



Brainerd Board of Commissioners Meeting

Wednesday, January 26th, 2022 @ 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=m966ac2e2ef7bf1daf077c976c30c6e74>

Join by phone: 415-655-0001 / Meeting number (access code): 2558 915 0364 / Meeting password: 89948564

"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. REVIEW AND APPROVE AGENDA
4. Annual Meeting (*Attachment 1*) Pg. 3
 - a. Oath of Office (*Attachment 1a*)
 - b. Election of Officers
 - c. Review Bylaws (*Attachment 1b*)
 - d. Review Meeting Schedule (*Attachment 1c*)
5. READING AND APPROVAL OF MINUTES (*Attachment 2*) Pg. 13
 - a. Approval of Minutes from Regular Board Meeting on December 15th, 2021
6. UNFINISHED BUSINESS
7. NEW BUSINESS
 - a. Designation of Official Depository (*Attachment 3*) Pg. 19
 - b. Payment Standard Increase for HCV Program (*Attachment 4*) Pg. 21
 - c. Pay Equity Reporting (*Attachment 5*) Pg. 23
 - d. Resolution for Adoption of VEPS Leave for 2022 (*Attachment 6*) Pg. 29
8. BILLS & COMMUNICATIONS
 - a. Financial Report (*Attachment 7*) Pg. 37
 - b. HCV/Section 8 Report (*Attachment 8*) Pg. 67
 - c. Housing Management Report (*Attachment 9*) Pg. 75
 - d. Rehab Programs Report (*Attachment 10*) Pg. 85
 - e. Executive Director Report (*Attachment 11*) Pg. 87

8. COMMISSIONER COMMENTS

9. NEXT MEETING: Wednesday February 23rd, 2022

10. ADJOURN



To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: January 26, 2022
Re: Annual Meeting

Typically at annual meetings, all new or reappointed members are given the oath of office, the board elects officers, bylaws are reviewed, and a meeting schedule is established for the upcoming year.

Oath of Office (Attachment 1a)

At the January 17th, 2022 city council meeting, Janet Decker was reappointed to serve on the Brainerd HRA Board of Commissioners for a term expiring 12/31/26.

Election of Officers

According to the Brainerd HRA Bylaws, the chair, vice chair and secretary/treasurer shall be elected at the annual meeting of the HRA.

The 2021 slate of officers and commissioners is as such:

Gabe Johnson, Chair, term expiring 12/31/22
Vacant, Vice Chair, term expiring 12/31/22
Michael Duval, Secretary/Treasurer, term expiring 12/31/25
Rebekah Kent-Ehlebracht, term expiring 12/31/23
Marlee Larson, term expiring 12/31/24
Wayne Erickson, term expiring 12/31/25
Janet Decker, term expiring 12/31/21

Review Bylaws (Attachment 1b)

Staff is not recommending any changes to the bylaws at this time.

Review Meeting Schedule (Attachment 1c)

The meeting schedule is attached.

Action Items: Elect HRA chair, vice chair and secretary/treasurer.

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Oath

STATE OF MINNESOTA

COUNTY OF CROW WING

CITY OF BRAINERD

SS.

I, **Janet Decker**, do solemnly affirm that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully and impartially discharge the duties as a commissioner of the **HOUSING AND REDEVELOPMENT AUTHORITY in and for the CITY of BRAINERD**, to which I have been appointed to the best of my knowledge and ability, so help me God.

Janet Decker

Subscribed and sworn to before me this 26th day of January,
2022.

ERIC CHARPENTIER
Executive Director

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BY-LAWS

BY-LAWS OF THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF BRAINERD, MINNESOTA

Adopted 02-21-2001
Revised 06-20-2001
Revised 09-24-2003
Revised 06-09-2005
Revised 03-24-2010
Revised 07-25-2012
Revised 07-23-2014
Revised 07-29-2015
Revised 06-26-2019

ARTICLE I – THE AUTHORITY

Section 1.1. Name of the Authority. The name of the Authority shall be the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota (hereinafter, the “Authority”), and its governing body shall be called the board of Commissioners (hereinafter, the “Board”).

Section 1.2. Seal of Authority. The seal of Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 1.3. Office of the Authority. The offices of the Authority shall be at 324 East River Road in Brainerd, Minnesota.

ARTICLE II – ORGANIZATION

Section 2.1. Officers. The officers of the Authority shall consist of a Chair, a Vice Chair, a Secretary/Treasurer, and an Executive Director. The Chair, Vice Chair, and the Secretary/Treasurer shall be members of the board and shall be elected at the annual meeting of the Authority.

Section 2.2. Chair. The Chair shall preside at all meetings of the board.

