



Brainerd Board of Commissioners Meeting
Wednesday, October 27th, 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=m3495d96e2ede557a24548a47203296c9>
Join by phone: 415-655-0001
Meeting number (access code): 2553 840 3123
Meeting password: fDP2qjwDv25

*"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*) Pg 3
 - a. Approval of Minutes from Regular Board Meeting on September 22nd, 2021
4. UNFINISHED BUSINESS
5. NEW BUSINESS
6. BILLS & COMMUNICATIONS
 - a. Financial Report (*Attachment 2*) Pg 9
 - b. HCV/Section 8 Report (*Attachment 3*) Pg 39
 - c. Housing Management Report (*Attachment 4*) Pg 45
 - d. Rehab Programs Report (*Attachment 5*) Pg 51
 - e. Executive Director Report (*Attachment 6*) Pg 53
7. COMMISSIONER COMMENTS
8. ADJOURN

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Brainerd HRA BOARD MEETING MINUTES Wednesday, September 22nd 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, September 22nd, 2021.

1. **CALL TO ORDER:** Chair Gabe Johnson called the meeting to order at 1:00 p.m.
2. **ROLL CALL:** Present: Commissioners Gabe Johnson, Michael Duval, Marlee Larson, Wayne Erickson, Rebekah Kent-Ehlebracht and Janet Decker. Absent: None

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Rental Assistant Manager Tania Eller, Housing Manager Shannon Fortune, Rehab Coordinator John Schommer, Rehab Administrative Specialist Kristin Miller, and Maintenance Supervisor Mike Foote.

3. **PUBLIC HEARING: Approve the Annual Plan and Adopt Resolution No. 2021-04:**
Chair Johnson opened the public hearing at 1:09 p.m.

The agency is required to create an Annual Plan every fiscal year and a public hearing must be held prior to the approval of the Annual Plan. The Notice of Public Hearing was posted in the Legal Notice section of the Brainerd Daily Dispatch and a copy of the Annual Plan was provided to the board. After Chair Johnson called for speakers in opposition three times, there was no one speaking in opposition of the Plan. Chair Johnson then called for speakers in favor three times and there was no one speaking in favor of the Plan.

The public hearing was closed at 1:10 p.m.

Commissioner Michael Duval moved to Approve the Annual Plan and Adopt Resolution No. 2021-04. Commissioner Marlee Larson seconded the motion. Upon roll call, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

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

Moved and seconded by Commissioners Wayne Erickson and Marlee Larson to approve the minutes from the August 25th, 2021, board meeting. Through a roll call vote, all commissioners were in favor, and none were opposed. The minutes were approved.

UNFINISHED BUSINESS: Nothing to report

5. **NEW BUSINESS:**

- a. **Request for Approval of Continuation Agreement between the Brainerd HRA and the City of Emily SCDP grant**

Background: When DEED awarded the Small Cities Development Program grant to the city of Emily in 2018, we entered into a contract to administer the grant on behalf of the City. We requested and were

granted the one-year extension for this grant. As such, the current contract has expired, and we have been requested to enter and sign another agreement for the extended timeframe. Attached is the updated contract with a revised beginning and end date to match the additional time to complete the grant.

Commissioner Marlee Larson moved to [Request for Approval of Continuation Agreement between the Brainerd HRA and the City of Emily SCDP grant]. Commissioner Rebekah Kent-Ehlebracht 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

CWC HRA Budget

Last month we reported that the CWC HRA Board approved a 2022 budget with a total levy request of \$829,500, which reflected an increase of \$100,000. After correspondence with County Administrator Houle, the CWC HRA Board changed their levy request to a level amount of \$729,500. The levy was approved by the CWC Commissioners at their September 14th meeting. The action taken for the HRA levy is considered final and will not be revisited in December when the Commissioners approve the final CWC levy.

Commissioner Michael Duval moved to approve payments as presented. Commissioner Wayne 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

Our Unit Months Leased (UML) through August is 99%, and HAP utilization through August is 64%.

Fair Market Rents (FMRs) and Payment Standards for 2022

HUD released the new FMRs at the end of August with an October 1st effective date. As you know, our payment standards must fall between 90 and 110 percent of the FMRs. We saw a significant increase in all of the FMRs; however, we had to increase our zero, one, two and three bedroom payment standards to meet the 90% threshold. We made these changes immediately as we are in the process of running annual recertifications for October and wanted to give our tenants as much notice as possible.

Bridges Report

We have 8 families on our program with a monthly HAP payment of \$3,568.

Family Self-Sufficiency (FSS) Report

We have 30 families on our program. We have 11 families currently escrowing a total of \$2,168 per month.

Foster Youth Initiative (FYI) Report

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

c. Housing Management Report

Vacancy Report for August 2021 - 100% Occupied

Monthly Property Performance Report for August - 100% Occupied

Eviction Moratorium Off-Ramp Update

Now that the federal eviction moratorium has ended, many tenants in Minnesota are still protected in some way by the “off-ramp” plan. (Minnesota Session Laws 2021, 1st Special Session, Chapter 8 H. F. No. 4, Article 5). This plan requires some additional notification language about available resources and a

slightly extended notification timeline for terminations or evictions related to non-payment. Behavior-related terminations are not prohibited or restricted. The table below has been provided in numerous publications and websites. Minnesota is currently in phase 4, our agency doesn't utilize this phase. We will progress to phase 5 the verification process on October 12th, 2021.

Commissioner Gabe Johnson commented on the eviction schedule being in October when weather is changing to colder temperatures for Minnesota residents.

Phase 1 June 30, 2021	Phase 2 July 14, 2021	Phase 3 Aug. 13, 2021	Phase 4 Sept. 12, 2021	Phase 5 Oct. 12, 2021	Phase 6 June 1, 2022
<p>Landlords can file evictions and terminate leases when:</p> <ul style="list-style-type: none"> • tenant seriously endangers the safety of others, • tenant significantly damages property, • tenant allows illegal activity on premises (504B.171 Subd. 1) • Manufactured home residents fail to comply with manufactured home related laws. <p>Landlords can terminate/non-renew leases for:</p> <ul style="list-style-type: none"> • material violations of the lease other than nonpayment of rent <p>Landlords can file evictions for:</p> <ul style="list-style-type: none"> • Tenants who owe rent and refuse to apply for the COVID-19 emergency rental assistance. • Tenants who owe rent and refuse to give their landlord info needed to apply for the COVID-19 emergency rental assistance. • Tenants who owe rent and refuse to provide proof that they applied for the COVID-19 emergency rental assistance. 	<p>Landlords can file evictions for material lease violations</p> <p>Landlord cannot file evictions for non-payment of rent</p>	<p>Landlords can terminate leases and not renew leases of tenants behind on rent <u>and ineligible</u> for COVID-19 emergency rental assistance</p>	<p>Landlords can file evictions for tenants behind on rent who are ineligible for COVID-19 emergency rental assistance</p>	<p>Most off-ramp protections end this day</p> <p>Landlords can end a lease for any legal reason with appropriate notice under the lease</p> <p>Landlords can file evictions for any legal reason EXCEPT for non-payment of rent evictions for tenants who have a pending COVID-19 emergency rental assistance application</p>	<p>Protections for tenants with pending COVID-19 emergency rental assistance applications expire on <u>June 1, 2022</u></p>

ROSS Program Updates

- 14 active participants in the ROSS program; 1 newly enrolled participant; 1 exited participant.
- 1 new contact with non-enrolled resident for more limited resource/referral work
- Food Program Participation
 - o SNAP Food Boxes: 28 residents; shelf-stable box; elderly tenants only.
 - o Catholic Charities: 16 residents; 340 frozen meals (10-30 each); elderly tenants only.
- Facebook Stats:
 - o 3 new posts on the ROSS Facebook page this past month which reached 6 individuals, with 0 additional likes/shares or viewers clicking through posts for more information.
- FY21 Grant Application
 - o FY-2021 NOFA was successfully submitted. No specific timeline has been given for award notification, however, the new grant cycle is estimated to start 3/18/2022.
- Event Participation & Upcoming Plans:
 - o Humana resumed the wellness seminars and had 4 participants in their August session.
 - o Still working with Brainerd Police to provide a presentation regarding scams and fraud.
 - o Recently connected with Babinski Foundation to talk about hosting a session devoted to happy and healthy pet ownership in small spaces/apartment living.

d. Rehab Programs Report:

Emily SCDD

John Schommer notes that the Emily SCDD was granted an extension.

8 Owner occupied projects complete and we have 4 inquires. DEED did grant a one-year extension for this grant.

MHFA

2 Project are bidding
2 Project in the owner review phase
3 Applications are in process

FHLB AHP

We submitted additional information Federal Home Loan Bank of Des Moines requested regarding the application and, provided they don't need any additional information, will find out in December if the application is funded.

Brainerd Oaks/Serene Pines/Dalmar Estates (5 more lots were requested)

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

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

John Schommer notes that the boiler project is coming along nicely. Two of the four boilers will be up and running by the end of next week. The other two will follow shortly after. Michael Duval noted that the water heaters are also included in this project.

e. Executive Director Report**Developer Meetings**

We have recently been involved in meetings with 2 separate developers that are looking for developable land in Brainerd for both multifamily and single-family development. I met with these developers along with City staff to provide information and feedback on the need for additional housing in and around Brainerd. There was a large piece of property that recently went on the market in Southwest Brainerd that we are keeping an eye on as it is the largest piece of private, undeveloped land that has come on the market in quite some time. We are excited to be having these discussions and that there has been interest in the private sector in new development.

