



324 East River Road
Brainerd, MN 56401
PH (218) 828-3705
FAX (218) 828-8817
www.brainerdhra.org

Brainerd HRA Board Meeting
Wednesday, June 23, 2021 @ 1:00pm
Brainerd City Hall Council Chambers & Via WebEx Conference
501 Laurel Street, Brainerd, MN 56401

Join from browser:
<https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=mc41bc38d63c1a5dfbadc9ebe4aeed3a>
Join by phone: 415-655-0001
Meeting number (access code): 182 271 9179
Meeting password: 5928

"Our mission is to provide affordable housing and redevelopment opportunities to strengthen our neighborhoods and community."

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **READING AND APPROVAL OF MINUTES** (*Attachment 1*)
 - a. **Approval of Minutes from Regular Board Meeting on May 19th, 2021**
 - b. **Approval of Minutes from Special Board Meeting on June 16th, 2021**
4. **UNFINISHED BUSINESS** (*Attachment 2*)
5. **NEW BUSINESS** (*Attachment 3*)
 - a. **Approval of Resolution of Support for the use of TIF for a Redevelopment Project**
 - b. **Approval of Letter of Support for use of Project Based Vouchers for a Redevelopment Project**
 - c. **Approval of Resolution for a Contract for Services between the Brainerd Lakes Chamber of Commerce and the Brainerd HRA**
6. **BILLS & COMMUNICATIONS**
 - a. **Financial Report** (*Attachment 4*)
 - b. **HCV/Section 8 Report** (*Attachment 5*)
 - c. **Housing Management Report** (*Attachment 6*)
 - d. **Executive Director Report** (*Attachment 7*)
 - e. **Rehab Programs Report** (*Attachment 8*)
7. **COMMISSIONER COMMENTS** -
8. **ADJOURN**

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324 East River Road
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Brainerd HRA BOARD MEETING MINUTES Wednesday, May 19th, 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. on Wednesday, May 19, 2021.

1. **CALL TO ORDER:** Chair 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 Wayne Erickson. Absent: Bekah Kent.

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Housing Manager Shannon Fortune, Rehab Coordinator John Schommer, and Executive Assistant LeAnn Goltz.

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

Moved and seconded by Commissioners Erickson and Duval to approve the minutes from the April 28th, 2021, board meeting. Through a roll call vote, all commissioners were in favor and none were opposed. The minutes were approved.

4. **UNFINISHED BUSINESS:**

- a. **Adoption of Updated HUD Waivers:** As discussed at previous meetings, HUD had provided a number of waivers that PHAs could utilize to help reduce some administrative burden and/or creatively continue on with essential activities such as move-ins, recertifications, inspections, and other tasks critical to the daily functioning of the agency. These waivers were initially adopted at the 4/10/2020 meeting and were updated at the 7/2/2020 and 12/16/2020 meetings. Many of these waivers had expiration dates of 6/30/2021 or earlier.

In the most recent notice, PIH-2021-14, HUD extended the expiration date of the remaining waivers through 12/31/2021, in addition to adding new waivers related to verification of critical household information and identifying one mandatory waiver related to the suspension of the community service requirement.

HUD has opted to include all waivers, past and present, into one table. Provided to the board was the full table of the waivers that staff recommended for implementation, along with the dates that those waivers are expected to expire and the dates they were adopted.

Commissioner Larson moved to approve the waivers as allowed in Notice PIH-2021-14. Commissioner Erickson seconded the motion. Upon roll call, all commissioners voted in favor of the motion and none were opposed. The motion carried.

5. **NEW BUSINESS:**

- a. **Authorization to Administer the Bridges Program:** The Announcement of Funding came out for the MHFA Bridges Rental Assistance Program. The Brainerd HRA was awarded \$148,824.00 for a two-year grant period of July 1, 2021–June 30, 2023.

Commissioner Duval moved to authorize the administration of the Bridges Program for grant period July 1st, 2021 through June 30th, 2023, by adopting Resolution No. 2021-01. Commissioner Larson seconded the motion. Upon roll call, all commissioners voted in favor of the motion and none were opposed. The motion carried.

6. BILLS & COMMUNICATIONS:

- a. **Financial Report:** The final rent subsidy payment to Crow Wing Food Co-Op was processed in May. The rent subsidies provided to downtown businesses through the Destination Downtown initiative have been fully paid out per the loan agreements.

Young announced the resignation of Christine Carlson from the agency. Carlson has been a loyal employee for over 20 years. She will be finishing out her last days through May.

Commissioner Larson moved to approve the payments as presented. Commissioner Erickson seconded the motion. Upon roll call, all commissioners voted in favor of the motion and none were opposed. The motion carried.

- b. **HCV/Section 8 Report:**

HCV Report

Through April, the Unit Months Leased (UML) was 100% and HAP utilization was 33%.

Bridges Report

There were nine families on the program with a monthly HAP payment of \$4,214.

Family Self-Sufficiency (FSS) Report

There were 29 families on the program with nine families escrowing in the amount of \$1,803 per month.

Foster Youth Initiative (FYI) Report

There were three families leased up with a total HAP payment of \$1,023 per month.

- c. **Housing Management Report:**

ROSS Program Updates

- 14 active participants in the ROSS program; 2 newly enrolled participant; 6 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; 530 frozen meals (30 each); elderly tenants only.
 - On-Site Pop-Up Pantry: 26 residents; shelf stable & perishable; no age restrictions.
- Facebook Stats: 7 new posts on the ROSS Facebook page this past month, which reached 20 individuals, with 0 additional likes or shares, and 0 viewers clicked through posts for more information.

- Grant Prep Work:
 - Continuing to solicit needs assessment surveys from all Public Housing residents – currently have a 28.57% response rate.
 - Reviewing census data and compiling list of partner agencies that will provide letters of programmatic match support.
- Success Story: a ROSS participant had received a stimulus check but could not cash it due to lack of proper identification or existing bank account. Erik assisted the participant in obtaining a birth certificate and then a state ID. After that, the participant was able to establish a bank account and deposit the check.

d. Executive Director Report:

Housing Trust Fund Update

Charpentier has had a few back-and-forth calls with MMFCU to gauge their interest in servicing the portfolio and he is trying to set up a meeting with their director of mortgage services. There has been continued interest in the rehab program and down payment assistance programs, so the momentum is picking up to get some of these funds out to the community. Staff anticipates an in-person meeting with the reps from MHP as they are hoping to visit the Brainerd area in June sometime with the plan to hopefully host some developers in the near future.

Discussion with Brainerd Chamber

Charpentier met with Chamber President Matt Killian, Chamber Staff Member Paula Chapulis, and GLAR Director Dolly Matten to discuss housing in the Brainerd Lakes Area. He shared with the group the progress made on the Housing Trust Fund and updates on the status of the development agreement for Brainerd Oaks/Serene Pines/Dalmar. The group discussed the underlying worry from businesses that there is not currently enough housing to bring in the workers that are needed. Dolly shared some info on housing numbers and they also discussed the housing study that was completed in 2020. This is the first of what will likely be ongoing semi-regular meetings with the Chamber. The Chamber is willing and ready to help market the trust fund as the different programs are rolled out to the county.

Ongoing COVID-19 Response

The governor has lifted the mask mandate and the goal is to get the HRA community spaces open very soon.

Staffing Changes

The new maintenance supervisor, Michael Foote, begins his first day on June 1st. As Young previously announced, Christine Carlson is leaving her position after 20 years with the HRA. LeAnn Goltz, executive assistant for the past six years, has also accepted a new position and will be working through early June. Charpentier thanked them for their time at the HRA and wished them well.

- e. Rehab Programs Report:** Schommer reported that they had a several contractors show up to the pre-bid meeting for the North Star Apartments boiler project.

NE Brainerd SCDP

Address	Owner/Name	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	Application Phase
113 B St. NE	Diana L.	Rental	1	Bidding
121 3 rd Ave. NE	Joe M.	Rental	3	Application Phase
507 2 nd Ave. NE	Bob L.	Owner Occupied	1	Application Phase

Emily SCDD

7 Owner occupied projects complete

1 Project in construction

1 application in process

MHFA

1 Project in construction

1 Project in the inspection phase

3 Applications in process

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	53	47	1	4
Serene Pines	23	15	14	0	3
Dalmar Estates	7	1	1	0	0

*Originally 83 lots, 2 have been merged/combined into a single parcel

- 7. Commissioner Comments:** Commissioner Larson asked if the HRA board commissioner vacancy had been posted and Chair Johnson reported that it had. Chair Johnson also shared that the EDA had a strategic development session yesterday that went well. The board had a discussion about meeting in person and they concurred that they would continue to meet in the Council Chambers.

8. ADJOURN:

Commissioner Erickson made a motion to adjourn the meeting. Commissioner Decker seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 1:52 p.m.

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Brainerd HRA SPECIAL BOARD MEETING MINUTES

Wednesday, June 16th, 2021

A special 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., June 16th, 2021.

1. **CALL TO ORDER:** Chair Johnson called the meeting to order at 1:02 p.m.
2. **ROLL CALL:** Present: Commissioners Gabe Johnson, Michael Duval, Marlee Larson, Bekah Kent, Wayne Erickson and Janet Decker. Absent: none.

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Rehab Coordinator John Schommer, Rental Assistance Manager Tania Eller

3. **NEW BUSINESS:**

- a. **Approval to Execute Contract for North Star Boiler/Water Heater & Mechanical Upgrades Project**
Commissioner Larson moved to authorize Executive Director Eric Charpentier to execute a contract with Northern Air Corporation dba NAC Mechanical & Electrical Services in the amount of \$839,315.00 for the North Star boiler/water heater and mechanical upgrades project. Commissioner Erickson seconded the motion. Discussion regarding the impact on the budget as well as estimated lifetime of the improvement took place. Rehab Coordinator Schommer estimated that the system should be in place for a lifetime of at 30-40 years or more. Finance Director Young estimated our Capital Fund would be at approximately \$200k after the project completion. Chair Johnson did ask staff what our comfort level was in case there are other needs for our properties that occur throughout the rest of the year. Staff was comfortable with the Capital reserve but did share and understand the board's concern. Upon roll call vote all six commissioners voted in favor of the motion and none of the were opposed. The motion passes.

4. **ADJOURN:**

Commissioner Erickson made a motion to adjourn the meeting. Commissioner Duval seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 1:20 p.m.

