



**Brainerd Board of Commissioners Meeting
Wednesday, December 15th, 2021 @ 1:00pm**

Brainerd City Hall Council Chambers & Via WebEx Conference
501 Laurel Street, Brainerd, MN 56401

Commissioner Marlee Larson attending via WebEx at 252 N Camino del Vate, Green Valley, AZ 85614

Join from browser:

<https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=m5acc4536a26c636bf9557cd5c50c6e27>

Join by phone: 415-655-0001 / Meeting number (access code): 2556 369 2592 / Meeting password: UXkdownqJ665

*"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 November 17th, 2021

4. UNFINISHED BUSINESS

- a. Voluntary Emergency Paid Sick Leave *(Attachment 2)*

5. NEW BUSINESS

- a. Accounts Receivable Write-Off *(Attachment 3)*
- b. Review & Discuss Fund Balance *(Attachment 4)*
- c. Vaccination Incentive Discussion *(Attachment 5)*
- d. Shared Services Agreement between CWC HRA and Brainerd HRA *(Attachment 6)*
- e. Resident Commissioner Election *(Attachment 7)*

6. BILLS & COMMUNICATIONS

- a. Financial Report *(Attachment 8)*
- b. HCV/Section 8 Report *(Attachment 9)*
- c. Housing Management Report *(Attachment 10)*
- d. Rehab Programs Report *(Attachment 11)*
- e. Executive Director Report *(Attachment 12)*

7. COMMISSIONER COMMENTS

8. NEXT MEETING: Wednesday January 26th, 2022

9. ADJOURN

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**Brainerd HRA
BOARD MEETING MINUTES**

Wednesday, November 17th, 2021 @ 1:00pm

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, November 17th, 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 (webex), Wayne Erickson and Rebekah Kent-Ehlebracht. Absent: Janet Decker

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

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

Moved and seconded by Commissioners Larson and Erickson to approve the minutes from the October 27th, 2021, board meeting. Through a roll call vote, all commissioners were in favor, and none were opposed. The minutes were approved.

4. **UNFINISHED BUSINESS:** Nothing at this time

5. **NEW BUSINESS:**

- a. The 2022 budgets were presented for the General Fund, Housing Choice Voucher, Public Housing & Bridges.
Overview
 - Federal program funding for Housing Choice Voucher and Public Housing are not known at this time and are based on estimates.
 - Health insurance rates increased by 3.7%.
 - A 3% annual adjustment to wages is included for all permanent positions.
 - Worker's Compensation Insurance increase due to modification rate increase.
 - Expenses are generally based on three-year averages.

Commissioner Duval moved to Approve the 2022 General Fund, Housing Choice Voucher and Bridges budgets. Commissioner Kent-Ehlebracht seconded the motion. Upon roll call, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

Commissioner Duval moved to Approve to adopt the 2022 Public Housing budget by approving Resolution No. 2021-05 PHA Board Resolution and seconded by Commissioner Larson Upon roll call vote, Commissioners voted in favor of the motion, and none were opposed. The motion carried.

- b. In October the board and staff had discussion about voluntary emergency paid sick leave (VEPS) and directed staff to bring forward a policy for review in November. This policy is meant to supplement our current sick leave accruals specifically in response to the ongoing COVID-19 pandemic. This policy is intended to allow all employees to have access to this voluntary paid leave if certain criteria is met, as

laid out in the proposed policy. This policy, if adopted, is set to expire at the end of 2021, at which time the board could choose to extend it if they see fit. This is a voluntary policy that would be adopted by the agency which is different than the previous FFCRA that was mandated by the Federal government in 2020. The proposed policy would allow up to 80 hours of paid sick leave to a full-time employee or a prorated amount of sick leave for a part-time employee as defined in the attached proposal. As discussed in October, the proposed policy will allow for reimbursement of previously used accruals in 2021 if the employee met the criteria for the use of this VEPS at that time.

Commissioner Larson moved to Approve and adopt the Voluntary Emergency Paid Sick Leave (VEPS) policy effective November 18, 2021. Commissioner Erickson seconded the motion. Upon roll call, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

Commissioner Deval moved to draft an incentive program for those who elect to be fully vaccinated (CDC). Commissioner Kent-Ehlebracht seconded the motion. Upon roll call, all commissioners voted in favor of the motion, and none were opposed. The motion will be carried.

A draft incentive program for those choosing to become fully vaccinated per CDC guidelines will be presented at the December Meeting.

6. BILLS & COMMUNICATIONS:

- a. **Financial Report:**
Young presented the Financial Reports and supporting information.

NAC Mechanical and Electrical Services Payment

In October, we processed the third Application for Payment from NAC in the amount of \$256,975 for the North Star boiler project. This brings payments to date through October of \$547,200 of the total contract award of \$839,315. The funds were drawn out of the 2019, 2020 and 2021 Capital Fund Program (CFP) grants.

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

- b. **Housing Choice Voucher Programs Report**
Eller presented her reports and supporting documents

HCV Report:

Eller presented the Housing Choice Voucher report and supporting information.

Our Unit Months Leased (UML) through October is 99%, and HAP utilization through October is 80%.

Bridges Report

Eller presented the Bridges report and supporting information

We have 11 families on our program with a monthly HAP payment of \$5,870.

Family Self-Sufficiency (FSS) Report

Eller presented the Family Self-Sufficiency (FSS) Report report and supporting information

We have 26 families on our program. We have 12 families currently escrowing a total of \$3,338 per month.

Foster Youth Initiative (FYI) Report

Eller presented the Foster Youth Initiative (FYI) Report

We have 2 families leased up with a total HAP payment of \$536 per month.

c. Housing Management Report

Fortune presented her reports and supporting documents.

Monthly Property Performance Report for October 2021

Attachment was presented.

Vacancy Report for October 2021

Attachment was presented.

Resident Commissioner Election

There were 12 tenants/participants that initially responded to the nomination request for the Resident Commissioner position, 6 from Public Housing and 6 from Housing Choice Voucher program. The second step in the process was for the candidates to complete a brief written interview to help voters choose between candidates. The combined statements will be available at the office, on the website, in the community room at North Star, or can be provided via mail or email prior to the election. Although there were 8 individuals that submitted their completed questionnaires, 1 has since withdrawn their nomination, so 7 candidates will appear on the ballot. A postcard mailer is being sent to all program participants and tenants that will provide details for the remainder of the election process including how to review the candidate statements. Election day is Dec-1st , with several ways to participate.

ROSS Program Updates

- 19 active participants in the ROSS program; 3 newly enrolled participant; 0 exited participant.
- 0 new contacts with non-enrolled residents for more limited resource/referral work
- Food Program Participation
 - o SNAP Food Boxes: 26 residents; shelf-stable box; elderly tenants only.
 - o Catholic Charities: 14 residents; 250 frozen meals (10 - 20 each); elderly tenants only.
- Facebook Stats:
 - o 2 new posts on the ROSS Facebook page this past month which reached 6 individuals, with 0 additional likes/shares and 0 viewers clicking through posts for more information.
- FY21 Grant Application
 - o No update at this time. New grant cycle is estimated to start 3/18/2022.
- New Initiative: On-Site Pantry: Erik is in the process of creating a small on-site food pantry for North Star residents in need. This would be accessible to all residents, regardless of ROSS program enrollment. It is expected that this resource will bridge a gap for residents that may not qualify for other food programs

d. Rehab Programs Report:

Schommer presented his reports and supporting information.

Emily SCDD

8 Owner occupied projects complete

1 Project is in work write-up

MHFA

3 Projects are in construction

1 Project is in the contract phase

2 Projects are bidding

2 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*

- e. **Executive Director Report:**
Charpentier presented his reports and supporting information.

Continued Developer Interest

I sat in on a meeting with a developer on 11/2 on a workforce housing project that they are interested in somewhere in Brainerd. The developer group would be interested in applying for MN Housing's LIHTC program in June of 2022 for a project to start sometime in 2023. The initial size estimate would be for a 60-70 unit multi-family complex. While the developer has reached out to one property owner, they were not able to come to an agreement at this time on a purchase agreement. They will continue to pursue that opportunity as well as other sites with the hope that they can secure a site by April of 2022 to start the application process. The developer did ask for our assistance in helping them identify possible build sites and/or connect them with landowners that might be interested in selling property that would be suitable for this type of development. We will continue to work with the city on this aspect and we plan on having a follow up meeting with the development group in December. Warming Shelter Update The warming shelter group continues to work through the process with the City of Brainerd on an ordinance amendment and to then apply for an interim use permit for an overnight warming shelter in the city limits. The Council is set to hold a public hearing regarding the proposed shelter on Monday November 15th along with a 2nd reading of the proposed ordinance update. If the Council approves this ordinance amendment the interim use permit request will go in front of the Planning Commission on November 17th for review.

Housing Trust Fund Update

John has had the opportunity to do a site visit on our first potential owner-occupied rehab loan through the Housing Trust Fund. He is currently working on a scope of work that will replace the roof on a home and garage in Brainerd. After the scope is finalized, this will go out for bid to see if the borrower will need to bring any funds to the project. We also have another potential rehab applicant that is working with Kristin to get all of the proper documents to us so we can move to the site visit phase. We are excited to have these projects moving forward.

Northstar Boiler Project

Work is nearing completion on this project. Most of the new mechanical equipment has been installed and the old domestic water heating system has been removed. There are some smaller items that we continue to wait for due to the supply chain issues, but those are scheduled to ship in late November. The intention is to have substantial completion by early December. The new boilers are functioning and heating the building along with the domestic water supply.

7. Commissioner Comments:

Commissioners Kent-Ehlebracht, Erickson, and Duval commended all staff for their great job.

8. ADJOURN:

Commissioner Erickson made a motion to adjourn the meeting. Commissioner 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 2:27 p.m.



To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: December 9, 2021
Re: Voluntary Emergency Paid Sick Leave

In October the board and staff had discussion about voluntary emergency paid sick leave (VEPS) and directed staff to bring forward a policy for review in November. This policy was adopted at our November meeting. As this is a policy that was adopted by the board, the proper procedure would have been to approve the policy through the adoption of a resolution. There have been no changes to the VEPS policy that was presented in November, we are just looking for the proper procedural vote on a resolution to formally accept this policy.

Recommended Action Item: Approve and adopt Resolution No. 2021-04 in support of the Voluntary Emergency Paid Sick Leave (VEPS) policy.

