



BOARD OF COMMISSIONERS MEETING

Wednesday, March 24, 2021 @ 1:00 p.m.

Brainerd City Hall Council Chambers
501 Laurel Street, Brainerd, MN 56401

Join from browser: <https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=mf2b716b8be0a08d7bd328fa08247392f>
Join by phone: 415-655-0001
Meeting number (access code): 182 901 9551
Meeting password: 0324

"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. Oath of Office: Wayne Erickson (*Attachment 1*).....[p. 1](#)
4. Reading and Approval of Minutes (*Attachment 2*).....[p. 5](#)
5. Unfinished Business
6. New Business
 - a. Review Committed & Assigned Fund Balance (*Attachment 3*).....[p. 9](#)
7. Bills and Communications
 - a. Financial Report (*Attachment 4*).....[p. 11](#)
 - b. HCV/Section 8 Report (*Attachment 5*).....[p. 37](#)
 - c. Housing Management Report (*Attachment 6*).....[p. 43](#)
 - d. Executive Director Report (*Attachment 7*).....[p. 49](#)
 - e. Rehab Update (*Attachment 8*).....[p. 51](#)
8. Commissioner Comments
9. Adjourn

Next Meeting: Wednesday, April 28, 2021

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: March 24, 2021
Re: Oath of Office

Wayne Erickson was appointed to the Brainerd HRA Board by the city council at their March 15th meeting. Following his oath of office (see [Attachment 1a](#)), please join me in welcoming Commissioner Erickson to the board.

Action Requested: None

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Oath

STATE OF MINNESOTA

COUNTY OF CROW WING

CITY OF BRAINERD

ss.

I, **Wayne Erickson**, 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.

Wayne Erickson

Subscribed and sworn to before me this 24th day of March, 2021.

ERIC CHARPENTIER
Executive Director

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Brainerd Housing & Redevelopment Authority
BOARD MEETING MINUTES
Wednesday, February 24th, 2021

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, February 24th, 2021.

1. **CALL TO ORDER:** Chair Gabe Johnson called the meeting to order at 1:00 p.m.
2. **ROLL CALL:** Present: Commissioners Marlee Larson, Janet Decker, Michael Duval, Gabe Johnson, and Bekah Kent. Absent: Ashley Storm.

Others present: 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 Larson moved to approve the minutes from the meeting on January 27th, 2021. Commissioner Kent 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:** Nothing to report.
5. **NEW BUSINESS:** Nothing to report.
6. **BILLS AND COMMUNICATIONS:**

- a. **Financial Report:**

Audit Schedule

Auditors from CliftonLarsonAllen (CLA) conducted fieldwork during the week of February 1st for the Crow Wing County HRA audit and the following week of February 8th for the Brainerd HRA audit and Brainerd South compilation. Mary will be at the April meeting to present the Brainerd HRA audit. 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.

Moved and seconded by Commissioners Duval and Kent to approve the January 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 Reports:

HCV

The Unit Months Leased (UML) through January was 102% and HAP utilization through January was 9%.

Bridges

There are seven families on the program with a monthly HAP payment of \$4,236. There are four families that have been issued a voucher and are searching for a unit.

The MHFA Bridges Rental Assistance Program funding application was released on Tuesday, February 16th, 2021. The due date for the application is March 19th, 2021. The funding is for a two-year period starting July 1st, 2021, through June 30th, 2023. Staff submitted the application a few days prior to the due date.

Family Self-Sufficiency (FSS)

There are 30 families on the program. Eleven families are currently escrowing in the amount of \$2,081 per month.

Foster Youth Initiative (FYI)

There are two families leased up with a total HAP payment of \$601 per month and two applicants that Carrie is working with to utilize their voucher.

c. Housing Manager Reports:

Vacancy Report for January 2021

Fortune noted the 100% occupancy rate.

Monthly Property Performance Report for January 2021

The report for January was provided to the board.

ROSS Program Updates

- 12 active participants
- 1 newly-enrolled participant
- 1 new contact with non-enrolled residents for more limited resource/referral work
- 30 residents participated in the Senior Nutrition Assistance Programs
- 5 residents received a total of 70 frozen meals (14 each) delivered by Catholic Charities
- Facebook Stats:
 - » 7 new posts on the ROSS Facebook page this past month, which reached 11 individuals, with zero additional likes and zero shares, although it appears that 1 viewer clicked through to obtain more information about a specific resource posting (Ruby's Pantry).

d. Executive Director Report:

Destination Downtown Business Coalition

Charpentier attended the February board meeting of the DDBC as he continues to try and find ways to support this initiative downtown. The group recently decided to move from the Brainerd Chamber to being affiliated with Brainerd Restoration who will become their fiscal agent. They

posted their downtown coordinator position with the hope of having someone hired by the end of March. The EDA is contributing \$15,000 towards the hiring of a downtown coordinator for 2021. Charpentier will continue to be involved with their meetings to help with redevelopment initiatives in downtown.

River to Rail Update

This group continues to meet every other month and we had a meeting in February. Projects that were discussed were Ya Sure Kombutcha, which will be in the building where the former Vice was located; Notch 8, a new restaurant soon to open in the former Roundhouse Brewery location; and a boutique hotel at the NP Center. Charpentier shared with this group the potential redevelopment of the Thrifty White building for a mixed-use commercial and housing building.

Homelessness Group

Charpentier attended a meeting with members of the faith community, Crow Wing County, LSS, The Salvation Army, and Bridges of Hope to restart the discussion of homelessness in and around the county. This group ideally would like to find a place for a new homeless shelter and they may have an interested donor of a building. Charpentier will continue to stay connected and sit at the table for discussions.

Housing Trust Fund Update

Martha Ingram with Kennedy & Graven is drafting a mortgage, loan agreement, and note for the initial rental rehab program and a draft of those documents should be back by the end of the month. John is still working with one interested individual that would like to utilize the rental rehab program. Using the new program logo, LeAnn put together some marketing pieces that will be distributed to various partners once the program documentation is finalized.

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.

e. Rehab Update:

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	In Construction
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

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	1	3
Dalmar Estates	7	1	1	0	0

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

7. **COMMISSIONER COMMENTS:** Commissioner Duval thanked Young for the meeting and thorough financial review of the agency. Charpentier asked the board to let him know when they want to return to in-person meetings. The board had a discussion and they agreed to begin meeting in person next month with the option to participate remotely. Staff will work with the City of Brainerd to hold the next meeting in the Council Chambers while also using the Webex platform.

8. **ADJOURNMENT:**

Moved and seconded by Commissioners Larson and Kent to adjourn. Though roll call vote, all commissioners were in favor and Chair Johnson declared the meeting adjourned at 1:31 p.m.



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: March 17, 2021
Re: Review Committed and Assigned Fund Balance

The intent of the Fund Balance Policy is to define the classifications of fund balance based on the constraints placed on the use of the current fund balance. Per GASB Statement No. 54, the following classifications are established for governmental funds.

1. **Non-spendable**—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 such as unspent Minnesota Housing loan funds.
3. **Committed**—fund balance constrained for a specific purpose by the HRA board prior to year-end, such as the Housing Rehab or Tax Forfeit Property Funds committed by the board.
4. **Assigned**—fund balance that is intended for a specific purpose by the board or executive director/finance director. These funds are neither restricted nor committed.
5. **Unassigned**—General Fund balance that is available for any purpose.

The Fund Balance Policy recommends 8 to 10 months of expenses in unassigned fund balance. The board has funds committed for:

- » Housing Rehab \$68,027 and Tax Forfeited Property (\$881) for a total of \$67,146

The board has funds assigned for:

- » Downtown Redevelopment or Redevelopment \$15,000

Based on the above committed and assigned fund balance amounts, the unassigned fund balance would be approximately 7.9 months of expenses. This is slightly below the 8-month recommended minimum amount.

Action Requested: Approve a motion to determine the committed and assigned fund balance amounts as specified above.

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: March 17, 2021
Re: March Financial Report

Please find attached the financial information for February 2021.

Agency Audit

Mary Reedy from CliftonLarsonAllen (CLA) will be at our April meeting to present the Brainerd HRA audit.

