



BOARD OF COMMISSIONERS MEETING

Wednesday, April 28, 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=md119196651c55fe1f91a7d83624184cc>
Join by phone: 415-655-0001
Meeting number (access code): 182 725 3151
Meeting password: 0428

"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. Presentation of 2020 Brainerd HRA Audit: Mary Reedy, CliftonLarsonAllen
4. Reading and Approval of Minutes (*Attachment 1*).....[p. 1](#)
5. Unfinished Business
6. New Business
 - a. Water Heater & Boiler Replacement at North Star Apartments (*Attachment 2*).....[p. 7](#)
 - b. Commissioner Compensation Discussion (*Attachment 3*).....[p. 11](#)
7. Bills and Communications
 - a. Financial Report (*Attachment 4*).....[p. 13](#)
 - b. HCV/Section 8 Report (*Attachment 5*).....[p. 39](#)
 - c. Housing Management Report (*Attachment 6*).....[p. 45](#)
 - d. Executive Director Report (*Attachment 7*).....[p. 51](#)
 - e. Rehab Update (*Attachment 8*).....[p. 55](#)
8. Commissioner Comments
9. Adjourn

Next Meeting: Wednesday, May 19, 2021

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**Brainerd Housing & Redevelopment Authority
BOARD MEETING MINUTES
Wednesday, March 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 at the Brainerd City Call Council Chambers and via Webex video/teleconference at 1:00 p.m., Wednesday, March 24th, 2021.

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

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. **OATH OF OFFICE:** Wayne Erickson, who was appointed to the Brainerd HRA Board by the city council at their March 15th meeting, took his oath of office.
4. **READING AND APPROVAL OF MINUTES:**

Commissioner Duval moved to approve the minutes from the meeting on February 24th, 2021. Commissioner Larson seconded the motion. Through roll call vote, all commissioners voted in favor of the motion and none were opposed. The motion was approved.

5. **UNFINISHED BUSINESS:** Nothing to report.

6. **NEW BUSINESS:**

- a. **Review Committed & Assigned Fund Balance:** The Fund Balance Policy recommends eight to 10 months of expenses in unassigned fund balance. The board has \$68,027 committed for Housing Rehab and (\$881) committed for Tax Forfeited Property for a total of \$67,146. The board also has \$15,000 assigned for Downtown Redevelopment or Redevelopment. Based on those 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.

Moved and seconded by Commissioners Kent and Storm to commit \$67,146 for Housing Rehab and assign \$15,000 for Redevelopment. Via roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

7. BILLS AND COMMUNICATIONS:

a. Financial Report:

Agency Audit

Mary Reedy from CliftonLarsonAllen (CLA) will be at the 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 was 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, due to REAC by March 31st, was submitted.

Moved and seconded by Commissioners Larson and Kent to approve the February 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 Report

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

Bridges Report

There are eight families on the program with a monthly HAP payment of \$3,371. The Bridges grant application that was due on March 19th was submitted by the end of the day on March 17th.

Family Self-Sufficiency (FSS) Report

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

Foster Youth Initiative (FYI) Report

There are three families leased up with a total HAP payment of \$935 per month. Staff continues to work with one FYI applicant in utilizing their voucher and has reached out to Lutheran Social Service to find an applicant to utilize the last available voucher.

- c. Housing Manager Reports:** A brief review of the vacancy and performance reports was provided. The board inquired about the number of tenants who are more than two months behind on their rent. They had a discussion on the current eviction moratorium.

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

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

Housing Trust Fund Update

Staff is currently reviewing the first draft of a mortgage, loan agreement, and note for the rental rehab program. John is still working with an interested individual that would like to utilize the rental rehab program. Charpentier met with Chuck Albrecht from MidMinnesota Federal Credit Union regarding servicing the HTF loan portfolio. There is mutual interest in partnering and they will be discuss again by March 30th to map out next steps.

Update on Maintenance Supervisor Position

Although still actively advertising, four completed applications have been received. Advertisements have been extended to the Morrison County Register to expand the reach. Interviews will take place as soon as possible.

Update on Tax Forfeited Property in Brainerd

Lakes Area Habitat for Humanity recently provided an update 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 their agreement with the HRA. 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

Staff continues to monitor federal- and state-level sources to ensure that their response is consistent with other PHAs while still being appropriate for the community's needs. While the case counts continue to stay relatively low in Crow Wing County, staff is also watching the vaccination rates to help as a guide for deciding when community room restrictions can be eased. A vaccination clinic at the County has been scheduled for April 1st.

- e. **Rehab Update:** Five single-family rental applications were recently received and there are five owner occupied grants remaining.

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.

8. **COMMISSIONER COMMENTS:** Commissioner Erickson expressed his excitement and gratitude for the opportunity to serve on the board. Commissioner Larson thanked the new commissioners for their questions. Chair Johnson reported that the City of Brainerd will be painting the crosswalks downtown with a unique blue color. This is another positive step towards revitalizing downtown. Chair Johnson noted the previous contributions from the Brainerd HRA to the Destination Downtown recipients—Purple Fern, Knotty Pine Bakery, Minnesota Makerspace, Crow Wing Food Co-op, and Loide' Oils & Vinegars.

9. **ADJOURNMENT:**

Moved and seconded by Commissioners Kent and Duval to adjourn. Though roll call vote, all commissioners were in favor and Chair Johnson declared the meeting adjourned at 2:00 p.m.

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To: Brainerd HRA Board Members
From: John Schommer, Rehab Coordinator
Date: April 21, 2021
Re: Water Heater and Boiler Replacement at North Star Apartments

It was discovered that the water heating tube bundle in the domestic hot water tank was leaking into the tank causing the system to overflow. It was also noticed that the backup heating boiler was leaking when the boiler would fire during peak heating loads. After assessing both of the systems, we determined it would be best to replace the entire water heating system with a new plate exchanger heating system and also remove the old heating boiler and replace it at the same time.

We had identified these in our 5-Year Capital Fund Action Plan and obtained A&E services to design and procure the new equipment. The engineers have preliminary design documents ready, which includes installing two new water heating plate exchangers, water treatment equipment, pumps, three new boilers and retrofitting our existing Aerco boiler to work with the new boilers, and other equipment incidental to the project. We have sufficient funds from our 2019, 2020, and 2021 Capital Fund grants to cover the cost of the project, which engineers estimate to be \$687,106 at this time.

Depending on when the final documents will be ready, we hope to get the project out for bids within the first couple of weeks in May and have bids due in late May or early June. Because of the urgency of the water heating system getting progressively worse, we hope to expedite the process and have a contract for your consideration as soon as possible.

No Action Requested; Discussion Items

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Brainerd HRA - North Star Apartments - Boiler/Water Heater and Mechanical Upgrades Project

410 EAST RIVER RD, BRAINERD, MN 56401

OPINION OF PROBABLE COST

4.23.2021

Item	Amount
Construction Costs	
	\$699,060
General Conditions	\$139,800
Demolition	\$19,500
Architectural	\$3,000
Mechanical	\$491,600
Electrical	\$45,160
Construction Contingency	8% \$55,925
Inflation (Midpoint of Construction)	2.1% \$14,680
Total (Summer 2021 Construction)	\$769,665

Note: Estimate does not include hazardous material abatement costs.
Estimate does include permit fees.

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: April 28, 2021
Re: Commissioner Compensation Discussion

Board of Commissioners Monthly Stipend

In August of 2019, the board of commissioners unanimously voted to forgo non-resident commissioner compensation and direct those funds to initiatives for Downtown Brainerd, specifically for use in the lease subsidy for the winner of the Destination Downtown contest. Staff would like to revisit the commissioner compensation and get board guidance on if this is still prudent or what the board would like to do going forward.

Action Requested: Guidance and board action on commissioner compensation

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: April 15, 2021
Re: April Financial Report

Please find attached the financial information for March 2021.

Agency Audit

Mary Reedy from CliftonLarsonAllen (CLA) will be at our April meeting to present the Brainerd HRA audit. The audited financial statements and PowerPoint slides will be sent separately for Mary to discuss during our meeting.