Employee Appreciation Day

On Wednesday September 15th the City along with BPU and the HRA held an Employee Appreciation Day with the Wellness committee providing a boxed lunch for all employees. Employee service awards were given out to two of our employees. Carrie Burrell has been with our agency for 5 years and Nancy Thull has been with us for 3 years. Eric Charpentier noted that he would like to thank the City of Brainerd and the Wellness Committee for this event. It was appreciated by all Brainerd HRA staff members.

Brainerd Sesquicentennial Celebration (September 18th – 26th)

The City of Brainerd is celebrating its 150th birthday this year. The city has put together a list of activities that are occurring throughout the City during the celebration week. There are multiple organization that are participating or holding events. If you are interested in any of the remaining activities, a calendar of 26 events can be found at www.ci.brainerd.mn.us

Preliminary Budget Levy

On Monday September 20th the Brainerd City Council set their preliminary levy for 2022. Our levy request to the City was also included. I have attached a copy of the letter requesting our maximum levy that was sent to the City and Mayor.

Homeless Committee

Bridges of Hope is leading a committee that is exploring the possible creation of a night only homeless shelter in Crow Wing County. The location is yet to be established this is still in the planning phase.

Board Commissioner

We are still looking to replace one open position on our board. Any interested individuals please contact Eric Charpentier.

7. Commissioner Comments:

Commissioner Wayne Erickson and Michael Duval commented that our staff is doing a great job keeping everyone informed.

Commissioner Marlee Larson welcomed Kristin Miller and Mike Foote to our staff.

Commissioner Gabe Johnson noted that the City of Brainerd is funding levy's at a 2% rate increase. Also, the region 5 redevelopment committee is looking at moving to Brainerd.

8. ADJOURN:

Commissioner Wayne Erickson made a motion to adjourn the meeting. Commissioner Rebekah Kent-Ehlebracht seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 1:50 p.m.

Next Meeting: Wednesday, October 27, 2021

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

Please find attached the financial information for September 2021.

NAC Mechanical and Electrical Services Payment

In September, we processed the second Application for Payment from NAC in the amount of \$260,775 for the North Star boiler project. This brings payments to date through September of \$290,225 of the total contract award of \$839,315. The funds were drawn out of the 2019 and 2020 Capital Fund Program (CFP) grants.

2022 Budget Preparation

Staff are working on the 2022 budgets, which will be presented at the November board meeting.

Action Requested: Motion for approval of payments as presented.

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Brainerd Housing & Redevelopment Authority

2021 Ratios (and December, 2020)

FASS Ratios	Max Pts	Scoring	Dec 2020 After YE JE, B4 audit	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00

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

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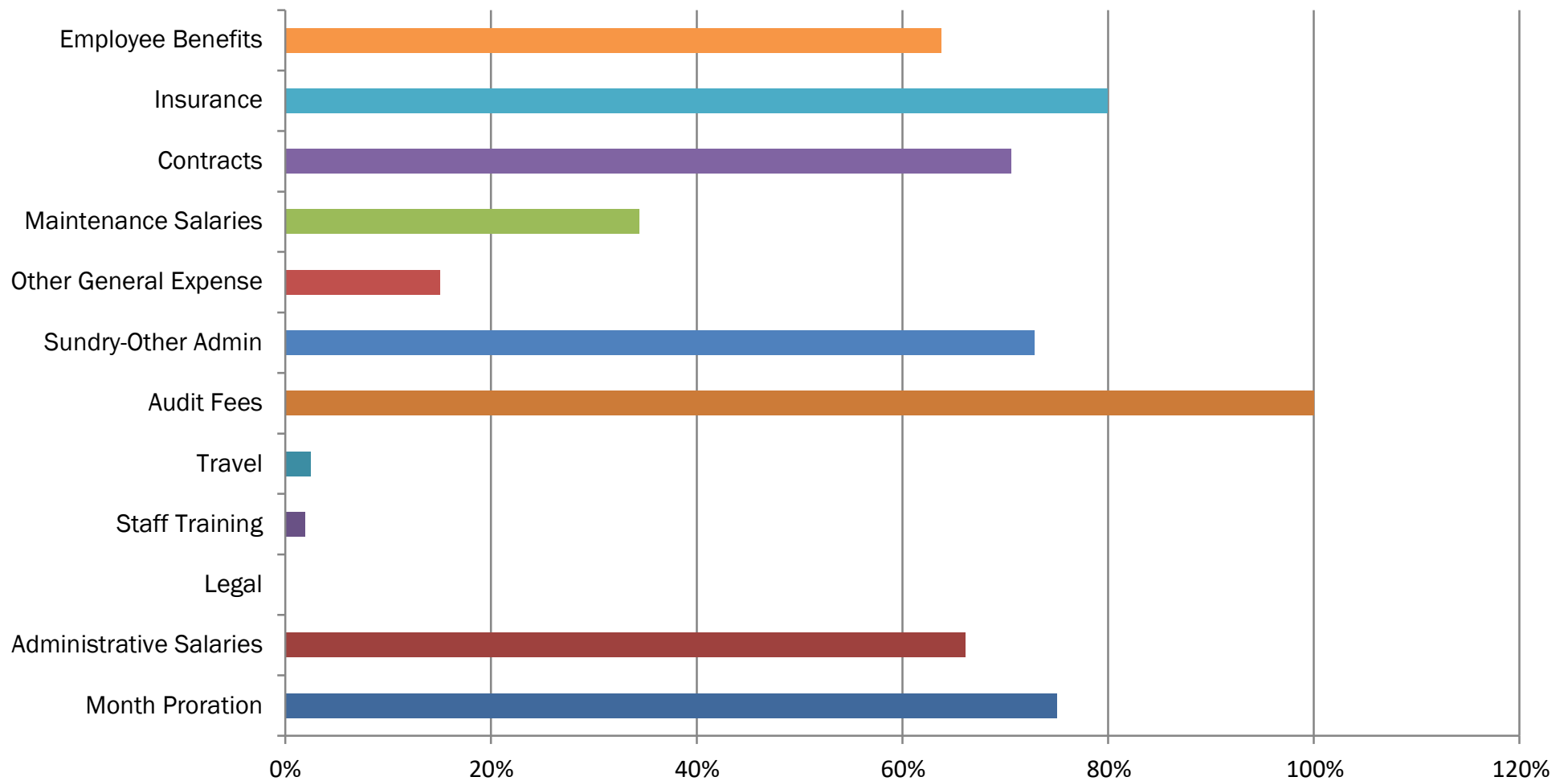
September 2021 Operating Account Balances

Property/Program	September 2020	August 2021	September 2021
General Fund	\$288,906.46	\$364,428.37	\$363,548.36
Housing Rehab Program	\$40,648.30	\$86,693.50	\$94,699.63
Bridges	\$4,455.96	\$3,520.12	\$-806.60*
Crow Wing County HRA	\$853,452.92	\$1,380,426.99	\$1,312,543.58
Public Housing	\$733,298.91	\$753,048.31	\$781,153.19
Brainerd South	\$36,233.14	\$65,722.52	\$43,389.21
Housing Choice Voucher	\$38,580.89	\$47,826.35	\$45,247.78
Total	\$1,995,576.58	\$2,701,666.16	\$2,639,775.15

*The September Bridges Housing Assistance Payment from the state was delayed on their end. It was deposited in October 2021.

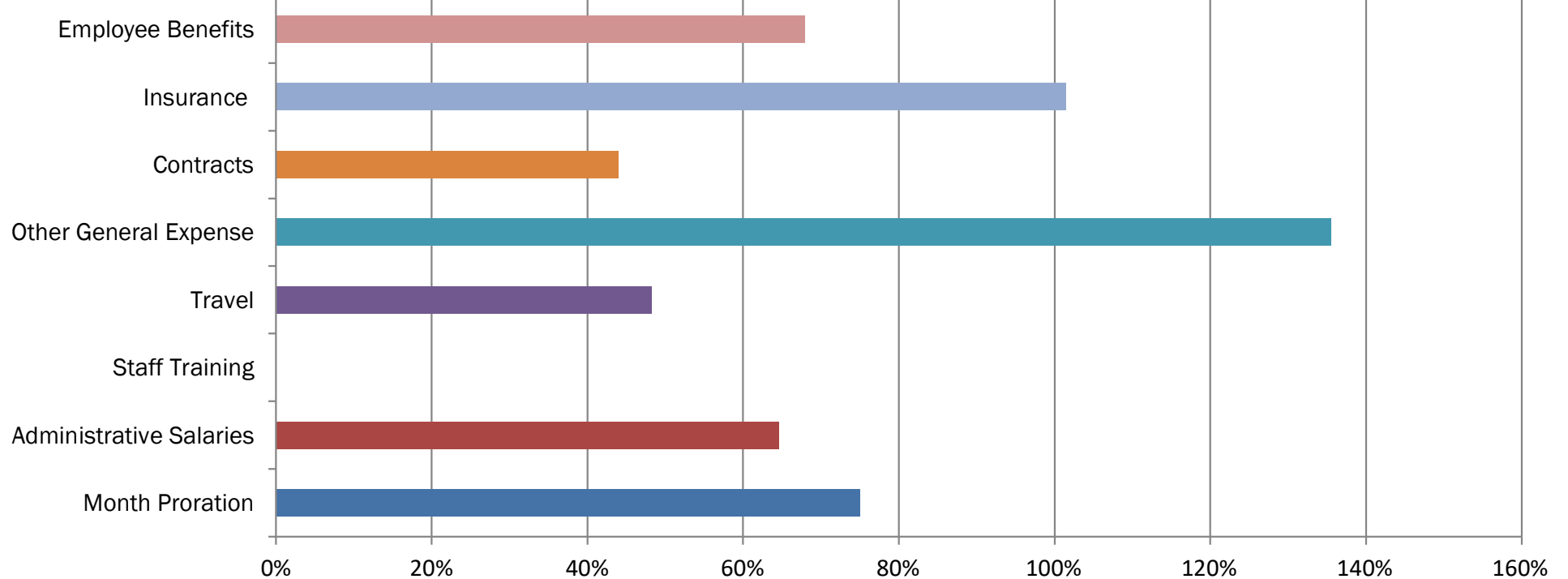
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September 2021 YTD General Fund Expense/Annual Budget Comparison