The unaudited financial statements were due to the Real Estate Assessment Center (REAC) by February 28th and have been submitted.

Crow Wing County HRA Audit

The CWC HRA audit has been finalized by CLA. CLA has issued an unmodified Auditor's Report with no findings or misstatements. The audit was presented to the CWC HRA Board at their March meeting.

Brainerd South Compilation

The Brainerd South compilation was completed by CLA. CLA issued a Compilation Report with no findings.

The unaudited information is due to REAC by March 31st and has been submitted.

Action Requested: Motion for approval of payments as presented.

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Brainerd Housing & Redevelopment Authority

2021 Ratios (and December, 2020)

FASS Ratios	Max Pts	Scoring	Dec 2020 After YE JE, B4 audit	Jan	Feb
Quick Ratio	12	QR <1 = 0-, QR >2 = 12	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0 = 0, ME >4 = 11	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 = 2	2.00	2.00	2.00
Total Points	25		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
Tenant Accounts Receivable	5	TAR <1.5% = 5, TAR >2.5% = 0	5.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 = 0	4.00	4.00	4.00
Total Points	25		25.00	20.00	20.00
Total of Above Ratios	50		50	45	45

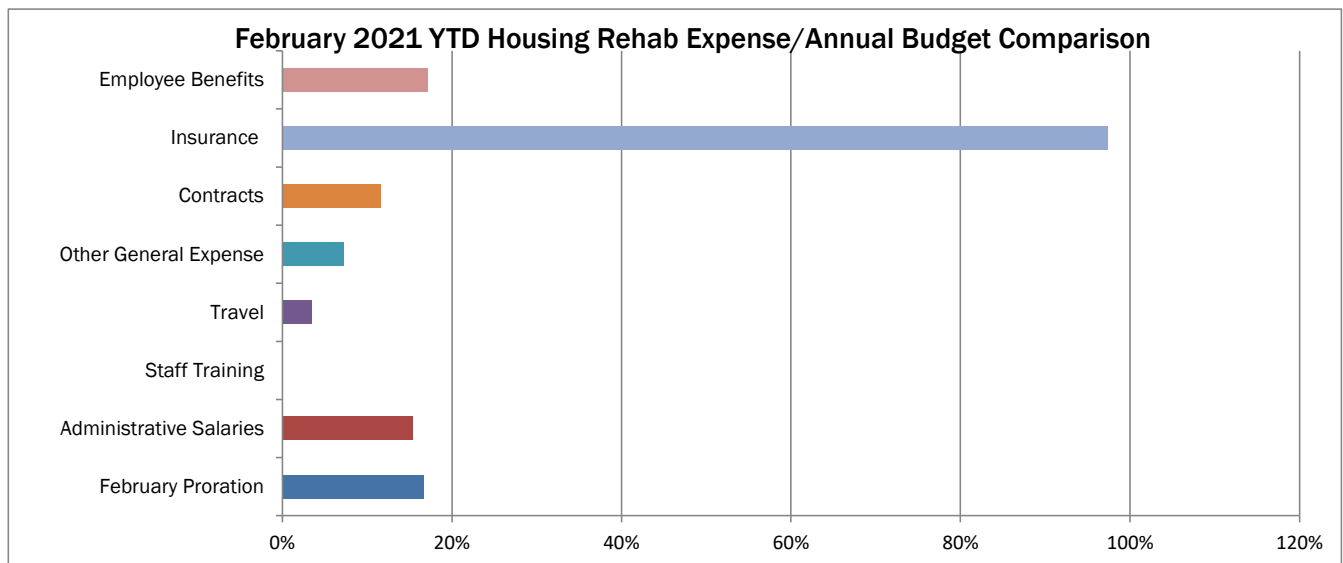
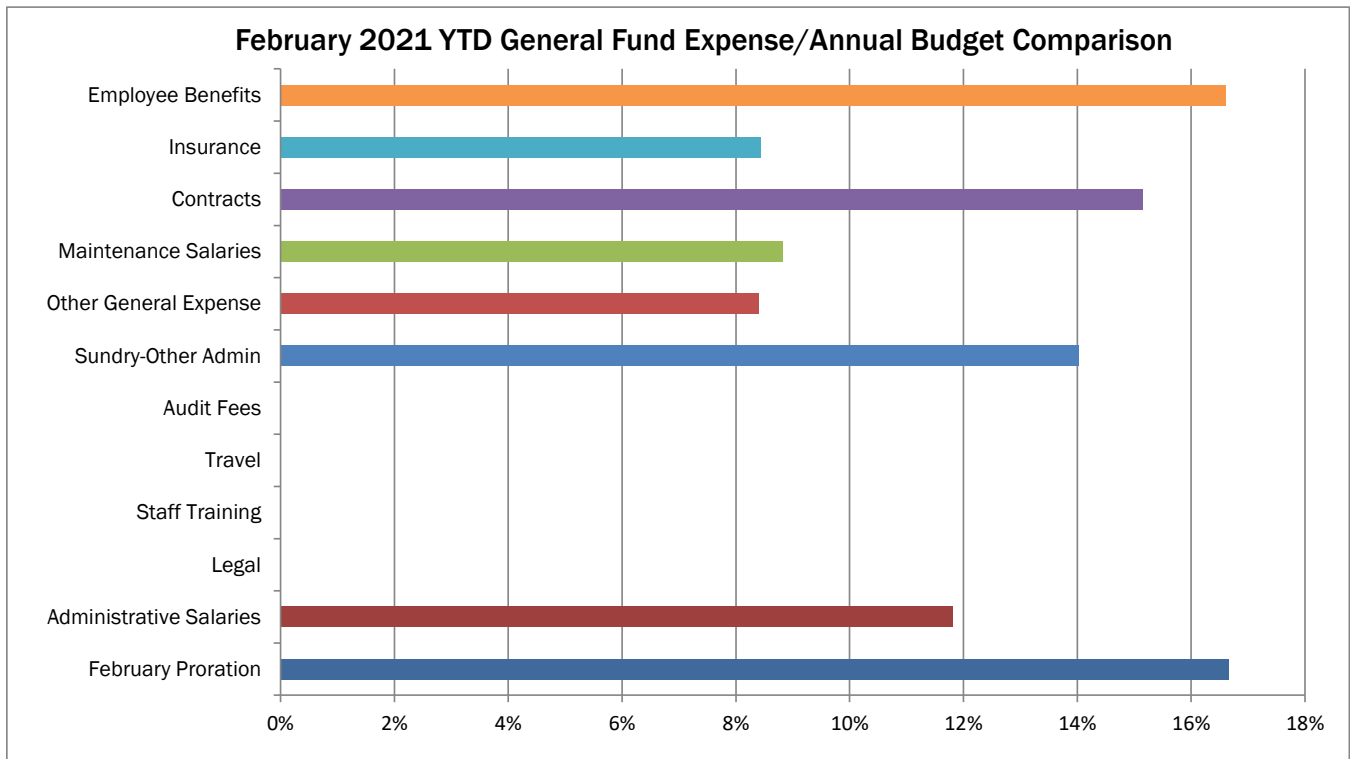
MASS Ratios	Max Pts	Scoring			
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% = 5 Must have 5 points or	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0