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	Mar
Quick Ratio	12	QR <1 =0-, QR >2 =12	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
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00
Total Points	25		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
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	5.00	0.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00
Total Points	25		25.00	20.00	20.00	20.00
Total of Above Ratios	50		50	45	45	45

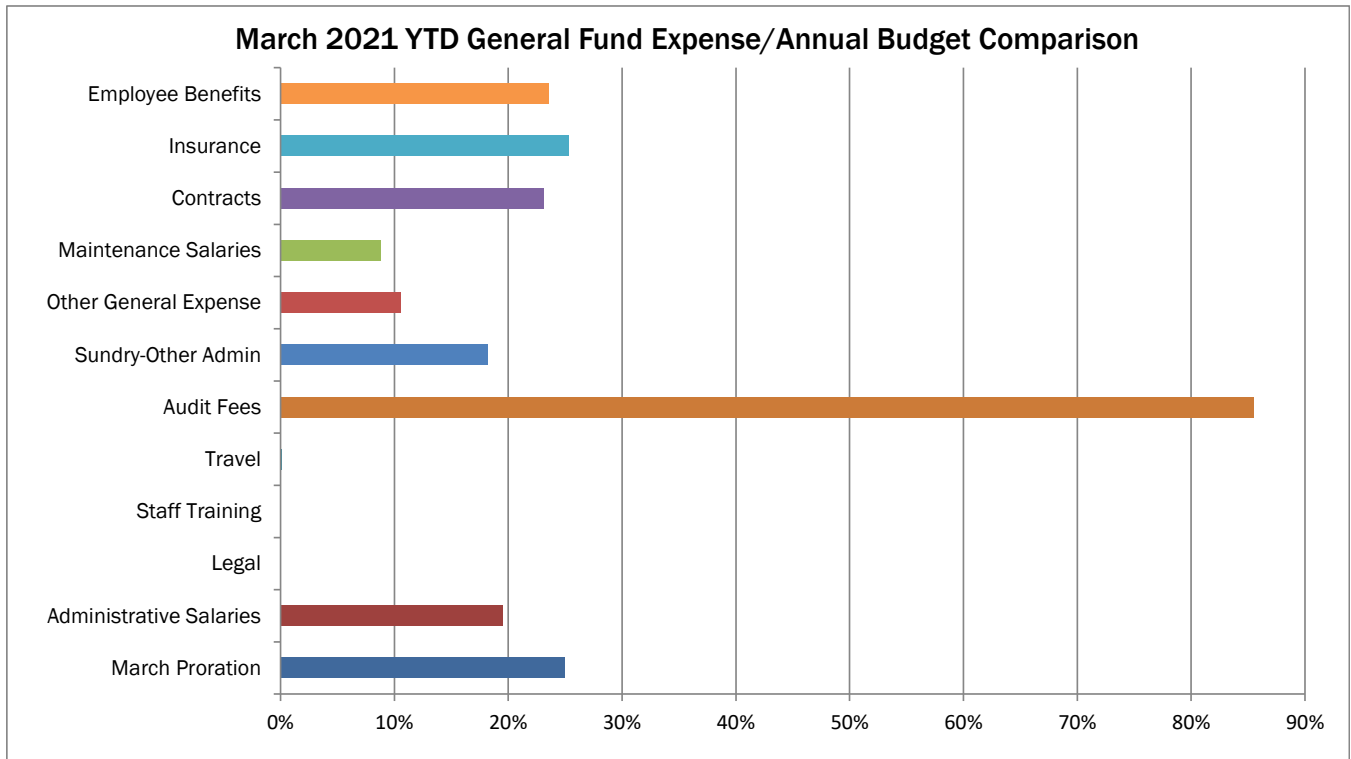
MASS Ratios	Max Pts	Scoring				
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0

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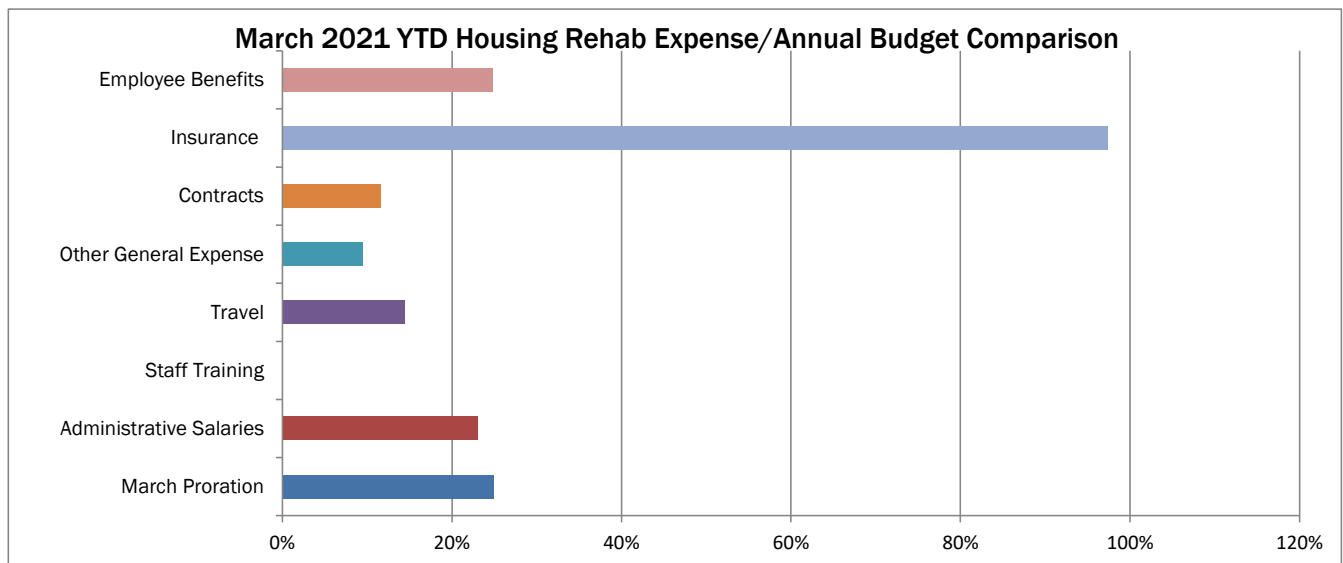
March 2021 Operating Account Balances

Property/Program	March 2020	February 2021	March 2021
General Fund	\$277,126.06	\$284,065.47	\$275,268.56
Brainerd Revolving Loan Program	\$99,077.00	\$0.00	\$0.00
Housing Rehab Program	\$72,396.65	\$90,771.32	\$90,847.75
Bridges	\$1,775.96	\$752.68	\$1,252.68
Crow Wing County HRA	\$462,638.63	\$1,036,285.94	\$1,015,742.85
Public Housing	\$652,990.63	\$624,492.62	\$639,196.79
Brainerd South	\$40,082.08	\$36,300.07	\$38,371.80
Housing Choice Voucher	\$41,041.47	\$29,006.80	\$10,807.83
Total	\$1,647,128.48	\$2,101,674.90	\$2,071,488.26

