



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

**Brainerd Board of Commissioners Meeting**  
**Wednesday, July 28th, 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=m72ea5796b968eb27d0f416e23c768069>  
Join by phone: 415-655-0001  
Meeting number (access code): 182 271 9179  
Meeting password: 915753

*“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 June 23<sup>rd</sup>, 2021**
4. **UNFINISHED BUSINESS** *(Attachment 2)*
  - a. **NE Brainerd and Emily SCDP Grant Extension Discussion**
5. **NEW BUSINESS**
6. **BILLS & COMMUNICATIONS**
  - a. **Financial Report** *(Attachment 3)*
  - b. **HCV/Section 8 Report** *(Attachment 4)*
  - c. **Housing Management Report** *(Attachment 5)*
  - d. **Rehab Programs Report** *(Attachment 6)*
  - e. **Executive Director Report** *(Attachment 7)*
7. **COMMISSIONER COMMENTS**
8. **ADJOURN**

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## Brainerd HRA BOARD MEETING MINUTES Wednesday, June 23<sup>rd</sup>, 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 in person at City Hall Council Chambers and via Webex video/teleconference at 1:00 p.m., Wednesday June 23, 2021.

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

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

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

Moved and seconded by Commissioners Larson and Erickson to approve the minutes from the May 19<sup>th</sup>, 2021, board meeting and the June 15<sup>th</sup>, 2021, special board meeting. Through a roll call vote, all commissioners were in favor, and none were opposed. The minutes were approved.

4. **UNFINISHED BUSINESS:**

Nothing to report

5. **NEW BUSINESS:**

- a. Resolution of Support for the use of TIF for a Redevelopment Project:

Commissioner Erickson moved to approve Resolution No. 2021-02 as a Resolution of Support for the use of TIF for the redevelopment project to be located at 805 Laurel St, Brainerd. Commissioner Larson seconded the motion. Upon roll call, all commissioners voted in favor of the motion and none were opposed. The motion carried.

- b. Letter of Support for use of Project Based Vouchers for a Redevelopment Project:

Commissioner Larson moved to approve a Letter of Support for the use of Project Based Vouchers for the redevelopment project to be located at 805 Laurel St, Brainerd. Commissioner Erickson seconded the motion. Upon roll call, all commissioners voted in favor of the motion and none were opposed. The motion carried.

- c. Resolution for a Contract for Services between the Brainerd Lakes Chamber of Commerce and the Brainerd HRA:

Commissioner Duval moved to approve Resolution No. 2021-03 as a Resolution to authorize a Contract for Services between the Brainerd Lakes Chamber of Commerce and the Brainerd HRA in the amount of \$252.00 for the Contract year starting July 1, 2021 through June 30, 2022. 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 Crosby HRA audit fieldwork is be conducted today with one day onsite.

Young stated the Accounting Specialist position has been posted. There have been two responses, one of which is not qualified. Charpentier stated he received a phone call from an interested party.

Commissioner Larson moved to approve the May 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 May, the Unit Months Leased (UML) was 100% and HAP utilization was 41%.

#### Bridges Report

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

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

There were 27 families on the program with nine families escrowing in the amount of \$2,042 per month.

#### Foster Youth Initiative (FYI) Report

There were three families leased up with a total HAP payment of \$1,099 per month.

### c. Housing Management Report:

#### 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.

### a. Executive Director Report:

#### Housing Trust Fund

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 LLC 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 either in 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. Shannon and Tania continue to monitor best practices from other like sized PHAs.

#### **b. 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 H.S.	Mixed Use	9	Complete
212 1 <sup>st</sup> Ave. NE	Andrea B.	Owner Occupied	1	Complete
612 2 <sup>nd</sup> Ave. NE	Kelly R.	Owner Occupied	1	Complete
201 & 203 B St.	Travis B.	Rental	2	In Construction
215 Gillis Ave. NE	Cheri S.	Owner Occupied	1	In Construction
414 3 <sup>rd</sup> Ave. NE	Select Rental Properties	Rental	1	Complete
206 Gillis Ave NE	Herbert & Robin J.	Owner Occupied	1	In Construction
721 2 <sup>nd</sup> Ave NE	Darin K.	Owner Occupied	1	Complete
315 4 <sup>th</sup> Ave NE	Wayne A.	Rental	3	Application Phase
113 B St NE	Diana L.	Rental	1	Bidding Phase
121 3 <sup>rd</sup> Ave NE	Joe M	Rental	3	Application Phase
507 2 <sup>nd</sup> Ave NE	Bob Long	Owner Occupied	1	Bidding Phase

##### Emily SCDD

7 Owner occupied projects complete

1 Project in construction

##### MHFA

1 Project in construction

3 Project in the inspection phase

1 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*	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

- 7. Commissioner Comments:** Erickson commented on the downtown project stating Charpentier has done a great job. Larson asked if LeAnn's position had been posted and Charpentier reported that he is still working on what that position will look like. Chair Johnson added that while losing LeAnn is a big loss, there is a silver lining stating we can craft this position to meet Charpentier's needs.

**8. ADJOURN:**

Commissioner Erickson made a motion to adjourn the meeting. Commissioner Larson seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 2:13 p.m.



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To: Brainerd HRA Board Members  
From: John Schommer, Housing Rehabilitation Coordinator  
Date: July 20, 2021  
Re: NE Brainerd and Emily SCDP Grants

In February of 2018 we submitted applications to DEED for Small Cities Development Program grants on behalf of the cities of Brainerd and Emily. DEED announced the grants were funded on June 28<sup>th</sup> and we received the Authority to Use Grant Funds in March of 2019. We entered into administrative contracts with each of the cities to administer the grants on their behalf from the period of June 27, 2018 – September 30, 2021.

The goals of the Brainerd grant are 1 unit of commercial rehab, 9 units of mixed-used rental rehab, 2 units (or 1 building) of rehab for duplex, 6 units of multi-family rental rehab, 6 units of single-family rental rehab and 10 units of owner-occupied rental rehab. The goal for the Emily grant is 10 units of owner-occupied rehab.

With the end of the grant period approaching, we still need 6 units of multi-family and 5 units of single-family rental rehab and 4 units of owner-occupied rehab for Brainerd and 2 units of owner-occupied rehab for Emily.

During the preliminary proposal phase for the Brainerd grant we had compiled a list of 21 households that indicated they were interested and would participate if the funds were available. Of those 21, over 30% were over income or no longer owned the residence, and four of the six owner-occupied rehab projects completed came from the remainder that were on the list. We have been marketing the program and most recently sent postcards to the owners of the properties and have not gotten any further interest. We had two tri-plex's where the tenants qualified, we did scopes of work and went to bid only to have the owners decide to drop the projects due to the costs being too high. We did receive applications for three more tri-plex's but we were unable to get the tenants to provide their income documentation for the first two applications (we process them on a first come, first served basis) as some of the tenants quit paying rent and responding to the owners, we assume because of the eviction moratorium. We had applications for six more single-family rental rehabs (from the same owner) but after getting pricing back from the first project that went out for bid, they pulled the applications for the rest of the properties because of the high cost given the current market conditions.

In Emily we had compiled a list of 31 households that were interested. Five of the eight rehabs we completed were from that list with the remainder coming from marketing after we reached out to everyone on the interested list. I did receive a call from a gentleman yesterday who would appear to qualify based off our brief conversation and the city clerk indicated she had a lady express that she was going to apply but we haven't received an application from that individual yet.

We can request an extension of up to 1 year from DEED for the grants and want to get direction from the board on if we should pursue an extension or let the grants end on September 30<sup>th</sup> with the remaining unspent grant dollars being relinquished to DEED.

Staff recommends pursuing an extension for the Emily grant as it is likely to be fulfilled. Staff would recommend not pursuing an extension for the Brainerd grant as we have not seen sufficient interest to anticipate being able to fulfill the grant targets.

**Action Requested: Direct staff on how to proceed with pursuing extensions for the grants from DEED.**

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To: Brainerd HRA Board Members  
 From: Karen Young, Finance  
 Date: Director July 21, 2021  
 Re: July Financial Report

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Please find attached the financial information for June 2021.

#### **General Fund Tax Levy**

Reflected in the June General Fund Financial Statements is the deposit of \$45,178.21 in Property Tax Revenue (levy). The second deposit of \$26,838.64 was deposited in July for total deposits of \$72,016.85. The total levy amount for 2021 is \$136,519. The second half property tax settlement will be in December.

#### **Preliminary General Fund Budget**

For the August meeting next month, staff will present the preliminary General Fund budget to be approved by the Board and then submitted to the City.

#### **CWC HRA Budget**

The 2022 budget for CWC HRA will be presented to the CWC HRA Board at their August 3<sup>rd</sup> meeting.

#### **Crosby HRA Audit**

The Crosby HRA audit fieldwork was completed during the week of June 21<sup>st</sup>. The audit was clean with no findings.