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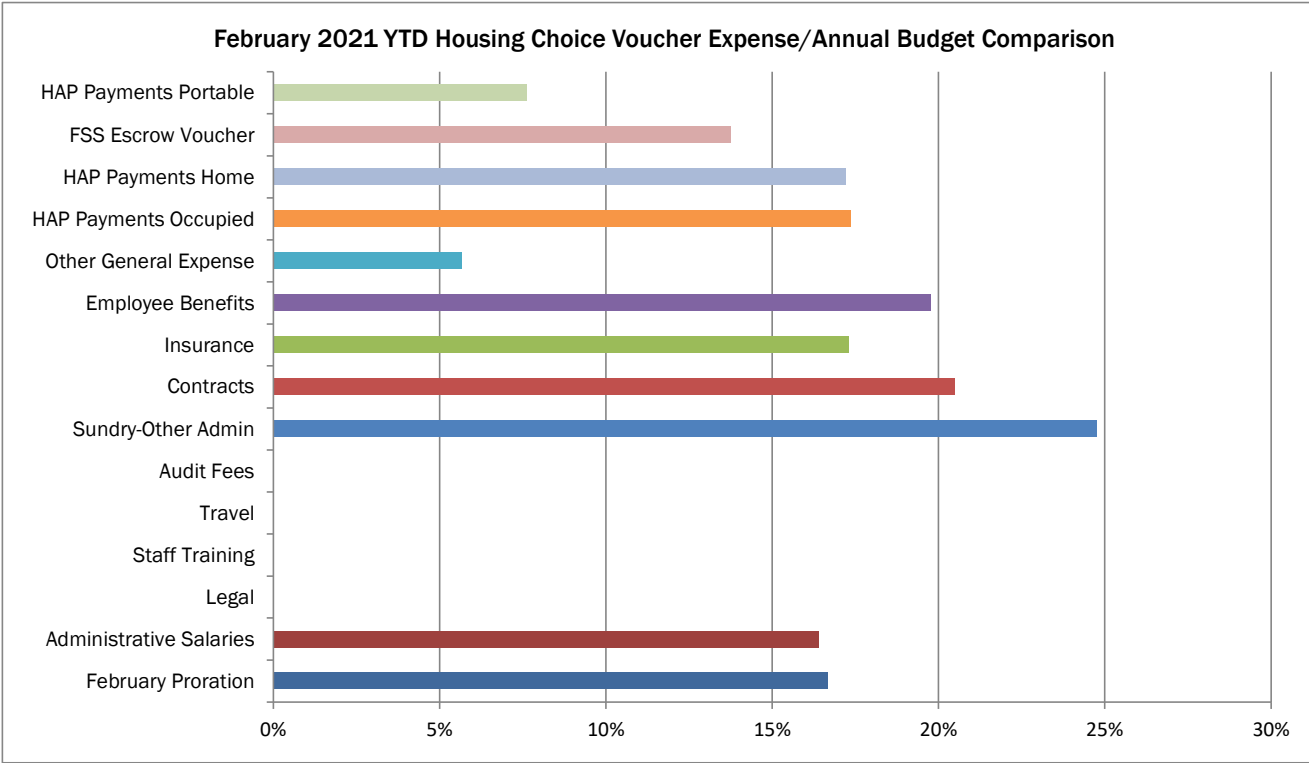
February 2021 Operating Account Balances

Property/Program	February 2020	January 2021	February 2021
General Fund	\$296,908.64	\$288,566.98	\$284,065.47
Brainerd Revolving Loan Program	\$99,077.00	\$0.00	\$0.00
Housing Rehab Program	\$88,482.79	\$90,859.86	\$90,771.32
Bridges	\$1,243.91	\$402.68	\$752.68
Crow Wing County HRA	\$503,713.77	\$1,158,245.80	\$1,036,285.94
Public Housing	\$643,567.09	\$622,606.66	\$624,492.62
Brainerd South	\$29,804.65	\$35,825.94	\$36,300.07
Housing Choice Voucher	\$44,476.69	\$43,193.85	\$29,006.80
Total	\$1,707,274.54	\$2,239,701.77	\$2,101,674.90

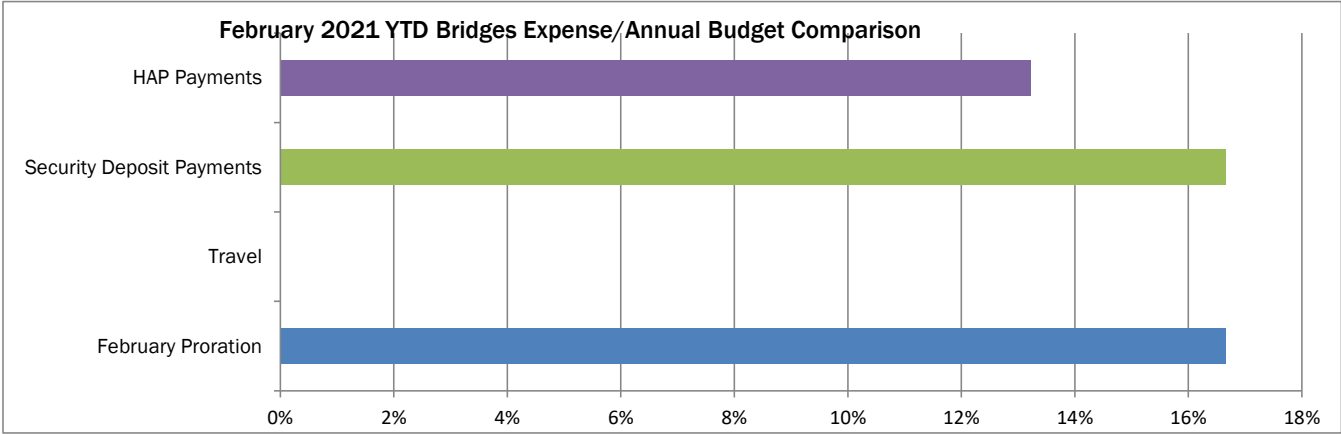
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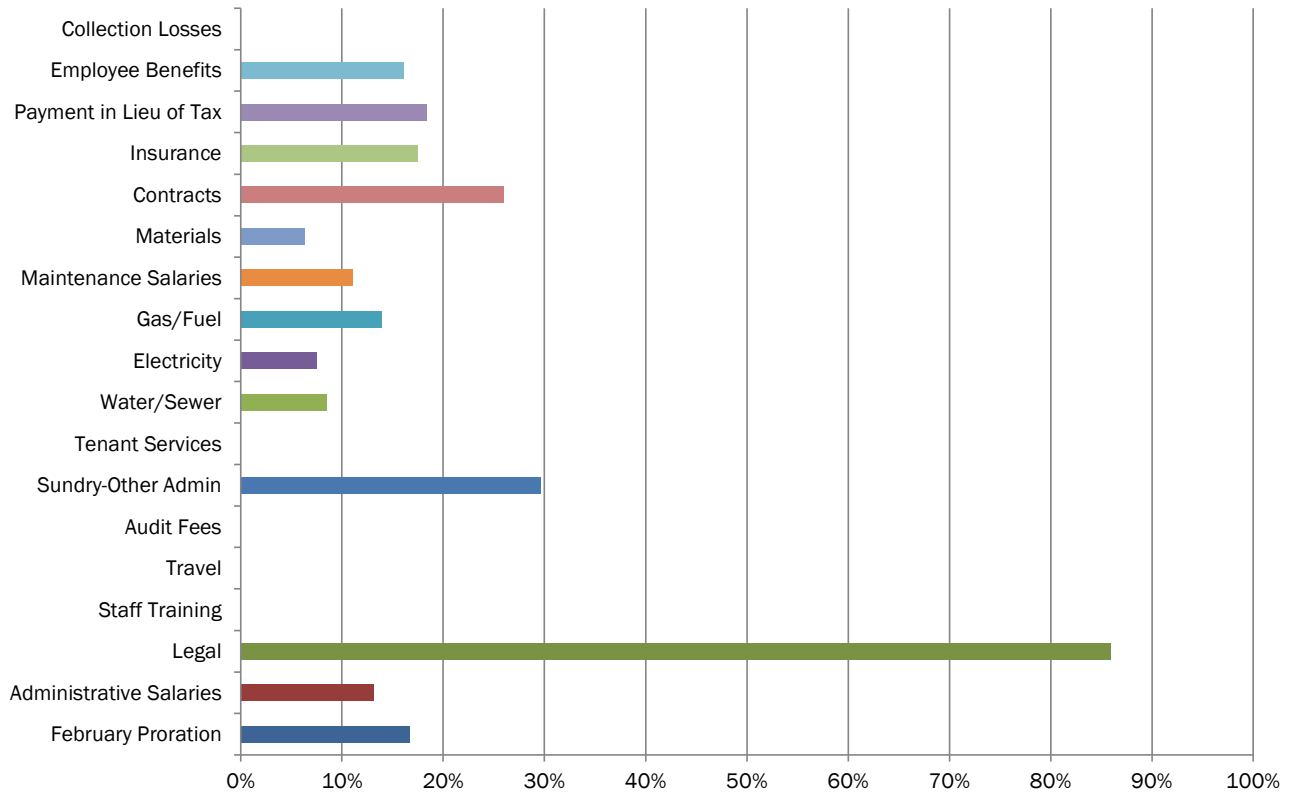
Insurance: Worker's comp insurance is incurred in January for the year.