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

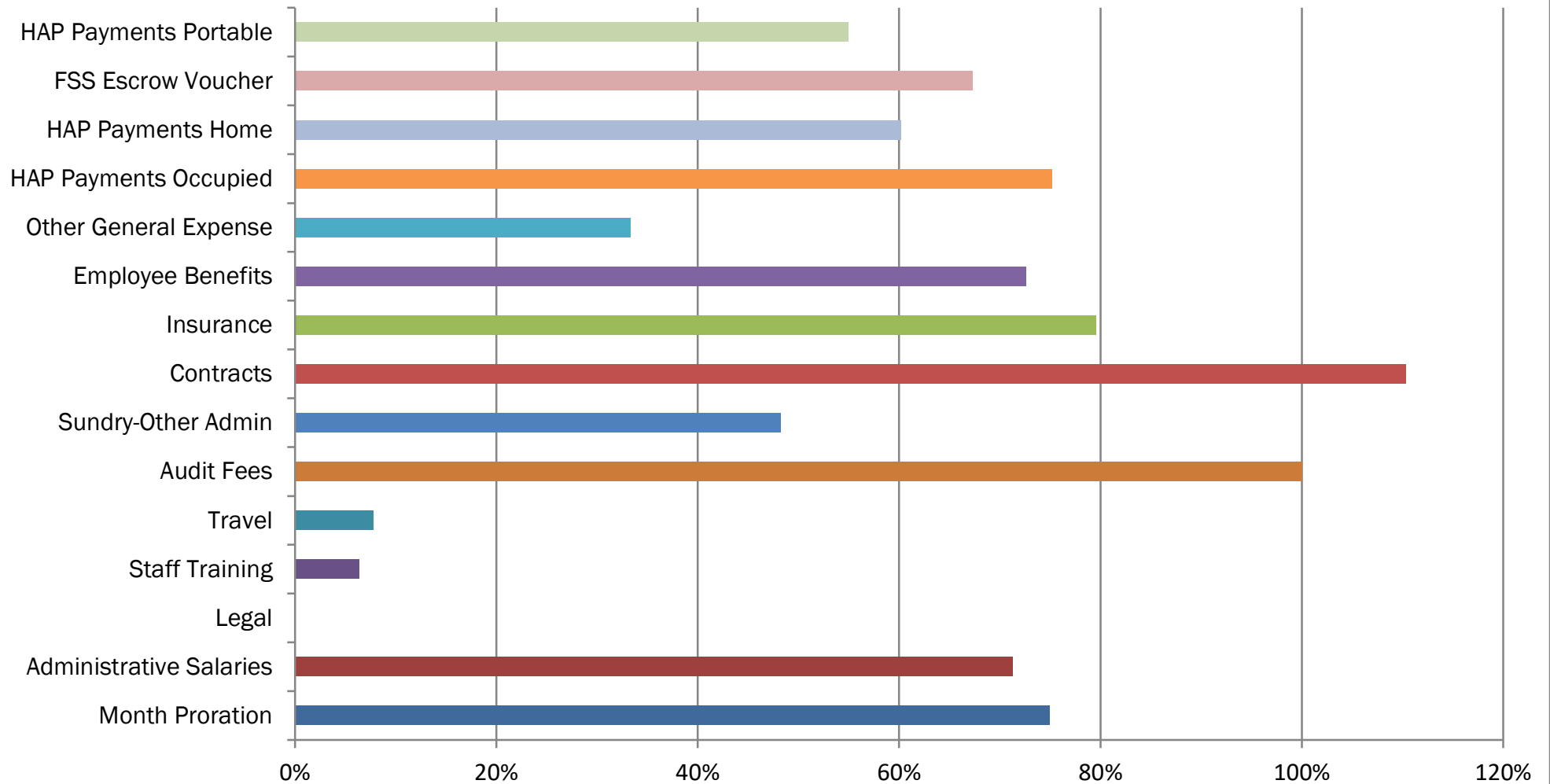
September 2021 YTD Housing Rehab Expense/Annual Budget Comparison



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

Other General Expense: Happy software purchased for rehab department needs. Advertising for rehab admin specialist.

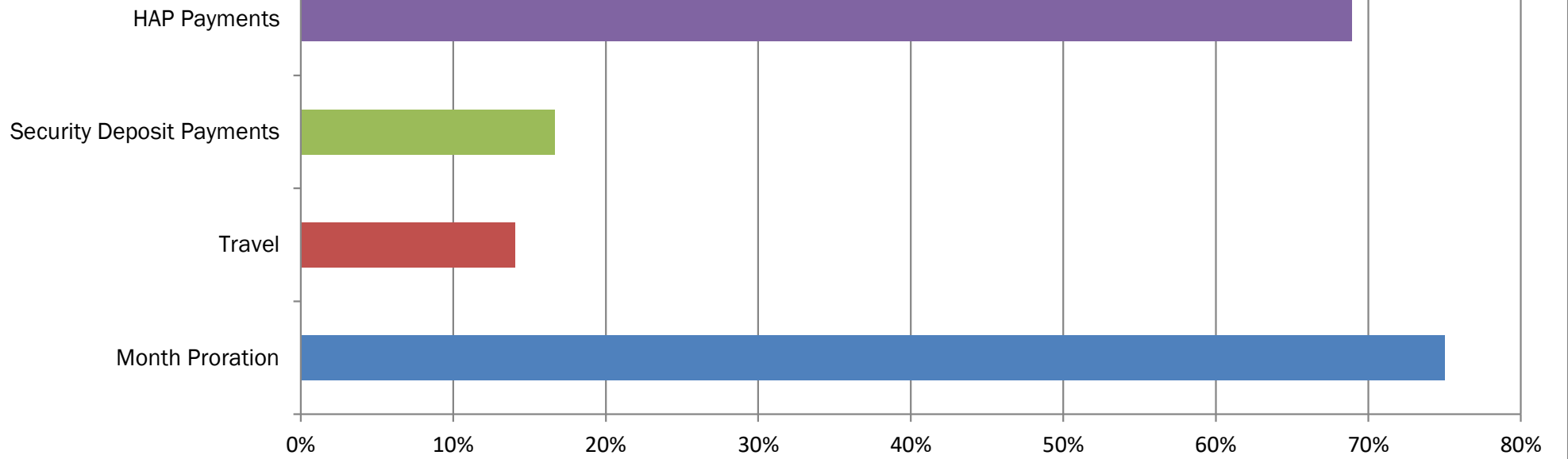
September 2021 YTD Housing Choice Voucher Expense/Annual Budget Comparison