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD
RESOLUTION NO. 2021-04

VOLUNTARY EMERGENCY PAID SICK LEAVE POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd has elected to have in place a Voluntary Emergency Paid Sick Leave Policy; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd previously adopted a Voluntary Emergency Paid Sick Leave Policy on November 17th, 2021; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the HRA as follows:

1. The Voluntary Emergency Paid Sick Leave Policy is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Brainerd.

Dated: _____

Gabe Johnson, Chair

Dated: _____

Eric Charpentier, Executive Director

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To: Brainerd HRA Board Members

From: Karen Young, Finance Director

Date: December 6, 2021

Re: Accounts Receivable Write-Off

Per Brainerd HRA policy, when an account remains unpaid for 90 days following the tenant's move out date with no repayment activity, the Finance Director shall obtain approval from the Board of Commissioner's to write-off those accounts. As such, we are requesting the approval to write-off all balances outstanding at 12/31/2021 in Public Housing Accounts Receivable that remain unpaid 90 days following the tenant's move out date. When feasible, these balances will be filed with the State of Minnesota for collection through the Revenue Recapture process. This process allows Housing Authorities to collect outstanding balances through any state return that the tenant is entitled.

Action Requested: A Board motion is required to write-off uncollectible Accounts Receivable for 2021.

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: December 6, 2021
Re: Review and Discussion of Fund Balance

The Fund Balance Policy establishes the following classifications for governmental funds:

1. **Nonspendable** - fund balance not expected to be converted to cash such as inventory or prepaid expenses.
2. **Restricted** - fund balance with constraints from an external source. Such as Minnesota Housing loan proceeds.
3. **Committed** – fund balance constrained for a specific purpose by the HRA Board prior to yearend. Such as the Housing Rehab (HR) funds committed by the Board.
4. **Assigned** – fund balance that is intended for a specific purpose by the Board, executive director or finance director. These funds are neither restricted nor committed. Such as Housing and Redevelopment assigned by the Board.
5. **Unassigned** – General Fund balance that is available for any purpose.

The Board set the recommended unassigned fund balance to be maintained at 8 to 10 months of General Fund operating expenses for the year.

The Board currently has funds committed for Housing Rehab. It is recommended that the Board take action to commit funds for Housing Rehab, as it is a GASB 54 requirement that the Board commitments be established prior to yearend. The amount of the commitment will be determined after yearend when the calculation can be finalized.

The Board also has funds assigned for Redevelopment. Changes to assigned fund balance can be made after yearend and staff recommends the Board assign funds for Housing and Redevelopment Initiatives after yearend when the calculation can be finalized.

Action Requested: Review and discuss Fund Balance. Approve Resolution No. 2021-06 to commit funds for Housing Rehab in an amount to be determined in the subsequent period after yearend financial statements are finalized.

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. 2021-06

RESOLUTION COMMITTING THE BRAINERD HRA FUND BALANCE.

WHEREAS, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54, establishing a hierarchy clarifying the constraints that govern how a government entity can use amounts reported as fund balance; and

WHEREAS, the Governing Board is the highest level of decision-making authority, and has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds; and

WHEREAS, the committed fund balance classification reflects amounts subject to internal constraints self-imposed by the Governing Board; and

WHEREAS, once the committed fund balance constraints are imposed, it requires the constraint to be removed by the Governing Board prior to redirecting the funds for other purposes; and

WHEREAS, the Governing Board has determined to commit funds in an amount to be determined in the subsequent period for Housing Rehab; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Brainerd agrees to commit funds in accordance with GASB Statement No. 54 and Board Policy as directed by the Committed classification and cannot be used for purposes other than directed above, unless the Governing Board adopts another resolution to remove or change the constraint.

Approved by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Brainerd on this 15th day of December, 2021.

Chair

ATTEST:

Executive Director

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To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: December 9th, 2021

Re: Vaccination Incentive Program

At our November 17th board of commissioners meeting, the board had instructed staff to draft a vaccination incentive program and provide feedback to the board on the feasibility of such a program along with options for such a program. After consulting with our legal representatives, staff is not recommending that the board provide a program in which incentive payments would be paid out to staff. Per legal advice, an incentive payment could be seen as an unlawful gift of public funds. Government entities can only spend public money for public purposes. While the term “public purpose” is not capable of a precise definition, it is generally construed to mean such an activity that will serve a benefit to the community as a body and, at the same time, is directly related to the functions of government. Attorney General Opinion 107-a-3, January 22, 1980 following the public purpose rationale, the Attorney General has consistently maintained that gifts are not a permissible public expenditure because they serve a private, rather than a public purpose.

Typically, compensation is viewed as a valid public purpose. However, payments to individuals are considered gifts by public entities where there is no legal obligation to provide the payment and no current services are exchanged for the payment. In light of this distinction, a proposed vaccination incentive, and particularly making the vaccination incentive retroactive, is likely an unlawful gift of public funds.

Action Requested: No action requested as staff does not recommend pursuing and drafting a separate vaccination incentive program.

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: December 9th, 2021
Re: Shared Services Agreement

In 2012 the Crow Wing County HRA entered into a shared services agreement with the Brainerd HRA to implement and conduct the day to day business of the agency. This shared services contract continues to renew on a yearly basis unless there are updates to that agreement. In reviewing that original agreement that was executed, it seemed as though updates to the agreement are needed to reflect the updated contract amount as well as the scope of services and initiatives that the Brainerd HRA has been working on for the Crow Wing County HRA.

I have attached a draft of the updated services agreement that reflects the current compensation amount as well as an updated list of initiatives that we continue to work on and implement. This is the same compensation that the agencies agreed to for 2021 as well as what was budgeted for in 2022. We wanted to make sure that the agreement was as up to date as possible.

We will continue to update the agreement when there are changes to the scope of work or compensation and make sure to get this to the board for approval in those instances.

Recommendation: Authorize the Executive Director to execute Resolution 2021-05 the updated shared services agreement between the Crow Wing County HRA and the Brainerd HRA.

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SHARED SERVICES AGREEMENT

This agreement is entered into this the 9th day of November, 2021; between the Crow Wing County Housing & Redevelopment Authority (CWC HRA) and the Brainerd Housing and Redevelopment Authority (Brainerd HRA).

WHEREAS, the Brainerd HRA is a government agency local and politic with a similar mission and has the professional and administrative capacity to support the CWC HRA; and,

WHEREAS, both parties are desirous of entering into an agreement whereby the Brainerd HRA shall provide services to the CWC HRA;

NOW, THEREFORE IT IS HEREBY AGREED THAT:

I. Scope of Services

On behalf of the CWC HRA, the Brainerd HRA will carry out all business of the CWC HRA as prescribed by the CWC HRA Board of Commissioners, Minnesota State Statutes, funding source requirements and all other related Federal, State, and local laws and regulations. This includes, but is not limited to:

- A. Fiscal/Other Administrative Responsibility
 - a. Oversee the overall financial management of the CWC HRA by working closely with the CWC HRA Board of Commissioners
 - b. Prepare an annual budget for approval by the CWC HRA Board
 - c. Operate per the approved budget, oversee accounts payable, and prepare checks for CWC HRA Board approval and signature
 - d. Oversee accounts receivable processes and ensure that adequate bank security pledges for CWC HRA deposits are maintained
 - e. Communicate potential problems to the CWC HRA Board and offer viable solutions
 - f. Schedule CWC HRA Board meetings, prepare Agendas and materials (including program/project reports, fiscal reports, resolutions and minutes), attend Board meetings
 - g. Maintain all records of the CWC HRA per laws and regulations
 - h. The Brainerd HRA will use its own computer hardware and software programs for maintaining the CWC HRA's financial records

II. Compensation

The agreed upon compensation will be \$150,000 annually to be paid in monthly installments of \$12,500.

These fees will cover all costs listed in Section I. The fees received by the Brainerd HRA will not cover the following costs:

- A. The cost of the CWC HRA audit if required by any investor, private party, local, state or federal government
- B. Bank fees and check charges

- C. CWC HRA Board costs such as stipend for attending meetings, mileage, Board liability, insurance, other
- D. Fees incurred for legal or other professional services/representation/consultation related to CWC HRA programs and initiatives
- E. TIF related expenses including continued TIF reporting fees incurred from bakertilly or other financial advisor
- F. Costs incurred for Brainerd HRA staff including mileage, training and meeting costs

The fees paid to the Brainerd HRA will cover CWC HRA's current programs and projects as of the date this Agreement is signed, as listed in Appendix A. Any new ventures pursued by the CWC HRA would require a renegotiation of fees and an amendment to the Agreement.

III. Term

The term of this agreement shall be for a period of 12 months commencing on the 1st day of January, 2022 and terminating on the 31st day of December, 2022. This agreement shall automatically renew for successive one year terms there after unless one of the parties hereto provides at least 60 days notice of its intent to terminate this agreement at the end of the then current term. However, either party may terminate this agreement for any reason upon sixty (60) day advance written notice. In the event either party terminates this agreement before its expiration any fees owed to the Brainerd HRA will be prorated through the last day of the 60 day termination period.

IV. Indemnification

The Crow Wing County HRA and the Brainerd HRA agree to indemnify, hold harmless and defend each other, together with their respective elected officials, officers and employees from any and all liability arising out of their respective acts and omissions, and those of their respective officers and employees, in the execution, performance or failure to adequately perform obligations pursuant to this agreement.

V. Insurance

CWC HRA will maintain adequate insurance to protect themselves and the Brainerd HRA from claims and liability for all work performed by the Brainerd HRA and its respective employees or agents. The minimum accepted coverage is \$500,000 per Claimant and \$1,500,000 per occurrence.

VI. Compliance With Laws

The Brainerd HRA shall abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect, or here after adopted, pertaining to this Agreement or the subject matter of this Agreement. This shall include obtaining all licenses, permits or other rights required for the provision of services contemplated by this Agreement. This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in the County

of Crow Wing, State of Minnesota.

VII. Independent Contractor Status

The Brainerd HRA is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between County and Brainerd HRA or Brainerd HRA's agents, servants or employees. The Brainerd HRA shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. The Brainerd HRA acknowledges and agrees that the Brainerd HRA, agents, servants and employees, are not entitled to receive any of the benefits received by County employees and is not eligible for workers' or unemployment compensation benefits. The Brainerd HRA also acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due the Brainerd HRA and that it is the Brainerd HRA's sole obligation to comply with applicable provisions of all Federal and State tax laws.

VIII. Assignment Of Interest

The parties shall not enter into any subcontract for the performance of services contemplated under this Agreement nor assign any interest in the Agreement without prior written consent of all parties and subject to such conditions and provisions as are deemed necessary. Any subcontracting or assigning party shall be responsible for the performance of its subcontractors or assignees unless otherwise agreed.

IX. Non-Discrimination

During the performance of this agreement, the Brainerd HRA agrees that no person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights and, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

X. Authorized Representative

Notification required to be provided pursuant to this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement or in a modification of this Agreement.

Brainerd HRA

Brainerd HRA
Eric Charpentier
324 East River Road
Brainerd, MN 56401
(218) 824-3425

CWC HRA

Crow Wing County HRA
Michael Aulie
326 Laurel St. Suite 13
Brainerd, MN 56401
(218) 824-1067

XI. Severability

The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either party.