Sundry Other Admin: Purchased postage annually for agency in January.
Contracts - Anti-virus and yearend reporting software.



February 2021 YTD Public Housing Expense/Annual Budget Comparison

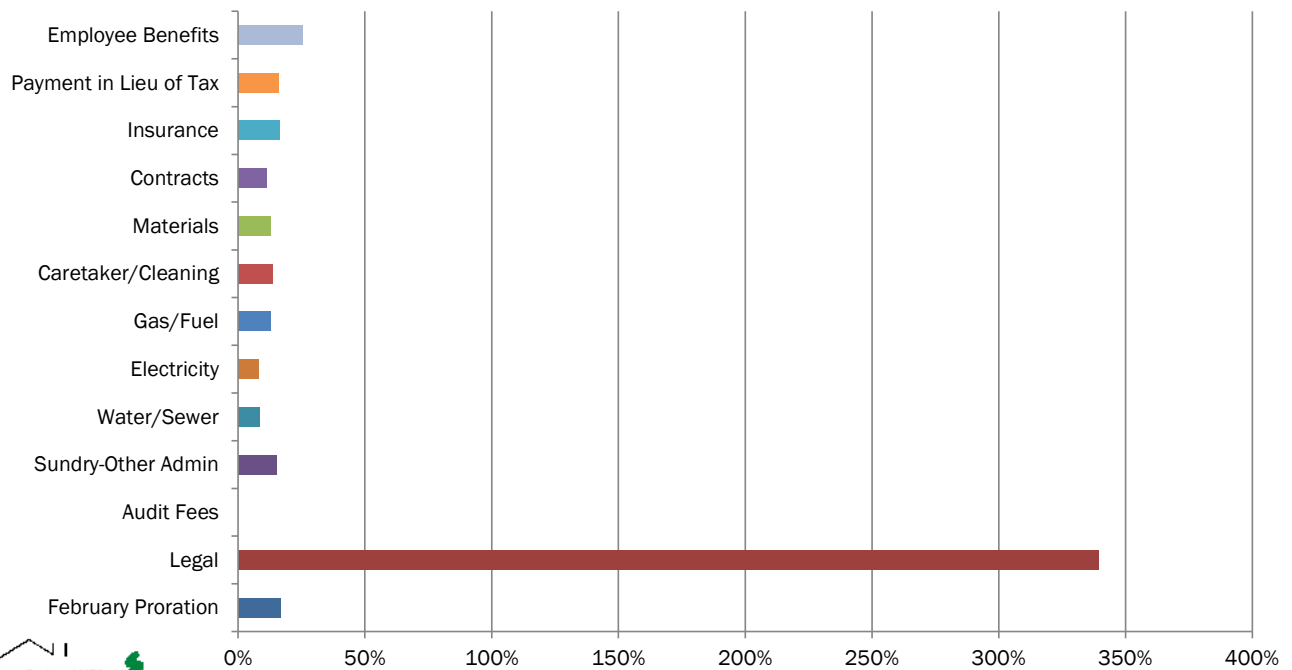


Contracts: LED lighting project done in January -CIP funds.

Sundry Other Admin: Purchase of postage for the year and annual NAHRO membership.

Legal: Assistance with Human Resource Issues.

February 2021 YTD Brainerd South Expense/Annual Budget Comparison



Legal: Assistance with Human Resource Issues.



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**Brainerd HRA
 General Fund Operating Statement
 February, 2021**

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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating				
INCOME				
Management Fees	-14,404.29	-28,781.90	-28,166.66	-615.24
Interest Income	-2.32	-5.17	-166.66	161.49
Operating Transfer In	0.00	-3,229.00	0.00	-3,229.00
Other Income	-399.00	-399.00	-3,750.00	3,351.00
TOTAL INCOME	-14,805.61	-32,415.07	-32,083.32	-331.75
EXPENSE				
Administrative				
Administrative Salaries	7,163.07	19,998.10	28,196.66	-8,198.56
Legal	0.00	0.00	400.00	-400.00
Staff Training	0.00	0.00	833.34	-833.34
Travel	0.00	0.00	100.00	-100.00
Sundry-Other Admin	254.63	850.07	1,009.98	-159.91
Total Administration	7,417.70	20,848.17	30,539.98	-9,691.81
Maintenance				
Maintenance Salaries	-254.07	1,063.66	2,010.00	-946.34
Contracts	150.18	318.13	350.00	-31.87
Total Maintenance	-103.89	1,381.79	2,360.00	-978.21
General				
TIF Expense	30.00	30.00	21.66	8.34
Insurance	0.00	485.41	958.34	-472.93
Employee Benefits	5,972.66	13,527.37	13,575.82	-48.45
Other General Expense	1,050.00	2,100.00	4,166.66	-2,066.66
Total General	7,052.66	16,142.78	18,722.48	-2,579.70
TOTAL EXPENSE	14,366.47	38,372.74	51,622.46	-13,249.72
Net Income/Loss	-439.14	5,957.67	19,539.14	-13,581.47

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**Housing Rehab Operating Statement
February, 2021**

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,187.50	-20,187.50	-40,566.66	20,379.16
Grant Admin Revenue	0.00	0.00	-4,666.66	4,666.66
TOTAL INCOME	-10,187.50	-20,187.50	-45,233.32	25,045.82
EXPENSE				
Administrative				
Administrative Salaries	7,255.20	14,306.00	15,501.66	-1,195.66
Staff Training	0.00	0.00	833.34	-833.34
Travel	34.72	34.72	166.66	-131.94
Other Admin Exp	146.25	208.50	475.02	-266.52
Total Administration	7,436.17	14,549.22	16,976.68	-2,427.46
Maintenance				
Contracts	54.88	12,579.88	18,000.00	-5,420.12
Total Maintenance	54.88	12,579.88	18,000.00	-5,420.12
General				
Insurance	0.00	486.86	83.34	403.52
Employee Benefits	2,784.99	5,835.42	5,667.48	167.94
Total General	2,784.99	6,322.28	5,750.82	571.46
TOTAL EXPENSE	10,276.04	33,451.38	40,727.50	-7,276.12
Net Income/Loss	88.54	13,263.88	-4,505.82	17,769.70

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**Brainerd HRA
HCV Operating Statement
February, 2021**

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-124,652.00	-249,314.00	-241,418.34	-7,895.66
Admin Fees Earned	-21,594.67	-37,580.67	-41,963.34	4,382.67
Interest Income	-0.27	-0.46	-25.00	24.54
Other Income	-1,603.40	-13,399.45	-2,333.34	-11,066.11
TOTAL INCOME	-147,850.34	-300,294.58	-285,740.02	-14,554.56
EXPENSE				
Administrative				
Administrative Salaries	10,244.64	23,355.44	23,728.34	-372.90
Legal	0.00	0.00	83.34	-83.34
Staff Training	0.00	0.00	1,050.00	-1,050.00
Travel	0.00	0.00	416.66	-416.66
Accounting & Audit Fees	0.00	0.00	608.34	-608.34
Sundry-Other Admin	171.71	1,325.39	891.64	433.75
Total Administration	10,416.35	24,680.83	26,778.32	-2,097.49
Maintenance				
Contracts	463.36	798.61	650.00	148.61
Total Maintenance	463.36	798.61	650.00	148.61
General				
Insurance	513.15	1,026.29	988.34	37.95
Employee Benefits	7,334.61	16,125.22	13,588.34	2,536.88
Collection Losses	0.00	1,270.00	0.00	1,270.00
Other General Expense	114.96	153.28	450.00	-296.72
Total General	7,962.72	18,574.79	15,026.68	3,548.11
HAP Payments				
HAP Payments Occupied	117,700.00	236,435.00	226,960.00	9,475.00
HAP Payments Home	3,826.00	7,652.00	7,400.84	251.16
FSS Escrow Voucher	1,988.00	4,069.00	4,933.34	-864.34
HAP Payments Portable	2,809.00	3,385.00	7,400.84	-4,015.84
Total HAP	126,323.00	251,541.00	246,695.02	4,845.98
TOTAL EXPENSE	145,165.43	295,595.23	289,150.02	6,445.21
Net Income/Loss	-2,684.91	-4,699.35	3,410.00	-8,109.35