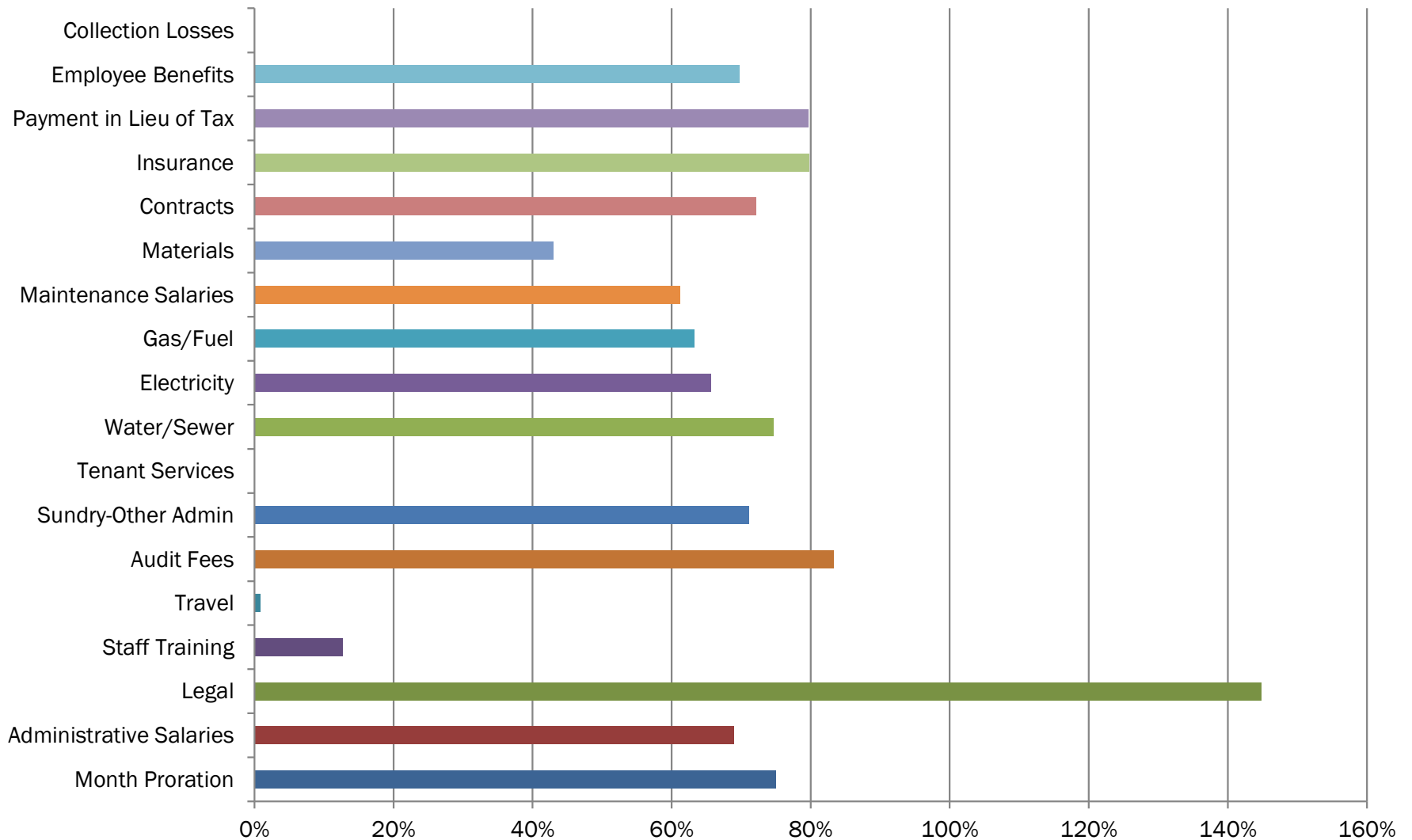
Audit Fees: Incurred early in the year for the entire year budget.

Contract Costs: Yearly utility study paid for in June.

September 2021 YTD Bridges Expense/Annual Budget Comparison



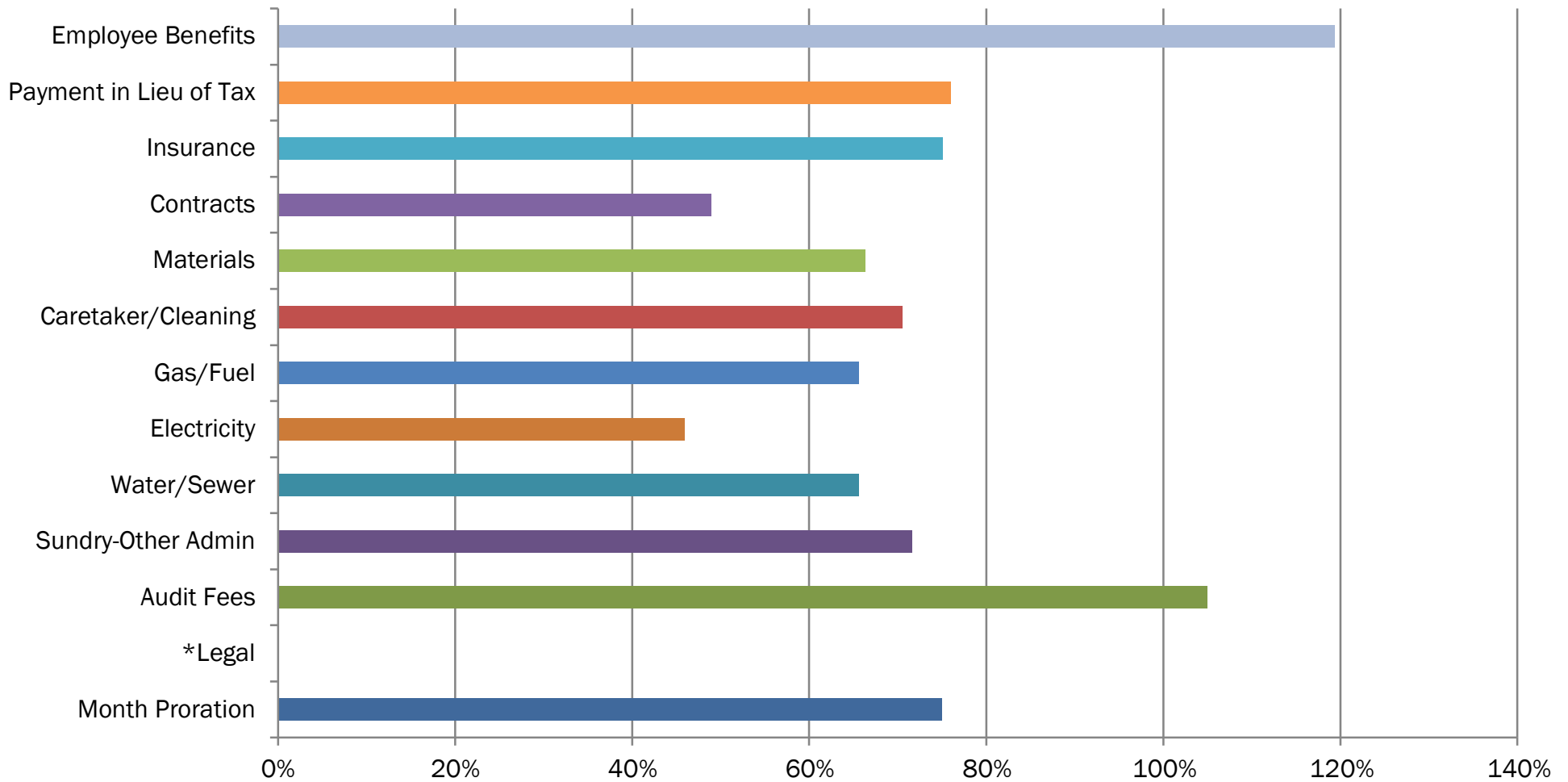
September 2021 YTD Public Housing Expense/Annual Budget Comparison



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

Legal: Assistance with Human Resource Issues.

September 2021 YTD Brainerd South Expense/Annual Budget Comparison



Employee Benefits: FICA not budgeted for caretaker non-cash compensation.

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

*Legal: Assistance with human resources issues. Current costs \$12,624.74 with budget of \$500.

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

	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-14,446.00	-129,994.49	-126,749.97	-3,244.52
Interest Income	-8.18	-40.50	-749.97	709.47
Operating Transfer In	0.00	-3,229.00	0.00	-3,229.00
Other Income	-568.80	-107,577.64	-91,965.00	-15,612.64
TOTAL INCOME	-15,022.98	-240,841.63	-219,464.94	-21,376.69
EXPENSE				
Administrative				
Administrative Salaries	11,526.59	111,819.03	126,884.97	-15,065.94
Legal	0.00	0.00	1,800.00	-1,800.00
Staff Training	0.00	96.25	3,750.03	-3,653.78
Travel	0.00	14.56	450.00	-435.44
Auditing Fees	0.00	6,900.00	6,900.00	0.00
Sundry-Other Admin	263.81	4,411.17	4,544.91	-133.74
Total Administration	11,790.40	123,241.01	144,329.91	-21,088.90
Maintenance				
Maintenance Salaries	697.68	4,146.41	9,045.00	-4,898.59
Contracts	20.63	1,482.05	1,575.00	-92.95
Total Maintenance	718.31	5,628.46	10,620.00	-4,991.54
General				
TIF Expense	0.00	88.40	97.47	-9.07
Insurance	485.41	4,594.08	4,312.53	281.55
Employee Benefits	4,976.72	51,936.72	61,091.19	-9,154.47
Other General Expense	0.00	3,750.00	18,749.97	-14,999.97
Total General	5,462.13	60,369.20	84,251.16	-23,881.96
TOTAL EXPENSE	17,970.84	189,238.67	239,201.07	-49,962.40
Net Income/Loss	2,947.86	-51,602.96	19,736.13	-71,339.09

Housing Rehab Operating Statement

September, 2021

	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,000.00	-121,037.50	-182,549.97	61,512.47
Grant Admin Revenue	-5,172.01	-5,172.01	-20,999.97	15,827.96
TOTAL INCOME	-15,172.01	-126,209.51	-203,549.94	77,340.43
EXPENSE				
Administrative				
Administrative Salaries	5,097.20	60,051.43	69,757.47	-9,706.04
Legal	0.00	105.00	0.00	105.00
Staff Training	0.00	0.00	3,750.03	-3,750.03
Travel	50.40	482.72	749.97	-267.25
Other Admin Exp	26.25	3,863.24	2,137.59	1,725.65
Total Administration	5,173.85	64,502.39	76,395.06	-11,892.67
Maintenance				
Contracts	154.52	47,444.40	81,000.00	-33,555.60
Total Maintenance	154.52	47,444.40	81,000.00	-33,555.60
General				
Insurance	0.00	507.32	375.03	132.29
Employee Benefits	1,837.51	23,090.97	25,503.66	-2,412.69
Total General	1,837.51	23,598.29	25,878.69	-2,280.40
TOTAL EXPENSE	7,165.88	135,545.08	183,273.75	-47,728.67
Net Income/Loss	-8,006.13	9,335.57	-20,276.19	29,611.76