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Brainerd, MN 56401
PH (218) 828-3705
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www.brainerdhra.org

To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: June 23rd, 2021
Re: Resolution of Support for TIF Financing for Redevelopment Project

Resolution of Support for TIF Financing

D.W. Jones, Inc, a developer of multi family housing throughout central Minnesota is currently in the process of applying for Low Income Housing Tax Credits (LIHTC) through Minnesota Housing to help with the financing of a redevelopment project located at 223 8th St S (formerly Thrifty White) on the corner of 8th St and Laurel St in Brainerd. The proposed project will include a mixed use commercial and multi family housing project with 36 apartment units with approximately 11,000 square feet of commercial space. This 4 story building will also include 37 underground parking spaces as well as 33 surface parking spaces. This will be a full demolition of the current building and redevelopment of the parcel.

D.W. Jones, Inc is requesting a resolution of support for the potential of TIF financing should they receive the LIHTC financing award. This resolution would be included in their application to Minnesota Housing that is due July 15th, 2021. The developer has also requested that a support resolution be approved by the City Council which was set to be discussed on Monday June 21st, 2021.

We have received a partial TIF application from D.W. Jones, Inc as well as the fee associated with an application, which was for \$10,000.00. We have had the attached resolution drafted by our attorney, Martha Ingram which closely mirrors the resolution that the City has considered.

Action Item: Approve and adopt Resolution No. 2021—02 in support for the use of Tax Increment Financing for a Rental Housing Development Project by D.W. Jones, Inc at 805 Laurel St.

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD
STATE OF MINNESOTA

RESOLUTION NO. 2021-02

A RESOLUTION OF SUPPORT FOR THE USE OF TAX INCREMENT
FINANCING FOR A
RENTAL HOUSING DEVELOPMENT PROJECT

BE IT RESOLVED By the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Brainerd (the "Authority") as follows:

WHEREAS, D.W. Jones, Inc., (the "Developer") has developed preliminary plans for an approximately 36-unit low-income affordable housing project (the "Project") to be located at 805 Laurel Street in the City, and has requested that the City and Authority indicate their support of the use of tax increment financing for the Project; and

WHEREAS, the Developer is seeking housing tax credits from the Minnesota Housing Finance Agency (the "MHFA") to assist with the financing of the Project; and

WHEREAS, MHFA has a ranking system for housing tax credit applications and a project ranks higher, and thus more likely to receive housing tax credits, if there are local contributions to the Project; and

WHEREAS, the establishment of a tax increment financing district for the Project and the pledging of tax increment to secure a loan for the Project is a local contribution and will assist the Developer in securing the approvals from the MHFA for housing tax credits; and

WHEREAS, the City and Authority have previously approved housing tax increment financing districts to assist with the development of low income housing and affordable housing in the City;

NOW THEREFORE, BE IT RESOLVED, that the Authority proposes to recommend approval by the City of a housing tax increment financing district,

including the pledge of tax increment to the Developer, in order to facilitate the financing of the Project and to secure approval of housing tax credits from MHFA; provided, however, that authorization of tax increment financing for the Project is solely within the discretion of the City Council following all proceedings legally required pursuant to Minnesota Statutes 469.174 through 469.1794.

Adopted by the Housing and Redevelopment Authority in and for the City of Brainerd this 23rd day of June, 2021.

Dated: _____

Gabe Johnson, Chair

Dated: _____

Eric Charpentier, Executive Director

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Brainerd, MN 56401
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FAX (218) 828-8817
www.brainerdhra.org

To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: June 23rd, 2021
Re: Letter of Support for use of Project Based Vouchers for Redevelopment Project

Letter of Support for use of Project Based Vouchers for Redevelopment Project

D.W. Jones, Inc, a developer of multi family housing throughout central Minnesota is currently in the process of applying for Low Income Housing Tax Credits (LIHTC) through Minnesota Housing to help with the financing of a redevelopment project located at 223 8th St S (formerly Thrifty White) on the corner of 8th St and Laurel St in Brainerd. The proposed project will include a mixed use commercial and multi family housing project with 36 apartment units with approximately 11,000 square feet of commercial space. This 4 story building will also include 37 underground parking spaces as well as 33 surface parking spaces. This will be a full demolition of the current building and redevelopment of the parcel.

D.W. Jones, Inc is requesting a letter of support for the potential utilization of Project Based Vouchers for this potential development project, so that they can include this letter in their application to Minnesota Housing.

We currently do not participate in this program which is part of the Housing Choice Voucher program. To offer this program we must updated our administrative plan and provide a letter of intent to HUD. We have reached out to our local field office representative who is helping us through this procedure. There is a strict process that we must follow with HUD to provide Project Based Vouchers, which we are intent in following for this project.

Action Item: Authorize staff to provide a letter of support to the developer to indicate our support for the Low Income Housing Tax Credit application for this potential development.

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324 East River Road
Brainerd, MN 56401

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

June 23rd, 2021

Mr. Duchesneau,

Thank you for your interest in helping to revitalize and redevelop property within the City of Brainerd. Please utilize this letter as a letter of intent that, pursuant to competitive owner selection procedures, the Brainerd HRA will issue D.W. Jones, Inc up to 8 project-based vouchers for up to a 20-year contract period for a redevelopment housing project located within the Brainerd City limits. These vouchers would be awarded after proper solicitation in accordance with 24 CFR 983.51 – 983.59 has been completed to ensure that this project meets the proper criteria. All HUD guidelines will be followed for issuing these vouchers and are subject to HUD approval. The Brainerd HRA is in the process of amending and updating our administrative plan to allow for the utilization of the project-based voucher program and we have informed HUD of this intent, subject to final HUD approval.

Regards,

Eric Charpentier

Executive Director

Brainerd Housing and Redevelopment Authority

June 23, 2021



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Brainerd, MN 56401
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To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: June 23, 2021

Re: Adopt Resolution 2021-03, Contract for Services between the Brainerd Lakes Chamber and the Brainerd HRA

As a public agency, we are not allowed to pay dues to the Chamber of Commerce. However, municipalities have been able to enter into a Contract for Services for services rendered through their local Chambers.

The Brainerd Lakes Chamber of Commerce has spent a considerable amount on revitalization efforts in downtown Brainerd including Destination Downtown and the Small Business Revolution. Since one of the Brainerd HRA's goals is to revitalize downtown Brainerd, I would recommend entering into a Contract for Services with the Brainerd Lakes Chamber to support their efforts.

Attached is the request and invoice from the Chamber for the Contract for Services and a Suggested Voluntary Contribution for Facilities and Technology. Staff would recommend a \$252 Contract for Services Investment.

Action Requested: Adopt Resolution 2021-03 authorizing the Contract for Services between the Brainerd Lakes Chamber of Commerce.



BRAINERD LAKES

Chamber of Commerce

EXPLOREBRAINERDLAKES.COM

June 1, 2021

HRA
Karen Young
324 E River Road
Brainerd MN 56401

JUN 07 2021

Dear Karen,

Thank you in advance for renewing your membership!

Please know that you are part of something truly special in Minnesota. Because more than 1,000 local businesses and organizations choose to team up and support each other, the Lakes Area stands tall by maintaining one of the state's most active and effective Chambers of Commerce since 1882. It's just another reason to be "Lakes Proud."

On behalf of our Board of Directors, volunteer leaders and staff team, we're honored to work for you across all three of our Chambers—Brainerd Lakes, Crosslake and Pequot Lakes. Here is what your membership supports.

- Growing our economy by promoting regional tourism.
- Inspiring our communities to "keep it local" through the Lakes Proud campaign.
- Building business through thousands of online, phone and in-person referrals.
- Strengthening relationships by hosting more than 30 annual networking and social events.
- Growing our workforce by promoting jobs, training leaders, and introducing students to local career opportunities.
- Serving as the regional voice of business in government, especially through the COVID crisis.
- Keeping you informed of important news, opportunities and local happenings.

Remember to review your listing in the Chamber's online business directory, which is searched by more than 150,000 residents and tourists each year! Login at <https://business.brainerdlakeschamber.com/login> to update your business information, add a special promotion, or post a job. And as always, please let our team know if there is anything we can do to make you more successful.

We appreciate your ongoing support and look forward to getting back to business again!

Matt Kilian, President
Brainerd Lakes Chamber of Commerce



**Brainerd Lakes
Administrative Office**
224 West Washington Street
Brainerd, MN 56401
(218) 829-2838

**Brainerd Lakes
Welcome Center**
7393 State Highway 371
Brainerd, MN 56401
(800) 450-2838



Crosslake Office
County Road 3 and Route 66
P.O. Box 315
Crosslake, MN 56442
(218) 692-4027



Pequot Lakes Office
30951 Government Drive
P.O. Box 208
Pequot Lakes, MN 56472
(218) 568-8911 or (800) 950-0291



Brainerd Lakes Chamber
 224 West Washington Street
 Brainerd, MN 56401
 (218) 829-2838 | fax: (218) 829-8199
 info@explorebrainerdlakes.com

Invoice	
Invoice Date:	6/1/2021
Invoice Number:	37265

Housing & Redevelopment Authority in and for the City of Brainerd, MN
 Karen Young
 324 E River Road
 Brainerd, MN 56401

Terms	Due Date
Net 30	7/1/2021

Description	Quantity	Rate	Amount
Contract for Services	1	\$252.00	\$252.00
Suggested Voluntary Contribution: Facilities & Technology	1	\$50.00	\$50.00
Subtotal:			\$302.00
Tax:			\$0.00
Total:			\$302.00
Payment/Credit Applied:			\$0.00
Balance:			\$302.00

Login to your Member Center to pay online.

- Go to <http://brainerdlakeschamber.chambermaster.com/login> to login or retrieve forgotten login credentials.
 Or create your login account for the first time at this registration page:
<https://brainerdlakeschamber.chambermaster.com/CreateAccount?ccid=1&email=karen@brainerdhra.org&repID=13074>.
- Pay online, check out your additional Member Benefits, update your member page and contact information.

Thank you for your support of the **Brainerd Lakes Chamber**

Please return this portion with your payment.

Member Name: Housing & Redevelopment Authority in and for the City of Brainerd, MN

Invoice #: 37265

Payment Amount: \$ _____

Payment Method: ☐ Check # _____ ☐ Credit Card

Make all checks payable to **Brainerd Lakes Chamber** or enter credit card information below.