Section 2.3. Vice Chair. The Vice Chair shall preside at any meeting of the Board in the absence of the Chair and may exercise all powers and perform all responsibilities of the Chair if the Chair cannot exercise or perform the same due to absence or other inability.

Section 2.4. Chair Pro Tem. In the absence or inability of the Chair and the Vice Chair at any meeting, the Board may appoint any remaining Commissioner as Chair Pro Tem to preside at such meeting.

Section 2.5. Secretary/Treasurer. The Secretary/Treasurer shall oversee the keeping of all minutes of the Board and shall oversee the maintenance of all records of

the Authority. He or she shall be responsible for the oversight and recording and maintaining of accurate records of the meetings of the Board and of all official actions, official, financial and otherwise, taken by or on behalf of the Authority.

Section 2.6. Executive Director. The Executive Director shall be appointed by resolution and shall serve at the pleasure of the Board of Commissioners, shall be the chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe.

Section 2.7. Resident Commissioner. One Resident Commissioner shall hold an Authority Board position. The nature of selection shall be governed by federal regulation and Minnesota state statute, with ratification from the City of Brainerd consistent with other Board Commissioners. The term of the Resident Commissioner and their authority shall be consistent with the other Commissioners serving on the Board.

ARTICLE III – PROCEDURES OF THE BOARD OF COMMISSIONERS

Section 3.1. Annual Meeting. The annual meeting of the Board shall coincide with the regular meeting of January in each year.

Section 3.2. Regular Meetings. The Board shall hold regular meetings on the fourth Wednesday of each month, commencing at 1:00 o'clock P.M., Central Time or at such other time as the Board and Executive Director may determine, and be held at the principal office of the Authority, or at such other location as the Board and Executive Director may determine.

Section 3.3. Special Meetings. Special meetings of the Board may be called by the Chair, or in the event of the Chair's absence or inability, by the Vice Chair at any time, upon seventy-two hours prior notice exclusive of Saturdays, Sundays, and holidays to all Commissioners and the Executive Director. Upon the same notice, any two Commissioners may also call special meetings of the Board. The Executive Director shall post notice of any special meeting in the principal office of the Authority no less than seventy-two hours prior to such special meeting exclusive of Saturdays, Sundays, and holidays.

Section 3.4. Quorum. A quorum of the Board shall consist of a simple majority of Commissioners. In the absence of quorum, no official action may be taken by, or on behalf of, or in the name of the Board or the Authority. Commissioners can attend any regular, special, or annual meetings and participate in any manner allowed by MN Statute 13D.

Section 3.5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by at least a simple majority of all commissioners present. Resolutions may but need not be read aloud prior to vote taken thereon and may but

need not be executed after passage. All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 3.6. Rules of Order. The most recent edition of Robert's Rule of Order shall govern the Meetings of the Board.

Section 3.7. Order of Business. The order of business will be determined by the Chair.

Section 3.8. Manner of Voting. The voting on all questions coming before the Authority shall be by voice vote, recorded into the official minutes. A roll call vote can be instituted for a particular vote at the discretion of the Chair.

Section 3.9. Attendance. Commissioners shall be expected to attend all meetings except with an excused absence. Any Commissioner who misses three consecutive meetings without an excused absence is considered to have resigned from the Board of Commissioners

ARTICLE IV – AMENDMENTS

Section 4.1. Amendments to By-Laws. The By-Laws of the Authority shall be amended only with the approval of a simple majority of a quorum of the Commissioners of the Authority at a regular or a special meeting.

ARTICLE V – MISCELLANEOUS

Section 5.1. Fiscal Year. The fiscal year of the Authority shall be the calendar year.

Section 5.2. Execution of Contracts. All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be executed by the Chair and/or Executive Director or other authorized signatory of the Authority as prescribed by the Chair and/or Executive Director.

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Brainerd HRA Board Meeting Schedule for 2022

Board meetings are typically held on the fourth Wednesday of each month at 1:00 p.m at Brainerd City Hall Council Chambers, 501 Laurel Street, Brainerd, MN. Due to the COVID-19 pandemic, meetings are currently offered virtually as well via Webex Video/Teleconference. Details for joining each meeting are posted at <http://brainerdhra.org/resources/>.

MONTH	DAY	DATE
January	26	1-26-22
February	23	2-23-22
March	23	3-23-22
April	27	4-27-22
May	18	5-18-22*
June	22	6-22-22
July	27	7-27-22
August	24	8-24-22
September	28	9-28-22
October	26	10-26-22
November	16**	11-16-22**
December	21**	12-21-22**

*Date changed due to MN NAHRO Spring Conference.