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Bridges Program
Bridges Operating Statement
February, 2021

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-3,371.00	-7,242.00	-9,000.00	1,758.00
Admin Revenue	-350.00	-700.00	-1,000.00	300.00
Operating Transfer	0.00	3,229.00	925.00	2,304.00
Total Income	-3,721.00	-4,713.00	-9,075.00	4,362.00
EXPENSE				
Administrative				
Travel	0.00	0.00	75.00	-75.00
Office Supplies	10.70	10.70	0.00	10.70
Total Administration	10.70	10.70	75.00	-64.30
General				
Security Deposit Pmts	0.00	500.00	500.00	0.00
HAP Payment to Landlords	3,371.00	6,742.00	8,500.00	-1,758.00
Total General	3,371.00	7,242.00	9,000.00	-1,758.00
TOTAL EXPENSE	3,381.70	7,252.70	9,075.00	-1,822.30
Net Income/Loss	-339.30	2,539.70	0.00	2,539.70

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**Brainerd HRA
Public Housing Operating Statement
February, 2021**

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-62,287.00	-124,177.00	-124,786.66	609.66
Excess Utilities	0.00	0.00	-600.00	600.00
Operating Subsidy	-24,505.00	-49,010.00	-44,166.66	-4,843.34
Investment Interest	36.37	87.15	-333.34	420.49
Other Income	-11,325.51	-21,679.86	-30,678.34	8,998.48
Other Income Tenants	-1,386.19	-2,479.19	-4,166.66	1,687.47
Capital Fund Income	0.00	0.00	-11,000.00	11,000.00
Laundry Income	-1,645.00	-2,852.75	-3,366.66	513.91
TOTAL INCOME	-101,112.33	-200,111.65	-219,098.32	18,986.67
EXPENSE				
Administrative				
Administrative Salaries	23,552.16	40,070.95	50,818.34	-10,747.39
Legal	3,007.24	3,007.24	583.34	2,423.90
Staff Training	0.00	0.00	2,333.34	-2,333.34
Travel	0.00	0.00	166.66	-166.66
Sundry-Other Admin	749.35	5,561.96	3,125.84	2,436.12
Total Administration	27,308.75	48,640.15	57,027.52	-8,387.37
Rec Public and Other	0.00	0.00	825.00	-825.00
Total Tenant Services	0.00	0.00	825.00	-825.00
Utilities				
Water/Sewer	6,090.05	6,090.05	11,899.18	-5,809.13
Electricity	5,952.17	5,952.17	13,246.66	-7,294.49
Gas/Fuel	0.00	5,814.65	6,966.66	-1,152.01
Total Utilities	12,042.22	17,856.87	32,112.50	-14,255.63
Maintenance				
Labor	10,480.94	22,989.04	34,561.66	-11,572.62
Materials	977.12	1,582.01	4,166.66	-2,584.65
Contracts	29,973.69	42,237.42	27,068.32	15,169.10
Total Maintenance	41,431.75	66,808.47	65,796.64	1,011.83
General				
Insurance	8,489.89	16,979.78	16,173.34	806.44
Payment in Lieu of Tax	2,419.08	4,964.65	4,500.00	464.65
Employee Benefits	16,092.72	37,239.73	38,479.98	-1,240.25
Collection Losses	0.00	0.00	1,333.34	-1,333.34
Total General	27,001.69	59,184.16	60,486.66	-1,302.50
TOTAL EXPENSE	107,784.41	192,489.65	216,248.32	-23,758.67
Net Income/Loss	6,672.08	-7,622.00	-2,850.00	-4,772.00

Date: 3/10/2021
Time: 9:56:31 AM
roberta

Brainerd South Operating Statement
February, 2021

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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-20,570.00	-40,756.00	-41,261.66	505.66
Rental Supplement	-4,291.00	-8,417.00	-6,745.00	-1,672.00
Investment Interest	9.30	18.78	-83.34	102.12
Other Income	-3,005.54	-4,499.25	-5,208.34	709.09
Laundry Income	0.00	-637.75	-1,436.66	798.91
TOTAL INCOME	-27,857.24	-54,291.22	-54,735.00	443.78
EXPENSE				
Administrative				
Legal	1,697.45	1,697.45	83.34	1,614.11
Sundry-Other Admin	3,854.45	7,970.01	8,666.66	-696.65
Total Administration	5,551.90	9,667.46	8,750.00	917.46
Utilities				
Water	1,262.54	1,262.54	2,500.00	-1,237.46
Electricity	526.71	526.71	1,083.34	-556.63
Gas/Fuel	0.00	2,250.50	2,919.16	-668.66
Total Utilities	1,789.25	4,039.75	6,502.50	-2,462.75
Maintenance				
Labor	1,123.70	2,167.39	2,660.00	-492.61
Materials	1,348.90	2,993.25	3,916.66	-923.41
Contracts	3,133.83	7,843.03	11,491.68	-3,648.65
Total Maintenance	5,606.43	13,003.67	18,068.34	-5,064.67
General				
Insurance	2,788.92	5,567.59	5,691.66	-124.07
Payment in Lieu of Tax	913.59	1,696.26	1,750.00	-53.74
Employee Benefits	119.05	238.52	156.66	81.86
Total General	3,821.56	7,502.37	7,598.32	-95.95
TOTAL EXPENSE	16,769.14	34,213.25	40,919.16	-6,705.91
Net Income/Loss	-11,088.10	-20,077.97	-13,815.84	-6,262.13

**February 2021
Prior Year
Comparative Statements**

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**Brainerd HRA
 General Fund Operating Statement
 February, 2021**

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
General Fund Operating INCOME				
Management Fees	-28,781.90	-28,166.66	-28,860.31	-28,346.37
Interest Income	-5.17	-166.66	-692.70	0.00
Operating Transfer In	-3,229.00	0.00	0.00	0.00
Other Income	-399.00	-3,750.00	0.00	-36.04
TOTAL INCOME	-32,415.07	-32,083.32	-29,553.01	-28,382.41
EXPENSE				
Administrative				
Administrative Salaries	19,998.10	28,196.66	21,498.79	20,642.50
Legal	0.00	400.00	0.00	0.00
Staff Training	0.00	833.34	0.00	514.03
Travel	0.00	100.00	0.00	33.06
Sundry-Other Admin	850.07	1,009.98	762.72	1,159.83
Total Administration	20,848.17	30,539.98	22,261.51	22,349.42
Maintenance				
Maintenance Salaries	1,063.66	2,010.00	1,604.06	1,618.54
Contracts	318.13	350.00	265.11	176.30
Total Maintenance	1,381.79	2,360.00	1,869.17	1,794.84
General				
TIF Expense	30.00	21.66	0.00	30.00
Insurance	485.41	958.34	930.57	696.54
Employee Benefits	13,527.37	13,575.82	14,739.45	13,692.20
Other General Expense	2,100.00	4,166.66	2,000.00	1,000.00
Total General	16,142.78	18,722.48	17,670.02	15,418.74
TOTAL EXPENSE	38,372.74	51,622.46	41,800.70	39,563.00
Net Income/Loss	5,957.67	19,539.14	12,247.69	11,180.59

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Housing Rehab Proj Operating PY
Housing Rehab Operating Statement
February, 2021