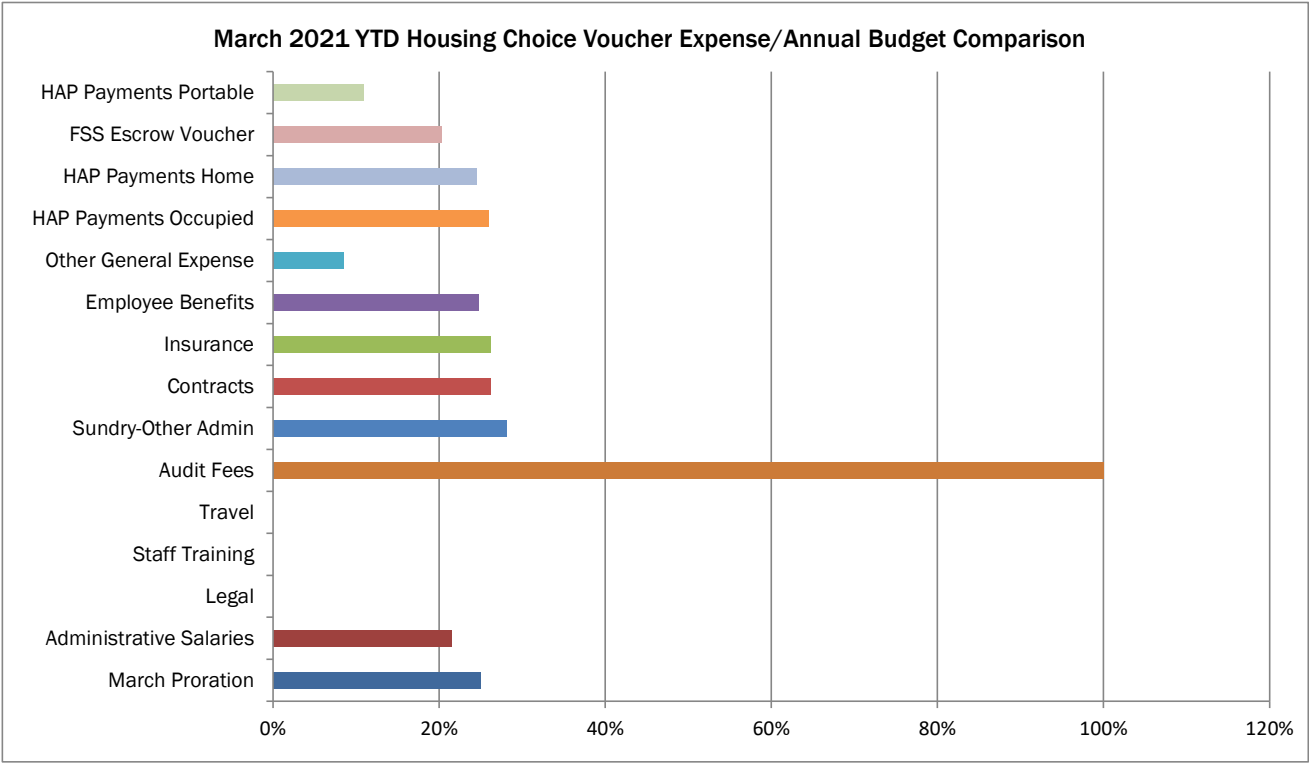
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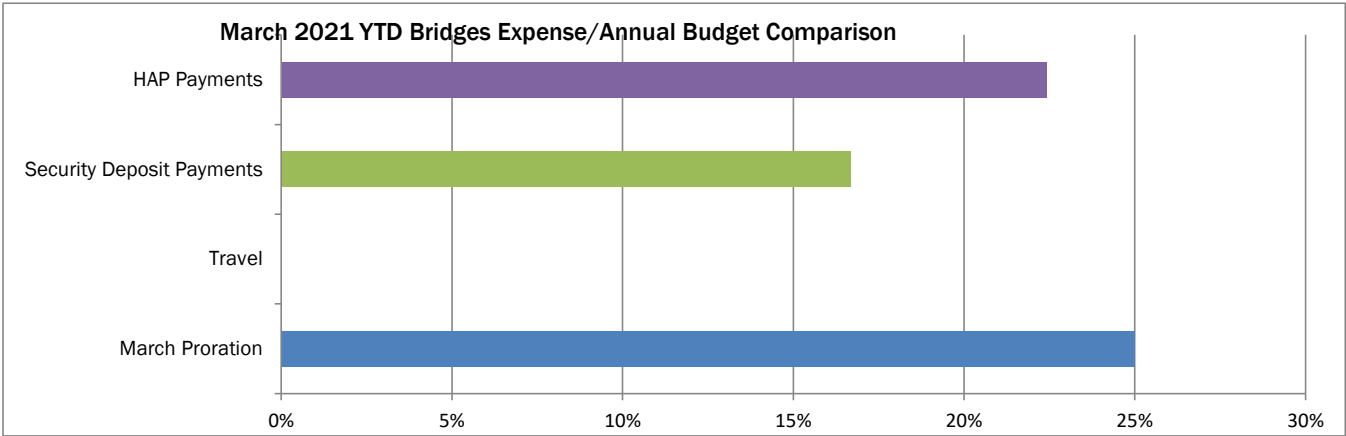
Audit Fees: Incurred early in the year for the entire year's budget.



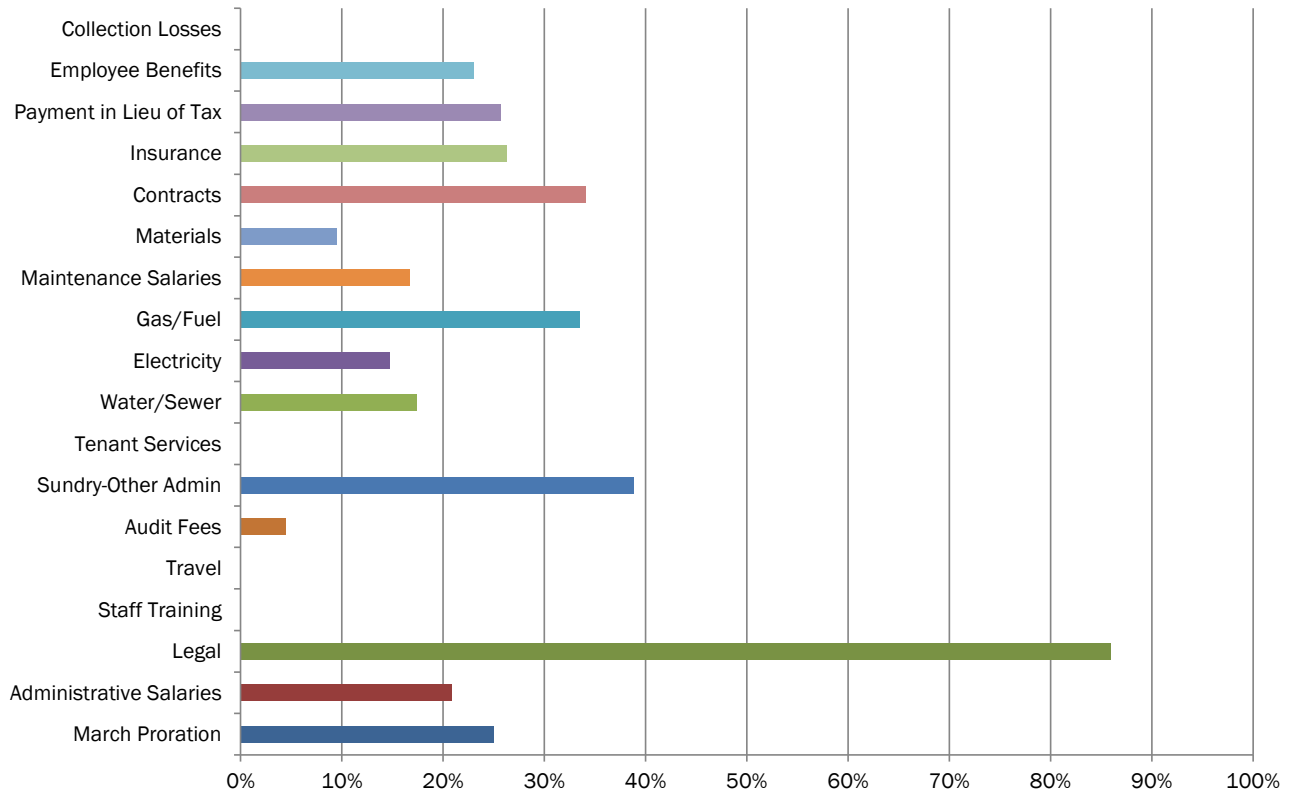
Insurance: Worker's Comp insurance is incurred in January for the entire year.



Audit Fees: Incurred early in the year for the entire year budget.