Enter Credit Card Billing Address (inc. zip code)

Address _____

City/State/Zip _____

Credit Card #: _____ Exp. Date: _____

CVV Code (3 digits on back of card) _____

Name on Card: _____ Signature: _____

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HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF
BRAINERD
RESOLUTION NO. 2021-03

CONTRACT FOR SERVICES BETWEEN THE
BRAINERD LAKES CHAMBER AND THE BRAINERD HRA

This agreement is made and entered into as of June 23, 2021, by and between the Brainerd HRA (HRA), and the Brainerd Lakes Chamber (Chamber).

WHEREAS, the HRA has budgeted expenditures and provided funds that can be used for economic development and redevelopment purposes for the period commencing July 1, 2021 to June 30, 2022.

WHEREAS, the expenditure of public funds must be in furtherance of a public purpose or benefit; and

WHEREAS, the Chamber is willing to enter into a contract to provide certain public services and benefits to the HRA; and

WHEREAS, this agreement is entered into to set forth the respective duties and obligations of each party.

NOW, THEREFORE, in consideration of the promise of payment of funds from the HRA, and the agreement to provide services to citizens of the City by the Chamber, the parties agree as follow:

The term of this contract shall cover July 1, 2021, to June 30, 2022.

1. Upon the approval of this agreement, the HRA agrees to pay a fee to the Chamber for services rendered in the sum of \$252.00.

2. The HRA and Chamber agree during the contract period to participate with each other in the following manner:

- A. To maintain an open line of communication between staff and governing bodies regarding economic development.
- B. Participate in marketing efforts for the purposes of economic development and downtown redevelopment.
- C. The Chamber will conduct and involve HRA Officials in various committee meetings and public forums addressing economic development and redevelopment issues,
- D. The Chamber will consider the HRA an honorary member, providing access to Chamber information and events.

3. The Chamber agrees to save and hold harmless the HRA from any and all liability or damages, including legal fees and court costs, which may arise out of the Chamber's performance of the contract.

4. In the event the HRA or the Chamber is made aware of any default under this contract and such notice is made in writing, which the HRA or Chamber fails to correct within thirty days from the date of notification, the HRA or Chamber may cancel and terminate this contract.

5. All notices, certificates, or communications shall be delivered, emailed, or mailed postage prepaid to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.

Brainerd Lakes Chamber:
CEO
Brainerd Lakes Chamber
224 W Washington Street
Brainerd, MN 56401

Brainerd HRA:
Executive Director
Brainerd HRA
324 East River Road
Brainerd, MN 56401

IN WITNESS WHEREOF, the undersigned have placed their signatures as representatives of the parties hereto as of the day and year first above written.

Matt Kilian
CEO, Brainerd Lakes Chamber

Eric Charpentier
Executive Director, Brainerd HRA



324 East River Road
Brainerd, MN 56401
PH (218) 828-3705
FAX (218) 828-8817
www.brainerdhra.org

From: Karen Young, Finance Director
Date: June 14, 2021
Re: June Financial Report

Please find attached the financial information for May 2021.

Crosby HRA Audit

The Crosby HRA audit fieldwork will be conducted the week of June 21st with one day onsite.

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

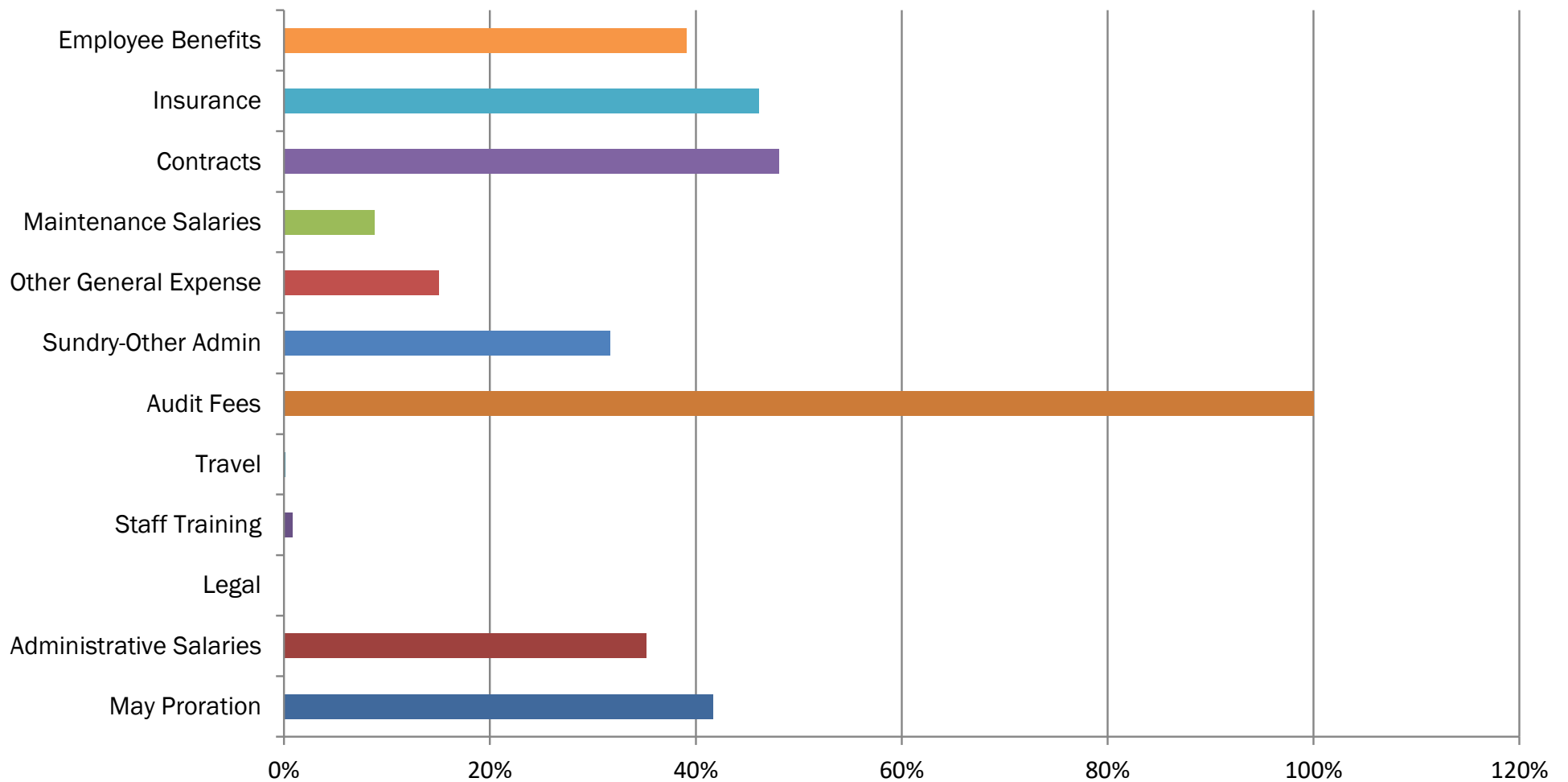
MASS Ratios	Max Pts	Scoring						
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	5.00	0.00	0.00	0.00	2.00	2.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00	4.00
Total Points	25		25.00	20.00	20.00	20.00	22.00	22.00
Total of Above Ratios	50		50	45	45	45	47	47

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

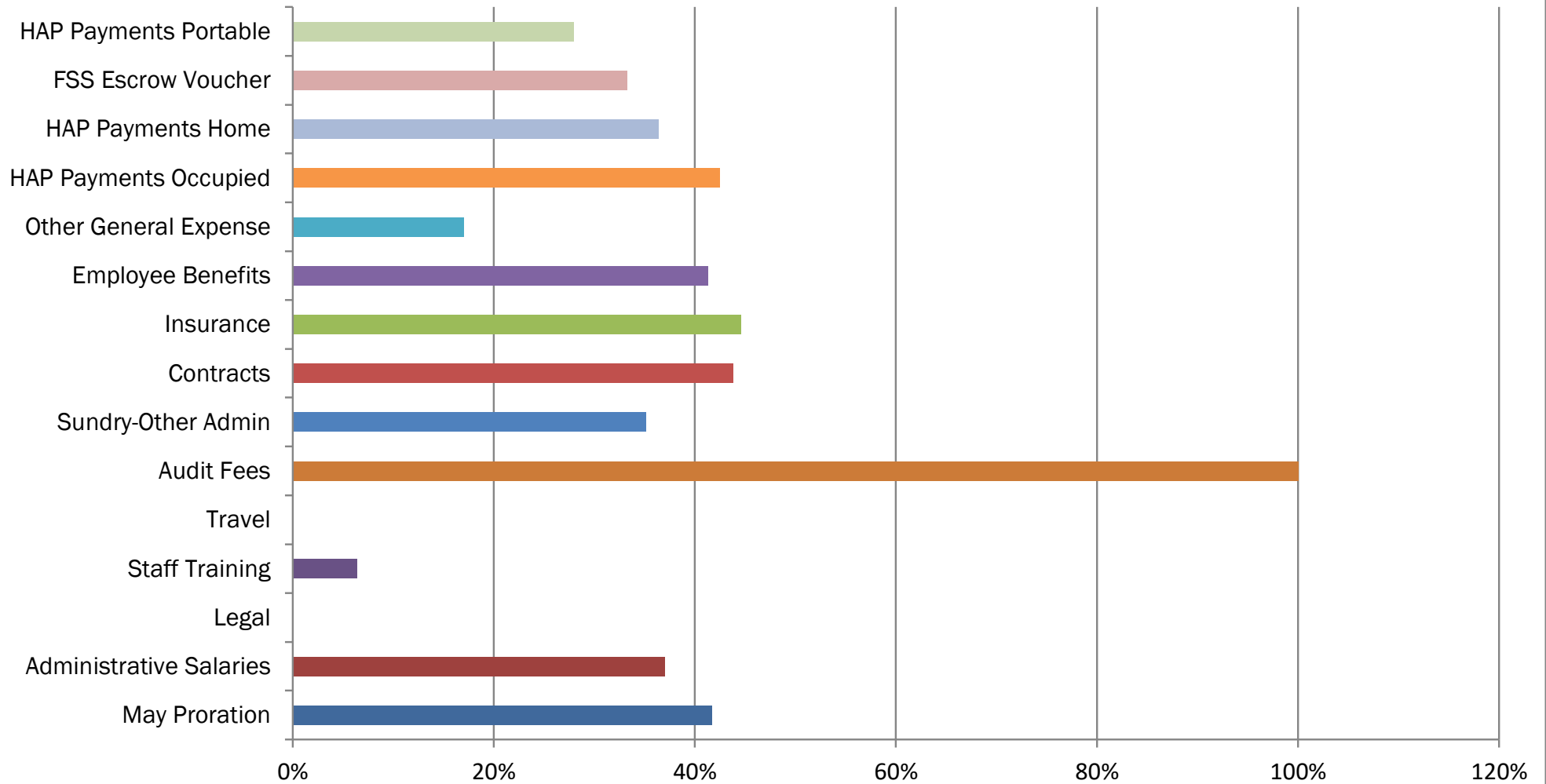
May 2021 Operating Account Balances

Property/Program	May 2020	April 2021	May 2021
General Fund	\$273,204.14	\$264,610.68	\$258,318.97
Brainerd Revolving Loan Program	\$99,077.00	\$0.00	\$0.00
Housing Rehab Program	\$47,148.60	\$90,380.09	\$88,488.28
Bridges	\$2,805.96	\$1,702.68	\$2,152.68
Crow Wing County HRA	\$443,630.42	\$1,000,051.67	\$991,342.03
Public Housing	\$673,449.03	\$660,239.28	\$681,860.05
Brainerd South	\$42,199.69	\$37,748.29	\$43,703.14
Housing Choice Voucher	\$53,581.39	\$33,826.10	\$19,105.41
Total	\$1,635,096.23	\$2,088,558.79	\$2,084,970.56