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Rehab Operating INCOME				
Other Income	-20,187.50	-40,566.66	-59,465.01	-5,000.00
Grant Admin Revenue	0.00	-4,666.66	0.00	0.00
TOTAL INCOME	-20,187.50	-45,233.32	-59,465.01	-5,000.00
EXPENSE				
Administrative				
Administrative Salaries	14,306.00	15,501.66	14,056.77	8,952.98
Staff Training	0.00	833.34	0.00	348.56
Travel	34.72	166.66	82.36	0.58
Other Admin Exp	208.50	475.02	1,270.51	52.50
Total Administration	14,549.22	16,976.68	15,409.64	9,354.62
Maintenance				
Contracts	12,579.88	18,000.00	69,945.00	92.00
Total Maintenance	12,579.88	18,000.00	69,945.00	92.00
General				
Insurance	486.86	83.34	410.35	257.47
Employee Benefits	5,835.42	5,667.48	4,979.38	3,975.06
Total General	6,322.28	5,750.82	5,389.73	4,232.53
TOTAL EXPENSE	33,451.38	40,727.50	90,744.37	13,679.15
Net Income/Loss	13,263.88	-4,505.82	31,279.36	8,679.15

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**Brainerd HRA
 HCV Operating Statement
 February, 2021**

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-249,314.00	-241,418.34	-234,876.00	-222,866.00
Admin Fees Earned	-37,580.67	-41,963.34	-30,780.00	-30,978.00
Interest Income	-0.46	-25.00	-46.28	-44.39
Other Income	-13,399.45	-2,333.34	-5,256.00	-2,426.63
TOTAL INCOME	-300,294.58	-285,740.02	-270,958.28	-256,315.02
EXPENSE				
Administrative				
Administrative Salaries	23,355.44	23,728.34	19,620.22	20,837.66
Legal	0.00	83.34	0.00	0.00
Staff Training	0.00	1,050.00	0.00	247.93
Travel	0.00	416.66	181.13	160.08
Accounting & Audit Fees	0.00	608.34	0.00	0.00
Sundry-Other Admin	1,325.39	891.64	1,304.57	1,434.53
Total Administration	24,680.83	26,778.32	21,105.92	22,680.20
Maintenance				
Contracts	798.61	650.00	350.11	306.30
Total Maintenance	798.61	650.00	350.11	306.30
General				
Insurance	1,026.29	988.34	931.73	840.97
Employee Benefits	16,125.22	13,588.34	15,149.10	14,169.06
Collection Losses	1,270.00	0.00	2,302.00	0.00
Other General Expense	153.28	450.00	289.04	421.20
Total General	18,574.79	15,026.68	18,671.87	15,431.23
HAP Payments				
HAP Payments Occupied	236,435.00	226,960.00	219,942.00	214,123.00
HAP Payments Home	7,652.00	7,400.84	8,572.00	8,215.00
FSS Escrow Voucher	4,069.00	4,933.34	3,350.00	3,695.00
HAP Payments Portable	3,385.00	7,400.84	5,651.00	7,262.00
Total HAP	251,541.00	246,695.02	237,515.00	233,295.00
TOTAL EXPENSE	295,595.23	289,150.02	277,642.90	271,712.73
Net Income/Loss	-4,699.35	3,410.00	6,684.62	15,397.71

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Bridges Program PY
Bridges Operating Statement
February, 2021

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Bridges Operating INCOME				
HAP Received MHFA	-7,242.00	-9,000.00	-10,247.00	-11,076.00
Admin Revenue	-700.00	-1,000.00	-1,250.00	-1,050.00
Operating Transfer	3,229.00	925.00	0.00	0.00
Total Income	-4,713.00	-9,075.00	-11,497.00	-12,126.00
EXPENSE				
Administrative				
Travel	0.00	75.00	21.28	20.88
Office Supplies	10.70	0.00	0.00	0.00
Total Administration	10.70	75.00	21.28	20.88
General				
Security Deposit Pmts	500.00	500.00	0.00	1,124.00
HAP Payment to Landlords	6,742.00	8,500.00	10,247.00	9,952.00
Total General	7,242.00	9,000.00	10,247.00	11,076.00
TOTAL EXPENSE	7,252.70	9,075.00	10,268.28	11,096.88
Net Income/Loss	2,539.70	0.00	-1,228.72	-1,029.12

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**Brainerd HRA
Public Housing Operating Statement
February, 2021**

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Public Housing Operating INCOME				
Dwelling Rental	-124,177.00	-124,786.66	-126,156.00	-120,056.00
Excess Utilities	0.00	-600.00	0.00	0.00
Operating Subsidy	-49,010.00	-44,166.66	-44,427.00	-37,217.00
Investment Interest	87.15	-333.34	-877.11	80.33
Other Income	-21,679.86	-30,678.34	-32,219.27	-22,244.68
Other Income Tenants	-2,479.19	-4,166.66	-3,598.42	-3,716.92
Capital Fund Income	0.00	-11,000.00	0.00	-122,348.00
Laundry Income	-2,852.75	-3,366.66	-2,911.00	-3,390.00
TOTAL INCOME	-200,111.65	-219,098.32	-210,188.80	-308,892.27
EXPENSE				
Administrative				
Administrative Salaries	40,070.95	50,818.34	38,312.45	43,481.26
Legal	3,007.24	583.34	132.50	0.00
Staff Training	0.00	2,333.34	268.40	577.96
Travel	0.00	166.66	149.85	155.44
Sundry-Other Admin	5,561.96	3,125.84	3,811.94	5,543.94
Total Administration	48,640.15	57,027.52	42,675.14	49,758.60
 Rec Public and Other	 0.00	 825.00	 0.00	 0.00
Total Tenant Services	0.00	825.00	0.00	0.00
Utilities				
Water/Sewer	6,090.05	11,899.18	5,766.46	6,076.07
Electricity	5,952.17	13,246.66	5,934.96	6,049.34
Gas/Fuel	5,814.65	6,966.66	11,945.13	14,821.14
Total Utilities	17,856.87	32,112.50	23,646.55	26,946.55
Maintenance				
Labor	22,989.04	34,561.66	27,805.84	27,676.54
Materials	1,582.01	4,166.66	1,040.34	1,736.09
Contracts	42,237.42	27,068.32	18,196.79	18,988.15
Total Maintenance	66,808.47	65,796.64	47,042.97	48,400.78
General				
Insurance	16,979.78	16,173.34	15,186.34	13,214.67
Payment in Lieu of Tax	4,964.65	4,500.00	4,871.51	4,418.82
Employee Benefits	37,239.73	38,479.98	40,081.65	37,625.25
Collection Losses	0.00	1,333.34	0.00	0.00
Total General	59,184.16	60,486.66	60,139.50	55,258.74
TOTAL EXPENSE	192,489.65	216,248.32	173,504.16	180,364.67
 Net Income/Loss	 -7,622.00	 -2,850.00	 -36,684.64	 -128,527.60

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**Brainerd South Operating Statement
February, 2021**

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Brainerd South Operating				
INCOME				
Dwelling Rental	-40,756.00	-41,261.66	-41,439.00	-39,089.00
Rental Supplement	-8,417.00	-6,745.00	-7,207.00	-7,224.00
Investment Interest	18.78	-83.34	-1,129.71	15.95
Other Income	-4,499.25	-5,208.34	-4,381.00	-5,027.38
Laundry Income	-637.75	-1,436.66	-1,327.75	-1,238.75
TOTAL INCOME	-54,291.22	-54,735.00	-55,484.46	-52,563.18
EXPENSE				
Administrative				
Legal	1,697.45	83.34	0.00	0.00
Sundry-Other Admin	7,970.01	8,666.66	7,487.38	7,527.98
Total Administration	9,667.46	8,750.00	7,487.38	7,527.98
Utilities				
Water	1,262.54	2,500.00	1,088.01	1,047.66
Electricity	526.71	1,083.34	499.74	614.84
Gas/Fuel	2,250.50	2,919.16	4,265.66	5,247.53
Total Utilities	4,039.75	6,502.50	5,853.41	6,910.03
Maintenance				
Labor	2,167.39	2,660.00	62.68	1,707.28
Materials	2,993.25	3,916.66	2,697.74	2,619.33
Contracts	7,843.03	11,491.68	8,098.48	8,270.10
Total Maintenance	13,003.67	18,068.34	10,858.90	12,596.71
General				
Insurance	5,567.59	5,691.66	5,439.02	5,329.95
Payment in Lieu of Tax	1,696.26	1,750.00	1,654.01	1,484.65
Employee Benefits	238.52	156.66	0.00	203.34
Total General	7,502.37	7,598.32	7,093.03	7,017.94
TOTAL EXPENSE	34,213.25	40,919.16	31,292.72	34,052.66
Net Income/Loss	-20,077.97	-13,815.84	-24,191.74	-18,510.52