XII. Modifications

The CWC HRA and the Brainerd HRA hereby acknowledge that they have read this Agreement and affirmatively states and represents that they understand its contents. Further, that the above constitutes the entire agreement by and between the CWC HRA and the Brainerd HRA and is binding upon themselves, their heirs, assigns and successors in interest and any alterations, variations, modifications or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the authorized representatives of the CWC HRA and the Brainerd HRA.

| Approved this the 9th day of November, 2021.

Crow Wing County Housing and Redevelopment Authority

| By:

Michael Aulie

| Its:

Chair

Brainerd Housing and Redevelopment Authority

| By:

Eric Charpentier

| Its:

Executive Director

Appendix A

CROW WING COUNTY HRA – CURRENT PROJECTS

1. TIF Revolving Loan Fund
2. Brainerd Oaks/Serene Pines/Dal Mar Estates: Oversee the Development Agreement for the construction of new single-family homes in all three subdivisions
3. BLAEDC Economic Development/CREDI Shared Services Agreement administration
4. MCPP Annual Application and Program Management
5. West Grove Townhomes Annual Project Management and Oversight
6. Administer the Tax Forfeit Property Policy
7. Administer Small Cities Development Program (SCDP) Local Income
8. Apply for a Small Cities Development Program (SCDP) grant every other year on behalf of a city in Crow Wing County outside of Brainerd
9. Housing Trust Fund administration
10. Veterans Service Member Housing

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. 2021-05

RESOLUTION APPROVING AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND
FOR THE CITY OF BRAINERD AND THE HOUSING AND
REDEVELOPMENT AUTHORITY IN AND FOR THE COUNTY OF CROW
WING

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

Section 1. Recitals.

1.01. The Authority is a housing and redevelopment authority governed by Minnesota Statutes, Sections 469.001 to 469.047 ("HRA Act"), and has determined to carry out housing and redevelopment activities within Crow Wing County (the "County") pursuant to the HRA Act.

1.02. The Authority and The Housing and Redevelopment Authority in and for the County of Crow Wing have proposed to enter into an Agreement for Professional Services (the "Agreement"), setting forth the scope and terms of various housing and redevelopment activities to be performed by the Authority on behalf of the Housing and Redevelopment Authority in and for the County of Crow Wing.

1.03. The Board has reviewed the Agreement and found that the execution thereof and performance of the Authority's obligations thereunder are in the public interest and will further the objectives of its general plan of housing and redevelopment, because it will further the above-stated redevelopment goals of the City and County.

Section 2. Authority Approval; Further Proceedings.

2.01. The Agreement as presented to the Board, including the terms of payment by the Authority for the Services described therein, is hereby in all respects approved, subject to modifications that do not alter the substance of the transaction and that are approved by the Chair and Executive Director, provided that execution of the documents by such officials shall be conclusive evidence of approval.

2.02. The Chair and Executive Director are hereby authorized to execute on behalf of the Authority the Agreement and any documents referenced therein requiring execution by the Authority, and to carry out, on behalf of the Authority, its obligations thereunder.

2.03. Authority staff are authorized and directed to take all actions to implement the Agreement.

Approved by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Brainerd this 15th day of December, 2021.

Chair

ATTEST:

Secretary



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Dec-02 -2021
Re: Resident Commissioner Election

The election for Resident Commissioner was held on Dec-01-2021. There were a total of 18 votes received via drop box, phone, and email. There were 3 ballots rejected because the individuals voting were not Brainerd HRA program participants. There were no ballots received late.

Results are as follows:

Janet Decker (<i>Public Housing-North Star</i>)	8
James Strom (<i>Public Housing-North Star</i>)	3
Chris Daugherty (<i>Section 8</i>).....	2
Gaea Downing (<i>Section 8</i>)	2
Sandra Byzewski (<i>Section 8</i>).....	1
Shelby Fitch (<i>Public Housing-North Star</i>)	1
Deborah Lee (<i>Section 8</i>)	1

Action Requested: Authorize staff to forward the election results to the Mayor for the appointment of Janet Decker to the Brainerd HRA Board

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: December 6, 2021
Re: December Financial Report

Please find attached the financial information for November 2021.

NAC Mechanical and Electrical Services Payment

In November, we processed the fourth Application for Payment from NAC in the amount of \$86,450 for the North Star boiler project. This brings payments to date through November of \$633,650 of the total contract award of \$839,315. The funds were drawn out of the 2021 Capital Fund Program (CFP) grants.

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	Oct	Nov	
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	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	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	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	25.00	25.00

MASS Ratios	Max Pts	Scoring												
			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	
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	16.00	
Tenant Accounts Receivable	5	TAR < 1.5% = 5, TAR > 2.5% = 0	5.00	0.00	0.00	2.00	2.00	5.00	2.00	2.00	2.00	5.00	5.00	
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	4.00	
Total Points	25		25.00	20.00	20.00	22.00	22.00	25.00	22.00	22.00	22.00	25.00	25.00	25.00
Total of Above Ratios	50		50	45	45	47	47	50	47	47	47	50	50	50

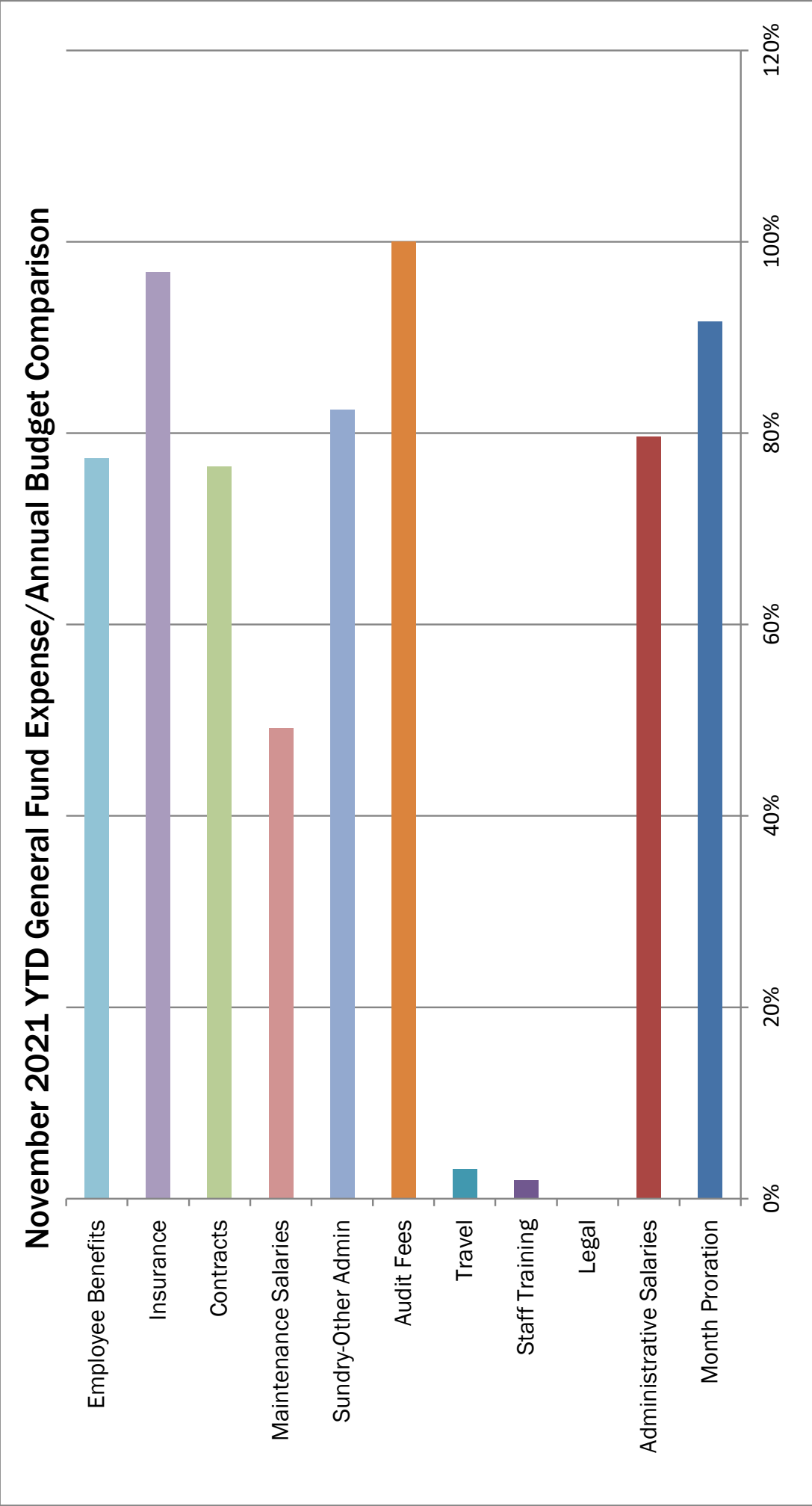
MASS Ratios	Max Pts	Scoring												
			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	
Timeliness of Obligation	5	> 90% at OED = 5 < 90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	
Occupancy Rate	5	OR < 93% = 0, OR > 96% = 5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00	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	10.0	10.0	10.0	10.0	10.0

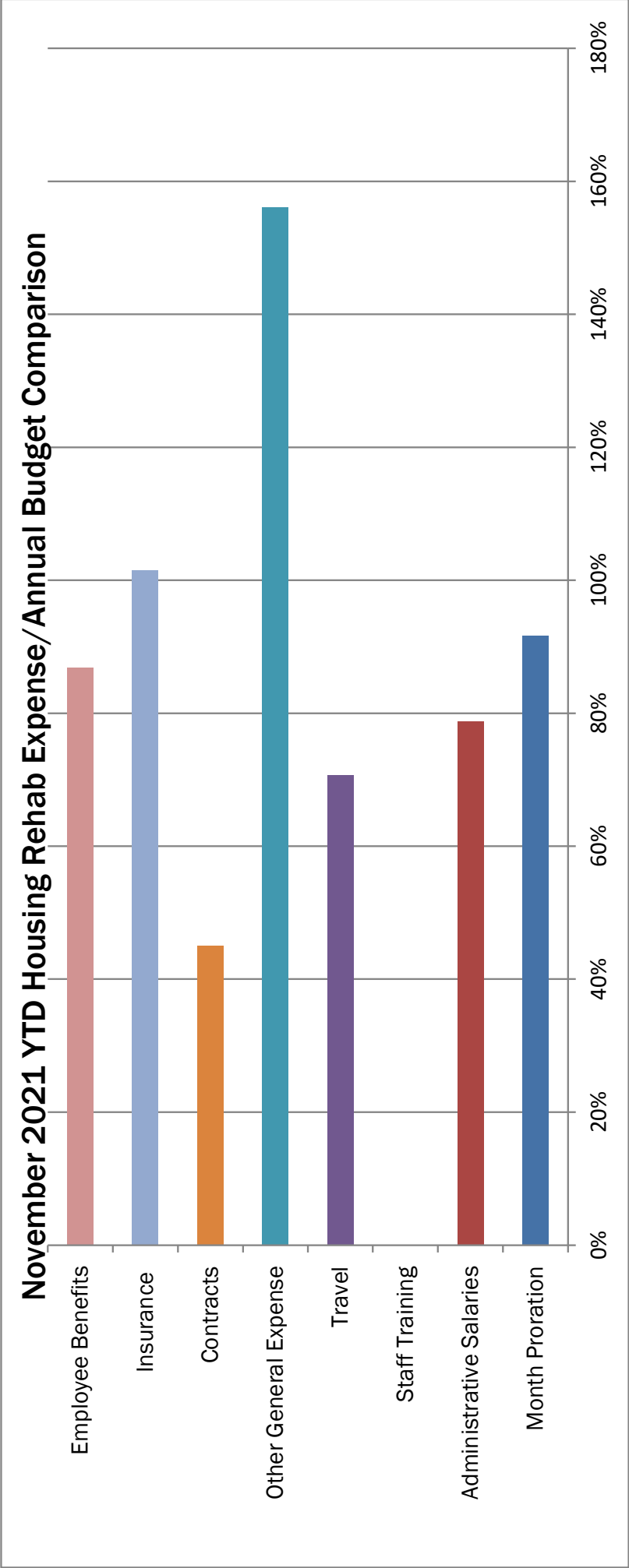
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November 2021 Operating Account Balances