May 2021 YTD General Fund Expense/Annual Budget Comparison

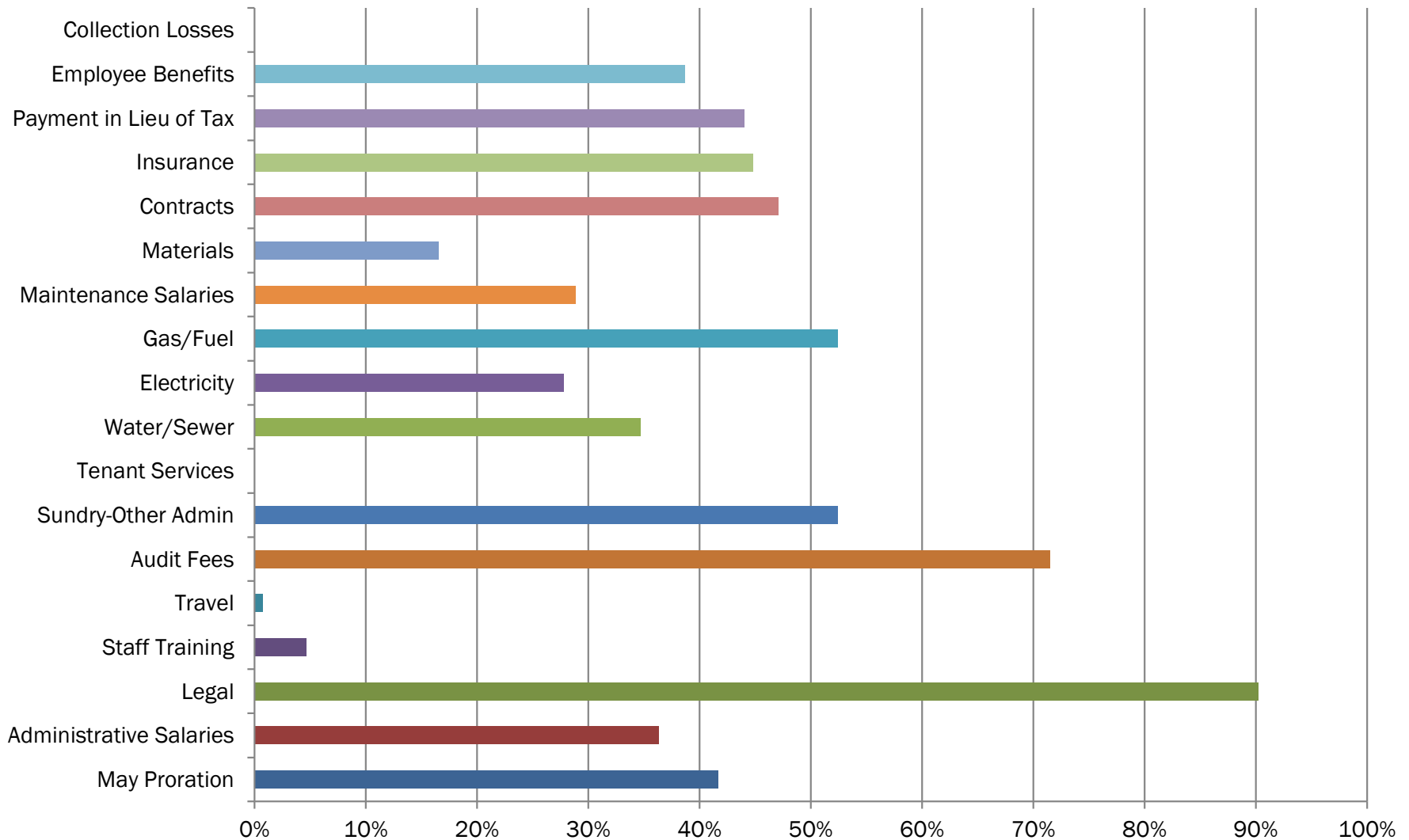


May 2021 YTD Housing Choice Voucher Expense/Annual Budget Comparison



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

May 2021 YTD Public Housing Expense/Annual Budget Comparison

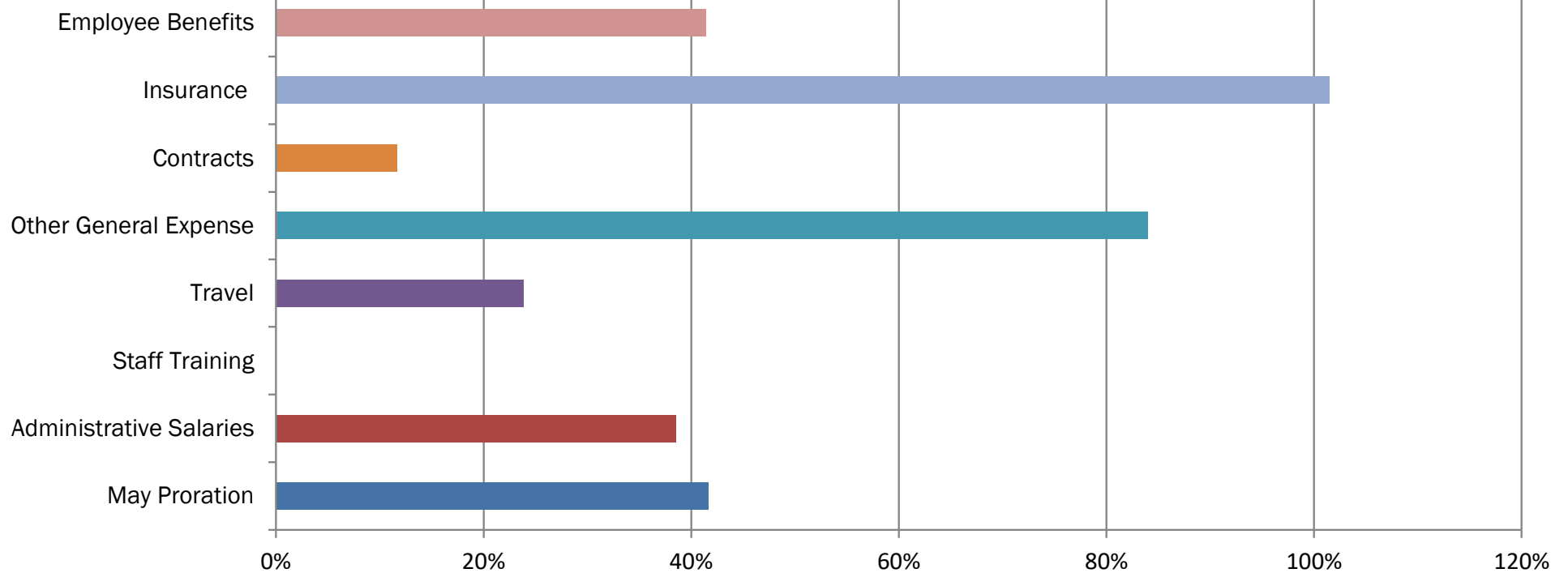


Sundry Other Admin: Purchase of postage for the year and annual NAHRO membership. Advertising for maintenance position.

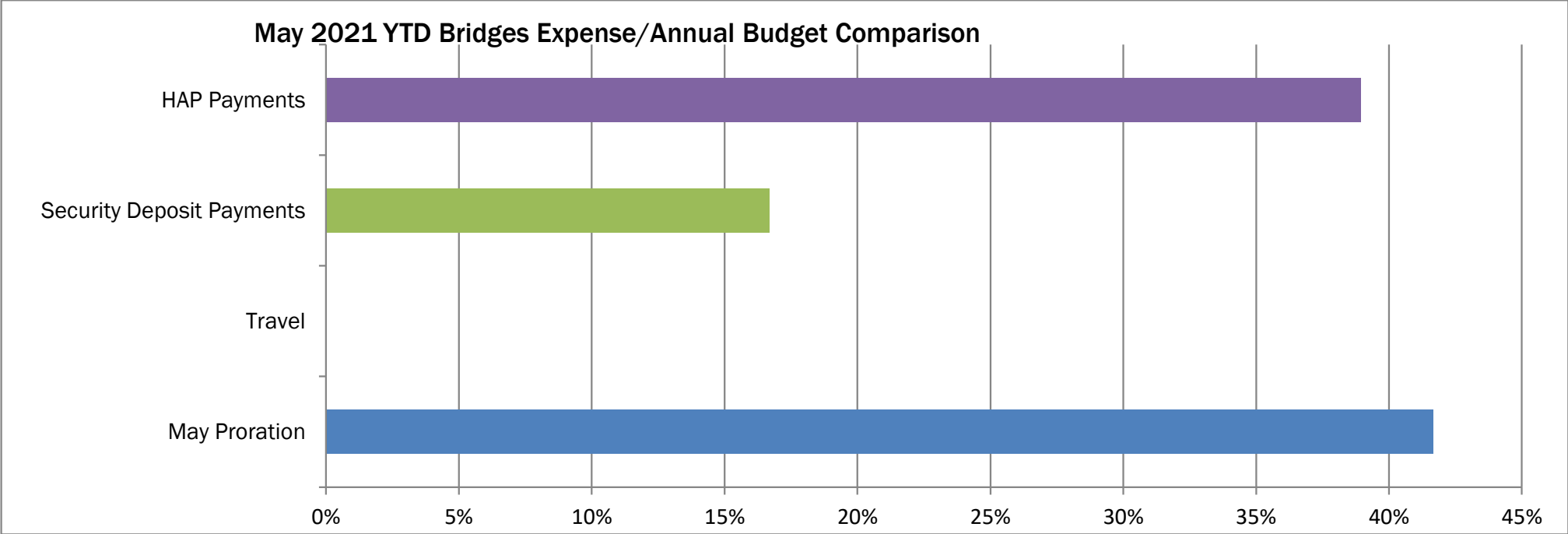
Audit Fees: Incurred early in year for entire annual budget.