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

	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-122,389.00	-1,128,051.00	-1,086,382.53	-41,668.47
Admin Fees Earned	-23,881.67	-205,546.36	-188,835.03	-16,711.33
Interest Income	-0.14	-1.49	-112.50	111.01
Other Income	-2,418.34	-32,085.86	-10,500.03	-21,585.83
TOTAL INCOME	-148,689.15	-1,365,684.71	-1,285,830.09	-79,854.62
EXPENSE				
Administrative				
Administrative Salaries	12,992.06	121,832.16	128,107.53	-6,275.37
Legal	0.00	0.00	375.03	-375.03
Staff Training	0.00	404.00	4,725.00	-4,321.00
Travel	66.64	194.32	1,874.97	-1,680.65
Accounting & Audit Fees	0.00	3,650.00	2,737.53	912.47
Sundry-Other Admin	149.88	2,582.07	4,012.38	-1,430.31
Total Administration	13,208.58	128,662.55	141,832.44	-13,169.89
Maintenance				
Contracts	110.37	4,303.99	2,925.00	1,378.99
Total Maintenance	110.37	4,303.99	2,925.00	1,378.99
General				
Insurance	513.14	4,670.98	4,410.00	260.98
Employee Benefits	6,395.93	67,068.88	69,240.06	-2,171.18
Collection Losses	0.00	2,174.00	0.00	2,174.00
Other General Expense	79.96	899.62	2,025.00	-1,125.38
Total General	6,989.03	74,813.48	75,675.06	-861.58
HAP Payments				
HAP Payments Occupied	113,011.00	1,023,538.00	1,021,320.00	2,218.00
HAP Payments Home	2,317.00	26,736.00	33,303.78	-6,567.78
FSS Escrow Voucher	3,220.00	19,925.00	22,200.03	-2,275.03
HAP Payments Portable	2,883.00	24,425.00	33,303.78	-8,878.78
Total HAP	121,431.00	1,094,624.00	1,110,127.59	-15,503.59
TOTAL EXPENSE	141,738.98	1,302,404.02	1,330,560.09	-28,156.07
Net Income/Loss	-6,950.17	-63,280.69	44,730.00	-108,010.69

Date: 10/18/2021
Time: 2:23:45 PM
joe

Bridges Program
Bridges Operating Statement
September, 2021

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating				
INCOME				
HAP Received MHFA	0.00	-31,850.00	-40,500.00	8,650.00
Admin Revenue	0.00	-3,510.00	-4,500.00	990.00
Operating Transfer	0.00	3,229.00	4,162.50	-933.50
Total Income	0.00	-32,131.00	-40,837.50	8,706.50
EXPENSE				
Administrative				
Travel	20.72	63.28	337.50	-274.22
Office Supplies	13.00	13.00	0.00	13.00
Total Administration	33.72	76.28	337.50	-261.22
General				
Security Deposit Pmts	0.00	500.00	2,250.00	-1,750.00
HAP Payment to Landlords	4,293.00	35,643.00	38,250.00	-2,607.00
Total General	4,293.00	36,143.00	40,500.00	-4,357.00
TOTAL EXPENSE	4,326.72	36,219.28	40,837.50	-4,618.22
Net Income/Loss	4,326.72	4,088.28	0.00	4,088.28

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

	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-63,360.00	-569,134.00	-561,539.97	-7,594.03
Excess Utilities	-736.00	-3,680.00	-2,700.00	-980.00
Operating Subsidy	-30,781.00	-279,643.00	-198,749.97	-80,893.03
Investment Interest	38.24	425.60	-1,500.03	1,925.63
Other Income	-13,107.83	-110,567.74	-138,052.53	27,484.79
Other Income Tenants	-2,204.90	-12,470.65	-18,749.97	6,279.32
Capital Fund Income	-261,972.00	-364,892.80	-49,500.00	-315,392.80
Laundry Income	-1,674.00	-14,707.75	-15,149.97	442.22
TOTAL INCOME	-373,797.49	-1,354,670.34	-985,942.44	-368,727.90
EXPENSE				
Administrative				
Administrative Salaries	22,130.68	210,365.61	228,682.53	-18,316.92
Legal	1,766.25	5,069.74	2,625.03	2,444.71
Staff Training	700.00	1,786.75	10,500.03	-8,713.28
Travel	0.00	8.40	749.97	-741.57
Accounting & Audit Fees	0.00	9,212.50	11,050.00	-1,837.50
Sundry-Other Admin	673.11	13,350.74	14,066.28	-715.54
Total Administration	25,270.04	239,793.74	267,673.84	-27,880.10
Rec Public and Other	0.00	0.00	3,712.50	-3,712.50
Total Tenant Services	0.00	0.00	3,712.50	-3,712.50
Utilities				
Water/Sewer	7,033.57	53,318.06	53,546.31	-228.25
Electricity	8,787.26	52,187.93	59,609.97	-7,422.04
Gas/Fuel	764.92	26,442.28	31,349.97	-4,907.69
Total Utilities	16,585.75	131,948.27	144,506.25	-12,557.98
Maintenance				
Labor	15,009.85	127,043.28	155,527.47	-28,484.19
Materials	1,056.31	10,760.35	18,749.97	-7,989.62
Contracts	10,731.46	117,135.27	121,807.44	-4,672.17
Total Maintenance	26,797.62	254,938.90	296,084.88	-41,145.98
General				
Insurance	8,489.89	77,456.56	72,780.03	4,676.53
Payment in Lieu of Tax	2,375.51	21,518.19	20,250.00	1,268.19
Employee Benefits	16,304.98	161,073.10	173,159.91	-12,086.81
Collection Losses	0.00	0.00	6,000.03	-6,000.03
Other General Expense	0.00	1,000.00	0.00	1,000.00
Total General	27,170.38	261,047.85	272,189.97	-11,142.12
TOTAL EXPENSE	95,823.79	887,728.76	984,167.44	-96,438.68
Net Income/Loss	-277,973.70	-466,941.58	-1,775.00	-465,166.58

Brainerd South Operating Statement
September, 2021

	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-21,134.00	-189,677.00	-185,677.47	-3,999.53
Rental Supplement	-4,185.00	-38,014.00	-30,352.50	-7,661.50
Investment Interest	8.84	85.95	-375.03	460.98
Other Income	-1,892.50	-18,884.57	-23,437.53	4,552.96
Laundry Income	-773.75	-5,519.75	-6,464.97	945.22
TOTAL INCOME	-27,976.41	-252,009.37	-246,307.50	-5,701.87
EXPENSE				
Administrative				
Legal	4,023.75	12,624.74	375.03	12,249.71
Accounting & Audit Fees	0.00	5,250.00	5,000.00	250.00
Sundry-Other Admin	3,907.71	37,251.58	38,999.97	-1,748.39
Total Administration	7,931.46	55,126.32	44,375.00	10,751.32
Utilities				
Water	0.00	9,840.77	11,250.00	-1,409.23
Electricity	23.02	2,982.52	4,875.03	-1,892.51
Gas/Fuel	496.15	11,487.79	13,136.22	-1,648.43
Total Utilities	519.17	24,311.08	29,261.25	-4,950.17
Maintenance				
Labor	1,166.55	11,249.35	11,970.00	-720.65
Materials	1,291.62	15,581.58	17,624.97	-2,043.39
Contracts	2,200.86	33,738.50	51,712.56	-17,974.06
Total Maintenance	4,659.03	60,569.43	81,307.53	-20,738.10
General				
Insurance	2,911.64	25,630.65	25,612.47	18.18
Payment in Lieu of Tax	1,008.36	7,977.48	7,875.00	102.48
Employee Benefits	119.96	1,121.92	704.97	416.95
Total General	4,039.96	34,730.05	34,192.44	537.61
TOTAL EXPENSE	17,149.62	174,736.88	189,136.22	-14,399.34
Net Income/Loss	-10,826.79	-77,272.49	-57,171.28	-20,101.21

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September 2021
Prior Year Comparative Operating
Statements

Brainerd HRA
General Fund Operating Statement
September, 2021

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
General Fund Operating INCOME				
Management Fees	-129,994.49	-126,749.97	-129,750.84	-128,132.55
Interest Income	-40.50	-749.97	-1,191.06	0.00
Operating Transfer In	-3,229.00	0.00	0.00	0.00
Other Income	-107,577.64	-91,965.00	-101,987.58	-72,613.26
TOTAL INCOME	-240,841.63	-219,464.94	-232,929.48	-200,745.81
EXPENSE				
Administrative				
Administrative Salaries	111,819.03	126,884.97	136,015.84	113,169.44
Legal	0.00	1,800.00	8,608.50	0.00
Staff Training	96.25	3,750.03	238.63	4,148.54
Travel	14.56	450.00	1.15	307.15
Auditing Fees	6,900.00	6,900.00	6,700.00	6,700.00
Sundry-Other Admin	4,411.17	4,544.91	5,006.97	4,897.26
Total Administration	123,241.01	144,329.91	156,571.09	129,222.39
Maintenance				
Maintenance Salaries	4,146.41	9,045.00	8,363.26	8,185.74
Contracts	1,482.05	1,575.00	1,523.18	1,154.52
Total Maintenance	5,628.46	10,620.00	9,886.44	9,340.26
General				
TIF Expense	88.40	97.47	54.75	173.80
Insurance	4,594.08	4,312.53	4,165.18	3,134.43
Employee Benefits	51,936.72	61,091.19	64,478.22	56,815.19
Other General Expense	3,750.00	18,749.97	23,100.00	2,000.00
Total General	60,369.20	84,251.16	91,798.15	62,123.42
TOTAL EXPENSE	189,238.67	239,201.07	258,255.68	200,686.07
Net Income/Loss	-51,602.96	19,736.13	25,326.20	-59.74