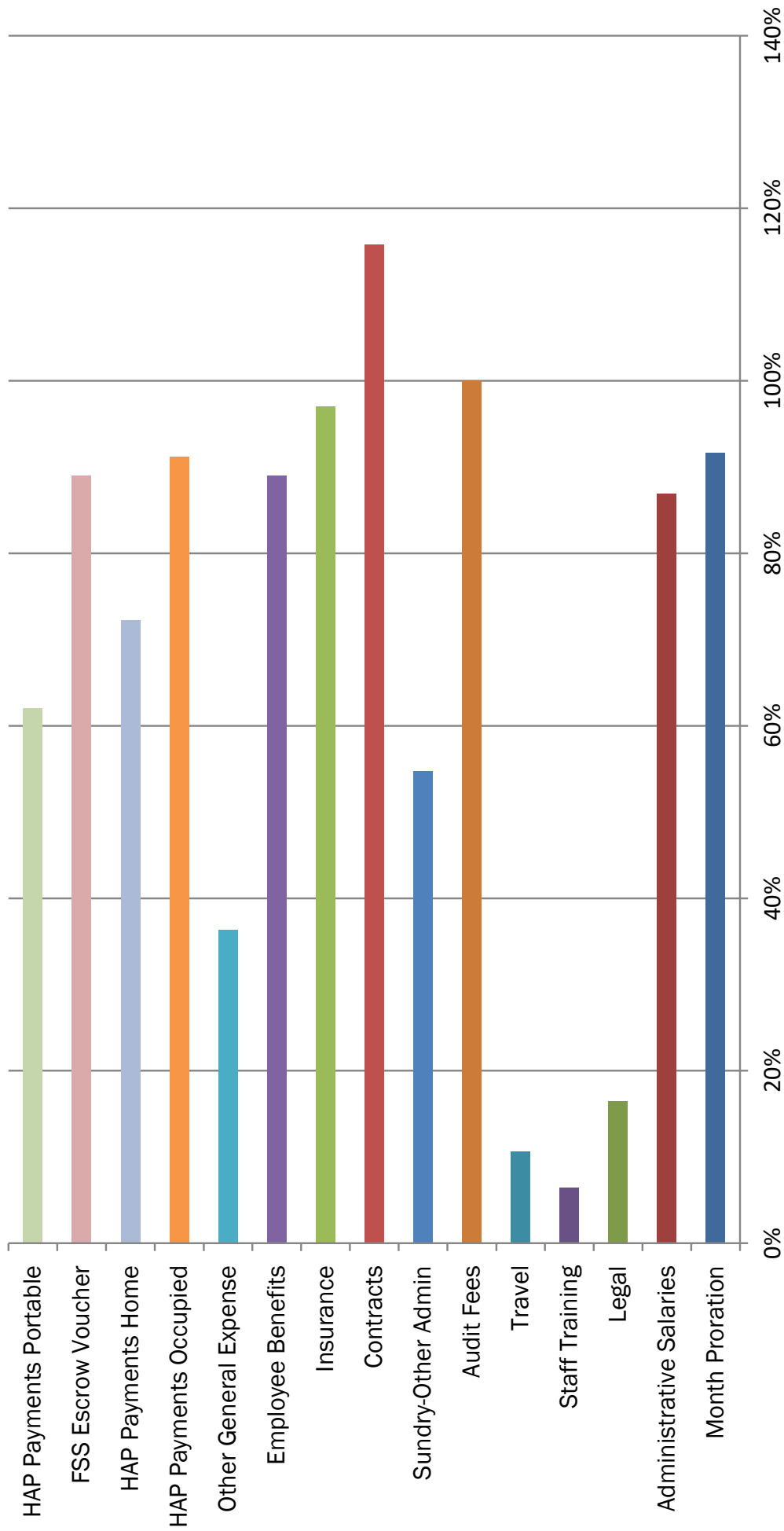
Property/Program	November 2020	October 2021	November 2021
General Fund	\$276,148.90	\$367,894.25	\$364,232.56
Housing Rehab Program	\$73,631.37	\$132,845.66	\$205,214.38
Bridges	\$5,184.73	-\$2,673.20	\$5,338.72
Crow Wing County HRA	\$862,065.05	\$1,316,819.36	\$1,308,452.64
Public Housing	\$770,100.59	\$792,181.77	\$809,419.99
Brainerd South	\$46,070.79	\$42,774.98	\$50,467.91
Housing Choice Voucher	\$53,400.19	\$17,099.95	\$44,755.35
Total	\$2,086,601.62	\$2,666,942.77	\$2,787,881.55

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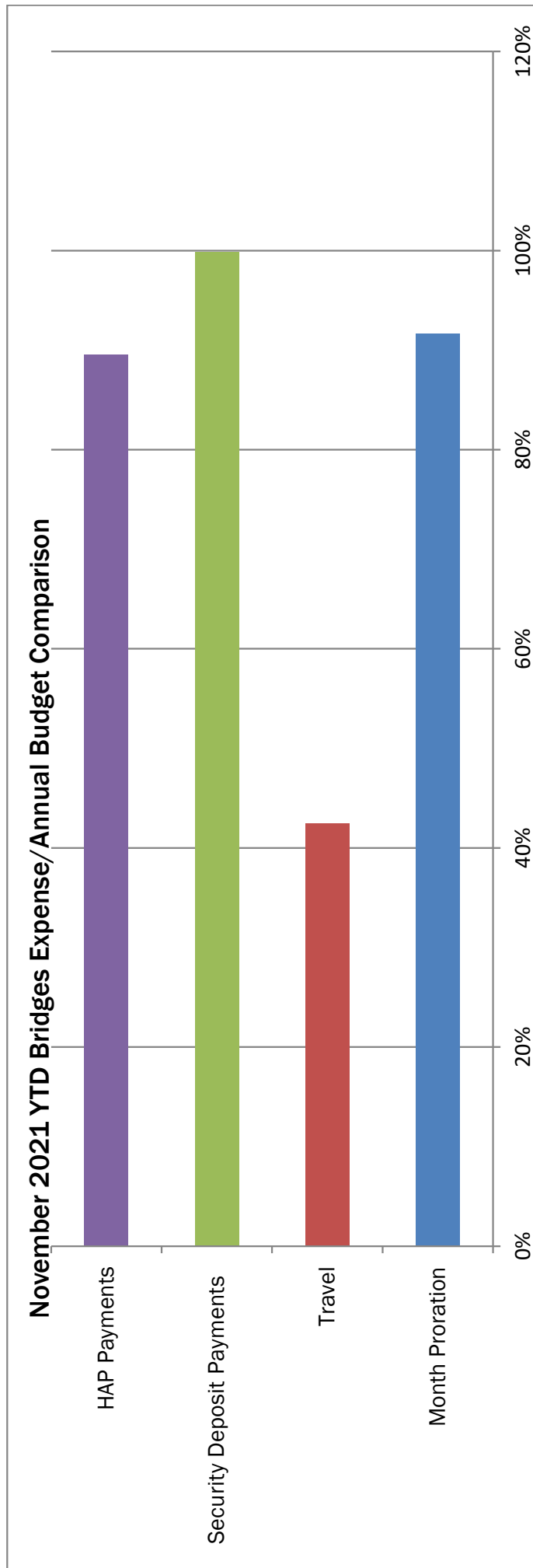




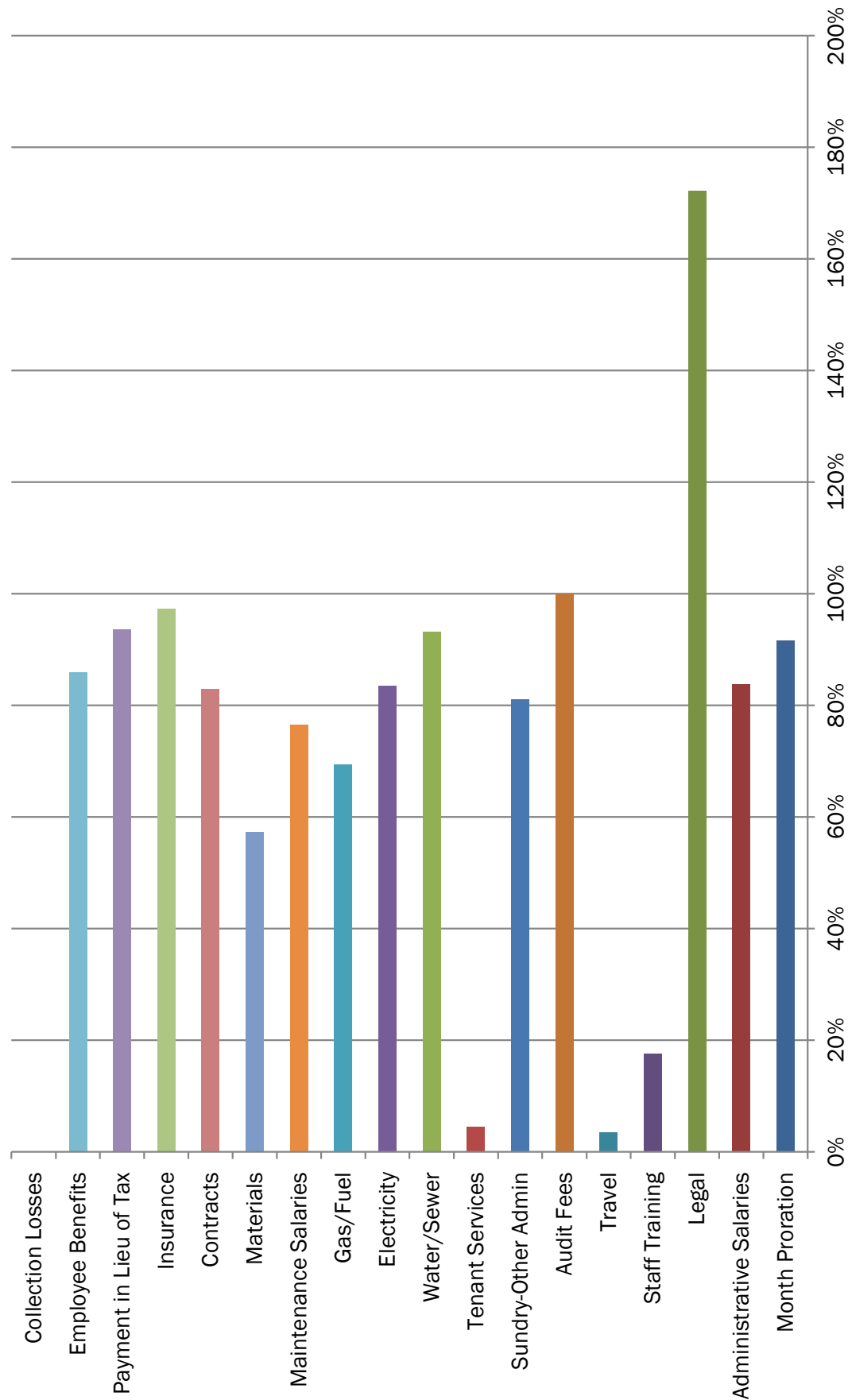
November 2021 YTD Housing Choice Voucher Expense/Annual Budget Comparison



