services	\$24.97
12/3/2020	23665	Home Depot Supply	\$304.47
12/3/2020	23666	Housing Auth Risk Retention Group	\$20,124.00
12/3/2020	23667	Housing Insurance Svc Inc.	\$65,139.14
12/3/2020	23668	Kennedy & Graven, Chartered	\$160.00
12/3/2020	23669	MN Elevator, Inc.	\$771.68
12/3/2020	23670	Ratwik, Roszak & Maloney, P.A.	\$525.00
12/3/2020	23671	Verizon Wireless	\$381.01
12/3/2020	23672	West Central Flooring	\$928.30
12/3/2020	23673	Yde's Major Appliance	\$11,700.00
12/17/2020	23674	Ace Hardware	\$21.17
12/17/2020	23675	Anderson Brothers Construction Company	\$9,493.20
12/17/2020	23676	Aramark	\$432.82
12/17/2020	23677	Brainerd Chamber of Commerce	\$3,391.77
12/17/2020	23678	Brainerd Public Utilities	\$2,688.28
12/17/2020	23679	CTCIT	\$650.00
12/17/2020	23680	CTC	\$2,552.18
12/17/2020	23681	Capital One Commercial	\$1,010.98
12/17/2020	23682	City of Brainerd	\$7,500.00
12/17/2020	23683	CliftonLarsonAllen LLP	\$2,000.00
12/17/2020	23684	Tenant Refund	\$264.67
12/17/2020	23685	Greatland Corporation	\$99.00
12/17/2020	23686	Holden Electric Company Inc	\$849.45
12/17/2020	23687	Initiative Foundation	\$592.60
12/17/2020	23688	Tenant Refund	\$232.67
12/17/2020	23689	Kennedy & Graven, Chartered	\$96.00
12/17/2020	23690	Tenant Refund	\$201.67
12/17/2020	23691	Mike's Tree Company LLC	\$768.60
12/17/2020	23692	Minnesota Department of Commerce	\$208.17
12/17/2020	23693	Tenant Refund	\$202.67
12/17/2020	23694	NAPA Auto Parts - Baxter	\$95.94
12/17/2020	23695	Nisswa Sanitation	\$2,391.49
12/17/2020	23696	Office Shop	\$729.71
12/17/2020	23697	Paper Storm	\$25.50
12/17/2020	23698	Pike Plumbing & Heating, Inc	\$200.00
12/17/2020	23699	Rental History Reports	\$75.00
12/17/2020	23700	Strike Painting & Finishing	\$1,250.00
12/17/2020	23701	Synchrony Bank (Mills Fleet Farm)	\$227.93

Brainerd Housing and Redevelopment Authority

Payment Summary Report

December 2020

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/17/2020	23702	West Central Flooring	\$1,720.91
12/31/2020	23703	Absolute Cleaning Service of Brainerd In	\$1,396.00
12/31/2020	23704	Ace Hardware	\$39.91
12/31/2020	23705	Aramark	\$407.02
12/31/2020	23706	Batteries Plus	\$16.99
12/31/2020	23707	Brainerd Lakes Area Economic Development	\$592.60
12/31/2020	23708	Brainerd Public Utilities	\$10,801.47
12/31/2020	23709	Bremer Bank Credit Card	\$489.85
12/31/2020	23710	Bremer Bank Credit Card	\$2,553.20
12/31/2020	23711	CTCIT	\$2,803.32
12/31/2020	23712	Capital One Commercial	\$226.15
12/31/2020	23713	Cash	\$38.52
12/31/2020	23714	CenterPoint Energy	\$6,215.08
12/31/2020	23715	City of Brainerd	\$1,819.12
12/31/2020	23716	Void	\$0.00
12/31/2020	23717	Frank Olson Drywall Repair	\$8,650.00
12/31/2020	23718	Holden Electric Company Inc	\$496.75
12/31/2020	23719	Home Depot Credit Services	\$149.19
12/31/2020	23720	Home Depot Supply	\$382.15
12/31/2020	23721	Horizon Plumbing & Heating	\$430.00
12/31/2020	23722	Tenant Refund	\$36.00
12/31/2020	23723	Lakes Printing Inc.	\$80.30
12/31/2020	23724	Office Shop	\$247.04
12/31/2020	23725	Paper Storm	\$25.50
12/31/2020	23726	Patnode's Custom Cabinets	\$979.00
12/31/2020	23727	Ratwik, Roszak & Maloney, P.A.	\$2,598.63
12/31/2020	23728	Rental History Reports	\$125.00
12/31/2020	23729	Strike Painting & Finishing	\$1,400.00
12/31/2020	23730	TKDA	\$603.00
12/31/2020	23731	The Print Shop Ink	\$60.69
12/31/2020	23732	Thelen Heating and Roofing, Inc.	\$700.00
12/31/2020	23733	West Central Flooring	\$2,000.53
12/31/2020	23734	Void	\$0.00
12/31/2020	23735	Strike Painting & Finishing	\$900.00
12/31/2020	23736	Void	\$0.00
	*November Transaction Posted After Month Closed-Numbering Out of Sequence		
		Report Total	\$291,577.85