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

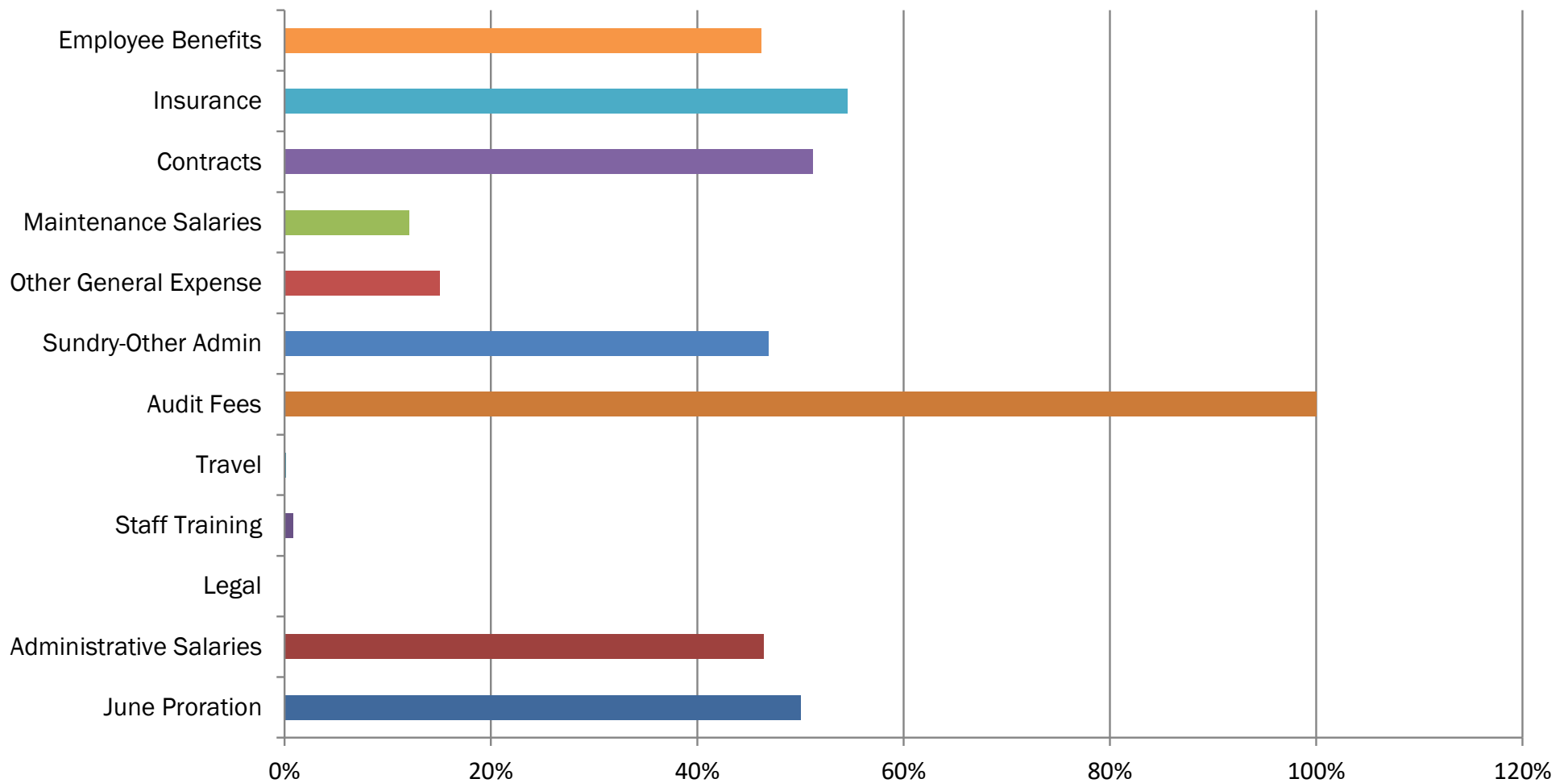
MASS Ratios	Max Pts	Scoring							
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	5.00	0.00	0.00	0.00	2.00	2.00	2.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Total Points	25		25.00	20.00	20.00	20.00	22.00	22.00	22.00
Total of Above Ratios	50		50	45	45	45	47	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	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0	10.0

## June 2021 Operating Account Balances

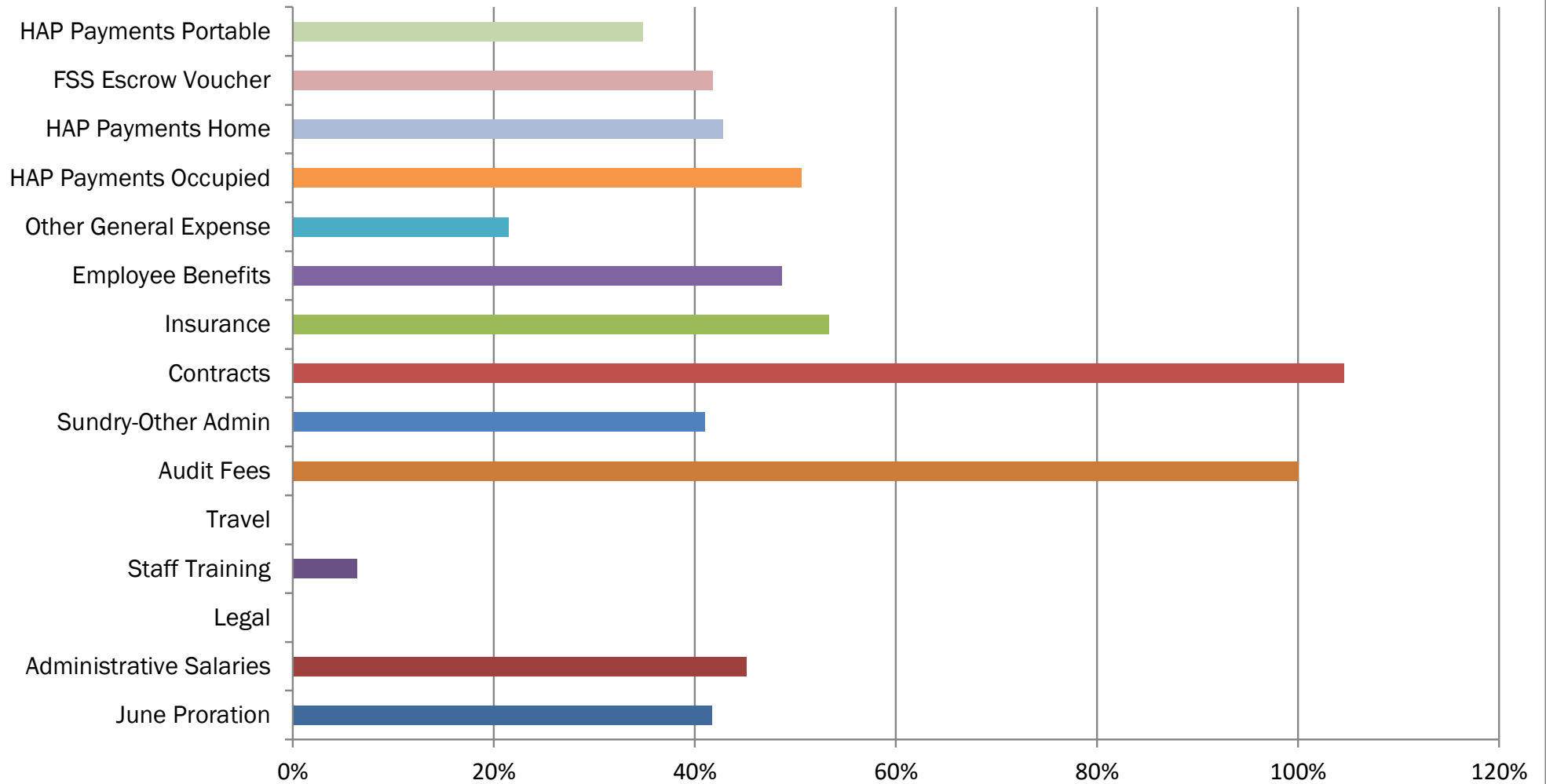
Property/Program	June 2020	May 2021	June 2021
General Fund	\$323,916.59	\$258,318.97	\$326,255.34
Housing Rehab Program	\$47,862.95	\$88,488.28	\$61,662.55
Bridges	\$3,205.96	\$2,152.68	\$2,602.12
Crow Wing County HRA	\$736,283.15	\$991,342.03	\$1,235,669.09
Public Housing	\$700,923.79	\$681,860.05	\$719,687.47
Brainerd South	\$48,488.87	\$43,703.14	\$49,184.62
Housing Choice Voucher	\$42,499.75	\$19,105.41	\$43,080.67
<b>Total</b>	<b>\$1,903,181.06</b>	<b>\$2,084,970.56</b>	<b>\$2,438,141.86</b>