Contract Costs: Yearly utility study paid for in June.

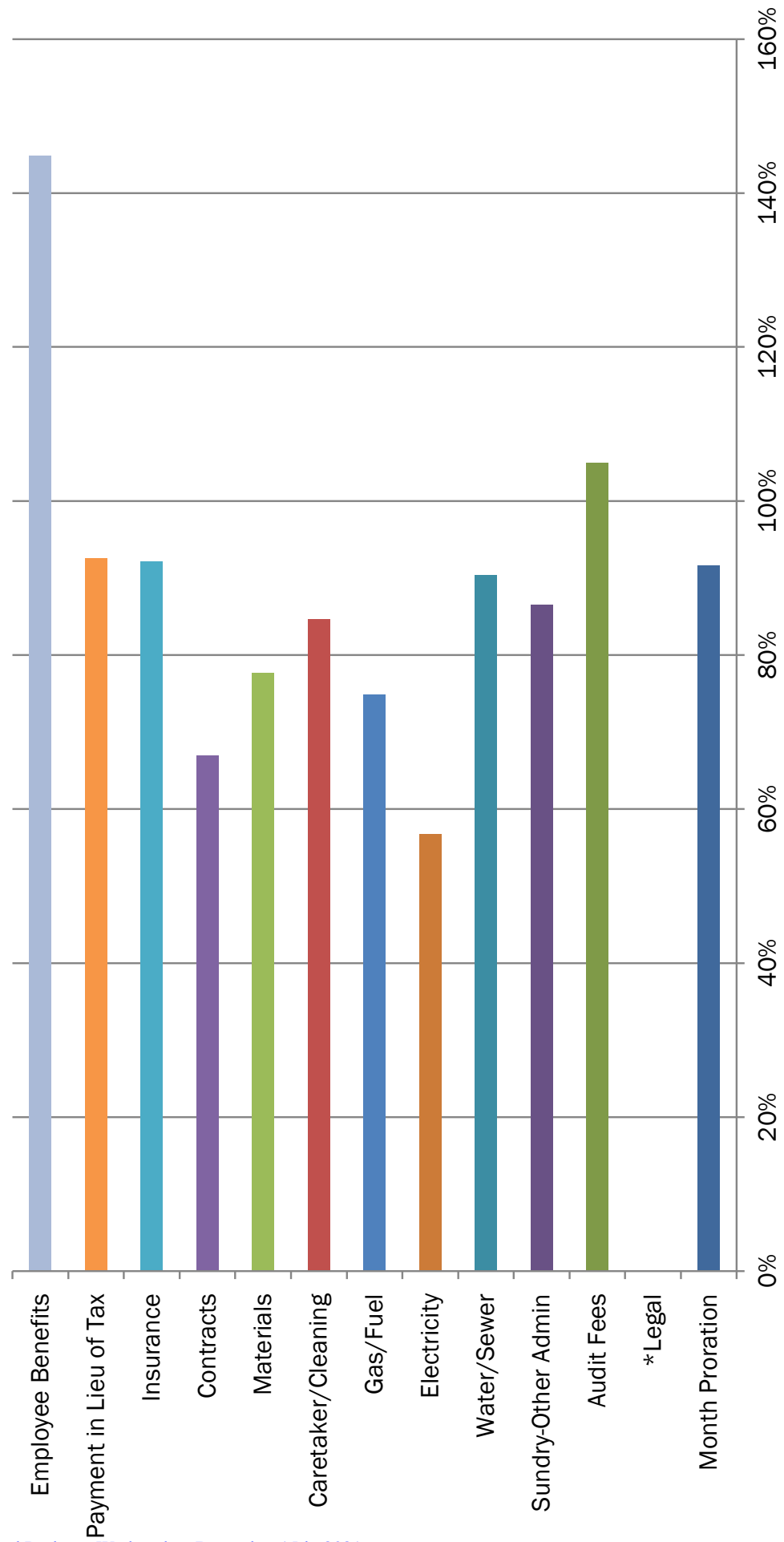


November 2021 YTD Public Housing Expense/Annual Budget Comparison



Legal: Assistance with Human Resource Issues.

November 2021 YTD Brainerd South Expense/Annual Budget Comparison



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

*Legal: Assistance with human resources issues. Current costs \$14,743.49 with budget of \$500.

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

	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-14,338.97	-158,879.96	-154,916.63	-3,963.33
Interest Income	-8.29	-57.29	-916.63	859.34
Operating Transfer In	0.00	-3,229.00	0.00	-3,229.00
Other Income	0.00	-107,577.64	-95,715.00	-11,862.64
TOTAL INCOME	-14,347.26	-269,743.89	-251,548.26	-18,195.63
EXPENSE				
Administrative				
Administrative Salaries	11,376.59	134,722.21	155,081.63	-20,359.42
Legal	0.00	0.00	2,200.00	-2,200.00
Staff Training	0.00	96.25	4,583.37	-4,487.12
Travel	0.00	18.26	550.00	-531.74
Auditing Fees	0.00	6,900.00	6,900.00	0.00
Sundry-Other Admin	187.25	4,997.08	5,554.89	-557.81
Total Administration	11,563.84	146,733.80	174,869.89	-28,136.09
Maintenance				
Maintenance Salaries	891.00	5,928.41	11,055.00	-5,126.59
Contracts	6.38	1,606.82	1,925.00	-318.18
Total Maintenance	897.38	7,535.23	12,980.00	-5,444.77
General				
TIF Expense	0.00	88.40	119.13	-30.73
Insurance	485.43	5,564.92	5,270.87	294.05
Employee Benefits	4,856.86	63,006.70	74,667.01	-11,660.31
Other General Expense	0.00	3,750.00	22,916.63	-19,166.63
Total General	5,342.29	72,410.02	102,973.64	-30,563.62
TOTAL EXPENSE	17,803.51	226,679.05	290,823.53	-64,144.48
Net Income/Loss	3,456.25	-43,064.84	39,275.27	-82,340.11

Housing Rehab Operating Statement
November, 2021

	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-83,254.20	-253,312.80	-223,116.63	-30,196.17
Grant Admin Revenue	0.00	-5,172.01	-25,666.63	20,494.62
TOTAL INCOME	-83,254.20	-258,484.81	-248,783.26	-9,701.55
EXPENSE				
Administrative				
Administrative Salaries	6,640.70	73,295.33	85,259.13	-11,963.80
Legal	0.00	105.00	0.00	105.00
Staff Training	0.00	0.00	4,583.37	-4,583.37
Travel	112.56	707.28	916.63	-209.35
Other Admin Exp	321.22	4,447.88	2,612.61	1,835.27
Total Administration	7,074.48	78,555.49	93,371.74	-14,816.25
Maintenance				
Contracts	1,009.00	48,711.79	99,000.00	-50,288.21
Total Maintenance	1,009.00	48,711.79	99,000.00	-50,288.21
General				
Insurance	0.00	507.32	458.37	48.95
Employee Benefits	2,802.00	29,531.03	31,171.14	-1,640.11
Total General	2,802.00	30,038.35	31,629.51	-1,591.16
TOTAL EXPENSE	10,885.48	157,305.63	224,001.25	-66,695.62
Net Income/Loss	-72,368.72	-101,179.18	-24,782.01	-76,397.17

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

	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-90,146.00	-1,340,586.00	-1,327,800.87	-12,785.13
Admin Fees Earned	-19,331.67	-247,114.70	-230,798.37	-16,316.33
Interest Income	-0.05	-1.68	-137.50	135.82
Other Income	-6,597.15	-43,113.01	-12,833.37	-30,279.64
TOTAL INCOME	-116,074.87	-1,630,815.39	-1,571,570.11	-59,245.28
EXPENSE				
Administrative				
Administrative Salaries	13,322.81	148,477.80	156,575.87	-8,098.07
Legal	82.50	82.50	458.37	-375.87
Staff Training	0.00	404.00	5,775.00	-5,371.00
Travel	25.20	264.88	2,291.63	-2,026.75
Accounting & Audit Fees	0.00	3,650.00	3,345.87	304.13
Sundry-Other Admin	129.60	2,928.57	4,904.02	-1,975.45
Total Administration	13,560.11	155,807.75	173,350.76	-17,543.01
Maintenance				
Contracts	91.37	4,513.74	3,575.00	938.74
Total Maintenance	91.37	4,513.74	3,575.00	938.74
General				
Insurance	513.15	5,697.27	5,390.00	307.27
Employee Benefits	6,602.26	82,196.81	84,626.74	-2,429.93
Collection Losses	0.00	2,174.00	0.00	2,174.00
Other General Expense	40.96	980.56	2,475.00	-1,494.44
Total General	7,156.37	91,048.64	92,491.74	-1,443.10
HAP Payments				
HAP Payments Occupied	109,663.00	1,241,251.00	1,248,280.00	-7,029.00
HAP Payments Home	2,660.00	32,056.00	40,704.62	-8,648.62
FSS Escrow Voucher	6,406.00	26,331.00	27,133.37	-802.37
HAP Payments Portable	1,567.00	27,559.00	40,704.62	-13,145.62
Total HAP	120,296.00	1,327,197.00	1,356,822.61	-29,625.61
TOTAL EXPENSE	141,103.85	1,578,567.13	1,626,240.11	-47,672.98
Net Income/Loss	25,028.98	-52,248.26	54,670.00	-106,918.26