Brainerd Housing and Redevelopment Authority

Payment Summary Report

February 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/11/2021	794	Dudley Gangestad	\$46.48
2/11/2021	795	John Schommer	\$89.60
2/11/2021	796	Keri Weitalla	\$30.80
2/11/2021	797	Mike Jones	\$59.92
2/11/2021	798	Roxanne Hurt	\$120.00
2/11/2021	1793	Minnesota State Retirement System	\$1,301.16
2/11/2021	1794	Electronic Federal Tax Payment System	\$7,290.85
2/11/2021	1795	MN Dept of Revenue	\$1,205.10
2/11/2021	1796	Health Savings Accounts	\$1,446.52
2/11/2021	1797	Security Benefit	\$3,829.18
2/23/2021	1798	Health Savings Accounts	\$2,080.00
2/25/2021	1799	Minnesota State Retirement System	\$1,301.16
2/25/2021	1800	Electronic Federal Tax Payment System	\$7,271.80
2/25/2021	1801	MN Dept of Revenue	\$1,194.16
2/25/2021	1802	Health Savings Accounts	\$1,426.52
2/25/2021	1803	Security Benefit	\$3,783.24
2/12/2021	1804	EBSO	\$23,673.69
2/1/2021	1805	Smith Commercial Properties LLC	\$550.00
2/1/2021	1806	JJC Properties LLC	\$500.00
2/11/2021	23788	Ace Hardware	\$47.74
2/11/2021	23789	Aramark	\$308.38
2/11/2021	23790	Batteries Plus	\$24.94
2/11/2021	23791	Brainerd Public Utilities	\$11,072.29
2/11/2021	23792	CTCIT	\$650.00
2/11/2021	23793	Culligan	\$25.50
2/11/2021	23794	Life Insurance Company of North America	\$56.35
2/11/2021	23795	MN Dept of Labor and Industry	\$10.00
2/11/2021	23796	MN Elevator, Inc.	\$1,543.36
2/11/2021	23797	Mike's Tree Company LLC	\$1,007.10
2/11/2021	23798	Nisswa Sanitation	\$2,336.61
2/11/2021	23799	Office Shop	\$589.62
2/11/2021	23800	Paper Storm	\$25.50
2/11/2021	23801	Rental History Reports	\$125.00
2/11/2021	23802	Sun Life Financial	\$355.07
2/11/2021	23803	Void	\$0.00
2/11/2021	23804	Void	\$0.00
2/11/2021	23805	Void	\$0.00
2/11/2021	23806	Void	\$0.00
2/18/2021	23807	Brainerd Lakes Area Economic Development	\$87,000.00
2/18/2021	23808	Cuyuna Range Economic Development Inc.	\$25,000.00
2/18/2021	23809	Tenant Refund	\$216.17
2/18/2021	23810	Tenant Refund	\$127.67
2/25/2021	23811	Absolute Cleaning Service of Brainerd In	\$3,267.00
2/25/2021	23812	Avesis Third Party Admininstrators	\$26.15
2/25/2021	23813	Brainerd Public Utilities	\$2,834.18

Brainerd Housing and Redevelopment Authority

Payment Summary Report

February 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/25/2021	23814	Bremer Bank Credit Card	\$920.44
2/25/2021	23815	CTC	\$2,551.91
2/25/2021	23816	Cash	\$27.50
2/25/2021	23817	Crow Wing County Landfill	\$10.00
2/25/2021	23818	Crow Wing County Treasurer	\$60.00
2/25/2021	23819	Dearborn National	\$204.45
2/25/2021	23820	Delta Dental	\$637.80
2/25/2021	23821	Gull Lake Glass	\$468.17
2/25/2021	23822	Home Depot Supply	\$921.42
2/25/2021	23823	Horizon Plumbing & Heating	\$174.00
2/25/2021	23824	Jim's Electric Co., Inc	\$18,349.00
2/25/2021	23825	Kennedy & Graven, Chartered	\$64.00
2/25/2021	23826	Northland Fire Protection	\$497.20
2/25/2021	23827	Paper Storm	\$25.50
2/25/2021	23828	Ratwik, Roszak & Maloney, P.A.	\$4,704.69
2/25/2021	23829	Roto-Rooter Sewer & Drain Service	\$190.00
2/25/2021	23830	Strike Painting & Finishing	\$1,280.00
2/25/2021	23831	Verizon Wireless	\$397.77
2/25/2021	23832	West Central Flooring	\$214.58
2/25/2021	23833	Yde's Major Appliance	\$143.94
		Report Total	\$225,691.18



To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: March 17, 2021
Re: HCV Programs Report

HCV Report ([Attachment 5a](#))

Our Unit Months Leased (UML) through February is 101% and HAP utilization through February is 17%.

Bridges Report ([Attachment 5b](#))

We have eight families on the program with a monthly HAP payment of \$3,371. The Bridges grant is due on March 19th. Our goal is to have the application submitted by the end of the day on March 17th.

Family Self-Sufficiency (FSS) Report ([Attachment 5b](#))

We currently have 30 families on our program with 11 families that are escrowing in the amount of \$1,988 per month.

Foster Youth Initiative (FYI) Report ([Attachment 5c](#))

We have three families leased up with a total HAP payment of \$935 per month. We continue to work with one FYI applicant in utilizing their voucher and have reached out to Lutheran Social Service to find an applicant to utilize our last available voucher.

No Action Requested; Discussion Items

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February Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	325
February Move-ins	1
February Move-outs	0
February Vouchers - looking for housing	6
February Vouchers - first day of month	328
Average Vouchers to date	330
Unit Months Leased	101%
HAP Utilization through 2/28/2021	17%

Reasons For Leaving Program

Voluntarily Left	0
Port-out	0
Terminated	0

Payments

Housing Assistance Payment (HAP)	\$125,079
February HUD Administrative Fee	\$15,986

Port Out Vouchers

	2
St. Cloud (1), Garland TX (1)	\$1,565

Homeownership

	9
Homeownership HAP	\$3,826

FYI Vouchers

	3
FYI Vouchers HAP	\$935

Annual Average Income

\$13,755

Length of Time on Program

< 1 year	21%
< 2 years	17%
< 3 years	10%
< 4 years	10%
< 5 years	5%
> 5 years	37%

Demographics

Elderly Households	88
Disabled/Handicapped Households	170
Families with Children	129

Waiting List Total

	209
Crow Wing County Preference	137
Non Preference	72

Average HAP Payment

\$367

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Bridges Program Report

February 2021

Currently

- » Tenants leased up in units: 8
- » Participants issued a voucher & searching for a unit: 3
- » Notified: 3
- » Participants receiving HCV voucher: 0
- » Participants giving up Bridges voucher: 0

Tenants' Residing Counties

- » Cass County: 0
- » Morrison: 1
- » Aitkin: 1
- » Crow Wing: 6
- » Todd: 0
- » Wadena: 0

Total HAP payment: \$3,371.00

Summary

Enrolled a new tenant for February. Carrie continues to notify and request applications from providers. She will also be working on completing the Bridges '21–'23 grant application. The grant must be submitted by March 19th.

Family Self-Sufficiency Program Report

February 2021

Currently

- » Active FSS participants: 30
- » Tenants going OFF for month: 0
- » Tenants going ON for month: 0
- » Tenants start ESCROWING: 0
- » Total number of FSS participants escrowing monthly: 11
- » Total combined amount of monthly escrow: \$1,988.00
- » Total year-to-date FSS participant's escrow: \$40,112.43

Summary

No new announcements.

Foster Youth to Independence (FYI) Report

February 2021

Currently

- » Active FYI participants: 3
- » Working on getting a voucher: 2
- » Declined voucher: 5
- » Gave up voucher: 1

Summary

We continue to work with one FYI applicant in utilizing their voucher. We have reached out to LSS about finding a FYI applicant to fill the last open voucher.



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: March 15, 2021
Re: Housing Management Report

Vacancy Report for February 2021

Please see [Attachment 6a](#).