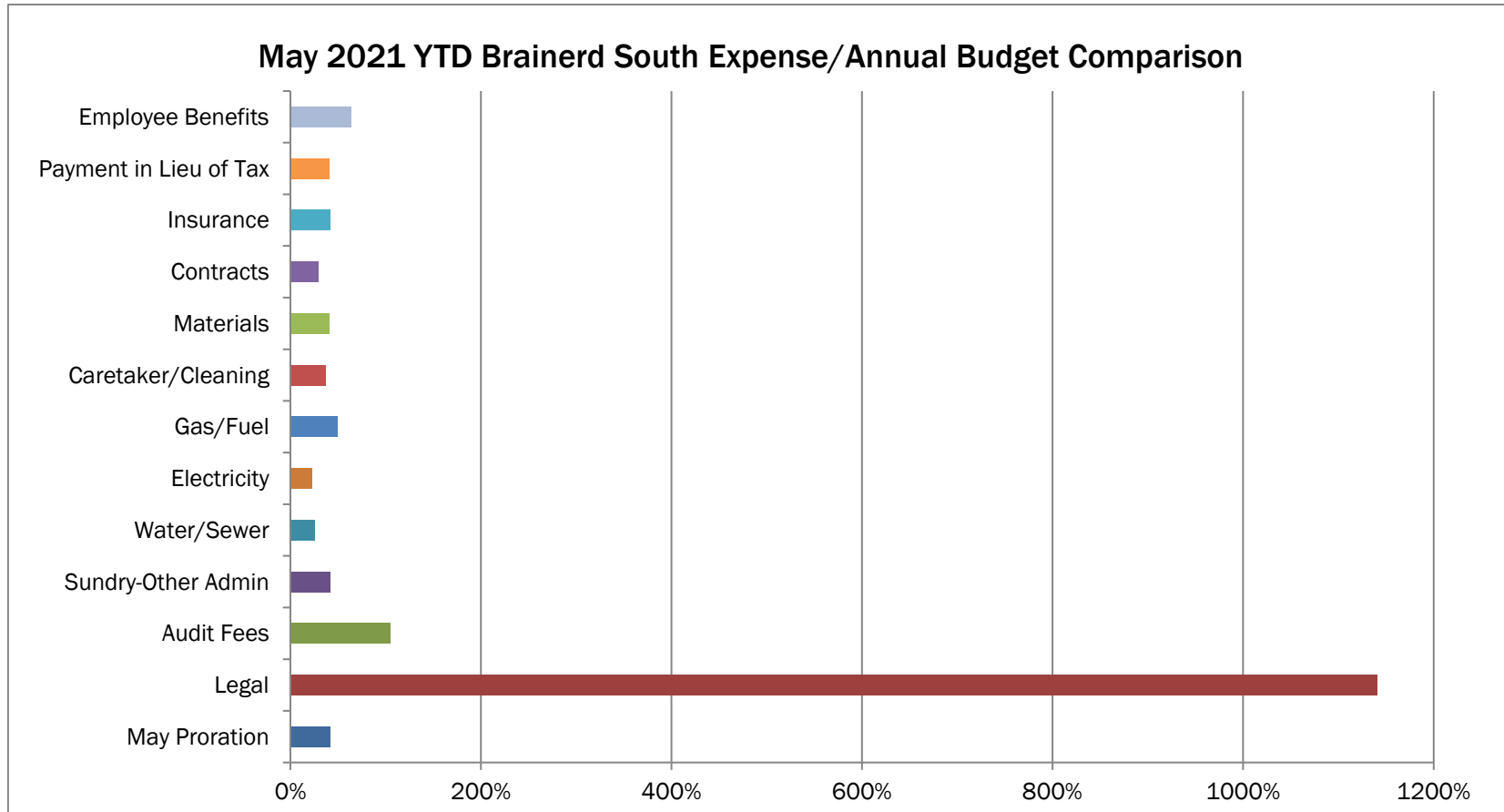
Legal: Assistance with Human Resource Issues.

May 2021 YTD Housing Rehab Expense/Annual Budget Comparison



Insurance: Worker's Comp insurance is incurred in January for the entire year.
Other General Expense: Happy software purchased for rehab department needs.





Audit Fees: Incurred early in the year for entire budget amount.
Legal: Human resources issue.

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Brainerd HRA
General Fund Operating Statement
May, 2021

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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-14,587.57	-72,330.17	-70,416.65	-1,913.52
Interest Income	-2.59	-13.08	-416.65	403.57
Operating Transfer In	0.00	-3,229.00	0.00	-3,229.00
Other Income	0.00	-476.15	-9,375.00	8,898.85
TOTAL INCOME	-14,590.16	-76,048.40	-80,208.30	4,159.90
EXPENSE				
Administrative				
Administrative Salaries	13,399.75	59,522.36	70,491.65	-10,969.29
Legal	0.00	0.00	1,000.00	-1,000.00
Staff Training	41.25	41.25	2,083.35	-2,042.10
Travel	0.00	0.56	250.00	-249.44
Auditing Fees	0.00	6,900.00	6,900.00	0.00
Sundry-Other Admin	339.57	1,918.19	2,524.95	-606.76
Total Administration	13,780.57	68,382.36	83,249.95	-14,867.59
Maintenance				
Maintenance Salaries	0.00	1,063.66	5,025.00	-3,961.34
Contracts	0.00	1,009.52	875.00	134.52
Total Maintenance	0.00	2,073.18	5,900.00	-3,826.82
General				
TIF Expense	0.00	30.00	54.15	-24.15
Insurance	710.80	2,652.44	2,395.85	256.59
Employee Benefits	5,408.86	31,815.79	33,939.55	-2,123.76
Other General Expense	550.00	3,750.00	10,416.65	-6,666.65
Total General	6,669.66	38,248.23	46,806.20	-8,557.97
TOTAL EXPENSE	20,450.23	108,703.77	135,956.15	-27,252.38
Net Income/Loss	5,860.07	32,655.37	55,747.85	-23,092.48

Housing Rehab Operating Statement
May, 2021

	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,000.00	-50,187.50	-101,416.65	51,229.15
Grant Admin Revenue	0.00	0.00	-11,666.65	11,666.65
TOTAL INCOME	-10,000.00	-50,187.50	-113,083.30	62,895.80
EXPENSE				
Administrative				
Administrative Salaries	7,155.20	35,871.60	38,754.15	-2,882.55
Staff Training	0.00	0.00	2,083.35	-2,083.35
Travel	5.04	238.56	416.65	-178.09
Other Admin Exp	2,066.25	2,393.04	1,187.55	1,205.49
Total Administration	9,226.49	38,503.20	42,441.70	-3,938.50
Maintenance				
Contracts	46.00	12,625.88	45,000.00	-32,374.12
Total Maintenance	46.00	12,625.88	45,000.00	-32,374.12
General				
Insurance	20.46	507.32	208.35	298.97
Employee Benefits	2,598.86	14,098.02	14,168.70	-70.68
Total General	2,619.32	14,605.34	14,377.05	228.29
TOTAL EXPENSE	11,891.81	65,734.42	101,818.75	-36,084.33
Net Income/Loss	1,891.81	15,546.92	-11,264.55	26,811.47

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

	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-121,504.00	-621,546.00	-603,545.85	-18,000.15
Admin Fees Earned	-22,063.67	-114,954.68	-104,908.35	-10,046.33
Interest Income	-0.25	-1.00	-62.50	61.50
Other Income	-3,355.00	-19,165.46	-5,833.35	-13,332.11
TOTAL INCOME	-146,922.92	-755,667.14	-714,350.05	-41,317.09
EXPENSE				
Administrative				
Administrative Salaries	13,304.73	63,269.62	71,170.85	-7,901.23
Legal	0.00	0.00	208.35	-208.35
Staff Training	404.00	404.00	2,625.00	-2,221.00
Travel	0.00	0.00	1,041.65	-1,041.65
Accounting & Audit Fees	0.00	3,650.00	1,520.85	2,129.15
Sundry-Other Admin	176.02	1,878.09	2,229.10	-351.01
Total Administration	13,884.75	69,201.71	78,795.80	-9,594.09
Maintenance				
Contracts	125.01	1,708.07	1,625.00	83.07
Total Maintenance	125.01	1,708.07	1,625.00	83.07
General				
Insurance	565.84	2,618.42	2,450.00	168.42
Employee Benefits	6,707.15	38,123.28	38,466.70	-343.42
Collection Losses	0.00	2,174.00	0.00	2,174.00
Other General Expense	114.96	459.84	1,125.00	-665.16
Total General	7,387.95	43,375.54	42,041.70	1,333.84
HAP Payments				
HAP Payments Occupied	112,362.00	578,426.00	567,400.00	11,026.00
HAP Payments Home	2,628.00	16,138.00	18,502.10	-2,364.10
FSS Escrow Voucher	2,042.00	9,843.00	12,333.35	-2,490.35
HAP Payments Portable	3,043.00	12,413.00	18,502.10	-6,089.10
Total HAP	120,075.00	616,820.00	616,737.55	82.45
TOTAL EXPENSE	141,472.71	731,105.32	739,200.05	-8,094.73
Net Income/Loss	-5,450.21	-24,561.82	24,850.00	-49,411.82

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Bridges Program
Bridges Operating Statement
May, 2021