March 2021 YTD Public Housing Expense/Annual Budget Comparison

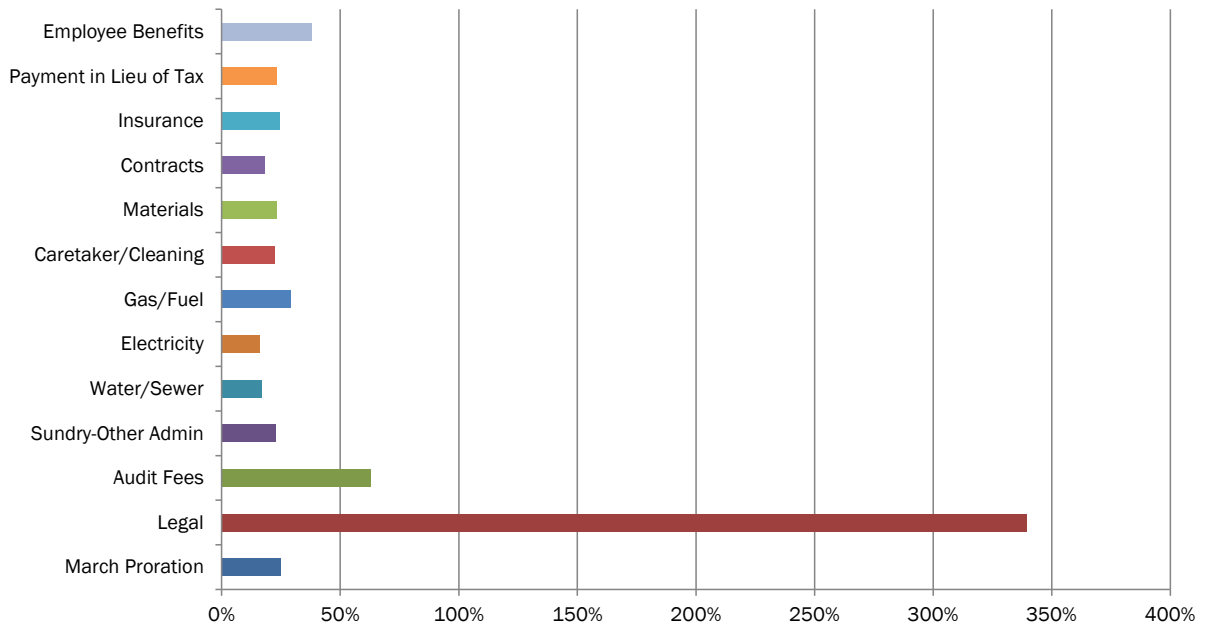


Contracts: LED lighting project done in January -CIP funds.

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

Legal: Assistance with Human Resource Issues.

March 2021 YTD Brainerd South Expense/Annual Budget Comparison



Audit: Costs incurred early in year for annual budget amount.

Legal: Assistance with Human Resource Issues.



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

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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating				
INCOME				
Management Fees	-14,432.13	-43,214.03	-42,249.99	-964.04
Interest Income	-2.71	-7.88	-249.99	242.11
Operating Transfer In	0.00	-3,229.00	0.00	-3,229.00
Other Income	-77.15	-476.15	-5,625.00	5,148.85
TOTAL INCOME	-14,511.99	-46,927.06	-48,124.98	1,197.92
EXPENSE				
Administrative				
Administrative Salaries	13,099.76	33,097.86	42,294.99	-9,197.13
Legal	0.00	0.00	600.00	-600.00
Staff Training	0.00	0.00	1,250.01	-1,250.01
Travel	0.56	0.56	150.00	-149.44
Auditing Fees	5,900.00	5,900.00	3,450.00	2,450.00
Sundry-Other Admin	240.93	1,101.70	1,514.97	-413.27
Total Administration	19,241.25	40,100.12	49,259.97	-9,159.85
Maintenance				
Maintenance Salaries	0.00	1,063.66	3,015.00	-1,951.34
Contracts	168.06	486.19	525.00	-38.81
Total Maintenance	168.06	1,549.85	3,540.00	-1,990.15
General				
TIF Expense	0.00	30.00	32.49	-2.49
Insurance	970.82	1,456.23	1,437.51	18.72
Employee Benefits	5,693.42	19,220.79	20,363.73	-1,142.94
Other General Expense	550.00	2,650.00	6,249.99	-3,599.99
Total General	7,214.24	23,357.02	28,083.72	-4,726.70
TOTAL EXPENSE	26,623.55	65,006.99	80,883.69	-15,876.70
Net Income/Loss	12,111.56	18,079.93	32,758.71	-14,678.78

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Housing Rehab Operating Statement
March, 2021

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,000.00	-30,187.50	-60,849.99	30,662.49
Grant Admin Revenue	0.00	0.00	-6,999.99	6,999.99
TOTAL INCOME	-10,000.00	-30,187.50	-67,849.98	37,662.48
EXPENSE				
Administrative				
Administrative Salaries	7,155.20	21,461.20	23,252.49	-1,791.29
Staff Training	0.00	0.00	1,250.01	-1,250.01
Travel	109.20	143.92	249.99	-106.07
Other Admin Exp	61.67	270.17	712.53	-442.36
Total Administration	7,326.07	21,875.29	25,465.02	-3,589.73
Maintenance				
Contracts	0.00	12,579.88	27,000.00	-14,420.12
Total Maintenance	0.00	12,579.88	27,000.00	-14,420.12
General				
Insurance	0.00	486.86	125.01	361.85
Employee Benefits	2,597.50	8,432.92	8,501.22	-68.30
Total General	2,597.50	8,919.78	8,626.23	293.55
TOTAL EXPENSE	9,923.57	43,374.95	61,091.25	-17,716.30
Net Income/Loss	-76.43	13,187.45	-6,758.73	19,946.18

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

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-125,364.00	-374,678.00	-362,127.51	-12,550.49
Admin Fees Earned	-29,689.67	-67,270.34	-62,945.01	-4,325.33
Interest Income	-0.21	-0.67	-37.50	36.83
Other Income	-400.16	-13,799.61	-3,500.01	-10,299.60
TOTAL INCOME	-155,454.04	-455,748.62	-428,610.03	-27,138.59
EXPENSE				
Administrative				
Administrative Salaries	13,304.73	36,660.17	42,702.51	-6,042.34
Legal	0.00	0.00	125.01	-125.01
Staff Training	0.00	0.00	1,575.00	-1,575.00
Travel	0.00	0.00	624.99	-624.99
Accounting & Audit Fees	3,650.00	3,650.00	912.51	2,737.49
Sundry-Other Admin	177.67	1,503.06	1,337.46	165.60
Total Administration	17,132.40	41,813.23	47,277.48	-5,464.25
Maintenance				
Contracts	221.12	1,019.73	975.00	44.73
Total Maintenance	221.12	1,019.73	975.00	44.73
General				
Insurance	513.14	1,539.43	1,470.00	69.43
Employee Benefits	6,687.49	22,812.71	23,080.02	-267.31
Collection Losses	904.00	2,174.00	0.00	2,174.00
Other General Expense	76.64	229.92	675.00	-445.08
Total General	8,181.27	26,756.06	25,225.02	1,531.04
HAP Payments				
HAP Payments Occupied	117,421.00	353,856.00	340,440.00	13,416.00
HAP Payments Home	3,230.00	10,882.00	11,101.26	-219.26
FSS Escrow Voucher	1,929.00	5,998.00	7,400.01	-1,402.01
HAP Payments Portable	1,476.00	4,861.00	11,101.26	-6,240.26
Total HAP	124,056.00	375,597.00	370,042.53	5,554.47
TOTAL EXPENSE	149,590.79	445,186.02	443,520.03	1,665.99
Net Income/Loss	-5,863.25	-10,562.60	14,910.00	-25,472.60

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Bridges Program
Bridges Operating Statement
March, 2021

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-4,688.00	-11,930.00	-13,500.00	1,570.00
Admin Revenue	-500.00	-1,200.00	-1,500.00	300.00
Operating Transfer	0.00	3,229.00	1,387.50	1,841.50
Total Income	-5,188.00	-9,901.00	-13,612.50	3,711.50
EXPENSE				
Administrative				
Travel	0.00	0.00	112.50	-112.50
Total Administration	0.00	0.00	112.50	-112.50
General				
Security Deposit Pmts	0.00	500.00	750.00	-250.00
HAP Payment to Landlords	4,688.00	11,430.00	12,750.00	-1,320.00
Total General	4,688.00	11,930.00	13,500.00	-1,570.00
TOTAL EXPENSE	4,688.00	11,930.00	13,612.50	-1,682.50
Net Income/Loss	-500.00	2,029.00	0.00	2,029.00