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

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Rehab Operating INCOME				
Other Income	-121,037.50	-182,549.97	-127,110.49	-91,384.75
Grant Admin Revenue	-5,172.01	-20,999.97	-4,707.34	-1,034.96
TOTAL INCOME	-126,209.51	-203,549.94	-131,817.83	-92,419.71
EXPENSE				
Administrative				
Administrative Salaries	60,051.43	69,757.47	66,130.06	36,263.46
Legal	105.00	0.00	0.00	0.00
Staff Training	0.00	3,750.03	154.80	2,404.07
Travel	482.72	749.97	602.09	381.06
Other Admin Exp	3,863.24	2,137.59	4,308.21	4,869.50
Total Administration	64,502.39	76,395.06	71,195.16	43,918.09
Maintenance				
Contracts	47,444.40	81,000.00	115,843.55	48,807.28
Total Maintenance	47,444.40	81,000.00	115,843.55	48,807.28
General				
Insurance	507.32	375.03	496.47	257.47
Employee Benefits	23,090.97	25,503.66	23,396.50	16,770.55
Total General	23,598.29	25,878.69	23,892.97	17,028.02
TOTAL EXPENSE	135,545.08	183,273.75	210,931.68	109,753.39
Net Income/Loss	9,335.57	-20,276.19	79,113.85	17,333.68

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

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-1,128,051.00	-1,086,382.53	-1,102,028.00	-1,063,281.00
Admin Fees Earned	-205,546.36	-188,835.03	-286,178.03	-199,266.00
Interest Income	-1.49	-112.50	-94.91	-168.06
Other Income	-32,085.86	-10,500.03	-12,885.55	-9,486.75
TOTAL INCOME	-1,365,684.71	-1,285,830.09	-1,401,186.49	-1,272,201.81
EXPENSE				
Administrative				
Administrative Salaries	121,832.16	128,107.53	100,430.65	107,071.06
Legal	0.00	375.03	366.00	0.00
Staff Training	404.00	4,725.00	674.00	6,938.68
Travel	194.32	1,874.97	331.78	1,481.51
Accounting & Audit Fees	3,650.00	2,737.53	3,500.00	3,500.00
Sundry-Other Admin	2,582.07	4,012.38	4,671.19	3,419.03
Total Administration	128,662.55	141,832.44	109,973.62	122,410.28
Maintenance				
Contracts	4,303.99	2,925.00	3,638.65	3,423.26
Total Maintenance	4,303.99	2,925.00	3,638.65	3,423.26
General				
Insurance	4,670.98	4,410.00	4,663.59	3,784.36
Employee Benefits	67,068.88	69,240.06	62,149.76	60,605.64
Collection Losses	2,174.00	0.00	2,302.00	0.00
Other General Expense	899.62	2,025.00	886.83	1,905.09
Total General	74,813.48	75,675.06	70,002.18	66,295.09
HAP Payments				
HAP Payments Occupied	1,023,538.00	1,021,320.00	1,000,549.00	984,033.00
HAP Payments Home	26,736.00	33,303.78	33,068.00	33,484.00
FSS Escrow Voucher	19,925.00	22,200.03	14,712.00	17,615.00
HAP Payments Portable	24,425.00	33,303.78	16,605.00	33,486.00
Total HAP	1,094,624.00	1,110,127.59	1,064,934.00	1,068,618.00
TOTAL EXPENSE	1,302,404.02	1,330,560.09	1,248,548.45	1,260,746.63
Net Income/Loss	-63,280.69	44,730.00	-152,638.04	-11,455.18

Bridges Program PY
Bridges Operating Statement
September, 2021

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Bridges Operating INCOME				
HAP Received MHFA	-31,850.00	-40,500.00	-38,551.00	-59,652.00
Admin Revenue	-3,510.00	-4,500.00	-4,500.00	-6,800.00
Operating Transfer	3,229.00	4,162.50	0.00	0.00
Total Income	-32,131.00	-40,837.50	-43,051.00	-66,452.00
EXPENSE				
Administrative				
Travel	63.28	337.50	59.23	197.20
Office Supplies	13.00	0.00	0.00	0.00
Total Administration	76.28	337.50	59.23	197.20
General				
Security Deposit Pmts	500.00	2,250.00	0.00	5,943.00
HAP Payment to Landlords	35,643.00	38,250.00	38,327.00	53,709.00
Total General	36,143.00	40,500.00	38,327.00	59,652.00
TOTAL EXPENSE	36,219.28	40,837.50	38,386.23	59,849.20
Net Income/Loss	4,088.28	0.00	-4,664.77	-6,602.80

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

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Public Housing Operating INCOME				
Dwelling Rental	-569,134.00	-561,539.97	-555,279.00	-545,756.00
Excess Utilities	-3,680.00	-2,700.00	-3,645.48	-3,365.58
Operating Subsidy	-279,643.00	-198,749.97	-235,037.00	-195,475.00
Investment Interest	425.60	-1,500.03	-1,480.05	309.26
Other Income	-110,567.74	-138,052.53	-122,719.34	-128,762.27
Other Income Tenants	-12,470.65	-18,749.97	-12,982.56	-20,694.01
Capital Fund Income	-364,892.80	-49,500.00	-223,953.44	-122,348.00
Laundry Income	-14,707.75	-15,149.97	-13,421.25	-14,876.25
TOTAL INCOME	-1,354,670.34	-985,942.44	-1,168,518.12	-1,030,967.85
EXPENSE				
Administrative				
Administrative Salaries	210,365.61	228,682.53	199,300.13	217,823.13
Legal	5,069.74	2,625.03	915.50	1,445.00
Staff Training	1,786.75	10,500.03	1,373.32	13,204.54
Travel	8.40	749.97	209.66	638.96
Accounting & Audit Fees	9,212.50	11,050.00	8,700.00	8,300.00
Sundry-Other Admin	13,350.74	14,066.28	16,504.30	14,759.08
Total Administration	239,793.74	267,673.84	227,002.91	256,170.71
 Rec Public and Other	 0.00	 3,712.50	 0.00	 0.00
Total Tenant Services	0.00	3,712.50	0.00	0.00
Utilities				
Water/Sewer	53,318.06	53,546.31	47,571.74	46,520.05
Electricity	52,187.93	59,609.97	54,332.48	53,523.40
Gas/Fuel	26,442.28	31,349.97	22,543.67	28,701.94
Total Utilities	131,948.27	144,506.25	124,447.89	128,745.39
Maintenance				
Labor	127,043.28	155,527.47	148,653.32	139,127.09
Materials	10,760.35	18,749.97	9,230.50	20,859.07
Contracts	117,135.27	121,807.44	107,471.11	86,707.73
Total Maintenance	254,938.90	296,084.88	265,354.93	246,693.89
General				
Insurance	77,456.56	72,780.03	68,286.06	59,466.03
Payment in Lieu of Tax	21,518.19	20,250.00	21,237.28	20,407.32
Employee Benefits	161,073.10	173,159.91	163,927.48	159,450.99
Collection Losses	0.00	6,000.03	0.00	0.00
Other General Expense	1,000.00	0.00	2,000.00	0.00
Total General	261,047.85	272,189.97	255,450.82	239,324.34
TOTAL EXPENSE	887,728.76	984,167.44	872,256.55	870,934.33
 Net Income/Loss	 -466,941.58	 -1,775.00	 -296,261.57	 -160,033.52

Brainerd South Operating Statement September, 2021

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Brainerd South Operating				
INCOME				
Dwelling Rental	-189,677.00	-185,677.47	-184,571.00	-179,469.00
Rental Supplement	-38,014.00	-30,352.50	-37,791.00	-31,174.00
Investment Interest	85.95	-375.03	-2,162.34	-404.91
Other Income	-18,884.57	-23,437.53	-18,025.83	-23,936.38
Laundry Income	-5,519.75	-6,464.97	-6,353.25	-6,016.30
TOTAL INCOME	-252,009.37	-246,307.50	-248,903.42	-241,000.59
EXPENSE				
Administrative				
Legal	12,624.74	375.03	0.00	43.00
Accounting & Audit Fees	5,250.00	5,000.00	4,961.25	4,950.00
Sundry-Other Admin	37,251.58	38,999.97	36,535.45	35,356.61
Total Administration	55,126.32	44,375.00	41,496.70	40,349.61
Utilities				
Water	9,840.77	11,250.00	9,638.64	8,691.10
Electricity	2,982.52	4,875.03	2,977.09	3,850.02
Gas/Fuel	11,487.79	13,136.22	9,930.55	11,728.26
Total Utilities	24,311.08	29,261.25	22,546.28	24,269.38
Maintenance				
Labor	11,249.35	11,970.00	12,001.46	7,923.54
Materials	15,581.58	17,624.97	21,212.73	13,118.23
Contracts	33,738.50	51,712.56	36,356.27	36,843.44
Total Maintenance	60,569.43	81,307.53	69,570.46	57,885.21
General				
Insurance	25,630.65	25,612.47	24,760.35	24,033.50
Payment in Lieu of Tax	7,977.48	7,875.00	7,838.62	7,468.74
Employee Benefits	1,121.92	704.97	776.18	915.04
Total General	34,730.05	34,192.44	33,375.15	32,417.28
TOTAL EXPENSE	174,736.88	189,136.22	166,988.59	154,921.48
Net Income/Loss	-77,272.49	-57,171.28	-81,914.83	-86,079.11