## June 2021 YTD General Fund Expense/Annual Budget Comparison



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

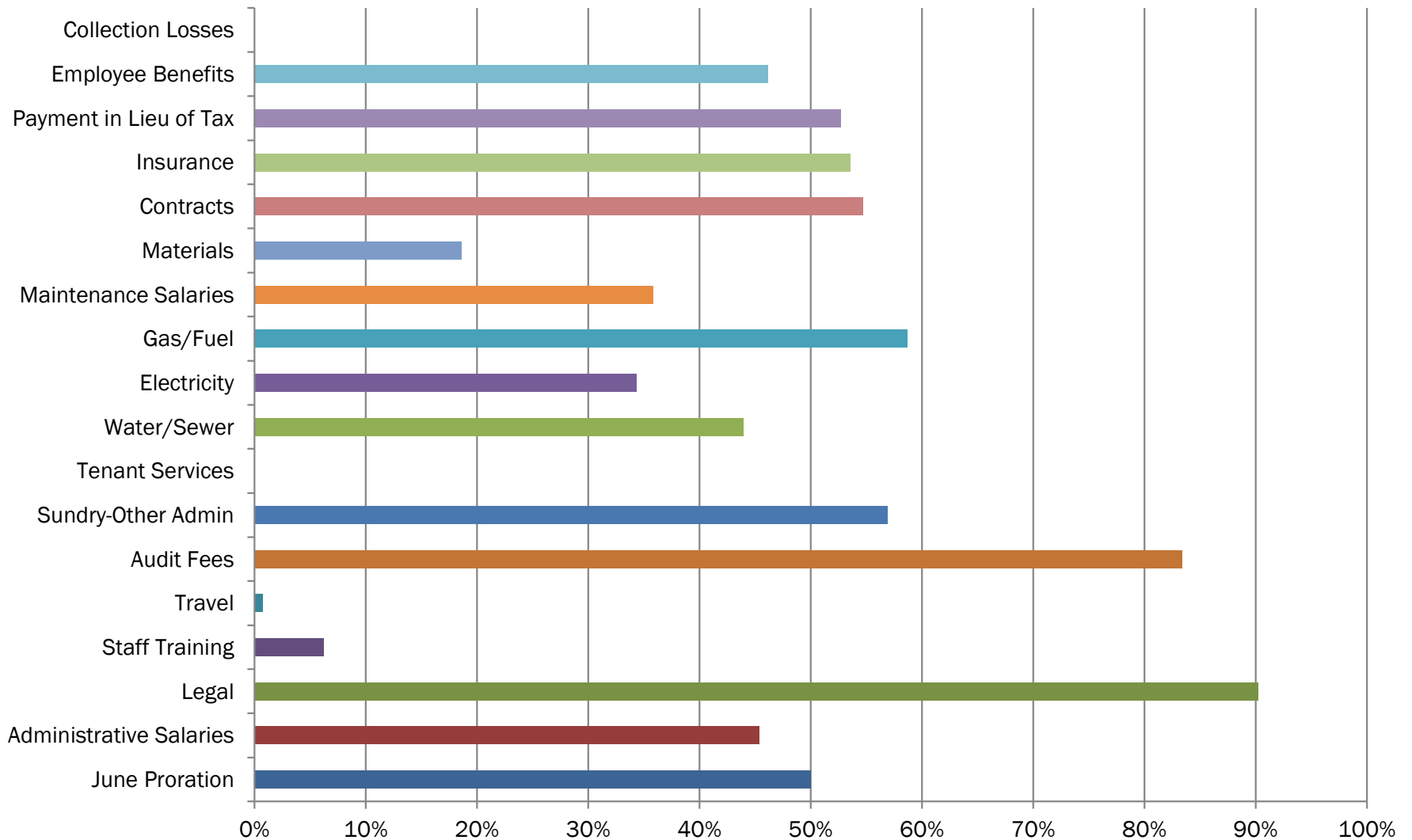
### June 2021 YTD Housing Choice Voucher Expense/Annual Budget Comparison



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

Contract Costs: Yearly utility study paid for in June.

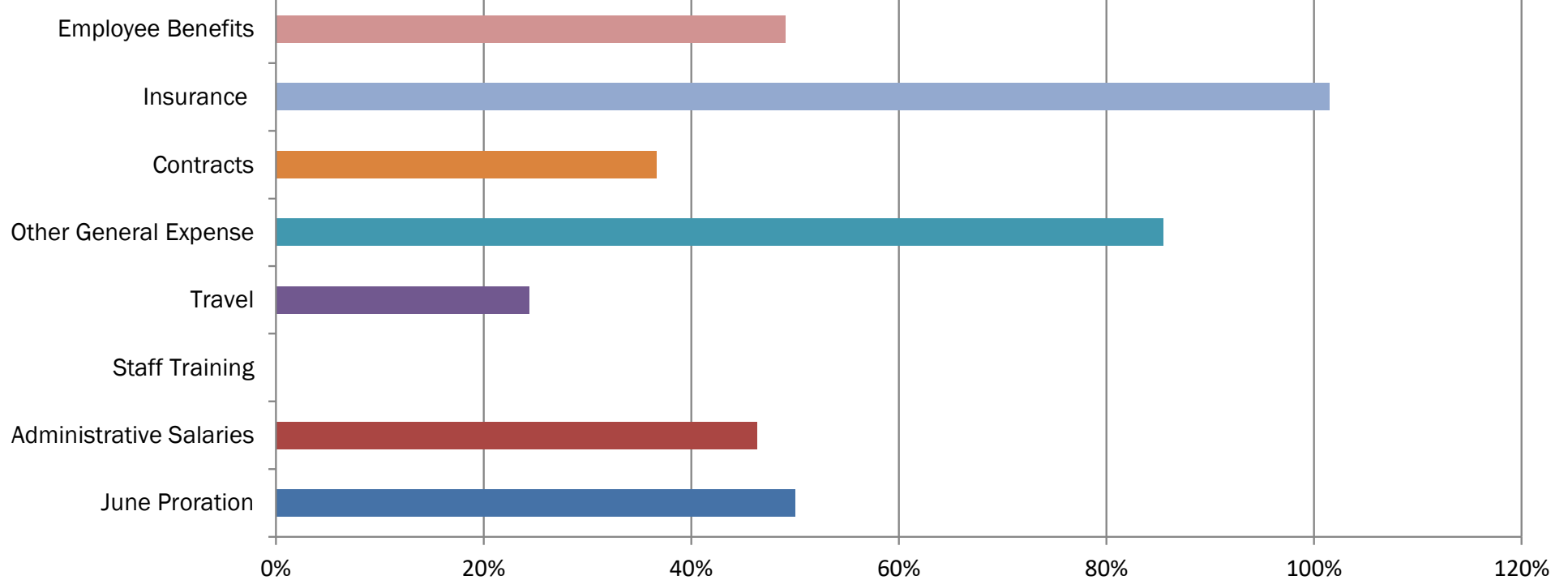
## June 2021 YTD Public Housing Expense/Annual Budget Comparison



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

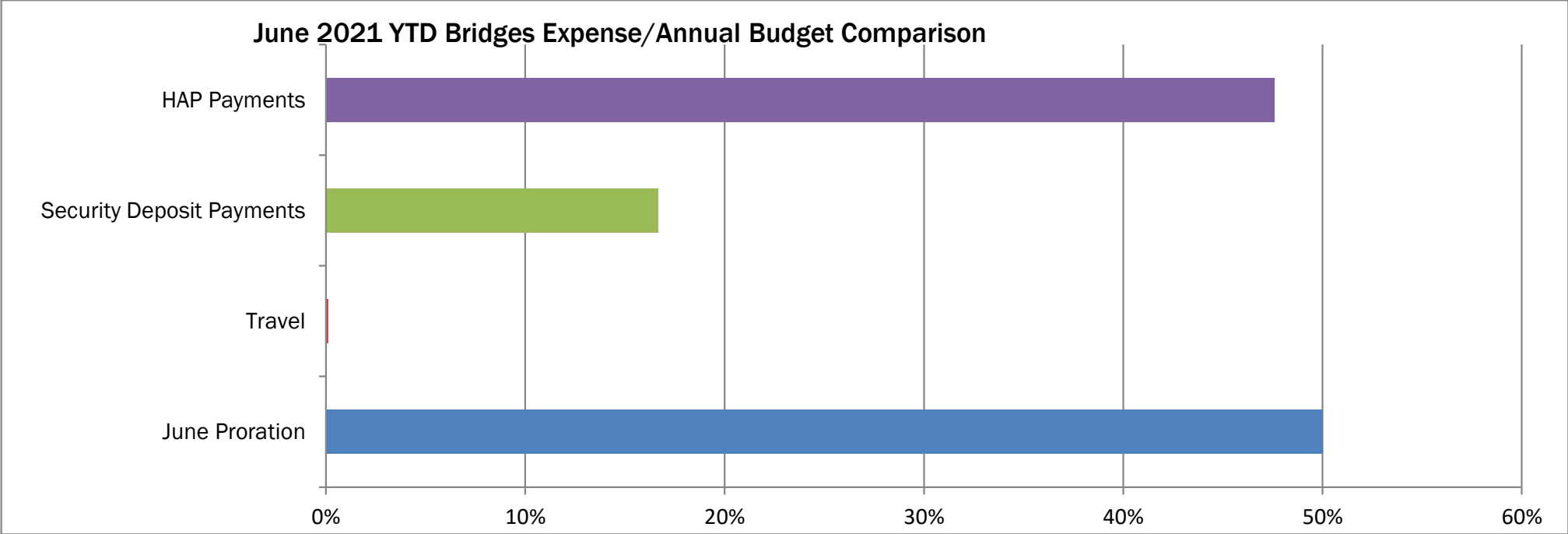
Legal: Assistance with Human Resource Issues.