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

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-61,502.00	-185,679.00	-187,179.99	1,500.99
Excess Utilities	0.00	0.00	-900.00	900.00
Operating Subsidy	-20,541.00	-69,551.00	-66,249.99	-3,301.01
Investment Interest	63.22	150.37	-500.01	650.38
Other Income	-17,357.11	-39,036.97	-46,017.51	6,980.54
Other Income Tenants	-2,276.49	-4,755.68	-6,249.99	1,494.31
Capital Fund Income	0.00	0.00	-16,500.00	16,500.00
Laundry Income	-1,824.00	-4,676.75	-5,049.99	373.24
TOTAL INCOME	-103,437.38	-303,549.03	-328,647.48	25,098.45
EXPENSE				
Administrative				
Administrative Salaries	23,552.15	63,623.10	76,227.51	-12,604.41
Legal	0.00	3,007.24	875.01	2,132.23
Staff Training	0.00	0.00	3,500.01	-3,500.01
Travel	0.00	0.00	249.99	-249.99
Accounting & Audit Fees	500.00	500.00	5,525.00	-5,025.00
Sundry-Other Admin	1,729.42	7,291.38	4,688.76	2,602.62
Total Administration	25,781.57	74,421.72	91,066.28	-16,644.56
Rec Public and Other	0.00	0.00	1,237.50	-1,237.50
Total Tenant Services	0.00	0.00	1,237.50	-1,237.50
Utilities				
Water/Sewer	6,374.98	12,465.03	17,848.77	-5,383.74
Electricity	5,784.10	11,736.27	19,869.99	-8,133.72
Gas/Fuel	8,193.00	14,007.65	10,449.99	3,557.66
Total Utilities	20,352.08	38,208.95	48,168.75	-9,959.80
Maintenance				
Labor	11,782.40	34,771.44	51,842.49	-17,071.05
Materials	807.42	2,389.43	6,249.99	-3,860.56
Contracts	13,192.12	55,429.54	40,602.48	14,827.06
Total Maintenance	25,781.94	92,590.41	98,694.96	-6,104.55
General				
Insurance	8,489.89	25,469.67	24,260.01	1,209.66
Payment in Lieu of Tax	1,963.87	6,928.52	6,750.00	178.52
Employee Benefits	15,911.63	53,151.36	57,719.97	-4,568.61
Collection Losses	0.00	0.00	2,000.01	-2,000.01
Other General Expense	555.00	555.00	0.00	555.00
Total General	26,920.39	86,104.55	90,729.99	-4,625.44
TOTAL EXPENSE	98,835.98	291,325.63	329,897.48	-38,571.85
Net Income/Loss	-4,601.40	-12,223.40	1,250.00	-13,473.40

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**Brainerd South Operating Statement
March, 2021**

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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-20,634.00	-61,390.00	-61,892.49	502.49
Rental Supplement	-4,348.00	-12,765.00	-10,117.50	-2,647.50
Investment Interest	10.66	29.44	-125.01	154.45
Other Income	-2,303.46	-6,802.71	-7,812.51	1,009.80
Laundry Income	-781.75	-1,419.50	-2,154.99	735.49
TOTAL INCOME	-28,056.55	-82,347.77	-82,102.50	-245.27
EXPENSE				
Administrative				
Legal	0.00	1,697.45	125.01	1,572.44
Accounting & Audit Fees	3,150.00	3,150.00	3,500.00	-350.00
Sundry-Other Admin	3,886.68	11,856.69	12,999.99	-1,143.30
Total Administration	7,036.68	16,704.14	16,625.00	79.14
Utilities				
Water	1,268.31	2,530.85	3,750.00	-1,219.15
Electricity	523.48	1,050.19	1,625.01	-574.82
Gas/Fuel	2,847.83	5,098.33	4,378.74	719.59
Total Utilities	4,639.62	8,679.37	9,753.75	-1,074.38
Maintenance				
Labor	1,435.70	3,603.09	3,990.00	-386.91
Materials	2,470.13	5,463.38	5,874.99	-411.61
Contracts	4,769.30	12,612.33	17,237.52	-4,625.19
Total Maintenance	8,675.13	21,678.80	27,102.51	-5,423.71
General				
Insurance	2,788.92	8,356.51	8,537.49	-180.98
Payment in Lieu of Tax	769.33	2,465.59	2,625.00	-159.41
Employee Benefits	119.04	357.56	234.99	122.57
Total General	3,677.29	11,179.66	11,397.48	-217.82
TOTAL EXPENSE	24,028.72	58,241.97	64,878.74	-6,636.77
Net Income/Loss	-4,027.83	-24,105.80	-17,223.76	-6,882.04

**March 2021
Prior Year
Comparative Statements**

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

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
General Fund Operating INCOME				
Management Fees	-43,214.03	-42,249.99	-38,860.31	-42,525.67
Interest Income	-7.88	-249.99	-905.70	0.00
Operating Transfer In	-3,229.00	0.00	0.00	0.00
Other Income	-476.15	-5,625.00	-309.08	-122.04
TOTAL INCOME	-46,927.06	-48,124.98	-40,075.09	-42,647.71
EXPENSE				
Administrative				
Administrative Salaries	33,097.86	42,294.99	34,336.07	32,910.64
Legal	0.00	600.00	0.00	0.00
Staff Training	0.00	1,250.01	31.25	854.86
Travel	0.56	150.00	0.00	250.02
Auditing Fees	5,900.00	3,450.00	6,700.00	6,700.00
Sundry-Other Admin	1,101.70	1,514.97	1,399.11	1,887.43
Total Administration	40,100.12	49,259.97	42,466.43	42,602.95
Maintenance				
Maintenance Salaries	1,063.66	3,015.00	2,506.62	2,495.50
Contracts	486.19	525.00	419.80	265.86
Total Maintenance	1,549.85	3,540.00	2,926.42	2,761.36
General				
TIF Expense	30.00	32.49	0.00	30.00
Insurance	1,456.23	1,437.51	1,395.86	1,044.81
Employee Benefits	19,220.79	20,363.73	21,059.76	19,295.84
Other General Expense	2,650.00	6,249.99	3,500.00	1,500.00
Total General	23,357.02	28,083.72	25,955.62	21,870.65
TOTAL EXPENSE	65,006.99	80,883.69	71,348.47	67,234.96
Net Income/Loss	18,079.93	32,758.71	31,273.38	24,587.25

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

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Rehab Operating INCOME				
Other Income	-30,187.50	-60,849.99	-69,558.76	-7,500.00
Grant Admin Revenue	0.00	-6,999.99	0.00	0.00
TOTAL INCOME	-30,187.50	-67,849.98	-69,558.76	-7,500.00
EXPENSE				
Administrative				
Administrative Salaries	21,461.20	23,252.49	21,003.17	12,571.97
Staff Training	0.00	1,250.01	9.20	1,418.56
Travel	143.92	249.99	131.12	16.82
Other Admin Exp	270.17	712.53	2,139.24	1,754.17
Total Administration	21,875.29	25,465.02	23,282.73	15,761.52
Maintenance				
Contracts	12,579.88	27,000.00	85,803.06	92.00
Total Maintenance	12,579.88	27,000.00	85,803.06	92.00
General				
Insurance	486.86	125.01	410.35	257.47
Employee Benefits	8,432.92	8,501.22	7,428.12	5,600.28
Total General	8,919.78	8,626.23	7,838.47	5,857.75
TOTAL EXPENSE	43,374.95	61,091.25	116,924.26	21,711.27
Net Income/Loss	13,187.45	-6,758.73	47,365.50	14,211.27

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

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-374,678.00	-362,127.51	-360,891.00	-335,319.00
Admin Fees Earned	-67,270.34	-62,945.01	-62,889.01	-61,370.00
Interest Income	-0.67	-37.50	-65.78	-64.65
Other Income	-13,799.61	-3,500.01	-6,784.44	-4,993.63
TOTAL INCOME	-455,748.62	-428,610.03	-430,630.23	-401,747.28
EXPENSE				
Administrative				
Administrative Salaries	36,660.17	42,702.51	30,275.84	32,228.78
Legal	0.00	125.01	0.00	0.00
Staff Training	0.00	1,575.00	0.00	1,588.76
Travel	0.00	624.99	259.33	460.13
Accounting & Audit Fees	3,650.00	912.51	3,500.00	3,500.00
Sundry-Other Admin	1,503.06	1,337.46	1,447.61	1,752.01
Total Administration	41,813.23	47,277.48	35,482.78	39,529.68
Maintenance				
Contracts	1,019.73	975.00	430.53	395.85
Total Maintenance	1,019.73	975.00	430.53	395.85
General				
Insurance	1,539.43	1,470.00	1,397.60	1,261.45
Employee Benefits	22,812.71	23,080.02	21,532.69	19,958.27
Collection Losses	2,174.00	0.00	2,302.00	0.00
Other General Expense	229.92	675.00	397.43	631.80
Total General	26,756.06	25,225.02	25,629.72	21,851.52
HAP Payments				
HAP Payments Occupied	353,856.00	340,440.00	328,687.00	326,668.00
HAP Payments Home	10,882.00	11,101.26	12,001.00	12,345.00
FSS Escrow Voucher	5,998.00	7,400.01	5,334.00	5,245.00
HAP Payments Portable	4,861.00	11,101.26	7,561.00	10,893.00
Total HAP	375,597.00	370,042.53	353,703.00	355,151.00
TOTAL EXPENSE	445,186.02	443,520.03	415,246.03	416,928.05
Net Income/Loss	-10,562.60	14,910.00	-15,384.20	15,180.77