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Brainerd Housing and Redevelopment Authority

Payment Summary Report

September 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/10/2021	838	Carrie Burrell	\$35.28
9/10/2021	839	Dudley Gangestad	\$24.64
9/10/2021	840	John Schommer	\$64.40
9/10/2021	841	Keri Weitalla	\$47.75
9/10/2021	842	Michael Foote	\$6.72
9/10/2021	843	Nancy Thull	\$5.60
9/10/2021	844	Ryan Barnett	\$55.44
9/10/2021	845	Shannon Fortune	\$15.97
9/9/2021	1887	Minnesota State Retirement System	\$1,205.00
9/9/2021	1888	Electronic Federal Tax Payment System	\$7,254.06
9/9/2021	1889	MN Dept of Revenue	\$1,257.90
9/9/2021	1890	Health Savings Accounts	\$1,124.73
9/9/2021	1891	Security Benefit	\$3,668.97
9/2/2021	1892	EBSO	\$20,956.97
9/3/2021	1893	Health Savings Accounts	\$208.34
9/23/2021	1894	Minnesota State Retirement System	\$1,115.84
9/23/2021	1895	Electronic Federal Tax Payment System	\$7,386.80
9/23/2021	1896	Health Savings Accounts	\$1,073.60
9/23/2021	1897	MN Dept of Revenue	\$1,294.25
9/23/2021	1898	Security Benefit	\$3,668.97
9/9/2021	24143	Ace Hardware	\$111.91
9/9/2021	24144	Aramark Uniform Services	\$468.59
9/9/2021	24145	Atlas Abstract & Title	\$90.00
9/9/2021	24146	Brainerd Lakes Area Economic Development	\$43,500.00
9/9/2021	24147	Brainerd Public Utilities	\$15,281.08
9/9/2021	24148	CTCIT	\$650.00
9/9/2021	24149	Capital One Commercial	\$139.87
9/9/2021	24150	CenterPoint Energy	\$1,261.07
9/9/2021	24151	College Drive Townhouses	\$384.48
9/9/2021	24152	Crow Wing County Landfill	\$10.00
9/9/2021	24153	Culligan	\$85.50
9/9/2021	24154	Cuyuna Range Economic Development Inc.	\$12,500.00
9/9/2021	24155	Faster Solutions, Inc.	\$95.00
9/9/2021	24156	Hillyard / Hutchinson	\$42.74
9/9/2021	24157	Home Depot Credit Services	\$108.00
9/9/2021	24158	Housing Insurance Svc Inc.	\$1,893.00
9/9/2021	24159	Void	\$0.00
9/9/2021	24160	Kennedy & Graven, Chartered	\$581.20
9/9/2021	24161	Lakes Printing Inc.	\$619.20
9/9/2021	24162	MN Elevator, Inc.	\$794.84
9/9/2021	24163	Midwest Machinery Co	\$65.97
9/9/2021	24164	Mike Jones	\$47.04
9/9/2021	24165	Nisswa Sanitation	\$2,337.27
9/9/2021	24166	Office Shop	\$698.54
9/9/2021	24167	Ratwik, Roszak & Maloney, P.A.	\$5,790.00
9/9/2021	24168	Rental History Reports	\$25.00
9/9/2021	24169	Verizon Wireless	\$422.34
9/9/2021	24170	Viking Electric Supply, Inc	\$129.00
9/9/2021	24171	International eProcuremnet	\$1,125.00
9/21/2021	24172	Tenant Refund	\$462.75
9/21/2021	24173	Tenant Refund	\$202.50
9/23/2021	24174	Brainerd Public Utilities	\$702.77
9/23/2021	24175	CTC	\$2,550.36
9/23/2021	24176	Cash	\$62.04
9/23/2021	24177	Dearborn National	\$187.02
9/23/2021	24178	Delta Dental	\$651.76
9/23/2021	24179	HDS, LLC DBA Kanso Software	\$170.00
9/23/2021	24180	Home Depot Supply	\$168.27
9/23/2021	24181	Housing Agency Procurement Assistance	\$700.00
9/23/2021	24182	Housing Insurance Services Inc.	\$4,223.00

Brainerd Housing and Redevelopment Authority

Payment Summary Report

September 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/23/2021	24183	Housing Insurance Svc Inc.	\$25,853.63
9/23/2021	24184	Life Insurance Company of North America	\$112.70
9/23/2021	24185	MN Elevator, Inc.	\$3,669.62
9/23/2021	24186	Mike Jones	\$55.21
9/23/2021	24187	Paper Storm	\$25.50
9/23/2021	24188	Strike Painting & Finishing	\$780.00
9/23/2021	24189	Sun Life Financial	\$638.32
9/23/2021	24190	Wex Health	\$8.50
9/27/2021	24191	NAC Mechanical and Electrical Services	\$260,775.00
		Report Total	\$441,726.82



To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: October 19, 2021
RE: Housing Choice Voucher Programs Report

HCV Report

Please see the attached report.

Our Unit Months Leased (UML) through September is 99%, and HAP utilization through September is 72%.

Bridges Report

Please see the attached report.

We have 9 families on our program with a monthly HAP payment of \$6,610.

Family Self-Sufficiency (FSS) Report

Please see the attached report.

We have 27 families on our program. We have 11 families currently escrowing a total of \$3,220 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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September Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	325
September Move-ins	6
September Move-outs	6
September Vouchers - looking for housing	30
September Vouchers - first day of month	318
Average Vouchers to date	318
Unit Months Leased	99%
HAP Utilization through 9/30/2021	72%

Reasons For Leaving Program

Voluntarily Left	3
Port-out	0
Terminated	3

Payments

Housing Assistance Payment (HAP)	\$118,781
September HUD Administrative Fee	\$16,628

Port Out Vouchers

Metro HRA (1) MPLS PHA (1)	2
	\$2,383

Homeownership

Homeownership HAP	8
	\$2,317

FYI Vouchers

FYI Vouchers HAP	3
	\$1,099

Annual Average Income

\$14,741

Length of Time on Program

< 1 year	16%
< 2 years	20%
< 3 years	11%
< 4 years	8%
< 5 years	9%
> 5 years	37%

Demographics

Elderly Households	94
Disabled/Handicapped Households	162
Families with Children	118

Waiting List Total

Crow Wing County Preference	167
Non Preference	71
	96

Average HAP Payment

\$349

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Bridges Program September 2021

Summary

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

Total HAP Payment: \$ 6,610

Additional Info

Assisted in paying for a new participant security deposit.

Family Self-Sufficiency Program September 2021

Summary

- Active FSS participants: 27
- Tenants going OFF for month: 2
- Tenants going ON for month: 0
- Tenants start ESCROWING: 0
- Total number of FSS participants escrowing monthly: 11
- Total amount of escrow: \$3,220.00
- Total combined amount of monthly escrow: \$ 33,701.22

Update: We had one participant leave the program and forfeited \$366. We also had another participant exit the program successfully and received a check for \$11,527.50.

Foster Youth to Independence Program

September 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



To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Manager
 Date: Oct-18-2021
 Re: Housing Management Report

Vacancy Report for September 2021

Please see attachment.

Monthly Property Performance Report for September 2021

Please see attachment.

Eviction Moratorium Off-Ramp Update

Per HUD guidance letters were sent to all Public Housing tenants informing them of the extended 30-day notice requirement for nonpayment lease terminations and providing contact information for local community resources that offer rental assistance. The only remaining protections are limited to tenants facing termination for nonpayment that have a verifiable application pending for rental assistance.

Resident Commissioner Election

Memos announcing the beginning of the election process for the Resident Commissioner position have been sent to all Public Housing tenants as well as all Housing Choice Voucher participants. Self-nominations are due back in the office mid-October. Completed candidate interviews will be due in early November. The interview responses from all candidates will be compiled into one document which will be available for review on our website, on the ROSS Service Coordinator's bulletin board, or can be mailed or emailed to tenants and program participants as requested. Postcards announcing the availability of the compiled candidate statements and the election date will be sent out mid-November. Election day is scheduled for Dec-1st. We will be continuing with the hybrid voting model that was developed last year which means votes will be accepted in-person, via email, over the phone, or in the drop box. Even though we are only in the early stages of the process we are on track to exceed our record-breaking participation from the last election.