### June 2021 YTD Housing Rehab Expense/Annual Budget Comparison

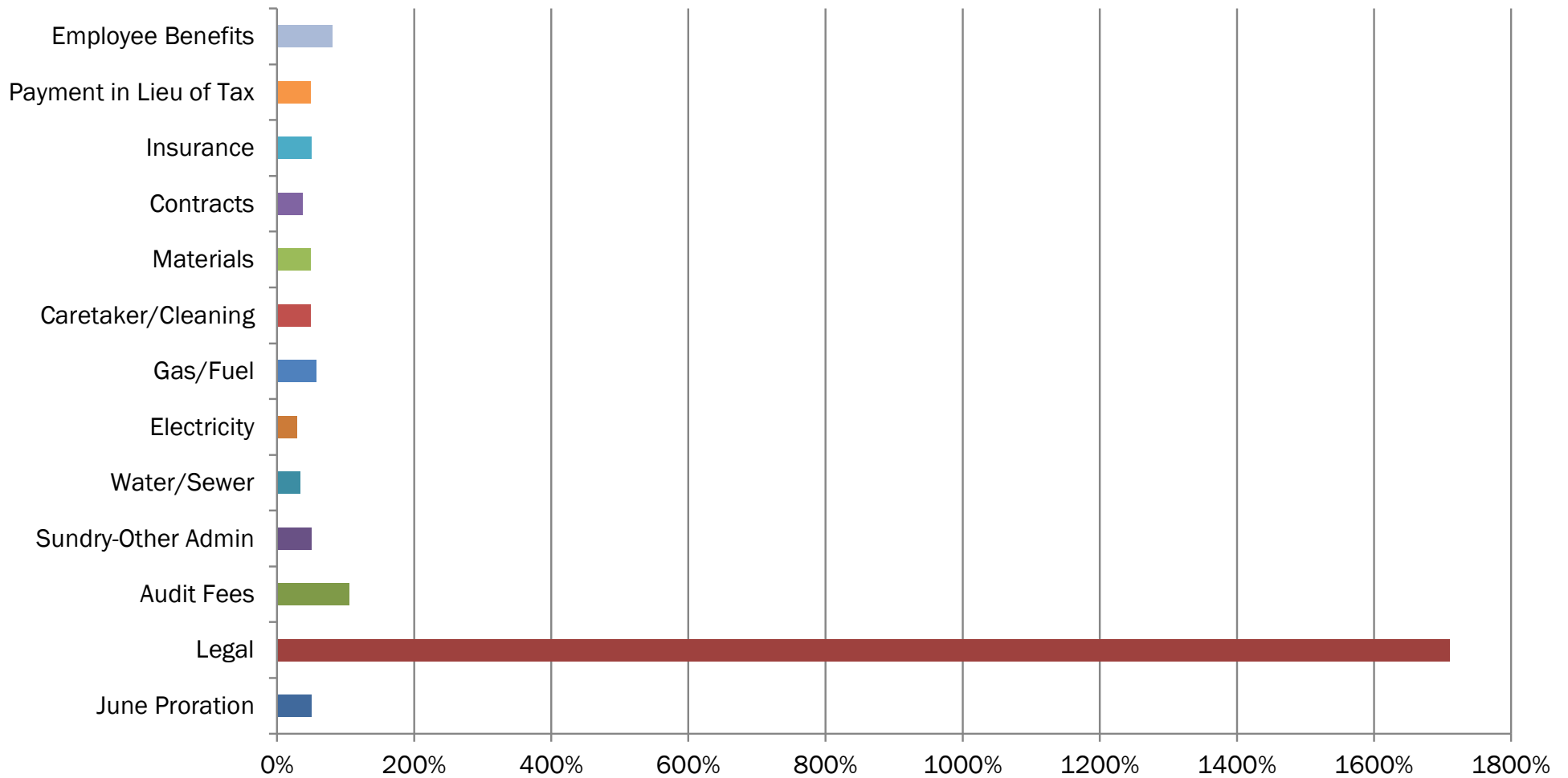


Insurance: Worker's Comp insurance is incurred in January for the entire year.  
Other General Expense: Happy software purchased for rehab department needs.





## June 2021 YTD Brainerd South Expense/Annual Budget Comparison



Legal: Assistance with Human Resource Issues.

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

	Current Period	Current Year	Year To Date Budget	Variance
<b>General Fund Operating INCOME</b>				
Management Fees	-14,698.42	-87,028.59	-84,499.98	-2,528.61
Interest Income	-2.46	-15.54	-499.98	484.44
Operating Transfer In	0.00	-3,229.00	0.00	-3,229.00
Other Income	-45,182.72	-45,658.87	-11,250.00	-34,408.87
<b>TOTAL INCOME</b>	<b>-59,883.60</b>	<b>-135,932.00</b>	<b>-96,249.96</b>	<b>-39,682.04</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	18,998.61	78,520.97	84,589.98	-6,069.01
Legal	0.00	0.00	1,200.00	-1,200.00
Staff Training	0.00	41.25	2,500.02	-2,458.77
Travel	0.00	0.56	300.00	-299.44
Auditing Fees	0.00	6,900.00	6,900.00	0.00
Sundry-Other Admin	926.31	2,844.50	3,029.94	-185.44
<b>Total Administration</b>	<b>19,924.92</b>	<b>88,307.28</b>	<b>98,519.94</b>	<b>-10,212.66</b>
<b>Maintenance</b>				
Maintenance Salaries	394.50	1,458.16	6,030.00	-4,571.84
Contracts	66.51	1,076.03	1,050.00	26.03
<b>Total Maintenance</b>	<b>461.01</b>	<b>2,534.19</b>	<b>7,080.00</b>	<b>-4,545.81</b>
<b>General</b>				
TIF Expense	0.00	30.00	64.98	-34.98
Insurance	485.41	3,137.85	2,875.02	262.83
Employee Benefits	5,793.42	37,609.21	40,727.46	-3,118.25
Other General Expense	0.00	3,750.00	12,499.98	-8,749.98
<b>Total General</b>	<b>6,278.83</b>	<b>44,527.06</b>	<b>56,167.44</b>	<b>-11,640.38</b>
<b>TOTAL EXPENSE</b>	<b>26,664.76</b>	<b>135,368.53</b>	<b>161,767.38</b>	<b>-26,398.85</b>
<b>Net Income/Loss</b>	<b>-33,218.84</b>	<b>-563.47</b>	<b>65,517.42</b>	<b>-66,080.89</b>

**Housing Rehab Operating Statement**  
**June, 2021**

	Current Period	Current Year	Year To Date Budget	Variance
<b>Housing Rehab Operating INCOME</b>				
Other Income	-10,000.00	-60,187.50	-121,699.98	61,512.48
Grant Admin Revenue	0.00	0.00	-13,999.98	13,999.98
<b>TOTAL INCOME</b>	<b>-10,000.00</b>	<b>-60,187.50</b>	<b>-135,699.96</b>	<b>75,512.46</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	7,230.20	43,101.80	46,504.98	-3,403.18
Staff Training	0.00	0.00	2,500.02	-2,500.02
Travel	5.04	243.60	499.98	-256.38
Other Admin Exp	42.45	2,435.49	1,425.06	1,010.43
<b>Total Administration</b>	<b>7,277.69</b>	<b>45,780.89</b>	<b>50,930.04</b>	<b>-5,149.15</b>
<b>Maintenance</b>				
Contracts	26,954.00	39,579.88	54,000.00	-14,420.12
<b>Total Maintenance</b>	<b>26,954.00</b>	<b>39,579.88</b>	<b>54,000.00</b>	<b>-14,420.12</b>
<b>General</b>				
Insurance	0.00	507.32	250.02	257.30
Employee Benefits	2,594.04	16,692.06	17,002.44	-310.38
<b>Total General</b>	<b>2,594.04</b>	<b>17,199.38</b>	<b>17,252.46</b>	<b>-53.08</b>
<b>TOTAL EXPENSE</b>	<b>36,825.73</b>	<b>102,560.15</b>	<b>122,182.50</b>	<b>-19,622.35</b>
<b>Net Income/Loss</b>	<b>26,825.73</b>	<b>42,372.65</b>	<b>-13,517.46</b>	<b>55,890.11</b>

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

	Current Period	Current Year	Year To Date Budget	Variance
<b>Housing Choice Voucher Operating INCOME</b>				
HUD HAP Received	-128,856.00	-750,402.00	-724,255.02	-26,146.98
Admin Fees Earned	-22,236.67	-137,191.35	-125,890.02	-11,301.33
Interest Income	-0.14	-1.14	-75.00	73.86
Other Income	-638.06	-19,803.52	-7,000.02	-12,803.50
<b>TOTAL INCOME</b>	<b>-151,730.87</b>	<b>-907,398.01</b>	<b>-857,220.06</b>	<b>-50,177.95</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	13,813.48	77,083.10	85,405.02	-8,321.92
Legal	0.00	0.00	250.02	-250.02
Staff Training	0.00	404.00	3,150.00	-2,746.00
Travel	2.24	2.24	1,249.98	-1,247.74
Accounting & Audit Fees	0.00	3,650.00	1,825.02	1,824.98
Sundry-Other Admin	315.81	2,193.90	2,674.92	-481.02
<b>Total Administration</b>	<b>14,131.53</b>	<b>83,333.24</b>	<b>94,554.96</b>	<b>-11,221.72</b>
<b>Maintenance</b>				
Contracts	2,371.50	4,079.57	1,950.00	2,129.57
<b>Total Maintenance</b>	<b>2,371.50</b>	<b>4,079.57</b>	<b>1,950.00</b>	<b>2,129.57</b>
<b>General</b>				
Insurance	513.14	3,131.56	2,940.00	191.56
Employee Benefits	6,768.58	44,891.86	46,160.04	-1,268.18
Collection Losses	0.00	2,174.00	0.00	2,174.00
Other General Expense	119.94	579.78	1,350.00	-770.22
<b>Total General</b>	<b>7,401.66</b>	<b>50,777.20</b>	<b>50,450.04</b>	<b>327.16</b>
<b>HAP Payments</b>				
HAP Payments Occupied	110,999.00	689,425.00	680,880.00	8,545.00
HAP Payments Home	2,863.00	19,001.00	22,202.52	-3,201.52
FSS Escrow Voucher	2,526.00	12,369.00	14,800.02	-2,431.02
HAP Payments Portable	3,043.00	15,456.00	22,202.52	-6,746.52
<b>Total HAP</b>	<b>119,431.00</b>	<b>736,251.00</b>	<b>740,085.06</b>	<b>-3,834.06</b>
<b>TOTAL EXPENSE</b>	<b>143,335.69</b>	<b>874,441.01</b>	<b>887,040.06</b>	<b>-12,599.05</b>
<b>Net Income/Loss</b>	<b>-8,395.18</b>	<b>-32,957.00</b>	<b>29,820.00</b>	<b>-62,777.00</b>