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Bridges Program PY
Bridges Operating Statement
March, 2021

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Bridges Operating INCOME				
HAP Received MHFA	-11,930.00	-13,500.00	-15,423.00	-18,769.00
Admin Revenue	-1,200.00	-1,500.00	-1,800.00	-1,850.00
Operating Transfer	3,229.00	1,387.50	0.00	0.00
Total Income	-9,901.00	-13,612.50	-17,223.00	-20,619.00
EXPENSE				
Administrative				
Travel	0.00	112.50	59.23	26.10
Total Administration	0.00	112.50	59.23	26.10
General				
Security Deposit Pmts	500.00	750.00	0.00	2,361.00
HAP Payment to Landlords	11,430.00	12,750.00	15,179.00	16,408.00
Total General	11,930.00	13,500.00	15,179.00	18,769.00
TOTAL EXPENSE	11,930.00	13,612.50	15,238.23	18,795.10
Net Income/Loss	2,029.00	0.00	-1,984.77	-1,823.90

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

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Public Housing Operating INCOME				
Dwelling Rental	-185,679.00	-187,179.99	-185,937.00	-179,958.00
Excess Utilities	0.00	-900.00	0.00	0.00
Operating Subsidy	-69,551.00	-66,249.99	-57,285.00	-55,377.00
Investment Interest	150.37	-500.01	-1,158.04	139.66
Other Income	-39,036.97	-46,017.51	-42,748.35	-32,043.57
Other Income Tenants	-4,755.68	-6,249.99	-6,157.83	-4,814.59
Capital Fund Income	0.00	-16,500.00	0.00	-122,348.00
Laundry Income	-4,676.75	-5,049.99	-4,495.00	-4,996.00
TOTAL INCOME	-303,549.03	-328,647.48	-297,781.22	-399,397.50
EXPENSE				
Administrative				
Administrative Salaries	63,623.10	76,227.51	56,342.54	66,932.44
Legal	3,007.24	875.01	132.50	0.00
Staff Training	0.00	3,500.01	362.15	2,651.30
Travel	0.00	249.99	149.85	390.14
Accounting & Audit Fees	500.00	5,525.00	1,800.00	2,300.00
Sundry-Other Admin	7,291.38	4,688.76	7,360.54	7,368.66
Total Administration	74,421.72	91,066.28	66,147.58	79,642.54
 Rec Public and Other	 0.00	 1,237.50	 0.00	 0.00
Total Tenant Services	0.00	1,237.50	0.00	0.00
Utilities				
Water/Sewer	12,465.03	17,848.77	10,455.89	10,744.42
Electricity	11,736.27	19,869.99	12,010.57	12,641.16
Gas/Fuel	14,007.65	10,449.99	11,945.13	14,821.14
Total Utilities	38,208.95	48,168.75	34,411.59	38,206.72
Maintenance				
Labor	34,771.44	51,842.49	43,436.19	42,292.22
Materials	2,389.43	6,249.99	2,023.98	2,442.74
Contracts	55,429.54	40,602.48	27,817.12	27,759.91
Total Maintenance	92,590.41	98,694.96	73,277.29	72,494.87
General				
Insurance	25,469.67	24,260.01	22,779.51	19,822.01
Payment in Lieu of Tax	6,928.52	6,750.00	7,229.08	6,745.13
Employee Benefits	53,151.36	57,719.97	56,041.41	53,083.01
Collection Losses	0.00	2,000.01	0.00	0.00
Other General Expense	555.00	0.00	0.00	0.00
Total General	86,104.55	90,729.99	86,050.00	79,650.15
TOTAL EXPENSE	291,325.63	329,897.48	259,886.46	269,994.28
 Net Income/Loss	 -12,223.40	 1,250.00	 -37,894.76	 -129,403.22

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**Brainerd South Operating Statement
March, 2021**

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Brainerd South Operating				
INCOME				
Dwelling Rental	-61,390.00	-61,892.49	-61,699.00	-58,520.00
Rental Supplement	-12,765.00	-10,117.50	-11,326.00	-11,051.00
Investment Interest	29.44	-125.01	-1,525.08	23.37
Other Income	-6,802.71	-7,812.51	-6,286.83	-7,067.38
Laundry Income	-1,419.50	-2,154.99	-1,990.50	-1,740.25
TOTAL INCOME	-82,347.77	-82,102.50	-82,827.41	-78,355.26
EXPENSE				
Administrative				
Legal	1,697.45	125.01	0.00	0.00
Accounting & Audit Fees	3,150.00	3,500.00	3,465.00	2,450.00
Sundry-Other Admin	11,856.69	12,999.99	8,322.61	11,156.28
Total Administration	16,704.14	16,625.00	11,787.61	13,606.28
Utilities				
Water	2,530.85	3,750.00	2,213.25	1,047.66
Electricity	1,050.19	1,625.01	942.08	614.84
Gas/Fuel	5,098.33	4,378.74	4,265.66	5,247.53
Total Utilities	8,679.37	9,753.75	7,420.99	6,910.03
Maintenance				
Labor	3,603.09	3,990.00	644.36	2,589.56
Materials	5,463.38	5,874.99	4,095.74	3,950.01
Contracts	12,612.33	17,237.52	12,606.02	11,129.08
Total Maintenance	21,678.80	27,102.51	17,346.12	17,668.65
General				
Insurance	8,356.51	8,537.49	8,162.32	7,998.52
Payment in Lieu of Tax	2,465.59	2,625.00	2,588.63	2,434.89
Employee Benefits	357.56	234.99	59.52	305.02
Total General	11,179.66	11,397.48	10,810.47	10,738.43
TOTAL EXPENSE	58,241.97	64,878.74	47,365.19	48,923.39
Net Income/Loss	-24,105.80	-17,223.76	-35,462.22	-29,431.87