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Bridges Program
Bridges Operating Statement
November, 2021

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-12,534.00	-48,677.00	-49,500.00	823.00
Admin Revenue	-1,440.00	-5,490.00	-5,500.00	10.00
Operating Transfer	0.00	3,229.00	5,087.50	-1,858.50
Total Income	-13,974.00	-50,938.00	-49,912.50	-1,025.50
EXPENSE				
Administrative				
Travel	38.08	190.96	412.50	-221.54
Office Supplies	0.00	13.00	0.00	13.00
Total Administration	38.08	203.96	412.50	-208.54
General				
Security Deposit Pmts	0.00	2,995.00	2,750.00	245.00
HAP Payment to Landlords	5,924.00	45,682.00	46,750.00	-1,068.00
Total General	5,924.00	48,677.00	49,500.00	-823.00
TOTAL EXPENSE	5,962.08	48,880.96	49,912.50	-1,031.54

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

	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-64,302.00	-697,212.00	-686,326.63	-10,885.37
Excess Utilities	0.00	-3,680.00	-3,300.00	-380.00
Operating Subsidy	-31,045.00	-342,038.00	-242,916.63	-99,121.37
Investment Interest	-33.49	434.05	-1,833.37	2,267.42
Other Income	-12,695.13	-136,510.30	-168,730.87	32,220.57
Other Income Tenants	-1,266.66	-14,739.31	-22,916.63	8,177.32
Capital Fund Income	-87,450.00	-712,310.30	-60,500.00	-651,810.30
Laundry Income	-1,317.00	-17,659.75	-18,516.63	856.88
TOTAL INCOME	-198,109.28	-1,923,715.61	-1,205,040.76	-718,674.85
EXPENSE				
Administrative				
Administrative Salaries	22,461.44	255,288.48	279,500.87	-24,212.39
Legal	0.00	6,025.99	3,208.37	2,817.62
Staff Training	0.00	2,460.95	12,833.37	-10,372.42
Travel	0.00	35.28	916.63	-881.35
Accounting & Audit Fees	1,837.50	11,050.00	11,050.00	0.00
Sundry-Other Admin	771.32	15,199.99	17,192.12	-1,992.13
Total Administration	25,070.26	290,060.69	324,701.36	-34,640.67
 Rec Public and Other	 222.04	 222.04	 4,537.50	 -4,315.46
Total Tenant Services	222.04	222.04	4,537.50	-4,315.46
Utilities				
Water/Sewer	6,333.30	66,496.29	65,445.49	1,050.80
Electricity	6,362.22	66,376.35	72,856.63	-6,480.28
Gas/Fuel	1,471.48	29,003.24	38,316.63	-9,313.39
Total Utilities	14,167.00	161,875.88	176,618.75	-14,742.87
Maintenance				
Labor	15,770.60	158,709.49	190,089.13	-31,379.64
Materials	2,590.88	14,316.46	22,916.63	-8,600.17
Contracts	8,889.57	134,603.78	148,875.76	-14,271.98
Total Maintenance	27,251.05	307,629.73	361,881.52	-54,251.79
General				
Insurance	8,489.89	94,436.34	88,953.37	5,482.97
Payment in Lieu of Tax	1,575.33	25,287.98	24,750.00	537.98
Employee Benefits	16,478.71	198,551.49	211,639.89	-13,088.40
Collection Losses	0.00	0.00	7,333.37	-7,333.37
Other General Expense	7,737.99	8,737.99	0.00	8,737.99
Total General	34,281.92	327,013.80	332,676.63	-5,662.83
TOTAL EXPENSE	100,992.27	1,086,802.14	1,200,415.76	-113,613.62
 Net Income/Loss	 -97,117.01	 -836,913.47	 -4,625.00	 -832,288.47

Brainerd South Operating Statement
November, 2021

	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-20,685.00	-231,665.00	-226,939.13	-4,725.87
Rental Supplement	-4,388.00	-46,582.00	-37,097.50	-9,484.50
Investment Interest	8.70	106.38	-458.37	564.75
Other Income	-1,805.00	-23,024.57	-28,645.87	5,621.30
Laundry Income	0.00	-6,154.00	-7,901.63	1,747.63
TOTAL INCOME	-26,869.30	-307,319.19	-301,042.50	-6,276.69
EXPENSE				
Administrative				
Legal	225.00	14,743.49	458.37	14,285.12
Accounting & Audit Fees	0.00	5,250.00	5,000.00	250.00
Sundry-Other Admin	3,744.39	44,965.70	47,666.63	-2,700.93
Total Administration	3,969.39	64,959.19	53,125.00	11,834.19
Utilities				
Water	1,463.50	13,557.78	13,750.00	-192.22
Electricity	354.04	3,689.49	5,958.37	-2,268.88
Gas/Fuel	955.75	13,117.66	16,055.38	-2,937.72
Total Utilities	2,773.29	30,364.93	35,763.75	-5,398.82
Maintenance				
Labor	1,130.62	13,503.67	14,630.00	-1,126.33
Materials	1,411.82	18,243.40	21,541.63	-3,298.23
Contracts	4,373.12	46,130.34	63,204.24	-17,073.90
Total Maintenance	6,915.56	77,877.41	99,375.87	-21,498.46
General				
Insurance	2,911.64	31,453.93	31,304.13	149.80
Payment in Lieu of Tax	861.21	9,717.93	9,625.00	92.93
Employee Benefits	119.96	1,361.83	861.63	500.20
Total General	3,892.81	42,533.69	41,790.76	742.93
TOTAL EXPENSE	17,551.05	215,735.22	230,055.38	-14,320.16
Net Income/Loss	-9,318.25	-91,583.97	-70,987.12	-20,596.85

November 2021
Prior Year Comparative Operating
Statements

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

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
General Fund Operating INCOME				
Management Fees	-158,879.96	-154,916.63	-158,649.22	-156,141.23
Interest Income	-57.29	-916.63	-1,204.96	0.00
Operating Transfer In	-3,229.00	0.00	0.00	0.00
Other Income	-107,577.64	-95,715.00	-101,631.30	-74,186.18
TOTAL INCOME	-269,743.89	-251,548.26	-261,485.48	-230,327.41
EXPENSE				
Administrative				
Administrative Salaries	134,722.21	155,081.63	154,448.51	137,529.68
Legal	0.00	2,200.00	8,884.50	0.00
Staff Training	96.25	4,583.37	288.63	4,196.54
Travel	18.26	550.00	9.15	327.74
Auditing Fees	6,900.00	6,900.00	6,700.00	6,700.00
Sundry-Other Admin	4,997.08	5,554.89	6,328.54	6,166.36
Total Administration	146,733.80	174,869.89	176,659.33	154,920.32
Maintenance				
Maintenance Salaries	5,928.41	11,055.00	10,168.38	9,939.66
Contracts	1,606.82	1,925.00	1,592.74	1,278.97
Total Maintenance	7,535.23	12,980.00	11,761.12	11,218.63
General				
TIF Expense	88.40	119.13	54.75	173.80
Insurance	5,564.92	5,270.87	5,095.77	3,532.70
Employee Benefits	63,006.70	74,667.01	77,661.41	69,325.02
Other General Expense	3,750.00	22,916.63	27,098.68	3,180.00
Total General	72,410.02	102,973.64	109,910.61	76,211.52
TOTAL EXPENSE	226,679.05	290,823.53	298,331.06	242,350.47
Net Income/Loss	-43,064.84	39,275.27	36,845.58	12,023.06

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

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Rehab Operating INCOME				
Other Income	-253,312.80	-223,116.63	-177,960.49	-219,185.20
Grant Admin Revenue	-5,172.01	-25,666.63	-21,144.94	-17,028.37
TOTAL INCOME	-258,484.81	-248,783.26	-199,105.43	-236,213.57
EXPENSE				
Administrative				
Administrative Salaries	73,295.33	85,259.13	80,022.86	43,537.86
Legal	105.00	0.00	0.00	0.00
Staff Training	0.00	4,583.37	154.80	2,404.07
Travel	707.28	916.63	886.73	708.18
Other Admin Exp	4,447.88	2,612.61	4,360.71	5,778.05
Total Administration	78,555.49	93,371.74	85,425.10	52,428.16
Maintenance				
Contracts	48,711.79	99,000.00	130,228.55	75,815.28
Total Maintenance	48,711.79	99,000.00	130,228.55	75,815.28
General				
Insurance	507.32	458.37	496.47	257.47
Employee Benefits	29,531.03	31,171.14	29,086.09	20,506.71
Total General	30,038.35	31,629.51	29,582.56	20,764.18
TOTAL EXPENSE	157,305.63	224,001.25	245,236.21	149,007.62
Net Income/Loss	-101,179.18	-24,782.01	46,130.78	-87,205.95

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

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-1,340,586.00	-1,327,800.87	-1,310,077.00	-1,314,906.00
Admin Fees Earned	-247,114.70	-230,798.37	-329,074.35	-240,068.00
Interest Income	-1.68	-137.50	-96.31	-168.02
Other Income	-43,113.01	-12,833.37	-16,015.55	-10,791.37
TOTAL INCOME	-1,630,815.39	-1,571,570.11	-1,655,263.21	-1,565,933.39
EXPENSE				
Administrative				
Administrative Salaries	148,477.80	156,575.87	122,016.75	130,173.30
Legal	82.50	458.37	366.00	0.00
Staff Training	404.00	5,775.00	728.50	7,585.19
Travel	264.88	2,291.63	473.82	2,201.58
Accounting & Audit Fees	3,650.00	3,345.87	3,500.00	3,500.00
Sundry-Other Admin	2,928.57	4,904.02	5,126.56	4,883.45
Total Administration	155,807.75	173,350.76	132,211.63	148,343.52
Maintenance				
Contracts	4,513.74	3,575.00	3,685.09	3,632.70
Total Maintenance	4,513.74	3,575.00	3,685.09	3,632.70
General				
Insurance	5,697.27	5,390.00	5,227.96	4,625.32
Employee Benefits	82,196.81	84,626.74	76,264.73	74,635.58
Collection Losses	2,174.00	0.00	2,302.00	0.00
Other General Expense	980.56	2,475.00	1,040.11	2,230.26
Total General	91,048.64	92,491.74	84,834.80	81,491.16
HAP Payments				
HAP Payments Occupied	1,241,251.00	1,248,280.00	1,231,654.00	1,195,290.00
HAP Payments Home	32,056.00	40,704.62	40,283.00	39,820.00
FSS Escrow Voucher	26,331.00	27,133.37	18,079.00	21,017.00
HAP Payments Portable	27,559.00	40,704.62	19,161.00	39,915.00
Total HAP	1,327,197.00	1,356,822.61	1,309,177.00	1,296,042.00
TOTAL EXPENSE	1,578,567.13	1,626,240.11	1,529,908.52	1,529,509.38
Net Income/Loss	-52,248.26	54,670.00	-125,354.69	-36,424.01