Date: 7/19/2021  
Time: 8:27:53 AM  
roberta

**Bridges Program**  
**Bridges Operating Statement**  
**June, 2021**

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Bridges Operating INCOME</b>				
HAP Received MHFA	-4,404.00	-24,762.00	-27,000.00	2,238.00
Admin Revenue	-450.00	-2,550.00	-3,000.00	450.00
Operating Transfer	0.00	3,229.00	2,775.00	454.00
<b>Total Income</b>	<b>-4,854.00</b>	<b>-24,083.00</b>	<b>-27,225.00</b>	<b>3,142.00</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Travel	0.56	0.56	225.00	-224.44
<b>Total Administration</b>	<b>0.56</b>	<b>0.56</b>	<b>225.00</b>	<b>-224.44</b>
<b>General</b>				
Security Deposit Pmts	0.00	500.00	1,500.00	-1,000.00
HAP Payment to Landlords	4,404.00	24,262.00	25,500.00	-1,238.00
<b>Total General</b>	<b>4,404.00</b>	<b>24,762.00</b>	<b>27,000.00</b>	<b>-2,238.00</b>
<b>TOTAL EXPENSE</b>	<b>4,404.56</b>	<b>24,762.56</b>	<b>27,225.00</b>	<b>-2,462.44</b>
<b>Net Income/Loss</b>	<b>-449.44</b>	<b>679.56</b>	<b>0.00</b>	<b>679.56</b>

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

	Current Period	Current Year	Year To Date Budget	Variance
<b>Public Housing Operating INCOME</b>				
Dwelling Rental	-61,662.00	-372,715.00	-374,359.98	1,644.98
Excess Utilities	-720.00	-1,440.00	-1,800.00	360.00
Operating Subsidy	-48,575.00	-187,242.00	-132,499.98	-54,742.02
Investment Interest	108.92	304.71	-1,000.02	1,304.73
Other Income	-13,706.98	-72,401.73	-92,035.02	19,633.29
Other Income Tenants	-790.00	-8,157.75	-12,499.98	4,342.23
Capital Fund Income	0.00	-47,872.80	-33,000.00	-14,872.80
Laundry Income	-1,230.00	-9,306.75	-10,099.98	793.23
<b>TOTAL INCOME</b>	<b>-126,575.06</b>	<b>-698,831.32</b>	<b>-657,294.96</b>	<b>-41,536.36</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	27,623.92	138,351.33	152,455.02	-14,103.69
Legal	0.00	3,157.24	1,750.02	1,407.22
Staff Training	210.00	866.75	7,000.02	-6,133.27
Travel	0.00	7.84	499.98	-492.14
Accounting & Audit Fees	1,312.50	9,212.50	11,050.00	-1,837.50
Sundry-Other Admin	837.39	10,672.55	9,377.52	1,295.03
<b>Total Administration</b>	<b>29,983.81</b>	<b>162,268.21</b>	<b>182,132.56</b>	<b>-19,864.35</b>
 Rec Public and Other	 0.00	 0.00	 2,475.00	 -2,475.00
<b>Total Tenant Services</b>	<b>0.00</b>	<b>0.00</b>	<b>2,475.00</b>	<b>-2,475.00</b>
<b>Utilities</b>				
Water/Sewer	6,639.50	31,391.82	35,697.54	-4,305.72
Electricity	5,229.57	27,307.73	39,739.98	-12,432.25
Gas/Fuel	2,613.57	24,544.76	20,899.98	3,644.78
<b>Total Utilities</b>	<b>14,482.64</b>	<b>83,244.31</b>	<b>96,337.50</b>	<b>-13,093.19</b>
<b>Maintenance</b>				
Labor	14,459.25	74,279.66	103,684.98	-29,405.32
Materials	514.49	4,644.81	12,499.98	-7,855.17
Contracts	12,367.59	88,816.11	81,204.96	7,611.15
<b>Total Maintenance</b>	<b>27,341.33</b>	<b>167,740.58</b>	<b>197,389.92</b>	<b>-29,649.34</b>
<b>General</b>				
Insurance	8,489.89	51,986.89	48,520.02	3,466.87
Payment in Lieu of Tax	2,336.41	14,227.88	13,500.00	727.88
Employee Benefits	17,179.91	106,551.78	115,439.94	-8,888.16
Collection Losses	0.00	0.00	4,000.02	-4,000.02
Other General Expense	245.00	1,000.00	0.00	1,000.00
<b>Total General</b>	<b>28,251.21</b>	<b>173,766.55</b>	<b>181,459.98</b>	<b>-7,693.43</b>
<b>TOTAL EXPENSE</b>	<b>100,058.99</b>	<b>587,019.65</b>	<b>659,794.96</b>	<b>-72,775.31</b>
 Net Income/Loss	 -26,516.07	 -111,811.67	 2,500.00	 -114,311.67

**Brainerd South Operating Statement**  
**June, 2021**

	Current Period	Current Year	Year To Date Budget	Variance
<b>Brainerd South Operating</b>				
<b>INCOME</b>				
Dwelling Rental	-21,704.00	-125,494.00	-123,784.98	-1,709.02
Rental Supplement	-4,217.00	-25,427.00	-20,235.00	-5,192.00
Investment Interest	9.57	57.95	-250.02	307.97
Other Income	-1,973.36	-13,222.07	-15,625.02	2,402.95
Laundry Income	-731.50	-3,535.25	-4,309.98	774.73
<b>TOTAL INCOME</b>	<b>-28,616.29</b>	<b>-167,620.37</b>	<b>-164,205.00</b>	<b>-3,415.37</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Legal	2,850.00	8,552.24	250.02	8,302.22
Travel	2.24	2.24	0.00	2.24
Accounting & Audit Fees	0.00	5,250.00	5,000.00	250.00
Sundry-Other Admin	4,162.07	26,013.11	25,999.98	13.13
Total Administration	7,014.31	39,817.59	31,250.00	8,567.59
<b>Utilities</b>				
Water	1,289.40	5,091.04	7,500.00	-2,408.96
Electricity	429.50	1,913.14	3,250.02	-1,336.88
Gas/Fuel	1,450.84	10,132.37	8,757.48	1,374.89
Total Utilities	3,169.74	17,136.55	19,507.50	-2,370.95
<b>Maintenance</b>				
Labor	1,867.06	7,760.40	7,980.00	-219.60
Materials	1,975.58	11,639.67	11,749.98	-110.31
Contracts	5,584.42	25,676.06	34,475.04	-8,798.98
Total Maintenance	9,427.06	45,076.13	54,205.02	-9,128.89
<b>General</b>				
Insurance	2,788.92	17,141.17	17,074.98	66.19
Payment in Lieu of Tax	901.33	5,195.43	5,250.00	-54.57
Employee Benefits	164.58	762.05	469.98	292.07
Total General	3,854.83	23,098.65	22,794.96	303.69
<b>TOTAL EXPENSE</b>	<b>23,465.94</b>	<b>125,128.92</b>	<b>127,757.48</b>	<b>-2,628.56</b>
Net Income/Loss	-5,150.35	-42,491.45	-36,447.52	-6,043.93



**June 2021**  
**Prior Year Comparative Operating**  
**Statements**

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

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
<b>General Fund Operating INCOME</b>				
Management Fees	-87,028.59	-84,499.98	-86,373.54	-85,368.20
Interest Income	-15.54	-499.98	-1,130.96	0.00
Operating Transfer In	-3,229.00	0.00	0.00	0.00
Other Income	-45,658.87	-11,250.00	-56,638.15	-49,857.60
<b>TOTAL INCOME</b>	<b>-135,932.00</b>	<b>-96,249.96</b>	<b>-144,142.65</b>	<b>-135,225.80</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	78,520.97	84,589.98	73,069.99	70,539.08
Legal	0.00	1,200.00	321.00	0.00
Staff Training	41.25	2,500.02	238.63	3,447.55
Travel	0.56	300.00	0.00	267.71
Auditing Fees	6,900.00	6,900.00	6,700.00	6,700.00
Sundry-Other Admin	2,844.50	3,029.94	3,795.25	3,925.73
<b>Total Administration</b>	<b>88,307.28</b>	<b>98,519.94</b>	<b>84,124.87</b>	<b>84,880.07</b>
<b>Maintenance</b>				
Maintenance Salaries	1,458.16	6,030.00	5,214.30	5,126.38
Contracts	1,076.03	1,050.00	1,091.24	802.77
<b>Total Maintenance</b>	<b>2,534.19</b>	<b>7,080.00</b>	<b>6,349.29</b>	<b>5,929.15</b>
<b>General</b>				
TIF Expense	30.00	64.98	0.00	130.00
Insurance	3,137.85	2,875.02	2,304.02	2,089.62
Employee Benefits	37,609.21	40,727.46	40,848.52	37,880.23
Other General Expense	3,750.00	12,499.98	8,900.00	2,000.00
<b>Total General</b>	<b>44,527.06</b>	<b>56,167.44</b>	<b>52,052.54</b>	<b>42,099.85</b>
<b>TOTAL EXPENSE</b>	<b>135,368.53</b>	<b>161,767.38</b>	<b>142,526.70</b>	<b>132,909.07</b>
<b>Net Income/Loss</b>	<b>-563.47</b>	<b>65,517.42</b>	<b>-1,615.95</b>	<b>-2,316.73</b>

**Housing Rehab Proj Operating PY**  
**Housing Rehab Operating Statement**  
**June, 2021**

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
<b>Housing Rehab Operating INCOME</b>				
Other Income	-60,187.50	-121,699.98	-99,560.49	-72,587.75
Grant Admin Revenue	0.00	-13,999.98	-2,045.93	0.00
<b>TOTAL INCOME</b>	<b>-60,187.50</b>	<b>-135,699.96</b>	<b>-101,606.42</b>	<b>-72,587.75</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	43,101.80	46,504.98	41,817.67	23,458.29
Staff Training	0.00	2,500.02	154.80	2,042.25
Travel	243.60	499.98	370.93	128.76
Other Admin Exp	2,435.49	1,425.06	4,229.46	1,832.92
<b>Total Administration</b>	<b>45,780.89</b>	<b>50,930.04</b>	<b>46,572.86</b>	<b>27,462.22</b>
<b>Maintenance</b>				
Contracts	39,579.88	54,000.00	111,487.06	20,411.28
<b>Total Maintenance</b>	<b>39,579.88</b>	<b>54,000.00</b>	<b>111,487.06</b>	<b>20,411.28</b>
<b>General</b>				
Insurance	507.32	250.02	496.47	257.47
Employee Benefits	16,692.06	17,002.44	14,949.23	11,144.26
<b>Total General</b>	<b>17,199.38</b>	<b>17,252.46</b>	<b>15,445.70</b>	<b>11,401.73</b>
<b>TOTAL EXPENSE</b>	<b>102,560.15</b>	<b>122,182.50</b>	<b>173,505.62</b>	<b>59,275.23</b>
<b>Net Income/Loss</b>	<b>42,372.65</b>	<b>-13,517.46</b>	<b>71,899.20</b>	<b>-13,312.52</b>