Brainerd Housing and Redevelopment Authority

Payment Summary Report

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/11/2021	799	Dudley Gangestad	\$50.12
3/11/2021	800	Erik Warner	\$8.96
3/11/2021	801	John Schommer	\$109.76
3/11/2021	802	Keri Woitalla	\$38.08
3/11/2021	803	Mike Jones	\$60.48
3/4/2021	1807	EBSO	\$23,673.69
3/1/2021	1808	Smith Commercial Properties LLC	\$550.00
3/11/2021	1809	Minnesota State Retirement System	\$1,361.00
3/11/2021	1810	Electronic Federal Tax Payment System	\$7,246.41
3/11/2021	1811	MN Dept of Revenue	\$1,187.41
3/11/2021	1812	Health Savings Accounts	\$1,446.52
3/11/2021	1813	Security Benefit	\$4,336.81
3/25/2021	1814	Minnesota State Retirement System	\$1,361.00
3/25/2021	1815	MN Dept of Revenue	\$1,263.62
3/25/2021	1816	Health Savings Accounts	\$1,466.52
3/25/2021	1817	Security Benefit	\$4,479.70
3/25/2021	1818	Electronic Federal Tax Payment System	\$7,599.39
3/11/2021	23834	Ace Hardware	\$60.95
3/11/2021	23835	Aramark	\$308.38
3/11/2021	23836	BDS Laundry Systems	\$161.41
3/11/2021	23837	Batteries Plus	\$57.90
3/11/2021	23838	Bergen Financial Markets LLC	\$1,000.00
3/11/2021	23839	Birchdale Fire & Security LLP	\$1,200.00
3/11/2021	23840	Brainerd Public Utilities	\$11,134.92
3/11/2021	23841	CTCIT	\$650.00
3/11/2021	23842	Capital One Commercial	\$718.90
3/11/2021	23843	CenterPoint Energy	\$11,040.83
3/11/2021	23844	CliftonLarsonAllen LLP	\$20,842.50
3/11/2021	23845	College Drive Townhouses	\$824.56
3/11/2021	23846	Culligan	\$25.50
3/11/2021	23847	Fireline Sprinkler Corp	\$1,530.56
3/11/2021	23848	HRdirect	\$79.99
3/11/2021	23849	Home Depot Credit Services	\$266.65
3/11/2021	23850	Housing Auth Risk Retention Group	\$555.00
3/11/2021	23851	Housing Data Systems Inc.	\$170.00
3/11/2021	23852	IP Networks	\$1,025.00
3/11/2021	23853	Life Insurance Company of North America	\$56.35
3/11/2021	23854	MN Dept of Labor and Industry	\$10.00
3/11/2021	23855	MN Elevator, Inc.	\$1,396.84
3/11/2021	23856	Midwest Machinery Co	\$70.05
3/11/2021	23857	Mike's Tree Company LLC	\$877.20
3/11/2021	23858	Nisswa Sanitation	\$2,467.39
3/11/2021	23859	Office Shop	\$1,108.02
3/11/2021	23860	Sun Life Financial	\$355.07

3/11/2021	23861	Synchrony Bank (Mills Fleet Farm)	\$71.29
3/11/2021	23862	TKDA	\$570.90
3/11/2021	23863	Trail Ridge Townhomes	\$237.00
3/11/2021	23864	Verizon Wireless	\$397.81
3/11/2021	23865	West Central Flooring	\$2,283.57
3/11/2021	23866	Yde's Major Appliance	\$1,065.00
3/17/2021	23867	Tenant Refund	\$203.00
3/17/2021	23868	Tenant Refund	\$472.77
3/17/2021	23869	Tenant Refund	\$204.50
3/25/2021	23870	Absolute Cleaning Service of Brainerd In	\$3,293.00
3/25/2021	23871	Avesis Third Party Admininstrators	\$26.15
3/25/2021	23872	Brainerd Public Utilities	\$2,890.95
3/25/2021	23873	Bremer Bank Credit Card	\$1,623.82
3/25/2021	23874	CTC	\$2,560.54
3/25/2021	23875	Dearborn National	\$204.45
3/25/2021	23876	Delta Dental	\$729.36
3/25/2021	23877	Void	\$0.00
3/25/2021	23878	Holden Electric Company Inc	\$792.75
3/25/2021	23879	Kennedy & Graven, Chartered	\$2,822.00
3/25/2021	23880	Paper Storm	\$25.50
3/25/2021	23881	Pike Plumbing & Heating, Inc	\$100.00
3/25/2021	23882	Rental History Reports	\$125.00
3/25/2021	23883	Strike Painting & Finishing	\$1,890.00
		Report Total	\$136,822.80



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

HCV Report (Attachment 5a)

Our Unit Months Leased (UML) through March is 101% and HAP utilization through March is 25%.

Bridges Report (Attachment 5b)

We have nine families on our program with a monthly HAP payment of \$4,214.

As we discussed at our last meeting, the Bridges grant was submitted and awards are anticipated on April 26th, 2021.

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

We currently have 30 families on our program with nine families that are escrowing in the amount of \$1,929 per month.

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

We have four families leased up with a total HAP payment of \$1,498 per month.

No Action Requested; Discussion Items

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March Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	325
March Move-ins	1
March Move-outs	7
March Vouchers - looking for housing	2
March Vouchers - first day of month	327
Average Vouchers to date	329
Unit Months Leased	101%
HAP Utilization through 3/31/2021	25%

Reasons For Leaving Program

Voluntarily Left	4
Port-out	2
Terminated	1

Payments

Housing Assistance Payment (HAP)	\$124,016
March HUD Administrative Fee	\$24,081

Port Out Vouchers

	2
St. Cloud (1), Garland TX (1)	\$1,476

Homeownership

	9
Homeownership HAP	\$3,230

FYI Vouchers

	4
FYI Vouchers HAP	\$1,498

Annual Average Income

\$13,852

Length of Time on Program

< 1 year	21%
< 2 years	15%
< 3 years	12%
< 4 years	9%
< 5 years	4%
> 5 years	38%

Demographics

Elderly Households	88
Disabled/Handicapped Households	167
Families with Children	124

Waiting List Total

	208
Crow Wing County Preference	128
Non Preference	80

Average HAP Payment

\$360

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Bridges Program Report for March 2021

Summary

- » Tenants leased up in units: 9
- » Participants issued a voucher & searching for a unit: 3
- » Notified: 4
- » Participants receiving HCV voucher: 0
- » Participants giving up Bridges voucher: 0
- » Tenants' Residing Counties
 - Cass County: 0
 - Morrison: 1
 - Aitkin: 1
 - Crow Wing: 7
 - Todd: 0
 - Wadena: 0

Total HAP payment: \$ 4,214.00

Additional Info

Submitted the Bridges grant and MHFA will announce the awards on April 26th.

Family Self-Sufficiency Program Report for March 2021

Summary

- » Active FSS participants: 30
- » Tenants going OFF for month: 3
- » Tenants going ON for month: 1
- » Tenants start ESCROWING: 0
- » Total number of FSS participants escrowing monthly: 9
- » Total combined amount of monthly escrow: \$1,929.00
- » Total year-to-date FSS participant's escrow: \$4,2042.07

Additional Info

We had three FSS participants exit the program in March.

- » The first FSS participant completed her 5-year contract and escrowed \$3,821.58. She reported that she was going to take her children on a vacation.
- » The second FSS participant gave up her homeownership voucher to purchase a local business. She successfully escrowed \$4,973.06. She reported using the funds towards opening her restaurant and towards her home.
- » The third participant was terminated from the HCV program due to non-compliance with her lease and owed the landlord back rent. She failed to respond to any correspondence and failed to enter a repayment agreement with the landlord. She forfeited \$1,204.85.

Foster Youth to Independence (FYI) Report for March 2021

Summary

- » Active FYI participants: 4
- » Searching for a unit: 0
- » Working on getting a voucher: 1
- » Declined voucher: 5
- » Gave up voucher: 1

Additional Info

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



To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Manager
 Date: April 21, 2021
 Re: Housing Management Report

Vacancy Report for March 2021

Please see Attachment 6a.

Monthly Property Performance Report for March 2021

Please see Attachment 6b.

Late Fees, Past Due Rents & Revenue Recapture Snapshot

As of March 31st, we had submitted balances owed for five current tenants to the MN Revenue Recapture program for a total of \$2,184.00.

LATE FEES		
	#	Amount
Jan-2021	24	\$ 378.00
Feb-2021	13	\$ 200.00
Mar-2021	15	\$ 220.00
		\$ 798.00

COMMUNITY AGENCY PAYMENTS			
	CWC	LSS	Total
Jan-2021	\$ 210.00	\$ -	\$ 210.00
Feb-2021	\$ -	\$ 50.00	\$ 50.00
Mar-2021	\$ -	\$ 1,217.00	\$ 1,217.00
			\$ 1,477.00

RENT OWED		
	#	Amount
Jan-2021	1	\$ 249.00
Feb-2021	4	\$ 793.00
Mar-2021	10	\$ 1,554.00
		\$ 2,596.00

ROSS Program Updates

- » 18 active participants in the ROSS program; 1 newly-enrolled participant; 0 exits.
- » 2 new contacts with non-enrolled residents for more limited resource/referral work.
- » Food Program Participation:
 - SNAP Food Boxes: 29 residents; shelf-stable box; elderly tenants only.
 - LSS Senior Dining: 4 residents; 48 frozen meals (12 each); elderly tenants only.
 - Catholic Charities: 18 residents; 540 frozen meals (30 each); elderly tenants only.
 - On-Site Pop-Up Pantry: 53 residents; shelf stable & perishable; no age restrictions.
- » Facebook Stats:
 - 13 new posts on the ROSS Facebook page this past month, which reached 53 individuals, with 0 additional likes or shares, however 2 viewers clicked through posts for more information.