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To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: January 20, 2021
Re: HCV Programs Report

HCV Report *(Attachment 5a)*

Our Unit Months Leased (UML) through December was 99% and HAP utilization through December was 98%.

Bridges Report *(Attachment 5b)*

We have seven families on our program with a monthly HAP payment of \$2,929. We have five families that have been issued a voucher and are searching.

Family Self-Sufficiency (FSS) Report *(Attachment 5b)*

We currently have 29 families on our program. We have 12 families that are currently escrowing in the amount of \$1,900 per month.

We received an email notice that our agency was awarded \$67,304 for 2021 (see page 52). This is the same amount we received in 2020.

Foster Youth Initiative (FYI) Report *(Attachment 5c)*

We have two families leased up with a total HAP payment of \$601 per month.

No Action Requested; Discussion Items

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December Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	324
December Move-ins	8
December Move-outs	3
December Vouchers - looking for housing	27
December Vouchers - first day of month	331
Average Vouchers to date	319
Unit Months Leased	99%
HAP Utilization through 12/31/2020	98%

Reasons For Leaving Program

Voluntarily Left	3
Port-out	0
Terminated	0

Payments

Housing Assistance Payment (HAP)	\$123,387
December HUD Administrative Fee	\$15,986

Port Out Vouchers

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

Homeownership

	9
Homeownership HAP	\$3,826

FYI Vouchers

	2
FYI Vouchers HAP	\$601

Annual Average Income

\$13,704

Length of Time on Program

< 1 year	23%
< 2 years	17%
< 3 years	7%
< 4 years	11%
< 5 years	4%
> 5 years	39%

Demographics

Elderly Households	88
Disabled/Handicapped Households	171
Families with Children	133

Waiting List Total

	153
Crow Wing County Preference	84
Non Preference	69

Average HAP Payment

\$364

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Bridges Program Report **December 2020**

Currently

- » Tenants leased up in units: 7
- » Participants issued a voucher & searching for a unit: 5
- » Notified: 1
- » Participants receiving HCV voucher: 0
- » Participants giving up Bridges voucher: 0

Tenants' Residing Counties

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

Total HAP payment: \$2,929.00

Summary: 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 Bridges applicants with housing searches and referring and getting connected to resources.

Family Self-Sufficiency Program Report **December 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: 12
- » Total combined amount of monthly escrow: \$1,900.00
- » Total year-to-date FSS participant's escrow: \$36,131.52

Summary: It was announced on Dec. 21st that the Brainerd HRA FSS program was awarded \$67,304.00 for 2021. The grant period is 1/01/2021–12/31/2021.

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

Currently

- » Active FYI participants: 2
- » Working on getting a voucher: 2
- » Declined voucher: 5
- » Gave up voucher: 1

Summary: We continue to work with two FYI applicants in utilizing their voucher. Housing search continues to be a struggle but applicants are working with their providers.



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: January 19, 2021
Re: Housing Management Report

Vacancy Report for December 2020

Please see Attachment 6a.

Monthly Property Performance Report for December 2020

Please see Attachment 6b.