Bridges Program PY
Bridges Operating Statement
November, 2021

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Bridges Operating INCOME				
HAP Received MHFA	-48,677.00	-49,500.00	-47,038.00	-71,173.00
Admin Revenue	-5,490.00	-5,500.00	-5,450.00	-8,350.00
Operating Transfer	3,229.00	5,087.50	0.00	0.00
Total Income	-50,938.00	-49,912.50	-52,488.00	-79,523.00
EXPENSE				
Administrative				
Travel	190.96	412.50	240.36	291.74
Office Supplies	13.00	0.00	40.10	0.00
Total Administration	203.96	412.50	280.46	291.74
General				
Security Deposit Pmts	2,995.00	2,750.00	750.00	6,443.00
HAP Payment to Landlords	45,682.00	46,750.00	46,064.00	64,730.00
Total General	48,677.00	49,500.00	46,814.00	71,173.00
TOTAL EXPENSE	48,880.96	49,912.50	47,094.46	71,464.74
Net Income/Loss	-2,057.04	0.00	-5,393.54	-8,058.26

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

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Public Housing Operating INCOME				
Dwelling Rental	-697,212.00	-686,326.63	-682,698.00	-670,473.00
Excess Utilities	-3,680.00	-3,300.00	-3,645.48	-3,369.42
Operating Subsidy	-342,038.00	-242,916.63	-287,112.00	-238,301.00
Investment Interest	434.05	-1,833.37	-1,457.26	230.77
Other Income	-136,510.30	-168,730.87	-175,092.74	-148,772.01
Other Income Tenants	-14,739.31	-22,916.63	-15,768.24	-23,809.24
Capital Fund Income	-712,310.30	-60,500.00	-239,490.92	-122,348.00
Laundry Income	-17,659.75	-18,516.63	-16,533.25	-17,819.25
TOTAL INCOME	-1,923,715.61	-1,205,040.76	-1,421,797.89	-1,224,661.15
EXPENSE				
Administrative				
Administrative Salaries	255,288.48	279,500.87	256,135.84	263,896.71
Legal	6,025.99	3,208.37	915.50	2,300.00
Staff Training	2,460.95	12,833.37	1,597.82	14,392.83
Travel	35.28	916.63	217.71	737.56
Accounting & Audit Fees	11,050.00	11,050.00	8,700.00	10,550.00
Sundry-Other Admin	15,199.99	17,192.12	20,334.04	16,872.47
Total Administration	290,060.69	324,701.36	287,900.91	308,749.57
 Rec Public and Other	 222.04	 4,537.50	 222.04	 222.04
Total Tenant Services	222.04	4,537.50	222.04	222.04
Utilities				
Water/Sewer	66,496.29	65,445.49	60,118.76	57,734.30
Electricity	66,376.35	72,856.63	67,896.23	66,681.64
Gas/Fuel	29,003.24	38,316.63	24,633.37	30,489.58
Total Utilities	161,875.88	176,618.75	152,648.36	154,905.52
Maintenance				
Labor	158,709.49	190,089.13	179,489.03	168,438.73
Materials	14,316.46	22,916.63	14,135.32	22,084.55
Contracts	134,603.78	148,875.76	127,149.69	107,768.49
Total Maintenance	307,629.73	361,881.52	320,774.04	298,291.77
General				
Insurance	94,436.34	88,953.37	83,472.42	72,697.73
Payment in Lieu of Tax	25,287.98	24,750.00	25,992.90	25,153.29
Employee Benefits	198,551.49	211,639.89	204,162.21	195,840.22
Collection Losses	0.00	7,333.37	0.00	0.00
Other General Expense	8,737.99	0.00	2,000.00	0.00
Total General	327,013.80	332,676.63	315,627.53	293,691.24
TOTAL EXPENSE	1,086,802.14	1,200,415.76	1,077,172.88	1,055,860.14
 Net Income/Loss	 -836,913.47	 -4,625.00	 -344,625.01	 -168,801.01

Brainerd South Operating Statement
November, 2021

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Brainerd South Operating				
INCOME				
Dwelling Rental	-231,665.00	-226,939.13	-225,635.00	-220,009.00
Rental Supplement	-46,582.00	-37,097.50	-46,621.00	-36,771.00
Investment Interest	106.38	-458.37	-2,180.43	-1,622.88
Other Income	-23,024.57	-28,645.87	-22,665.33	-28,414.28
Laundry Income	-6,154.00	-7,901.63	-7,262.00	-7,395.55
TOTAL INCOME	-307,319.19	-301,042.50	-304,363.76	-294,212.71
EXPENSE				
Administrative				
Legal	14,743.49	458.37	0.00	43.00
Accounting & Audit Fees	5,250.00	5,000.00	4,961.25	4,950.00
Sundry-Other Admin	44,965.70	47,666.63	44,292.23	42,129.23
Total Administration	64,959.19	53,125.00	49,253.48	47,122.23
Utilities				
Water	13,557.78	13,750.00	12,108.24	9,811.61
Electricity	3,689.49	5,958.37	3,752.73	4,221.80
Gas/Fuel	13,117.66	16,055.38	11,359.16	12,908.97
Total Utilities	30,364.93	35,763.75	27,220.13	26,942.38
Maintenance				
Labor	13,503.67	14,630.00	15,483.22	9,730.24
Materials	18,243.40	21,541.63	26,690.13	17,277.30
Contracts	46,130.34	63,204.24	45,711.25	47,267.31
Total Maintenance	77,877.41	99,375.87	87,884.60	74,274.85
General				
Insurance	31,453.93	31,304.13	30,241.61	29,417.92
Payment in Lieu of Tax	9,717.93	9,625.00	9,616.02	9,319.48
Employee Benefits	1,361.83	861.63	1,014.26	1,118.38
Total General	42,533.69	41,790.76	40,871.89	39,855.78
TOTAL EXPENSE	215,735.22	230,055.38	205,230.10	188,195.24
Net Income/Loss	-91,583.97	-70,987.12	-99,133.66	-106,017.47

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Brainerd Housing and Redevelopment Authority
Payment Summary Report
November 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
11/5/2021	853	Carrie Burrell	\$45.36
11/5/2021	854	John Schommer	\$149.52
11/5/2021	855	Keri Woitalla	\$27.44
11/5/2021	856	Michael Foote	\$137.20
11/5/2021	857	Ryan Barnett	\$20.16
11/4/2021	1911	Minnesota State Retirement System	\$1,207.50
11/4/2021	1912	Electronic Federal Tax Payment System	\$7,698.22
11/4/2021	1913	MN Dept of Revenue	\$1,370.09
11/4/2021	1914	Health Savings Accounts	\$1,073.60
11/4/2021	1915	Security Benefit	\$3,665.73
11/2/2021	1916	EBSO	\$25,328.08
11/18/2021	1917	Minnesota State Retirement System	\$1,210.00
11/18/2021	1918	Electronic Federal Tax Payment System	\$7,727.06
11/18/2021	1919	Health Savings Accounts	\$1,073.60
11/18/2021	1920	MN Dept of Revenue	\$1,365.25
11/18/2021	1921	Security Benefit	\$3,662.47
11/16/2021	1922	Brainerd Daily Dispatch	\$222.04
11/16/2021	1923	Brainerd Daily Dispatch	\$222.04
11/4/2021	24238	Ace Hardware	\$161.82
11/4/2021	24239	Anderson Brothers Construction Company	\$1,000.00
11/4/2021	24240	Aramark Uniform Services	\$303.16
11/4/2021	24241	Avesis Third Party Administrators	\$26.15
11/4/2021	24242	Brainerd Public Utilities	\$14,063.29
11/4/2021	24243	CenterPoint Energy	\$2,427.23
11/4/2021	24244	City of Brainerd	\$7,737.99
11/4/2021	24245	Crow Wing Cty Recorder's Office	\$92.00
11/4/2021	24246	Crow Wing Cty Recorder's Office	\$35.00
11/4/2021	24247	Culligan	\$101.90
11/4/2021	24248	Dacotah Paper Co	\$1,973.16
11/4/2021	24249	Home Depot Credit Services	\$143.76
11/4/2021	24250	Kristin Miller	\$20.00
11/4/2021	24251	MN Elevator, Inc.	\$794.84
11/4/2021	24252	Miller Testing & Consulting LLC	\$825.00
11/4/2021	24253	NAC Mechanical and Electrical Services	\$86,450.00
11/4/2021	24254	Office Shop	\$609.42
11/4/2021	24255	Pike Plumbing & Heating, Inc	\$553.12
11/4/2021	24256	Ratwik, Roszak & Maloney, P.A.	\$225.00
11/4/2021	24257	Rental History Reports	\$225.00
11/4/2021	24258	Strike Painting & Finishing	\$1,300.00
11/4/2021	24259	T-Mobile	\$111.98
11/4/2021	24260	West Central Flooring	\$551.76
11/4/2021	24261	Yde's Major Appliance	\$2,421.00
11/18/2021	24262	Anderson Brothers Construction Company	\$1,500.00
11/18/2021	24263	Borden Steinbauer Krueger & Knudson, PA	\$82.50
11/18/2021	24264	Brainerd Public Utilities	\$643.77
11/18/2021	24265	CTCIT	\$650.00
11/18/2021	24266	CTC	\$2,521.25
11/18/2021	24267	CliftonLarsonAllen LLP	\$1,837.50
11/18/2021	24268	Crow Wing Cty Recorder's Office	\$92.00
11/18/2021	24269	Dearborn National	\$187.02
11/18/2021	24270	Granite Pest Control, LLC	\$599.00
11/18/2021	24271	HDS, LLC DBA Kanzo Software	\$170.00
11/18/2021	24272	Life Insurance Company of North America	\$56.35
11/18/2021	24273	MN Dept of Labor and Industry	\$50.00
11/18/2021	24274	Nisswa Sanitation	\$3,230.27
11/18/2021	24275	Paper Storm	\$25.50
11/18/2021	24276	Pike Plumbing & Heating, Inc	\$209.71
11/18/2021	24277	Strike Painting & Finishing	\$600.00
11/18/2021	24278	Sun Life Financial	\$323.74
11/18/2021	24279	Wex Health	\$8.00
		Report Total	\$191,144.55

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To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: December 7, 2021
RE: Housing Choice Voucher Programs Report

HCV Report

Please see the attached report.

Our Unit Months Leased (UML) through November is 99%, and HAP utilization through November is 88%.

Bridges Report

Please see the attached report.

We have 12 families on our program with a monthly HAP payment of \$5,924.

Family Self-Sufficiency (FSS) Report

Please see the attached report.

We have 28 families on our program. We have 11 families currently escrowing a total of \$3,068 per month.

Foster Youth Initiative (FYI) Report

Please see the attached report.