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

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
<b>Housing Choice Voucher Operating INCOME</b>				
HUD HAP Received	-750,402.00	-724,255.02	-736,411.00	-698,667.00
Admin Fees Earned	-137,191.35	-125,890.02	-169,008.02	-136,364.00
Interest Income	-1.14	-75.00	-90.37	-128.07
Other Income	-19,803.52	-7,000.02	-10,508.55	-6,100.23
<b>TOTAL INCOME</b>	<b>-907,398.01</b>	<b>-857,220.06</b>	<b>-916,017.94</b>	<b>-841,259.30</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	77,083.10	85,405.02	62,654.96	66,642.15
Legal	0.00	250.02	321.00	0.00
Staff Training	404.00	3,150.00	674.00	4,955.86
Travel	2.24	1,249.98	324.88	943.85
Accounting & Audit Fees	3,650.00	1,825.02	3,500.00	3,500.00
Sundry-Other Admin	2,193.90	2,674.92	3,555.75	2,443.05
<b>Total Administration</b>	<b>83,333.24</b>	<b>94,554.96</b>	<b>71,030.59</b>	<b>78,484.91</b>
<b>Maintenance</b>				
Contracts	4,079.57	1,950.00	1,179.36	1,037.26
<b>Total Maintenance</b>	<b>4,079.57</b>	<b>1,950.00</b>	<b>1,223.11</b>	<b>1,037.26</b>
<b>General</b>				
Insurance	3,131.56	2,940.00	2,800.14	2,522.90
Employee Benefits	44,891.86	46,160.04	41,446.92	39,657.20
Collection Losses	2,174.00	0.00	2,302.00	0.00
Other General Expense	579.78	1,350.00	618.59	1,327.01
<b>Total General</b>	<b>50,777.20</b>	<b>50,450.04</b>	<b>47,167.65</b>	<b>43,507.11</b>
<b>HAP Payments</b>				
HAP Payments Occupied	689,425.00	680,880.00	658,486.00	664,104.00
HAP Payments Home	19,001.00	22,202.52	23,086.00	23,406.00
FSS Escrow Voucher	12,369.00	14,800.02	10,631.00	10,534.00
HAP Payments Portable	15,456.00	22,202.52	11,389.00	22,661.00
<b>Total HAP</b>	<b>736,251.00</b>	<b>740,085.06</b>	<b>703,592.00</b>	<b>720,705.00</b>
<b>TOTAL EXPENSE</b>	<b>874,441.01</b>	<b>887,040.06</b>	<b>823,013.35</b>	<b>843,734.28</b>
<b>Net Income/Loss</b>	<b>-32,957.00</b>	<b>29,820.00</b>	<b>-93,004.59</b>	<b>2,474.98</b>

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**Bridges Program PY**  
**Bridges Operating Statement**  
**June, 2021**

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
<b>Bridges Operating INCOME</b>				
HAP Received MHFA	-24,762.00	-27,000.00	-28,215.00	-40,362.00
Admin Revenue	-2,550.00	-3,000.00	-3,250.00	-4,300.00
Operating Transfer	3,229.00	2,775.00	0.00	0.00
<b>Total Income</b>	<b>-24,083.00</b>	<b>-27,225.00</b>	<b>-31,465.00</b>	<b>-44,662.00</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Travel	0.56	225.00	59.23	122.96
<b>Total Administration</b>	<b>0.56</b>	<b>225.00</b>	<b>59.23</b>	<b>122.96</b>
<b>General</b>				
Security Deposit Pmts	500.00	1,500.00	0.00	4,893.00
HAP Payment to Landlords	24,262.00	25,500.00	27,991.00	34,737.00
<b>Total General</b>	<b>24,762.00</b>	<b>27,000.00</b>	<b>27,991.00</b>	<b>39,630.00</b>
<b>TOTAL EXPENSE</b>	<b>24,762.56</b>	<b>27,225.00</b>	<b>28,050.23</b>	<b>39,752.96</b>
<b>Net Income/Loss</b>	<b>679.56</b>	<b>0.00</b>	<b>-3,414.77</b>	<b>-4,909.04</b>

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

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
<b>Public Housing Operating INCOME</b>				
Dwelling Rental	-372,715.00	-374,359.98	-366,292.00	-362,458.00
Excess Utilities	-1,440.00	-1,800.00	-1,356.48	-1,278.00
Operating Subsidy	-187,242.00	-132,499.98	-136,041.00	-111,061.00
Investment Interest	304.71	-1,000.02	-1,448.90	240.42
Other Income	-72,401.73	-92,035.02	-83,068.05	-84,890.49
Other Income Tenants	-8,157.75	-12,499.98	-9,364.58	-10,466.42
Capital Fund Income	-47,872.80	-33,000.00	-24,408.36	-122,348.00
Laundry Income	-9,306.75	-10,099.98	-8,762.25	-10,055.25
<b>TOTAL INCOME</b>	<b>-698,831.32</b>	<b>-657,294.96</b>	<b>-630,741.62</b>	<b>-702,316.74</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	138,351.33	152,455.02	110,432.75	137,194.31
Legal	3,157.24	1,750.02	795.50	1,305.00
Staff Training	866.75	7,000.02	1,223.32	6,587.62
Travel	7.84	499.98	164.23	470.76
Accounting & Audit Fees	9,212.50	11,050.00	8,700.00	8,300.00
Sundry-Other Admin	10,672.55	9,377.52	12,570.40	11,894.12
<b>Total Administration</b>	<b>162,268.21</b>	<b>182,132.56</b>	<b>133,886.20</b>	<b>165,751.81</b>
 Rec Public and Other	 0.00	 2,475.00	 0.00	 0.00
<b>Total Tenant Services</b>	<b>0.00</b>	<b>2,475.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Utilities</b>				
Water/Sewer	31,391.82	35,697.54	28,295.22	29,176.33
Electricity	27,307.73	39,739.98	28,829.60	29,816.89
Gas/Fuel	24,544.76	20,899.98	20,664.90	26,597.12
<b>Total Utilities</b>	<b>83,244.31</b>	<b>96,337.50</b>	<b>77,789.72</b>	<b>85,590.34</b>
<b>Maintenance</b>				
Labor	74,279.66	103,684.98	90,593.07	87,587.99
Materials	4,644.81	12,499.98	6,222.46	13,346.82
Contracts	88,816.11	81,204.96	64,731.96	55,468.12
<b>Total Maintenance</b>	<b>167,740.58</b>	<b>197,389.92</b>	<b>161,547.49</b>	<b>156,402.93</b>
<b>General</b>				
Insurance	51,986.89	48,520.02	45,506.55	39,644.02
Payment in Lieu of Tax	14,227.88	13,500.00	14,279.03	13,594.48
Employee Benefits	106,551.78	115,439.94	106,421.79	102,924.36
Collection Losses	0.00	4,000.02	0.00	0.00
Other General Expense	1,000.00	0.00	1,000.00	0.00
<b>Total General</b>	<b>173,766.55</b>	<b>181,459.98</b>	<b>167,207.37</b>	<b>156,162.86</b>
<b>TOTAL EXPENSE</b>	<b>587,019.65</b>	<b>659,794.96</b>	<b>540,430.78</b>	<b>563,907.94</b>
 Net Income/Loss	 -111,811.67	 2,500.00	 -90,310.84	 -138,408.80

**Brainerd South Operating Statement**  
**June, 2021**

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
<b>Brainerd South Operating</b>				
<b>INCOME</b>				
Dwelling Rental	-125,494.00	-123,784.98	-123,404.00	-118,428.00
Rental Supplement	-25,427.00	-20,235.00	-24,204.00	-21,223.00
Investment Interest	57.95	-250.02	-2,011.14	64.55
Other Income	-13,222.07	-15,625.02	-12,231.83	-16,920.90
Laundry Income	-3,535.25	-4,309.98	-4,209.25	-4,111.50
<b>TOTAL INCOME</b>	<b>-167,620.37</b>	<b>-164,205.00</b>	<b>-166,065.32</b>	<b>-160,618.85</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Legal	8,552.24	250.02	0.00	0.00
Travel	2.24	0.00	0.00	0.00
Accounting & Audit Fees	5,250.00	5,000.00	4,961.25	4,950.00
Sundry-Other Admin	26,013.11	25,999.98	24,913.14	24,269.34
Total Administration	39,817.59	31,250.00	29,874.39	29,219.34
<b>Utilities</b>				
Water	5,091.04	7,500.00	4,597.90	5,063.42
Electricity	1,913.14	3,250.02	1,820.20	2,761.30
Gas/Fuel	10,132.37	8,757.48	8,553.23	10,183.19
Total Utilities	17,136.55	19,507.50	14,971.33	18,007.91
<b>Maintenance</b>				
Labor	7,760.40	7,980.00	4,038.50	5,265.90
Materials	11,639.67	11,749.98	12,220.47	8,397.54
Contracts	25,676.06	34,475.04	22,738.82	25,718.28
Total Maintenance	45,076.13	54,205.02	38,997.79	39,381.72
<b>General</b>				
Insurance	17,141.17	17,074.98	16,573.13	16,004.20
Payment in Lieu of Tax	5,195.43	5,250.00	5,222.45	4,793.68
Employee Benefits	762.05	469.98	416.64	610.02
Total General	23,098.65	22,794.96	22,212.22	21,407.90
<b>TOTAL EXPENSE</b>	<b>125,128.92</b>	<b>127,757.48</b>	<b>106,055.73</b>	<b>108,016.87</b>
Net Income/Loss	-42,491.45	-36,447.52	-60,009.59	-52,601.98