ROSS Program Updates

- » 14 active participants
- » 3 newly-enrolled participants
- » 0 new contacts with non-enrolled residents for more limited resource/referral work
- » 27 residents participated in the Senior Nutrition Assistance Programs
- » Facebook Stats:
 - 7 new posts on the ROSS Facebook page this past month, which reached 23 individuals with no additional likes or shares.

Year-In-Review – Public Housing Highlights from 2020

- » Work Orders: 986
 - Non-Emergency Work Orders: 978
 - Emergency Work Orders: 8
 - Busiest Month: October (136) & Slowest Month: April (51)
 - Average: 82/Month
- » New Households Moved In: 26
- » 100% occupancy for 12 months
- » Annual Recertifications: 199
 - 111 households had a rent increase (average of \$45/household)
 - 68 had no change in rent amount at annual recertification
 - 20 households had a rent decrease (average of \$50/household)
 - Overall increase of \$3,978 in monthly rent amounts
- » Non-Annual Recertification (change of income or household status): 119
 - 46 households had a rent increase (average of \$191/household)
 - 10 had no change in rent amount at interim recertification
 - 63 households had a rent decrease (average of \$195/household)
 - Overall decrease of \$3,516 in monthly rent amounts
- » ROSS Program
 - Total New Households Enrolled: 15 (Non-Enrolled Households Served: 28)
 - Average Length of Enrollment: 12 months
 - Total Exiting Households: 7
 - » 43% increased or added an income source

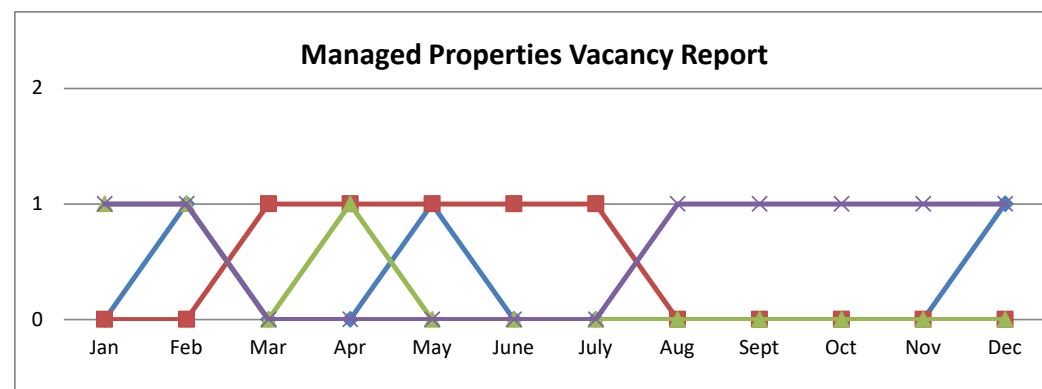
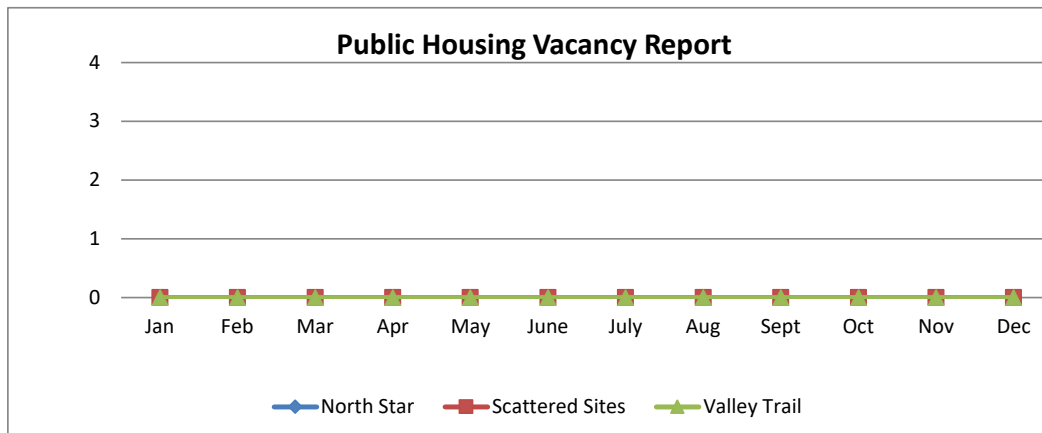
- » 2 individuals had goals of finding new housing - 1 exited into non-HUD subsidized housing & 1 exited into a private rental
- » 2 individuals prevented eviction/cured lease violation and remained residents
- » Total SNAPs Program Food Boxes Distributed: 338 (approx. \$20,280.00 value)
- » Facebook Posts: 87 (Individuals Reached: 441)