ROSS Program Updates

- 16 active participants in the ROSS program; 6 newly enrolled participant; 6 exited participant.
- No new contacts with non-enrolled resident for more limited resource/referral work
- Food Program Participation
 - SNAP Food Boxes: 27 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 14 residents; 320 frozen meals (10-30 each); elderly tenants only.
- Facebook Stats:
 - 10 new posts on the ROSS Facebook page this past month which reached 14 individuals, with 0 additional likes/shares and 1 viewer clicking through posts for more information.
- Sep-30th marked the year end of the current program period. All participant data has been entered into the HUD online data collection portal in preparation for submitting the annual report, which is due Oct-31st.
- FY21 Grant Application
 - No update at this time. New grant cycle is estimated to start 3/18/2022.

No Action Requested; Discussion Items

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Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report September 2021

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
North Star	162	161	n/a	n/a	1	99%
Valley Trail	25	25	n/a	n/a	0	100%
Scattered Sites	16	16	n/a	n/a	0	100%
TOTAL	203	202	0	0	1	100%

3. Customer Traffic

Applications Requested	37
Applications Placed on PH Wait List	18
Applications Denied on PH Wait List	13

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160		13	6	0
2 bdrm	14		7	1	0
3 bdrm	24		0	0	0
4 bdrm	5		0	0	0
TOTAL	203	0	20	7	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	19
Move-Outs	3	18

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
NS#813	1BR	Oct-25th	Yes

7. Recertifications

Interim Recertifications	7
Annual Recertifications	3
Completed for this month	10

8. Annual Unit Inspections

Total units to be inspected this year	203
Number completed start of month	203
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	6
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	3
Received	88
Closed	89
Ending Balance	2
Total Completed Work Orders for Year	805

12. Emergency Work Orders

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

13. Rent Collection

	This Month
Rent Charges	62,848
Other Charges	2,151
Total New Charges	64,998
Arrears, tenants in possession	397

Accounts Receivable

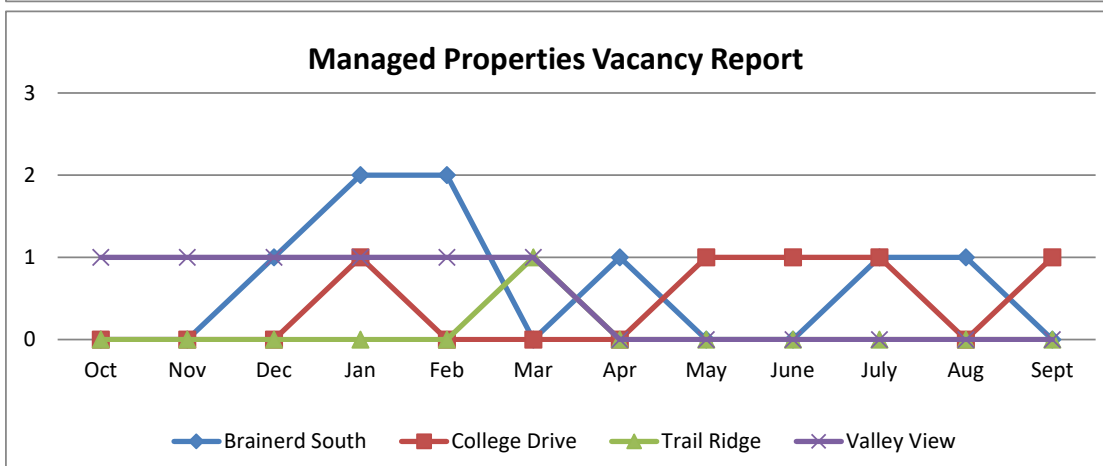
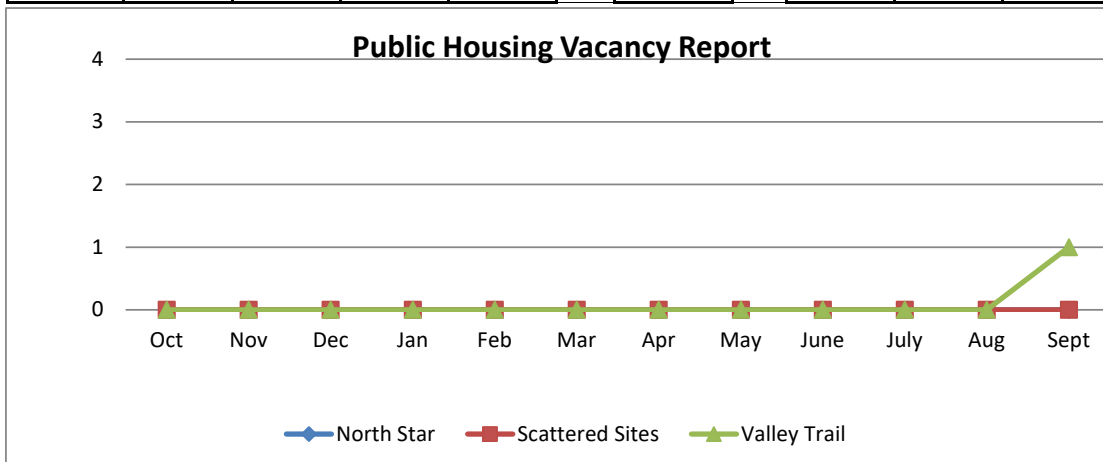
Current Tenant Accounts Receivable (Rent)	5
Current Rent Charges	62,848
Current Rent Collections	62,843
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	8,822
Prior Rent Charges	760,012
Collection Rate	99%

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	0	0	0	1	1	0	0
July %	0.00%	0.00%	0.00%	0.00%	1.67%	4.17%	0.00%	0.00%
Aug 31	0	0	0	0	1	0	0	0
Aug %	0.00%	0.00%	0.00%	0.00%	1.67%	0.00%	0.00%	0.00%
Sept 30	0	0	1	1	0	1	0	0
Sept %	0.00%	0.00%	4.00%	0.49%	0.00%	4.17%	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	1	1	7	5	1	3
	0.00%	0.00%	0.44%	0.05%	1.30%	2.31%	0.62%	1.67%





To: Brainerd HRA Board Members
 From: John Schommer, Rehab Coordinator
 Date: October 19, 2021
 Re: Rehab Programs Report

Emily SCDP

8 Owner occupied projects are complete
 1 Project is in work write-up

MHFA

1 Project is bidding
 3 Projects are in construction
 4 Projects are in work write-up

FHLB AHP

We submitted additional information Federal Home Loan Bank of Des Moines requested regarding the application and, provided they don't need any additional information, will find out in December if the application is funded.

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	59	47	0	7
Serene Pines	23	16	14	0	2
Dalmar Estates	7	3	1	0	1

**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: October 27th, 2021

Re: Executive Director Report

Downtown Redevelopment Project

The developer is still interested in the downtown redevelopment project even though they were not chosen to receive low-income housing task credits. The developer sat down with the City and the HRA to discuss next steps and they are looking at a market rate project now. They will likely apply for workforce housing development program grant in January and are looking for additional funding streams. We are continuing to work with the developer and do have some funds available through our CWC Housing Trust Fund if they are needed. The developer is currently working on updated plans for the site as the underground parking will likely be eliminated and there may be additional units added to the plan. They are going to focus primarily on 1 and 2 bedroom units.

Continued Developer Interest

We continue to get interest from developers in both multi-family and single-family home projects. I will be meeting with a developer based out of the twin cities that is interested in a multi-family redevelopment in Brainerd for a 70-unit building. This will be the first meeting with this development group, but they are interested in putting in an offer on a building site as they look towards building in 2023.

COVID-19 Cases

We have recently had an uptick in COVID cases within the agency. We have had some staff out, working from home as a precaution due to potential close contact exposure. We are continuing to monitor the situation and continue to utilize the MN Department of Health decision tree to help guide us through these situations.

Emergency Paid Sick Leave & Emergency Family Medical Leave

With the uptick in COVID-19 Cases in our agency I wanted to have a discussion regarding the possibility of adding emergency medical leave for our staff. At the onset of the pandemic there was a Federal program that was enacted for emergency paid sick leave and emergency family medical leave. We were mandated to participate in this program where the federal government allowed up to 80 hours of

emergency sick leave for those that may need to be under quarantine or had a confirmed case of COVID-19. That program lapsed in 2021. Some agencies have taken it upon themselves to extend this benefit knowing that they still may have employees that need to utilize the time. Seeing as we have some newer staff members without much accrued sick or vacation time and understanding that we are still working through this pandemic, I wanted to ask for the board's input on if we should reinstate some form of the sick leave that we had in 2020 to encourage staff compliance on staying away from the office if they are feeling ill or showing symptoms of COVID-19. We did not implement a policy for the mandated sick leave, so this is something that we would craft ourselves, but likely mimic the guidelines from the 2020 mandate.

Non-Depreciable Assets Inventory

We recently had an anonymous letter mailed to both the Mayor and our Board Chair regarding the location and whereabouts of a trailer that our maintenance staff uses for hauling and transporting larger items. This letter had stated that the trailer in question had been stored in a garage on the property of the Crosby HRA for some time in 2020. The letter also made an inference that the trailer might have been sold or stolen. This trailer is still in the possession of the Brainerd HRA and is currently being stored in one of our garage facilities at our scattered sites. Through my research and tracking of these claims it did bring up a good question as to how we keep track of our assets that do not meet the depreciation schedule threshold and as such are not typically listed on any inventory list. Karen, Mike, and I will be working to create an inventory list for both agencies for those lower dollar equipment assets so that if someone is questioning why or where a particular piece of equipment is, we will be able to track it down a little easier.

No Action Requested; Discussion Items