**Brainerd Housing and Redevelopment Authority**  
**Payment Summary Report**  
**June 2021**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
6/3/2021	816	Carrie Burrell	\$6.72
6/3/2021	817	Eric Charpentier	\$2.24
6/3/2021	818	Erik Warner	\$12.32
6/3/2021	819	Keri Weitalla	\$69.58
6/3/2021	820	Shannon Fortune	\$88.47
6/17/2021	821	Dudley Gangestad	\$41.16
6/17/2021	822	John Schommer	\$16.80
6/17/2021	823	Mike Jones	\$56.00
6/3/2021	1844	Minnesota State Retirement System	\$1,361.00
6/3/2021	1845	Electronic Federal Tax Payment System	\$7,636.85
6/3/2021	1846	MN Dept of Revenue	\$1,277.71
6/3/2021	1847	Health Savings Accounts	\$1,256.52
6/3/2021	1848	Security Benefit	\$4,427.70
6/2/2021	1849	EBSO	\$21,406.26
6/17/2021	1850	Minnesota State Retirement System	\$1,361.00
6/17/2021	1851	MN Dept of Revenue	\$2,132.48
6/17/2021	1852	Health Savings Accounts	\$1,263.19
6/17/2021	1853	Security Benefit	\$5,790.03
6/9/2021	1854	Health Savings Accounts	\$166.67
6/17/2021	1855	Electronic Federal Tax Payment System	\$11,912.59
6/30/2021	1856	Electronic Federal Tax Payment System	\$237.58
6/30/2021	1857	MN Dept of Revenue	\$1.41
6/3/2021	23982	Ace Hardware	\$75.95
6/3/2021	23983	Avesis Third Party Administrators	\$26.15
6/3/2021	23984	BDS Laundry Systems	\$111.43
6/3/2021	23985	Brainerd Public Utilities	\$10,856.37
6/3/2021	23986	Bremer Bank Credit Card	\$536.82
6/3/2021	23987	CenterPoint Energy	\$4,064.41
6/3/2021	23988	College Drive Townhouses	\$1,526.84
6/3/2021	23989	Culligan	\$143.50
6/3/2021	23990	HDS, LLC DBA Kalso Software	\$4,835.97
6/3/2021	23991	Home Depot Credit Services	\$164.82
6/3/2021	23992	Home Depot Supply	\$533.63
6/3/2021	23993	Housing Auth Risk Retention Group	\$245.00
6/3/2021	23994	Kennedy & Graven, Chartered	\$1,266.10
6/3/2021	23995	MN Elevator, Inc.	\$794.84
6/3/2021	23996	Paper Storm	\$25.50
6/3/2021	23997	Ratwik, Roszak & Maloney, P.A.	\$2,850.00
6/3/2021	23998	Sun Life Financial	\$290.08
6/3/2021	23999	Trail Ridge Townhomes	\$195.24
6/3/2021	24000	Yde's Major Appliance	\$81.00
6/17/2021	24001	Absolute Cleaning Service of Brainerd In	\$160.00
6/17/2021	24002	Aramark Uniform Services	\$348.04
6/17/2021	24003	Asmus Construction LLC	\$26,458.00
6/17/2021	24004	Association of Minnesota Counties	\$75.00
6/17/2021	24005	Brainerd Public Utilities	\$2,731.60
6/17/2021	24006	CTCIT	\$650.00
6/17/2021	24007	CTC	\$2,551.71
6/17/2021	24008	Capital One Commercial	\$537.21
6/17/2021	24009	CliftonLarsonAllen LLP	\$1,312.50
6/17/2021	24010	Crow Wing Cty Recorder's Office	\$46.00
6/17/2021	24011	Void	\$0.00
6/17/2021	24012	Emily Schneider	\$516.00
6/17/2021	24013	Frank Olson Drywall Repair	\$1,006.37
6/17/2021	24014	Hillyard / Hutchinson	\$1,372.08
6/17/2021	24015	Horizon Plumbing & Heating	\$222.00
6/17/2021	24016	LandWerx LLC	\$600.00
6/17/2021	24017	Mahoney Ulbrich Christiansen Russ	\$575.00
6/17/2021	24018	Miller Testing & Consulting LLC	\$450.00

**Brainerd Housing and Redevelopment Authority**  
**Payment Summary Report**  
**June 2021**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
6/17/2021	24019	Nisswa Sanitation	\$2,367.27
6/17/2021	24020	Northland Fire Protection	\$1,296.40
6/17/2021	24021	Office Shop	\$775.50
6/17/2021	24022	Paper Storm	\$25.50
6/17/2021	24023	Postmaster	\$715.00
6/17/2021	24024	Rental History Reports	\$32.00
6/17/2021	24025	Strike Painting & Finishing	\$1,400.00
6/17/2021	24026	Synchrony Bank (Mills Fleet Farm)	\$19.34
6/17/2021	24027	The Nelrod Company	\$2,265.00
6/17/2021	24028	Verizon Wireless	\$398.07
6/17/2021	24029	Wex Health	\$8.50
6/21/2021	24030	Tenant Refund	\$335.34
6/21/2021	24031	Tenant Refund	\$201.00
6/21/2021	24032	Tenant Refund	\$471.34
6/30/2021	24033	Catherine Disterhaupt	\$113.73
6/30/2021	24034	Shawn Disterhaupt	\$113.73
6/30/2021	24035	James Kozinski	\$126.71
6/30/2021	24036	Marnie Mclalwain	\$218.50
6/30/2021	24037	Katie Ottilla-Wooden	\$146.57
6/30/2021	24038	Brian Weitalla	\$203.69
6/30/2021	24039	Keri Weitalla	\$203.69
6/30/2021	24040	Joseph Wooden	\$150.12
		<b>Report Total</b>	<b>\$140,346.44</b>



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[www.brainerdhra.org](http://www.brainerdhra.org)

**To:** Brainerd HRA Board Members

**From:** Tania Eller, Rental Assistance Manager

**Date:** June 19, 2021

**RE:** Housing Choice Voucher Programs Report

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### **HCV Report**

Please see the attached report.

Our Unit Months Leased (UML) through June is 99%, and HAP utilization through May is 49%.

### **Bridges Report**

Please see the attached report.

We have 9 families on our program with a monthly HAP payment of \$4,404.

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

Please see the attached report.

We currently have 28 families on our program. We have 10 families that are currently escrowing in the amount of \$2,526 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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## June Housing Choice Voucher Programs (HCV)

<b><u>Voucher Allocation</u></b>	325
June Move-ins	3
June Move-outs	0
June Vouchers - looking for housing	20
June Vouchers - first day of month	313
Average Vouchers to date	323
Unit Months Leased	99%
HAP Utilization through 6/30/2021	49%
<b><u>Reasons For Leaving Program</u></b>	
Voluntarily Left	0
Port-out	0
Terminated	0
<b><u>Payments</u></b>	
Housing Assistance Payment (HAP)	\$118,027
June HUD Administrative Fee	\$16,628
<b><u>Port Out Vouchers</u></b>	3
St. Cloud (1), Garland TX (1)	\$3,043
<b><u>Homeownership</u></b>	8
Homeownership HAP	\$2,863
<b><u>FYI Vouchers</u></b>	3
FYI Vouchers HAP	\$1,099
<b><u>Annual Average Income</u></b>	\$14,481
<b><u>Length of Time on Program</u></b>	
< 1 year	18%
< 2 years	17%
< 3 years	10%
< 4 years	9%
< 5 years	7%
> 5 years	37%
<b><u>Demographics</u></b>	
Elderly Households	90
Disabled/Handicapped Households	166
Families with Children	121
<b><u>Waiting List Total</u></b>	139
Crow Wing County Preference	52
Non Preference	87
<b><u>Average HAP Payment</u></b>	\$354

July 28, 2021

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## Bridges Program June 2021

### Summary

- Tenants leased up in units: 9
- Participants issued a Voucher & searching for a unit: 6
- Notified: 3
- Participants receiving HCV voucher: 1
- Participants giving up Bridges voucher: 0
- Tenants' Residing Counties:
  - Cass County: 0
  - Morrison: 1
  - Aitkin: 1
  - Crow Wing: 7
  - Todd:
  - Wadena:

**Total HAP Payment: \$ 4,404.00**

### Additional Info

Finalized Due Diligence items and Contract was executed to begin new grant period July 1st.

## Family Self-Sufficiency Program June 2021

### Summary

- Active FSS participants: 28
- Tenants going OFF for month: 0
- Tenants going ON for month: 1
- Tenants start ESCROWING: 1
- Total number of FSS participants escrowing monthly: 10
- Total amount of escrow: \$2,526.00
- Total combined amount of monthly escrow: \$2,526.00

## **Foster Youth to Independence Program June 2021**

### **Summary**

- Active FSS participants: 3
- Searching for a unit: 1
- 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.





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[www.brainerdhra.org](http://www.brainerdhra.org)

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

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#### **Vacancy Report for June 2021**

Please see attachment.

#### **Monthly Property Performance Report for June 2021**

Please see attachment.