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-4,214.00	-20,358.00	-22,500.00	2,142.00
Admin Revenue	-450.00	-2,100.00	-2,500.00	400.00
Operating Transfer	0.00	3,229.00	2,312.50	916.50
Total Income	-4,664.00	-19,229.00	-22,687.50	3,458.50
EXPENSE				
Administrative				
Travel	0.00	0.00	187.50	-187.50
Total Administration	0.00	0.00	187.50	-187.50
General				
Security Deposit Pmts	0.00	500.00	1,250.00	-750.00
HAP Payment to Landlords	4,214.00	19,858.00	21,250.00	-1,392.00
Total General	4,214.00	20,358.00	22,500.00	-2,142.00
TOTAL EXPENSE	4,214.00	20,358.00	22,687.50	-2,329.50
Net Income/Loss	-450.00	1,129.00	0.00	1,129.00

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

	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-63,675.00	-311,053.00	-311,966.65	913.65
Excess Utilities	-720.00	-720.00	-1,500.00	780.00
Operating Subsidy	-48,574.00	-138,667.00	-110,416.65	-28,250.35
Investment Interest	37.65	195.79	-833.35	1,029.14
Other Income	-12,260.74	-58,694.75	-76,695.85	18,001.10
Other Income Tenants	-1,763.07	-7,367.75	-10,416.65	3,048.90
Capital Fund Income	-27,301.90	-47,872.80	-27,500.00	-20,372.80
Laundry Income	-1,635.00	-8,076.75	-8,416.65	339.90
TOTAL INCOME	-155,892.06	-572,256.26	-547,745.80	-24,510.46
EXPENSE				
Administrative				
Administrative Salaries	23,552.15	110,727.41	127,045.85	-16,318.44
Legal	0.00	3,157.24	1,458.35	1,698.89
Staff Training	362.75	656.75	5,833.35	-5,176.60
Travel	3.92	7.84	416.65	-408.81
Accounting & Audit Fees	0.00	7,900.00	11,050.00	-3,150.00
Sundry-Other Admin	938.21	9,835.16	7,814.60	2,020.56
Total Administration	24,857.03	132,284.40	153,618.80	-21,334.40
 Rec Public and Other	 0.00	 0.00	 2,062.50	 -2,062.50
Total Tenant Services	0.00	0.00	2,062.50	-2,062.50
Utilities				
Water/Sewer	6,151.97	24,752.32	29,747.95	-4,995.63
Electricity	5,337.22	22,078.16	33,116.65	-11,038.49
Gas/Fuel	3,147.93	21,931.19	17,416.65	4,514.54
Total Utilities	14,637.12	68,761.67	80,281.25	-11,519.58
Maintenance				
Labor	12,356.61	59,820.41	86,404.15	-26,583.74
Materials	579.27	4,130.32	10,416.65	-6,286.33
Contracts	10,198.56	76,448.52	67,670.80	8,777.72
Total Maintenance	23,134.44	140,399.25	164,491.60	-24,092.35
General				
Insurance	9,537.44	43,497.00	40,433.35	3,063.65
Payment in Lieu of Tax	2,775.36	11,891.47	11,250.00	641.47
Employee Benefits	15,913.00	89,371.87	96,199.95	-6,828.08
Collection Losses	0.00	0.00	3,333.35	-3,333.35
Other General Expense	0.00	755.00	0.00	755.00
Total General	28,225.80	145,515.34	151,216.65	-5,701.31
TOTAL EXPENSE	90,854.39	486,960.66	551,670.80	-64,710.14
 Net Income/Loss	 -65,037.67	 -85,295.60	 3,925.00	 -89,220.60

Brainerd South Operating Statement
May, 2021

	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-21,262.00	-103,790.00	-103,154.15	-635.85
Rental Supplement	-4,221.00	-21,210.00	-16,862.50	-4,347.50
Investment Interest	9.64	48.38	-208.35	256.73
Other Income	-2,060.00	-11,248.71	-13,020.85	1,772.14
Laundry Income	-688.00	-2,803.75	-3,591.65	787.90
TOTAL INCOME	-28,221.36	-139,004.08	-136,837.50	-2,166.58
EXPENSE				
Administrative				
Legal	0.00	5,702.24	208.35	5,493.89
Accounting & Audit Fees	0.00	5,250.00	5,000.00	250.00
Sundry-Other Admin	4,080.24	21,851.04	21,666.65	184.39
Total Administration	4,080.24	32,803.28	26,875.00	5,928.28
Utilities				
Water	0.00	3,801.64	6,250.00	-2,448.36
Electricity	25.72	1,483.64	2,708.35	-1,224.71
Gas/Fuel	1,576.74	8,681.53	7,297.90	1,383.63
Total Utilities	1,602.46	13,966.81	16,256.25	-2,289.44
Maintenance				
Labor	1,123.70	5,893.34	6,650.00	-756.66
Materials	2,070.22	9,664.09	9,791.65	-127.56
Contracts	3,558.02	20,091.64	28,729.20	-8,637.56
Total Maintenance	6,751.94	35,649.07	45,170.85	-9,521.78
General				
Insurance	3,206.82	14,352.25	14,229.15	123.10
Payment in Lieu of Tax	976.92	4,294.10	4,375.00	-80.90
Employee Benefits	119.96	597.47	391.65	205.82
Total General	4,303.70	19,243.82	18,995.80	248.02
TOTAL EXPENSE	16,738.34	101,662.98	107,297.90	-5,634.92
Net Income/Loss	-11,483.02	-37,341.10	-29,539.60	-7,801.50

May 2021
Prior Year Comparative Operating
Statements

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

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
General Fund Operating INCOME				
Management Fees	-72,330.17	-70,416.65	-71,996.76	-71,019.85
Interest Income	-13.08	-416.65	-1,101.30	0.00
Operating Transfer In	-3,229.00	0.00	0.00	0.00
Other Income	-476.15	-9,375.00	-13,152.36	-122.04
TOTAL INCOME	-76,048.40	-80,208.30	-86,250.42	-71,141.89
EXPENSE				
Administrative				
Administrative Salaries	59,522.36	70,491.65	60,158.65	58,358.96
Legal	0.00	1,000.00	321.00	0.00
Staff Training	41.25	2,083.35	238.63	3,249.19
Travel	0.56	250.00	0.00	261.04
Auditing Fees	6,900.00	6,900.00	6,700.00	6,700.00
Sundry-Other Admin	1,918.19	2,524.95	3,508.88	3,629.38
Total Administration	68,382.36	83,249.95	70,927.16	72,198.57
Maintenance				
Maintenance Salaries	1,063.66	5,025.00	4,311.74	4,249.42
Contracts	1,009.52	875.00	1,066.83	772.77
Total Maintenance	2,073.18	5,900.00	5,378.57	5,022.19
General				
TIF Expense	30.00	54.15	0.00	30.00
Insurance	2,652.44	2,395.85	2,304.02	1,741.35
Employee Benefits	31,815.79	33,939.55	34,758.50	32,169.44
Other General Expense	3,750.00	10,416.65	6,500.00	2,000.00
Total General	38,248.23	46,806.20	43,562.52	35,940.79
TOTAL EXPENSE	108,703.77	135,956.15	119,868.25	113,161.55
Net Income/Loss	32,655.37	55,747.85	33,617.83	42,019.66

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

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Rehab Operating INCOME				
Other Income	-50,187.50	-101,416.65	-89,558.76	-12,500.00
Grant Admin Revenue	0.00	-11,666.65	-2,045.93	0.00
TOTAL INCOME	-50,187.50	-113,083.30	-91,604.69	-12,500.00
EXPENSE				
Administrative				
Administrative Salaries	35,871.60	38,754.15	35,008.47	19,826.13
Staff Training	0.00	2,083.35	154.80	1,557.16
Travel	238.56	416.65	293.87	33.06
Other Admin Exp	2,393.04	1,187.55	4,178.52	1,806.67
Total Administration	38,503.20	42,441.70	39,635.66	23,223.02
Maintenance				
Contracts	12,625.88	45,000.00	111,487.06	213.00
Total Maintenance	12,625.88	45,000.00	111,487.06	213.00
General				
Insurance	507.32	208.35	496.47	257.47
Employee Benefits	14,098.02	14,168.70	12,599.05	9,321.94
Total General	14,605.34	14,377.05	13,095.52	9,579.41
TOTAL EXPENSE	65,734.42	101,818.75	164,218.24	33,015.43
Net Income/Loss	15,546.92	-11,264.55	72,613.55	20,515.43

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

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-621,546.00	-603,545.85	-615,224.00	-588,018.00
Admin Fees Earned	-114,954.68	-104,908.35	-147,706.35	-116,006.00
Interest Income	-1.00	-62.50	-87.50	-107.88
Other Income	-19,165.46	-5,833.35	-9,987.44	-5,623.63
TOTAL INCOME	-755,667.14	-714,350.05	-773,005.29	-709,755.51
EXPENSE				
Administrative				
Administrative Salaries	63,269.62	71,170.85	51,861.92	55,091.04
Legal	0.00	208.35	321.00	0.00
Staff Training	404.00	2,625.00	674.00	4,757.51
Travel	0.00	1,041.65	324.88	807.55
Accounting & Audit Fees	3,650.00	1,520.85	3,500.00	3,500.00
Sundry-Other Admin	1,878.09	2,229.10	3,338.48	2,199.73
Total Administration	69,201.71	78,795.80	60,020.28	66,355.83
Maintenance				
Contracts	1,708.07	1,625.00	1,178.04	987.76
Total Maintenance	1,708.07	1,625.00	1,178.04	987.76
General				
Insurance	2,618.42	2,450.00	2,334.27	2,102.42
Employee Benefits	38,123.28	38,466.70	35,388.01	33,443.21
Collection Losses	2,174.00	0.00	2,302.00	0.00
Other General Expense	459.84	1,125.00	541.95	1,070.88
Total General	43,375.54	42,041.70	40,566.23	36,616.51
HAP Payments				
HAP Payments Occupied	578,426.00	567,400.00	547,254.00	553,505.00
HAP Payments Home	16,138.00	18,502.10	19,581.00	19,453.00
FSS Escrow Voucher	9,843.00	12,333.35	8,917.00	8,257.00
HAP Payments Portable	12,413.00	18,502.10	10,113.00	18,155.00
Total HAP	616,820.00	616,737.55	585,865.00	599,370.00
TOTAL EXPENSE	731,105.32	739,200.05	687,629.55	703,330.10
Net Income/Loss	-24,561.82	24,850.00	-85,375.74	-6,425.41

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Bridges Program PY
Bridges Operating Statement
May, 2021