Monthly Property Performance Report for February 2021

Please see [Attachment 6b](#).

ROSS Program Updates

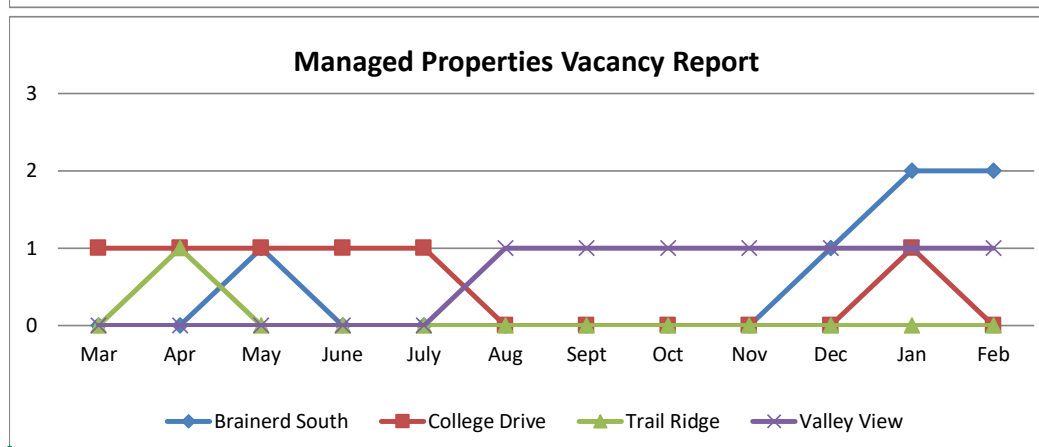
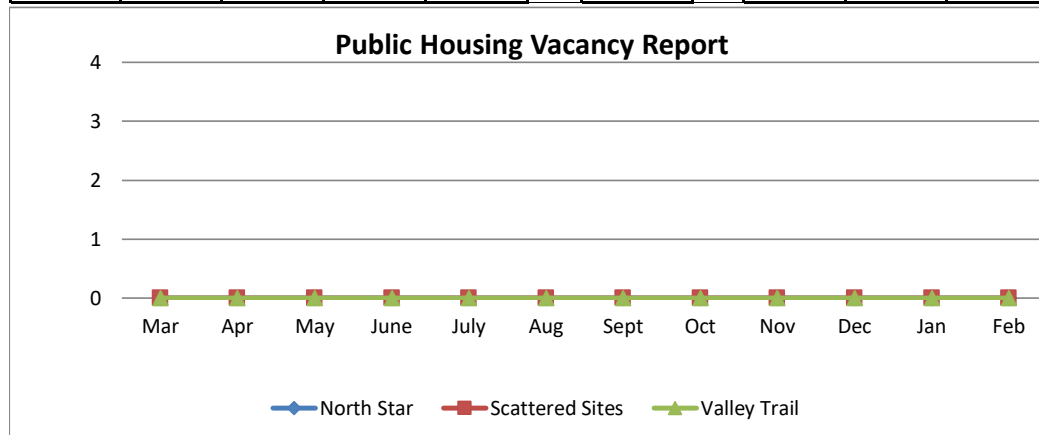
- » 15 active participants in the ROSS program.
- » 4 newly-enrolled participants.
- » 20 new contacts with non-enrolled residents for more limited resource/referral work.
- » 29 residents participated in the Senior Nutrition Assistance Programs.
- » 5 residents received a total of 70 frozen meals (14 each) delivered by Catholic Charities.
- » Tried to organize an on-site COVID vaccine clinic but did not get sufficient participation for 65+ older residents to make the event viable. Will be trying to connect residents individually to community vaccination opportunities.
- » Facebook Stats:
 - 7 new posts on the ROSS Facebook page this past month, which reached 11 individuals, with zero additional likes and zero shares, although it appears that one viewer clicked through to obtain more information about a specific resource posting (Ruby's Pantry).

No Action Requested; Discussion Items

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Brainerd HRA 2021 Vacancy Report

	Public Housing				Section 236	Tax Credit - DW Jones		
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%		College Drive	Trail Ridge	Valley View
# units	162	16	25	203	60	24	18	20
Jan 31	0	0	0	0	2	1	0	1
Jan %	0.00%	0.00%	0.00%	0.00%	3.33%	4.17%	0.00%	5.00%
Feb 28	0	0	0	0	2	0	0	1
Feb %	0.00%	0.00%	0.00%	0.00%	3.33%	0.00%	0.00%	5.00%
March 31				0				
March %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
April 30				0				
April %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
May 31				0				
May %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
June 30				0				
June %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
July 31				0				
July %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Aug 31				0				
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sept 30				0				
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Oct 31				0				
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Nov 30				0				
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dec 31				0				
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total %	0	0	0	0	4	1	0	2
	0.00%	0.00%	0.00%	0.00%	3.33%	2.08%	0.00%	5.00%



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report February 2021

1. Property Narrative

2. Physical Occupancy

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

3. Customer Traffic

Applications Requested	43
Applications Placed on PH Wait List	16
Applications Denied on PH Wait List	2

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	66	0	3	1
2 bdrm	14	33	0	1	1
3 bdrm	24	21	0	0	0
4 bdrm	5	5	0	0	0
TOTAL	203	125	0	4	2

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	3	7
Move-Outs	2	5

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	6
Annual Recertifications	1
Completed for this month	7

8. Annual Unit Inspections

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

9. Lease Enforcements

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

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	7
Received	64
Closed	69
Ending Balance	2
Total Completed Work Orders for Year	153

12. Emergency Work Orders

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

13. Rent Collection

	This Month
Rent Charges	62,690
Other Charges	675
Total New Charges	63,365
Arrears, tenants in possession	237

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	201
Current Rent Charges	62,690
Current Rent Collections	62,489
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	9,560
Prior Rent Charges	745,598
Collection Rate	99%



To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: March 24, 2021
Re: Executive Director Report

Destination Downtown Business Coalition

The DDBC continues to move forward with their hiring process for their downtown coordinator. They anticipate holding interviews during the week of 3/15/21 and are hopeful to make a hiring announcement by the end of March. I will be joining in on the Safety and Design Committee as that committee gets up to speed. This group will primarily be looking at streetscape and safety issues in and around the downtown district.

Housing Trust Fund Update

We received our first draft of a mortgage, loan agreement, and note for the rental rehab program and we are currently reviewing this for editing. John is still working with one interested individual that would like to utilize our rental rehab program. I had a meeting with Chuck Albrecht from Mid Minnesota Federal Credit Union regarding servicing our loan portfolio. There is mutual interest in partnering, and we will be following up by March 30th to map out next steps.

Update on Maintenance Supervisor Position

We have received three completed applications for this position and we are still actively advertising. We have extended our advertising out to the Morrison County Register to expand our reach. We are hopeful to start interviewing as soon as possible.

Update on Tax Forfeited Property in Brainerd

Lakes Area Habitat for Humanity recently updated us on the progress of the lot that they assumed from Galilee Ministries located at 1201 Pine St. in Brainerd. They have the permit ready and are planning on building on this site this summer, per our agreement with them. This will be another success for the tax forfeited land policy through the county and through the HRA and a good partnership with Habitat.

Sesquicentennial Celebration – City of Brainerd

The City of Brainerd will be celebrating its 150th birthday in 2021. The City of Brainerd will be working with the mayor and Mary Devine Johnson to coordinate this celebration that will be occurring throughout the week of September 13–17th. Staff will be looking to see if there are any partnering opportunities for these celebrations.

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. While the case counts continue to stay relatively low in Crow Wing County, we are also watching the vaccination rates to help guide us on when we will be able to ease some of our community room restrictions.

No Action Requested; Discussion Items

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To: Brainerd HRA Board Members
 From: John Schommer, Rehab Coordinator
 Date: March 16, 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	In Construction
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
315 4 th Ave. NE	Wayne A.	Rental	3	Application Phase

Emily SCDP

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

MHFA

- » 1 project is in construction
- » 1 project is in the inspection phase

Brainerd Oaks/Serene Pines

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	49	44	3	8
Serene Pines	23	15	12	1	3
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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