#### **Annual Inspection Schedule**

Annual unit inspections will be conducted in August for North Star and later in the Fall for the Scattered Site units so that all units will have an inspection completed in calendar year 2021.

#### **ROSS Program Updates**

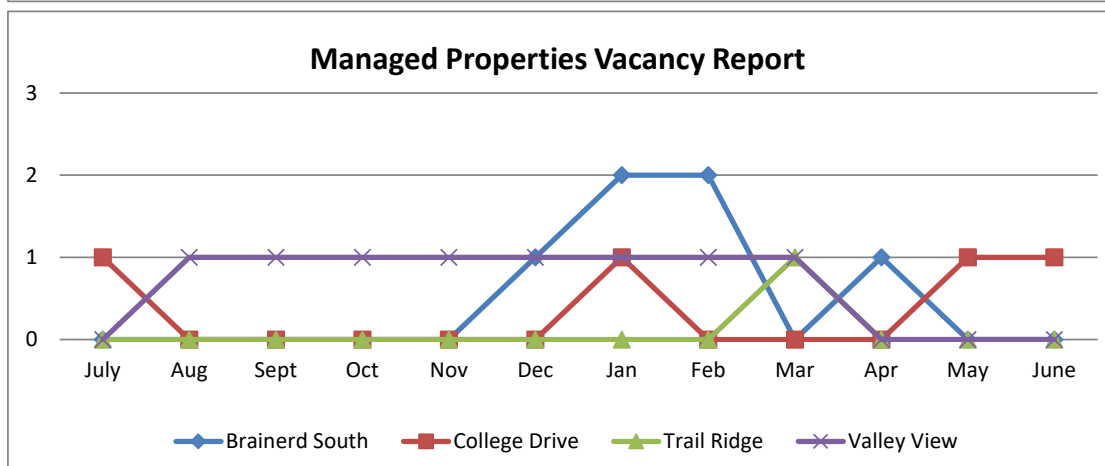
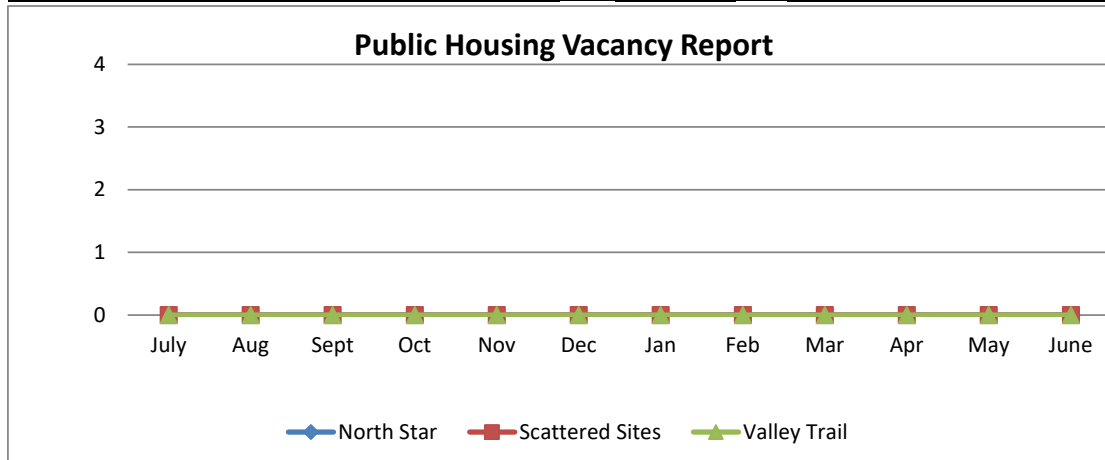
- 13 active participants in the ROSS program; 1 newly enrolled participant; 1 exit.
- 1 new contact with non-enrolled resident for more limited resource/referral work
- Food Program Participation
  - SNAP Food Boxes: 29 residents; shelf-stable box; elderly tenants only.
  - LSS Senior Dining: 2 residents; 28 frozen meals (14 each); elderly tenants only.
  - Catholic Charities: 16 residents; 440 frozen meals (10-30 each); elderly tenants only.
  - On-Site Pop-Up Pantry: no delivery in June, last on-site delivery will be in July.
- Facebook Stats:
  - 9 new posts on the ROSS Facebook page this past month which reached 15 individuals, with 0 additional likes/shares, and 3 viewers clicked through posts for more information.
- Grant Prep Work
  - 61 needs assessment surveys collected (60 from North Star; 1 from Valley Trail)
  - FY-2021 NOFA for next 3-year funding cycle has been released and is due 9/17/2021.
- Upcoming Plans:
  - Working with Resident Council to organize elections for new Executive Committee and get the group back on a regular meeting schedule.
  - Nutrition classes presented by Humana resuming in August.
  - Distributing information and assisting enrollment for the Emergency Broadband Benefit program, specifically targeting scattered site households.

**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	0	0	0	0	1	0	0
June %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	0.00%	0.00%
July 31				0				
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	3	1	3
%	0.00%	0.00%	0.00%	0.00%	1.39%	2.08%	0.93%	2.50%



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# Brainerd Housing and Redevelopment Authority

## Monthly Property Performance Report June 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	19
Applications Denied on PH Wait List	6

### 4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	92	5	1	0
2 bdrm	14	49	0	0	0
3 bdrm	24	15	1	1	0
4 bdrm	5	1	0	0	0
TOTAL	203	157	6	2	0

### 5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	3	14
Move-Outs	1	11

### 6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	2
Annual Recertifications	4
Completed for this month	6

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	203
Total left to be inspected this year	0
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

9. Lease Enforcements

Lease warnings/violations issued	3
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	1
Received	96
Closed	97
Ending Balance	0
Total Completed Work Orders for Year	483

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	61,053
Other Charges	1,585
<b>Total New Charges</b>	62,638
Arrears, tenants in possession	165

#### Accounts Receivable

Current Tenant Accounts Receivable (Rent)	43
Current Rent Charges	61,053
Current Rent Collections	61,010
Accounts Receivable Rate	0%
Collection Rate	100%

#### Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	7,279
Prior Rent Charges	752,620
Collection Rate	99%

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[www.brainerdhra.org](http://www.brainerdhra.org)

To: Brainerd HRA Board Members  
 From: John Schommer, Rehab Coordinator  
 Date: July 20, 2021  
 Re: Rehab Programs Report

#### **NE Brainerd SCDP**

<b>Address</b>	<b>Owner/Name</b>	<b>Type of Rehab</b>	<b>Units</b>	<b>Status</b>
707 Laurel St.	Knotty Pine Bakery	Commercial	1	Complete
707 Laurel St.	Sarah Hayden-Shaw	Mixed Use	9	Complete
212 1 <sup>st</sup> Ave. NE	Andrea B	Owner Occupied	1	Complete
612 2 <sup>nd</sup> Ave. NE	Kelly R	Owner Occupied	1	Complete
201 & 203 B St.	Travis Banks	Rental	2	In Construction
215 Gillis Ave. NE	Cheri S	Owner Occupied	1	In Construction
414 3 <sup>rd</sup> Ave. NE	Select Rental Properties	Rental	1	Complete
206 Gillis Ave NE	Herbert & Robin J	Owner Occupied	1	Complete
721 2 <sup>nd</sup> Ave NE	Darin K	Owner Occupied	1	Complete
315 4 <sup>th</sup> Ave NE	Wayne Arndt	Rental	3	Application Phase
113 B St NE	Diana Lorimor	Rental	1	Backed Out
121 3 <sup>rd</sup> Ave NE	Joe Meyer	Rental	3	Application Phase
507 2 <sup>nd</sup> Ave NE	Bob Long	Owner Occupied	1	Contract Phase

**Emily SCDP**

8 Owner occupied projects are complete

**MHFA**

1 Project is complete

3 Projects are in the work write-up phase

2 Applications are in process

**Brainerd Oaks/Serene Pines/Dalmar Estates**

<b>Development</b>	<b>Total</b>	<b># Sold to Developer</b>	<b># Sold to End Buyer</b>	<b>For Sale</b>	<b>In Construction</b>
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



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To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: July 28<sup>th</sup>, 2021

Re: Executive Director Report

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### **Housing Trust Fund Update**

On July 22<sup>nd</sup> Minnesota Housing Partnership was in town to help facilitate discussions with stakeholders for the purposes of educating our partners on the Housing Trust Fund as well as information sharing between the HRA and these groups to ensure we are all working towards the similar goal of maintaining and creating housing within Crow Wing County. We also gave MHP a guided tour of some of the potentially developable land within Brainerd and Baxter as well as highlighted a couple of the project areas that we have worked on in the last few years. We are hoping that through this process we will be able to identify a couple of potential sites that we can highlight to developers with the goal of being able to create a request for proposal (RFP) for future multi family or single home housing units.

### **Northstar Boiler and Water Heater Replacement Update**

Work continues on the replacement project in the Northstar Building. The contractor has expressed that the project will likely push out until the end of September due to supply issues for some key pieces of equipment. The contractor has been on site and is working on clearing out the space in anticipation of the new equipment. Our staff continues to monitor the leak and has been doing a good job of controlling it up to this point.

### **Hiring Update**

We have partnered with the City of Brainerd to help in our search for an accounting specialist as well as our Rehab administrative specialist. We are now able to have applicants submit their information through a site called NeoGov which has already had an impact as applications have started to come in.

### **MN NAHRO Leadership Conference**

The MN NAHRO Summer Leadership Conference was held at Madden's on July 26<sup>th</sup> – 28<sup>th</sup>. We had the opportunity to bring this group to our downtown to show off the progress that has been made in the past few years. I was able to lead a tour of properties that the HRA has had a direct impact on and highlight the new businesses that have opened.

### **No Action Requested; Discussion Items**

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