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Bridges Operating INCOME				
HAP Received MHFA	-20,358.00	-22,500.00	-24,764.00	-31,758.00
Admin Revenue	-2,100.00	-2,500.00	-2,850.00	-3,400.00
Operating Transfer	3,229.00	2,312.50	0.00	0.00
Total Income	-19,229.00	-22,687.50	-27,614.00	-35,158.00
EXPENSE				
Administrative				
Travel	0.00	187.50	59.23	107.30
Total Administration	0.00	187.50	59.23	107.30
General				
Security Deposit Pmts	500.00	1,250.00	0.00	3,728.00
HAP Payment to Landlords	19,858.00	21,250.00	24,540.00	28,030.00
Total General	20,358.00	22,500.00	24,540.00	31,758.00
TOTAL EXPENSE	20,358.00	22,687.50	24,599.23	31,865.30
Net Income/Loss	1,129.00	0.00	-3,014.77	-3,292.70

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

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Public Housing Operating INCOME				
Dwelling Rental	-311,053.00	-311,966.65	-305,053.00	-302,445.00
Excess Utilities	-720.00	-1,500.00	-656.00	-670.00
Operating Subsidy	-138,667.00	-110,416.65	-110,243.00	-91,698.00
Investment Interest	195.79	-833.35	-1,401.40	198.91
Other Income	-58,694.75	-76,695.85	-63,593.37	-45,157.83
Other Income Tenants	-7,367.75	-10,416.65	-8,599.58	-9,566.42
Capital Fund Income	-47,872.80	-27,500.00	-24,408.36	-122,348.00
Laundry Income	-8,076.75	-8,416.65	-7,078.25	-8,400.00
TOTAL INCOME	-572,256.26	-547,745.80	-521,032.96	-580,086.34
EXPENSE				
Administrative				
Administrative Salaries	110,727.41	127,045.85	92,402.70	114,157.51
Legal	3,157.24	1,458.35	795.50	1,241.00
Staff Training	656.75	5,833.35	1,223.32	5,663.50
Travel	7.84	416.65	164.23	390.14
Accounting & Audit Fees	7,900.00	11,050.00	8,200.00	8,300.00
Sundry-Other Admin	9,835.16	7,814.60	11,911.79	10,846.48
Total Administration	132,284.40	153,618.80	114,697.54	140,598.63
 Rec Public and Other	 0.00	 2,062.50	 0.00	 0.00
Total Tenant Services	0.00	2,062.50	0.00	0.00
Utilities				
Water/Sewer	24,752.32	29,747.95	22,474.46	21,862.85
Electricity	22,078.16	33,116.65	23,291.35	24,395.19
Gas/Fuel	21,931.19	17,416.65	18,633.43	24,599.94
Total Utilities	68,761.67	80,281.25	64,399.24	70,857.98
Maintenance				
Labor	59,820.41	86,404.15	74,180.60	72,479.54
Materials	4,130.32	10,416.65	3,426.25	11,191.08
Contracts	76,448.52	67,670.80	51,429.30	49,297.03
Total Maintenance	140,399.25	164,491.60	129,036.15	132,967.65
General				
Insurance	43,497.00	40,433.35	37,913.38	33,036.68
Payment in Lieu of Tax	11,891.47	11,250.00	11,946.40	11,395.72
Employee Benefits	89,371.87	96,199.95	90,879.76	87,569.81
Collection Losses	0.00	3,333.35	0.00	0.00
Other General Expense	755.00	0.00	0.00	0.00
Total General	145,515.34	151,216.65	140,739.54	132,002.21
TOTAL EXPENSE	486,960.66	551,670.80	448,872.47	476,426.47
 Net Income/Loss	 -85,295.60	 3,925.00	 -72,160.49	 -103,659.87

**Brainerd South Operating Statement
May, 2021**

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Brainerd South Operating				
INCOME				
Dwelling Rental	-103,790.00	-103,154.15	-102,690.00	-98,123.00
Rental Supplement	-21,210.00	-16,862.50	-19,913.00	-17,864.00
Investment Interest	48.38	-208.35	-1,935.70	37.99
Other Income	-11,248.71	-13,020.85	-10,186.83	-14,821.90
Laundry Income	-2,803.75	-3,591.65	-3,291.00	-3,230.25
TOTAL INCOME	-139,004.08	-136,837.50	-138,016.53	-134,001.16
EXPENSE				
Administrative				
Legal	5,702.24	208.35	0.00	0.00
Accounting & Audit Fees	5,250.00	5,000.00	3,465.00	4,950.00
Sundry-Other Admin	21,851.04	21,666.65	21,074.35	20,435.51
Total Administration	32,803.28	26,875.00	24,539.35	25,385.51
Utilities				
Water	3,801.64	6,250.00	4,597.90	2,776.00
Electricity	1,483.64	2,708.35	1,820.20	1,939.02
Gas/Fuel	8,681.53	7,297.90	7,318.98	9,006.93
Total Utilities	13,966.81	16,256.25	13,737.08	13,721.95
Maintenance				
Labor	5,893.34	6,650.00	2,920.46	4,382.76
Materials	9,664.09	9,791.65	9,352.28	6,547.41
Contracts	20,091.64	28,729.20	16,955.95	20,797.66
Total Maintenance	35,649.07	45,170.85	29,228.69	31,727.83
General				
Insurance	14,352.25	14,229.15	13,854.76	13,335.64
Payment in Lieu of Tax	4,294.10	4,375.00	4,488.90	4,018.04
Employee Benefits	597.47	391.65	297.61	508.36
Total General	19,243.82	18,995.80	18,641.27	17,862.04
TOTAL EXPENSE	101,662.98	107,297.90	86,146.39	88,697.33
Net Income/Loss	-37,341.10	-29,539.60	-51,870.14	-45,303.83

Brainerd Housing and Redevelopment Authority
Payment Summary Report
May 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
5/6/2021	811	Dudley Gangestad	\$117.32
5/6/2021	812	Erik Warner	\$7.84
5/6/2021	813	John Schommer	\$65.00
5/6/2021	814	Keri Weitalla	\$41.44
5/6/2021	815	Mike Jones	\$72.24
5/3/2021	1832	Smith Commercial Properties LLC	\$550.00
5/6/2021	1833	Minnesota State Retirement System	\$1,361.00
5/6/2021	1834	Electronic Federal Tax Payment System	\$7,613.93
5/6/2021	1835	MN Dept of Revenue	\$1,271.07
5/6/2021	1836	Health Savings Accounts	\$1,878.06
5/6/2021	1837	Security Benefit	\$4,427.70
5/3/2021	1838	EBSO	\$23,673.69
5/20/2021	1839	Minnesota State Retirement System	\$1,361.00
5/20/2021	1840	Electronic Federal Tax Payment System	\$7,735.00
5/20/2021	1841	MN Dept of Revenue	\$1,289.58
5/20/2021	1842	Health Savings Accounts	\$1,316.52
5/20/2021	1843	Security Benefit	\$4,479.70
5/6/2021	23933	Ace Hardware	\$63.94
5/6/2021	23934	Aramark	\$351.49
5/6/2021	23935	Brainerd Public Utilities	\$11,022.76
5/6/2021	23936	Capital One Commercial	\$527.44
5/6/2021	23937	CenterPoint Energy	\$4,724.67
5/6/2021	23938	College Drive Townhouses	\$540.00
5/6/2021	23939	Crow Wing County Treasurer	\$18,714.61
5/6/2021	23940	Crow Wing County Treasurer	\$435.00
5/6/2021	23941	Crow Wing County Treasurer	\$100.00
5/6/2021	23942	Culligan	\$25.50
5/6/2021	23943	Dacotah Paper Co	\$578.97
5/6/2021	23944	Fireline Sprinkler Corp	\$1,080.00
5/6/2021	23945	Home Depot Credit Services	\$632.70
5/6/2021	23946	Home Depot Supply	\$124.48
5/6/2021	23947	Lakes Printing Inc.	\$294.30
5/6/2021	23948	League of Minnesota Cities	\$1,764.00
5/6/2021	23949	Life Insurance Company of North America	\$56.35
5/6/2021	23950	MN Chapter NAHRO	\$330.00
5/6/2021	23951	MN Elevator, Inc.	\$1,472.09
5/6/2021	23952	MRI Software LLC	\$2,040.00
5/6/2021	23953	Midwest Machinery Co	\$31.41
5/6/2021	23954	Nan McKay & Associates Inc	\$478.00
5/6/2021	23955	Office Shop	\$329.95
5/6/2021	23956	Rental History Reports	\$100.00
5/6/2021	23957	State of Minnesota	\$25.00
5/6/2021	23958	Sun Life Financial	\$355.07
5/6/2021	23959	Synchrony Bank (Mills Fleet Farm)	\$106.29
5/6/2021	23960	TKDA	\$2,154.60
5/6/2021	23961	Trail Ridge Townhomes	\$87.20
5/6/2021	23962	Verizon Wireless	\$398.07
5/6/2021	23963	West Central Flooring	\$1,410.75
5/20/2021	23964	Brainerd Public Utilities	\$624.15
5/20/2021	23965	CTCIT	\$650.00
5/20/2021	23966	CTC	\$2,547.87
5/20/2021	23967	City of Brainerd	\$1,197.86
5/20/2021	23968	Crow Wing County Landfill	\$71.00
5/20/2021	23969	Crow Wing Cty Recorder's Office	\$46.00
5/20/2021	23970	Dacotah Paper Co	\$413.28
5/20/2021	23971	Dearborn National	\$204.45
5/20/2021	23972	Deere & Company	\$14,876.07
5/20/2021	23973	Delta Dental	\$633.90
5/20/2021	23974	ECM Publishers, Inc.	\$294.90
5/20/2021	23975	Holden Electric Company Inc	\$327.75
5/20/2021	23976	Housing Data Systems Inc.	\$170.00

Brainerd Housing and Redevelopment Authority
Payment Summary Report
May 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
5/20/2021	23977	MN Multi Housing Association	\$45.00
5/20/2021	23978	Midwest Machinery Co	\$113.50
5/20/2021	23979	Nisswa Sanitation	\$2,280.81
5/20/2021	23980	TKDA	\$25,147.30
5/20/2021	23981	Wex Health	\$8.50
		Report Total	\$157,268.07



324 East River Road
Brainerd, MN 56401
PH (218) 828-3705
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www.brainerdhra.org

To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: June 14, 2021
RE: Housing Choice Voucher Programs Report

HCV Report

Please see the attached report.