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	1	0	0	1
Dec %	0.00%	0.00%	0.00%	0.00%	1.67%	0.00%	0.00%	5.00%
Total %	0	0	0	0	3	5	3	7
	0.00%	0.00%	0.00%	0.00%	0.42%	1.74%	1.39%	2.92%



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report December 2020

1. Property Narrative

2. Physical Occupancy

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

3. Customer Traffic

Applications Requested	39
Applications Placed on PH Wait List	4
Applications Denied on PH Wait List	3

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	66	10	3	0
2 bdrm	14	35	0	0	0
3 bdrm	24	20	0	0	0
4 bdrm	5	6	0	0	0
TOTAL	203	127	10	3	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	3	26
Move-Outs	4	26

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	13
Annual Recertifications	5
Completed for this month	18

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?	Yes
If yes, please enter date	Ongoing Throughout Year

9. Lease Enforcements

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

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	8
Received	82
Closed	82
Ending Balance	8
Total Completed Work Orders for Year	973

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	7
Completed within 24 hours	0	7
Percent completed within 24 hours	n/a	100%

13. Rent Collection

	This Month
Rent Charges	64,676
Other Charges	734
Total New Charges	65,410
Arrears, tenants in possession	1,064

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	1,029
Current Rent Charges	64,676
Current Rent Collections	63,647
Accounts Receivable Rate	2%
Collection Rate	98%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	9,743
Prior Rent Charges	747,327
Collection Rate	99%



To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: January 27, 2021
Re: Executive Director Report

Downtown Housing Project

This project continues to move forward. The developer has executed a purchase agreement on the former Thrifty White building in downtown. The sale is not set to close until June of 2022. We are currently exploring submitting a grant application for demolition costs through the DEED redevelopment program and continuing to have conversations with the developer to provide assistance during the early stages of this project. This is promising progress of this proposed development and we will continue sharing info as we are able.

Housing Developer Update

I recently had a meeting with another developer that has been working on the Northtown development in Brainerd as they are exploring what their next project/projects will be as they wind down with Northtown. They are open to potentially doing infill projects utilizing the tax forfeited property policy that we have, as well as looking at other larger tracts of undeveloped land in Brainerd and the surrounding communities. We discussed our workforce housing needs and the potential for building some 2–4 plex properties to keep the per unit cost down to an affordable level. We are providing the tax forfeited property list to them and we will continue to foster a relationship with this builder.

Maintenance Supervisor

We will be looking to hire a new maintenance supervisor in the coming weeks to oversee our Brainerd and Crosby properties. Our previous supervisor, Terry Quick, had his last day with the agency on January 12th.

Ongoing COVID-19 Response

There have been no changes in the COVID-19 response in the past month. Staff continues to monitor a number for 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.

No Action Requested; Discussion Item

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To: Brainerd HRA Board Members
 From: John Schommer, Rehab Coordinator
 Date: January 14, 2021
 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
726 4 th Ave. NE	John G.	Rental	3	Bidding
215 Gillis Ave. NE	Cheri S.	Owner-occupied	1	In Construction
414 3 rd Ave. NE	Select Rental Properties	Rental	1	In Construction
206 Gillis Avenue	Herbert & Robin J.	Owner-occupied	1	In Construction
721 2 nd Ave. NE	Darin K.	Owner-occupied	1	In Construction

Emily SCDP

- » 7 owner-occupied projects are complete
- » 1 project is in construction

MHFA

- » 1 project is in construction
- » 2 applications are being processed

FHLB

We were notified that we did not get funded for the FHLB Affordable Housing Program. They received 162 applications for a total request of over \$90 million and they funded 63 projects for a total of \$41.7 million. Our application scored 59.34 points and they funded down to 62.1 points this round.

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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