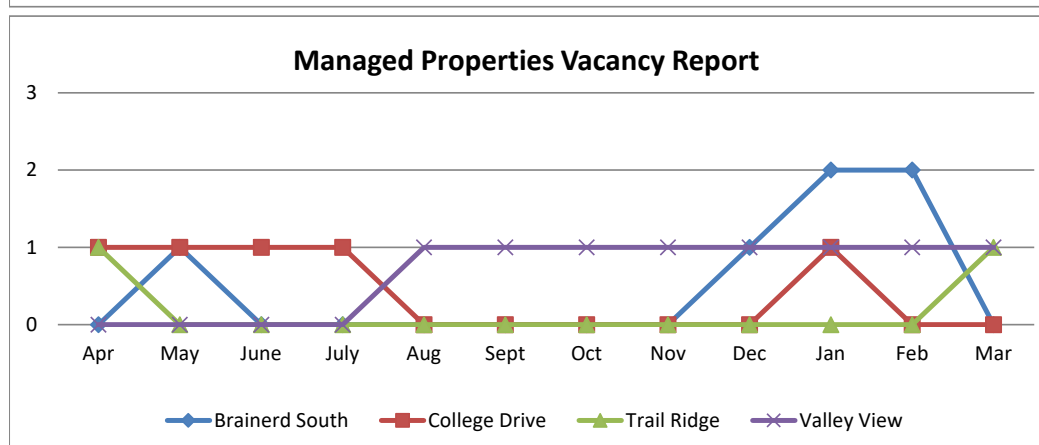
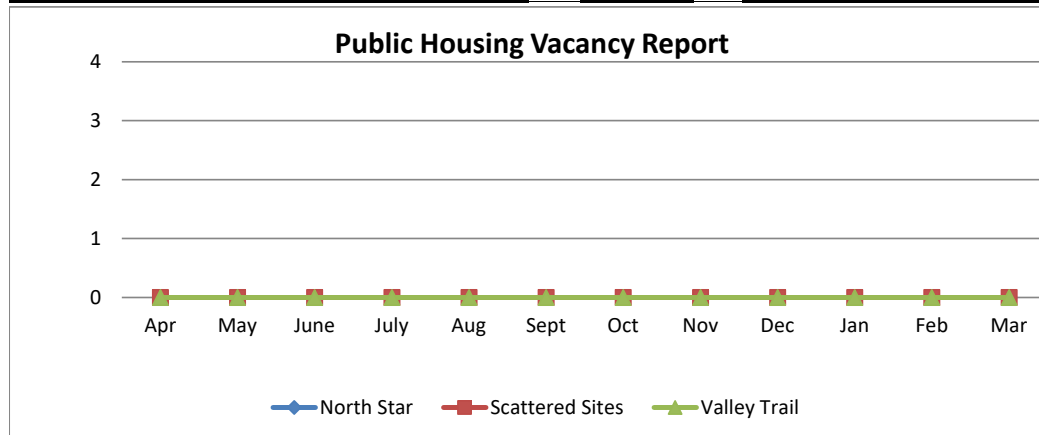
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- » Grant Prep Work:
 - We anticipate the ROSS Program grant application being released soon, which provides funding for the next three years of the ROSS program. In preparation for the application, Erik is collecting needs assessment surveys. (13 completed surveys received so far.)
- » Success Story:
 - Although plans for an on-site COVID vaccine clinic did not work out, Erik provided information to all residents about how to schedule vaccines on their own. One new tenant was struggling through the process, so Erik helped make the first appointment and showed him how to schedule the second shot once it's time.

No Action Requested; Discussion Items

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	0	0	0	0	0	1	1
March %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.56%	5.00%
April 30	0	0	0	0	0	0	0	0
April %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
May 31	0	0	0	0	0	0	0	0
May %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
June 30	0	0	0	0	0	0	0	0
June %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
July 31	0	0	0	0	0	0	0	0
July %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Aug 31	0	0	0	0	0	0	0	0
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sept 30	0	0	0	0	0	0	0	0
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Oct 31	0	0	0	0	0	0	0	0
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Nov 30	0	0	0	0	0	0	0	0
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dec 31	0	0	0	0	0	0	0	0
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total %	0	0	0	0	4	1	1	3
	0.00%	0.00%	0.00%	0.00%	2.22%	1.39%	1.85%	5.00%



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report March 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	39
Applications Placed on PH Wait List	8
Applications Denied on PH Wait List	9

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	75	10	3	1
2 bdrm	14	27	9	3	2
3 bdrm	24	19	0	0	0
4 bdrm	5	5	0	0	0
TOTAL	203	126	19	6	3

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	9
Move-Outs	2	7

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	4
Annual Recertifications	1
Completed for this month	5

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	2
Received	72
Closed	71
Ending Balance	3
Total Completed Work Orders for Year	224

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	61,905
Other Charges	900
Total New Charges	62,805
Arrears, tenants in possession	644

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	462
Current Rent Charges	61,905
Current Rent Collections	61,443
Accounts Receivable Rate	1%
Collection Rate	99%



To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: April 28, 2021
Re: Executive Director Report

Maintenance Supervisor

We have offered the maintenance supervisor position to Michael Foote, pending our normal background hiring procedures. Mike did accept the job offer and is tentatively scheduled to start with us on June 1st, 2021. Mike has a background in carpentry and general building. He also has a wealth of experience in general maintenance and spent approximately nine years in the Alaskan oil fields as a foreman and maintenance lead in an oil workers camp. Mike is originally from Crosby and is excited to join the team. He will be finishing up a project in the next few weeks before he starts with our agency. I will make sure to bring him in for an introduction at the June board meeting.

Housing Trust Fund Update

I gave a presentation to the Crow Wing County commissioners on April 20th to update them on progress with the trust fund. The presentation went well and we continue to make progress towards hopefully having our first loan through the rehab program. We have another meeting with MHP on April 29th and we continue to have discussions with MMFCU about servicing our portfolio.

Resignation of Board Commissioner

It is with regret that I announce the resignation of Board Commissioner Ashley Storm. Commissioner Storm resigned from her position on April 6th, effective immediately due to ongoing work/life commitments that she felt were prohibiting her from being an effective member of the board (see Attachment 7a). We would like to thank Ashley for her years of commitment on the board and wish her the best in her future endeavors.

Ongoing COVID-19 Response

There have been no changes in the COVID-19 response in the past month. Staff continues to monitor several 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 Item

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From: Ashley Storm <ashley.storm@live.com>
Sent: Tuesday, April 6, 2021 1:01 PM
To: Eric Charpentier
Subject: Resignation

Eric,
Please accept this email as my resignation from the Board of Commissioners, effective immediately.

While this was a tough decision, I believe my resignation opens my seat to be filled by a more dedicated commissioner. The last year has been difficult for me to be present, as I feel a commissioner should be. I do believe there is a better fit for my seat than what I have been able to give.

I have truly enjoyed being a part of such an amazing organization, and look forward to watching it continue to be as great as it is.

Thank you for allowing me this opportunity, and I do hope to run into you all when things get back to normal!

If there is anything else I need to do, or reach out to, please let me know!

Thanks again,
Ashley Storm
218-831-9717
4/6/21

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To: Brainerd HRA Board Members
 From: John Schommer, Rehab Coordinator
 Date: April 20, 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	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
215 Gillis Ave. NE	Cheri S.	Owner-occupied	1	In Construction
414 3 rd Ave. NE	Select Rental Properties	Rental	1	Complete
206 Gillis Ave. NE	Herbert & Robin J.	Owner-occupied	1	In Construction
721 2 nd Ave. NE	Darin K.	Owner-occupied	1	Complete
315 4 th Ave. NE	Wayne A.	Rental	3	Bidding
113 B St. NE	Diana L.	Rental	1	Bidding
310 1 st Ave. NE	Diana L.	Rental	1	Bidding
503 7 th Ave. NE	Diana L.	Rental	1	Bidding
414 4 th Ave. NE	Diana L.	Rental	1	Bidding
121 3 rd Ave. NE	Joe M.	Rental	3	Application Phase

Emily SCDP

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

MHFA

- » 1 project in construction
- » 1 project in the inspection phase
- » 2 applications in process

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.

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