Our Unit Months Leased (UML) through May is 100%, and HAP utilization through May is 41%.

Bridges Report

Please see the attached report.

We have 9 families on our program with a monthly HAP payment of \$4,214.

Family Self-Sufficiency (FSS) Report

Please see the attached report.

We currently have 27 families on our program. We have 9 families that are currently escrowing in the amount of \$2,042 per month.

Foster Youth Initiative (FYI) Report

Please see the attached report.

We have 3 families leased up with a total HAP payment of \$1,099 per month.

No Action Requested; Discussion Items

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May Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	325
May Move-ins	0
May Move-outs	5
May Vouchers - looking for housing	11
May Vouchers - first day of month	316
Average Vouchers to date	325
Unit Months Leased	100%
HAP Utilization through 5/31/2021	41%

Reasons For Leaving Program

Voluntarily Left	4
Port-out	0
Terminated	1

Payments

Housing Assistance Payment (HAP)	\$118,877
May HUD Administrative Fee	\$16,455

Port Out Vouchers

St. Cloud (1), Garland TX (1)	3
	\$3,043

Homeownership

Homeownership HAP	8
	\$2,628

FYI Vouchers

FYI Vouchers HAP	3
	\$1,099

Annual Average Income

\$14,160

Length of Time on Program

< 1 year	19%
< 2 years	16%
< 3 years	10%
< 4 years	9%
< 5 years	6%
> 5 years	38%

Demographics

Elderly Households	88
Disabled/Handicapped Households	164
Families with Children	123

Waiting List Total

Crow Wing County Preference	125
Non Preference	38
	87

Average HAP Payment

\$356

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Bridges Program May 2021

Summary

- Tenants leased up in units: 9
- Participants issued a Voucher & searching for a unit: 3
- Notified: 6
- 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:
 - Wadena:

Total HAP Payment: \$ 4,214.00

Additional Info

Continue to work on submitting the Due Diligence items needed for the awarded Bridges grant.

Family Self-Sufficiency Program May 2021

Summary

- Active FSS participants: 27
- Tenants going OFF for month: 0
- Tenants going ON for month: 0
- Tenants start ESCROWING: 0
- Total number of FSS participants escrowing monthly: 9
- Total amount of escrow: \$2,042.00
- Total combined amount of monthly escrow: \$ 2,042.00

Foster Youth to Independence Program

May 2021

Summary

- Active FSS participants: 3
- Searching for a unit: 0
- Working on getting a voucher: 0
- Declined voucher: 0
- Gave up voucher: 0

Additional Info

Continue to partner with LSS and CWCSS to fill open FYI vouchers.



324 East River Road
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www.brainerdhra.org

To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Jun-09-2021
Re: Housing Management Report

Vacancy Report for May 2021

Please see attachment.

Monthly Property Performance Report for May 2021

Please see attachment.

ROSS Program Updates

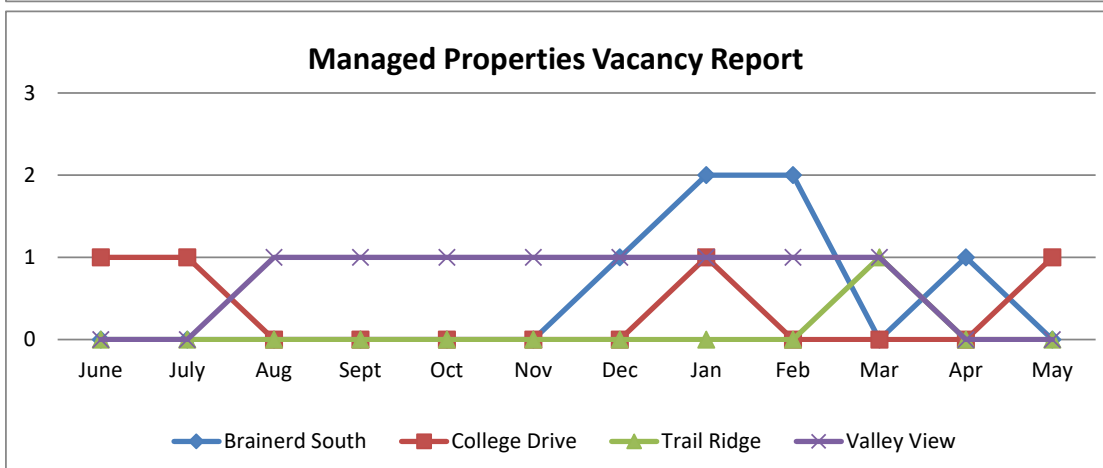
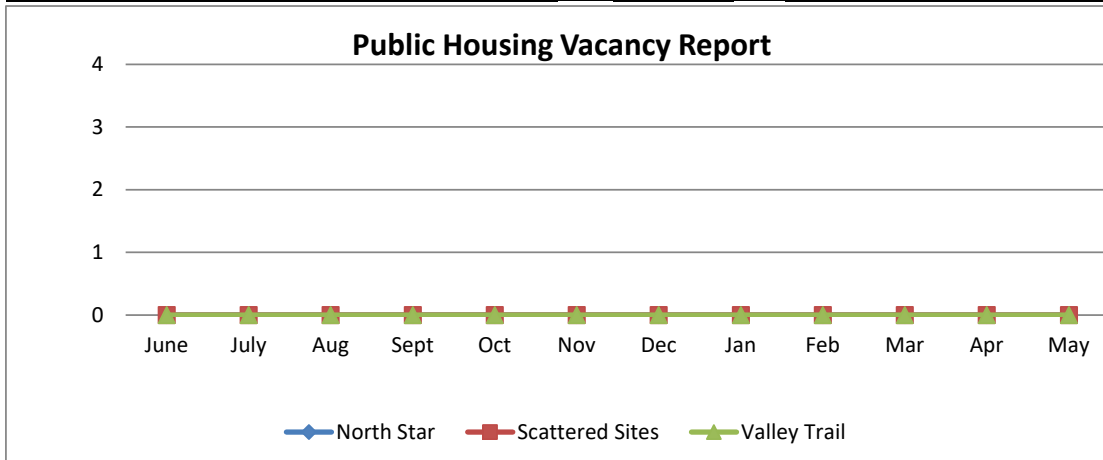
- 13 active participants in the ROSS program; 0 newly enrolled participant; 1 exit.
- 1 new contact with non-enrolled resident for more limited resource/referral work
- Food Program Participation
 - SNAP Food Boxes: 29 residents; shelf-stable box; elderly tenants only.
 - LSS Senior Dining: 4 residents; 48 frozen meals (12 each); elderly tenants only.
 - Catholic Charities: 18 residents; 530 frozen meals (10-30 each); elderly tenants only.
 - On-Site Pop-Up Pantry: 39 residents; shelf stable & perishable; no age restrictions.
- Facebook Stats:
 - 5 new posts on the ROSS Facebook page this past month which reached 7 individuals, with 0 additional likes/shares, and 0 viewers clicked through posts for more information.
- Upcoming Plans:
 - Now that the community spaces are open, Erik will be connecting with former members of the Resident Council to help facilitate the annual election and meeting planning process.

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	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	1	0	0	0
April %	0.00%	0.00%	0.00%	0.00%	1.67%	0.00%	0.00%	0.00%
May 31	0	0	0	0	0	1	0	0
May %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	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	5	2	1	3
%	0.00%	0.00%	0.00%	0.00%	1.67%	1.67%	1.11%	3.00%



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Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report May 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	34
Applications Placed on PH Wait List	12
Applications Denied on PH Wait List	1

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	73	0	0	0
2 bdrm	14	41	0	0	0
3 bdrm	24	11	13	2	0
4 bdrm	5	1	0	0	0
TOTAL	203	126	13	2	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	0	11
Move-Outs	3	10

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	6
Annual Recertifications	4
Completed for this month	10

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	4
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	3
Received	69
Closed	71
Ending Balance	1
Total Completed Work Orders for Year	386

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	63,939
Other Charges	1,628
Total New Charges	65,567
Arrears, tenants in possession	447

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	228
Current Rent Charges	63,939
Current Rent Collections	63,711
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	7,397
Prior Rent Charges	753,148
Collection Rate	99%

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324 East River Road
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PH (218) 828-3705
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www.brainerdhra.org

To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: June 23rd, 2021
Re: Executive Director Report

Housing Trust Fund Update

We are getting closer to formalizing a servicing agreement with MMFCU for our HTF loan portfolio. I have sent off our draft of loan documents to their Director of Mortgage services and we anticipate meeting with their group sometime in July.

Update on Brainerd Oaks Outlot F

When Brainerd Oaks was originally platted the HRA purchased a 4.3 acre parcel of land identified as Outlot F in the development. This is a landlocked parcel per the current platting and layout of this development. Level Contracting would be interested in purchasing this lot from the HRA and has been in discussion with the City to look at the feasibility of creating a roadway entrance into the lot and replat this Outlot for future development. We have requested a letter of interest as well as a purchase offer from Level Contracting. I would anticipate that we will bring an offer to the board to consider in either July or August.

Ongoing COVID-19 Response

As of the end of May all of the public spaces in the Northstar building are now open without restriction. We are thrilled to see our spaces open for our residents. We are continuing to monitor the reopening of our office building to the public and Shannon and Tania continue to monitor best practices from like sized PHAs.

No Action Requested; Discussion Items

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To: Brainerd HRA Board Members
 From: John Schommer, Rehab Coordinator
 Date: June 16, 2021
 Re: Rehab Programs Report

NE Brainerd SCDP

Address	Owner/Name	Type of Rehab	Units	Status
707 Laurel St.	Knotty Pine Bakery	Commercial	1	Complete
707 Laurel St.	Sarah Hayden-Shaw	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 Banks	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 Arndt	Rental	3	Application Phase
113 B St NE	Diana Lorimor	Rental	1	Bidding Phase
121 3 rd Ave NE	Joe Meyer	Rental	3	Application Phase
507 2 nd Ave NE	Bob Long	Owner Occupied	1	Bidding Phase

Emily SCDP

7 Owner occupied projects are complete

1 Project is in construction

MHFA

1 Project is in construction

3 Projects are in the inspection phase

1 Application is in process

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	55	47	0	5
Serene Pines	23	16	14	0	3
Dalmar Estates	7	2	1	0	0

*Originally 83 lots, 2 have been merged/combined into a single parcel