We have 2 families leased up with a total HAP payment of \$536 per month.

No Action Requested; Discussion Items

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November Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	324
November Move-ins	6
November Move-outs	5
November Vouchers - looking for housing	28
November Vouchers - first day of month	314
Average Vouchers to date	321
Unit Months Leased	99%
HAP Utilization through 11/30/2021	88%

Reasons For Leaving Program

Voluntarily Left	4
Port-out	0
Terminated	1

Payments

Housing Assistance Payment (HAP)	\$116,426
November HUD Administrative Fee	\$13,723

Port Out Vouchers

MPLS PHA (1)	1
	\$1,567

Homeownership

Homeownership HAP	8
	\$2,660

FYI Vouchers

FYI Vouchers HAP	2
	\$536

Annual Average Income

\$14,552

Length of Time on Program

< 1 year	14%
< 2 years	17%
< 3 years	15%
< 4 years	6%
< 5 years	11%
> 5 years	38%

Demographics

Elderly Households	94
Disabled/Handicapped Households	160
Families with Children	112

Waiting List Total

	130
Crow Wing County Preference	27
Non Preference	103

Average HAP Payment

\$353

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Bridges Program November 2021

Summary

- Tenants leased up in units: 12
- Participants issued a Voucher & searching for a unit: 2
- Notified: 1
- Participants receiving HCV voucher: 1
- Participants giving up Bridges voucher: 0
- Tenants' Residing Counties:
 - Cass County: 0
 - Morrison: 1
 - Aitkin: 1
 - Crow Wing: 10
 - Todd:
 - Wadena:

Total HAP Payment: \$5,924

Additional Info

Assisted in paying for a new participant security deposit.

Family Self-Sufficiency Program November 2021

Summary

- Active FSS participants: 28
- Tenants going OFF for month: 0
- Tenants going ON for month: 2
- Tenants start ESCROWING: 0
- Total number of FSS participants escrowing monthly: 11
- Total amount of escrow: \$3,068.00
- Total combined amount of monthly escrow: \$ 40,108.51

Update: No updates

Foster Youth to Independence Program

November 2021

Summary

- Active FSS participants: 2
- Searching for a unit: 0
- Working on getting a voucher: 0
- Declined voucher: 0
- Gave up voucher: 0

Additional Info: Staff will be reaching out to LSS and CWCSS to discuss potential FYI applicants.



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Dec-01-2021
Re: Housing Management Report

Vacancy Report for November 2021

Please see attachment.

Monthly Property Performance Report for November 2021

Please see attachment.

ROSS Program Updates

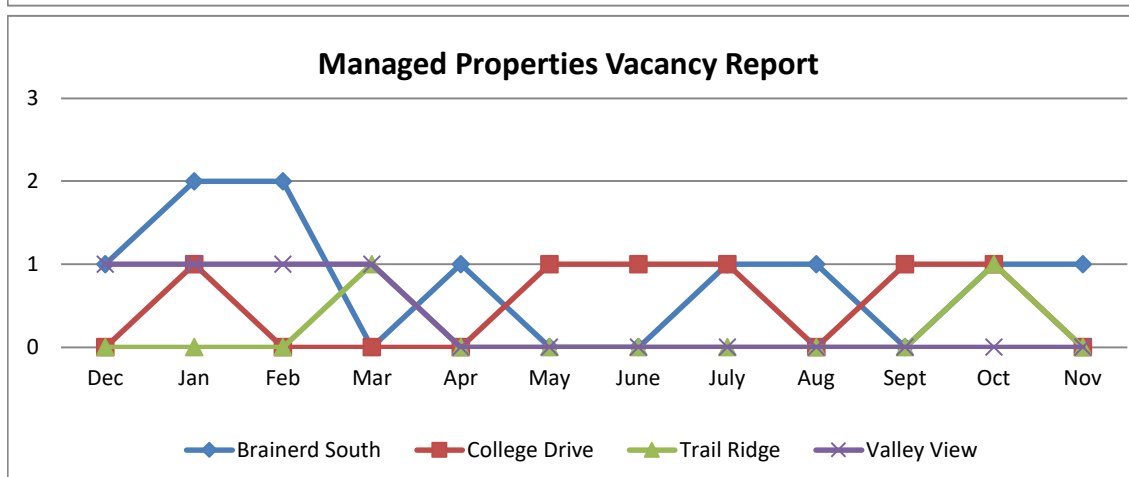
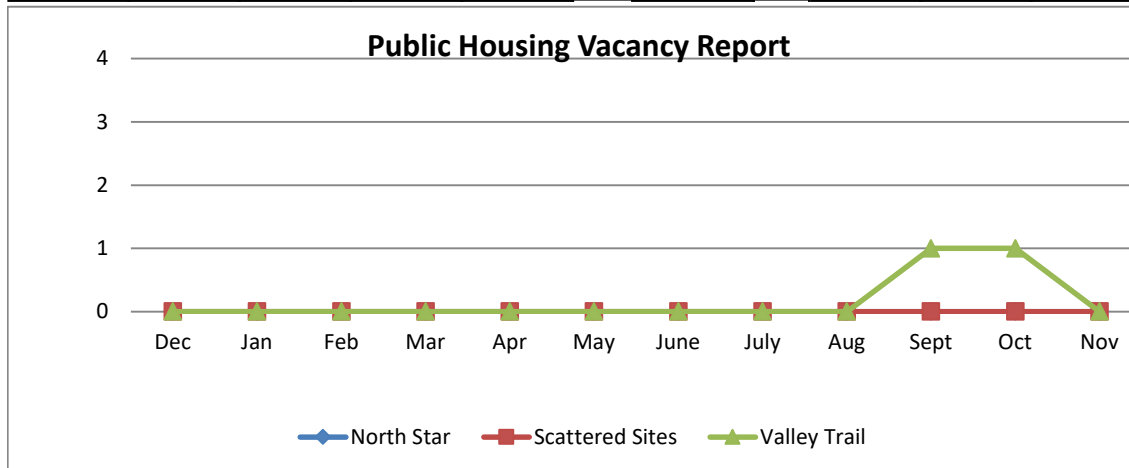
- 20 active participants in the ROSS program; 1 newly enrolled participant; 0 exited participants.
- 0 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - SNAP Food Boxes: 26 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 14 residents; 320 frozen meals (10 - 30 each); elderly tenants only.
- Facebook Stats:
 - 5 new posts on the ROSS Facebook page this past month which reached 9 individuals, with 0 additional likes/shares and 0 viewers clicking through posts for more information.
- FY21 Grant Application
 - No update at this time. New grant cycle is estimated to start 3/18/2022.
- New Initiative: On-Site Pantry: The new on-site food pantry is still in the early stages of set up but as is evidenced by the changing items on the shelves, it is being utilized as both a place to pick up items as well as donate items. Erik is working on a way to measure participation while still allowing residents to remain anonymous. In the coming months he will be soliciting some community feedback related to this new initiative.
- American Legion Thanksgiving Meals: Erik coordinated with the Brainerd American Legion to provide free Thanksgiving meals to North Star residents. 53 residents participated in this program and received a total of 71 meals, which allowed several of them to celebrate the holiday with family. The meals were delivered by the Brainerd Fire Department and distributed by North Star volunteers.

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	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	0	1	1	1	1	1	0
Oct %	0.00%	0.00%	4.00%	0.49%	1.67%	4.17%	5.56%	0.00%
Nov 30	0	0	0	0	1	0	0	0
Nov %	0.00%	0.00%	0.00%	0.00%	1.67%	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	2	2	9	6	2	3
%	0.00%	0.00%	0.73%	0.09%	1.36%	2.27%	1.01%	1.36%



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Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report November 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	29
Applications Placed on PH Wait List	18
Applications Denied on PH Wait List	5

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	116	9	1	0
2 bdrm	14	29	0	1	0
3 bdrm	24	23	0	0	0
4 bdrm	5	4	0	0	0
TOTAL	203	172	9	2	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	23
Move-Outs	2	21

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	8
Annual Recertifications	1
Completed for this month	9

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	4
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
NS#306	Material Lease Violation	11/24/21	Eviction (12/1/2021)

11. Non-Emergency Work Orders

Beginning Balance	3
Received	79
Closed	74
Ending Balance	8
Total Completed Work Orders for Year	949

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	2	6
Completed within 24 hours	2	6
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	65,145
Other Charges	841
Total New Charges	65,986
Arrears, tenants in possession	710

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	533
Current Rent Charges	65,145
Current Rent Collections	64,612
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	5,993
Prior Rent Charges	758,694
Collection Rate	99%

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To: Brainerd HRA Board Members
 From: John Schommer, Rehab Coordinator
 Date: December 9, 2021
 Re: Rehab Programs Report

Emily SCDP

8 Owner occupied projects are complete
 1 Project is bidding
 1 Project is in application review

MHFA

3 Projects are in construction
 1 Project is in the contract phase
 1 Project is bidding
 3 Projects are in work write-up

Housing Trust Fund

1 Project is in Work Write-up Review
 1 Application is in process

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	59	47	0	10
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: December 9th, 2021

Re: Executive Director Report

Community Engagement

I was asked to present information on the HRA and what we are doing to help with the housing needs of the area, to the morning Rotary group on November 24th. I was able to share with this group what programs we have available to not only rehab the housing stock in the County but also hope to provide funding for new projects for single family and multi family developments. I have also been asked to come and speak to the Greater Lakes Association of Realtors sometime in January to share what we have been working on and specifically talk about the Housing Trust Fund's down payment assistance program.

Warming Shelter Update

The homeless warming shelter successfully opened on Friday December 3rd. The overnight shelter is located at 1926 South 7th Street in Brainerd and is open nightly from 8pm – 8am. The shelter will allow guests into the facility nightly from 8pm – 11pm at which time no one is allowed to enter for the night. The shelter had their first guest on Saturday December 4th and that individual was very thankful for the warm, safe place to sleep for the night. The HRA has been part of the larger group helping to make this a reality. Bridges of Hope has been the leader of this group and will be overseeing the operations of the shelter for this first season. Many thanks go out to the staff and City Council for the City of Brainerd for moving this process along through an ordinance update and interim use permit approval. Please help get the word out about the shelter and inform your business and civic contacts in the area so that our homeless population does not need to sleep outside during the winter months. This is a good first step towards mitigating the effects of homelessness in the County.

Housing Trust Fund Update

The scope of work was completed for what we hope is our first funded project through the trust fund. The borrower now must agree to the scope before we can put this project out for bid and start to finalize what the numbers will look like. . This estimated timeline likely puts us into the new year, but we are optimistic that this will be our first funded loan.

No Action Requested; Discussion Items

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NOW OPEN!

BRAINERD AREA WARMING SHELTER

ADULTS - 18+ ONLY

A warm, safe place to sleep

Open 8PM-8AM

Walk Ins accepted from **8-11PM**
1926 S 7th St, Brainerd

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