**Date changed due to holiday.

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Brainerd HRA BOARD MEETING MINUTES

Wednesday, December 15th, 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, October 27th, 2021.

1. **CALL TO ORDER:** Chair Larson called the meeting to order at 1:02 p.m.
2. **ROLL CALL:** Present: Commissioners Gabe Johnson, Michael Duval, Marlee Larson (webex), 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 Administrative Specialist Kristin Miller.

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

Moved and seconded by Commissioners Erickson and Duval to approve the minutes from the November 17th, 2021, board meeting. Through a roll call vote, all commissioners were in favor, and none were opposed. The minutes were approved.

4. **UNFINISHED BUSINESS:**

- a. **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.

Moved and seconded by Commissioners Erickson and Larson to approve and adopt Resolution No. 2021-04 in support of the Voluntary Emergency Paid Sick Leave (VEPS) policy. Through a roll call vote, all commissioners were in favor, and none were opposed. The VEPS policy was approved, and Resolution No. 2021-04 was adopted.

5. **NEW BUSINESS:**

- a. **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.

Moved and seconded by Commissioners Duval and Kent-Ehlebracht to write-off uncollectible Accounts Receivable for 2021. Through a roll call vote, all commissioners were in favor, and none were opposed. The write-off for uncollectible Accounts Receivable for 2021 was approved.

b. 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.

Moved and seconded by Commissioners Erickson and Duval to 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. Through a roll call vote, all commissioners were in favor, and none were opposed. The approval of 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 was approved.

c. 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.

Staff was asked by the board to look into a possible vacation day incentive and bring back information at the January Board Meeting.

d. 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.

Moved and seconded by Commissioners Duval and Kent-Ehlebracht to Authorize the Executive Director to execute Resolution 2021- 05 the updated shared services agreement between the Crow Wing County HRA and the Brainerd HRA. Through a roll call vote, all commissioners were in favor, and none were opposed. The board Authorizes the Executive Director to execute Resolution 2021- 05 the updated shared services agreement between the Crow Wing County HRA and the Brainerd HRA.

e. 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 (Public Housing-North Star)	8
James Strom (Public Housing-North Star)	3
Chris Daugherty (Section 8)	2
Gaea Downing (Section 8)	2
Sandra Byzewski (Section 8)	1
Shelby Fitch (Public Housing-North Star)	1
Deborah Lee (Section 8)	1

Moved and seconded by Commissioners Erickson and Kent-Ehlebracht to Authorize staff to forward the election results to the Mayor for the appointment of Janet Decker to the Brainerd HRA Board. Through a roll call vote, all commissioners were in favor, and none

were opposed. The approval for authorized staff to forward the election results to the Mayor for the appointment of Janet Decker to the Brainerd HRA Board was approved.

6. BILLS & COMMUNICATIONS:

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

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.

Commissioner Kent-Ehlebracht moved to approve the payments as presented. Commissioner Duval 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:**
Eller presented her reports and supporting information.

HCV Report

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

Bridges Report

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

Family Self-Sufficiency (FSS) 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

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.

Vacancy Report for November 2021 Report was presented.

Monthly Property Performance Report for November 2021 Report was presented.

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.

Commissioner Johnson followed up asking if there is going to be a possibility of a freezer for the On-Site Pantry. Fortune replied “As of now we ROSS doesn’t have one but it could be an opportunity in the future”.

d. Rehab Programs Report:

Charpentier presented his reports and supporting information.

Emily SCDD

8 Owner occupied projects 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*

e. Executive Director Report:

Charpentier presented his reports and supporting information.

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.

7. Commissioner Comments:

Larson – A thank you to Duval for the letter he wrote to the editor.

Becker – The shelter is looking for a pair of Men's Medium snow pants if anyone has a pair to donate.

Duval – Requested staff to attend the Brainerd Landlord Meeting to give information on the HCV Program.

Kent-Ehlebracht – A thank you for all that helped in getting the warming shelter established.

Johnson – A thank you to staff

Erickson – Merry Christmas

8. ADJOURN:

Commissioner Duval made a motion to adjourn the meeting. Commissioner Erickson seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved and meeting was adjourned at 1:59 p.m.



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: January 19, 2022
Re: Designation of Official Depository

Pursuant to Minnesota Statute 118A.02, the Brainerd HRA Board shall designate as a depository of its funds, one or more financial institutions. At this time, the official depository is Bremer Bank.

Action Requested: Approve the designation of Bremer Bank as the official depository.

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To: Brainerd HRA Board Members

From: Tania Eller, Rental Assistance Manager

Date: January 18, 2022

RE: Payment Standard Increases for 2022

FY 2022 Fair Market Rents (FMRs) have been published. We are required to have our payment standards fall between 90 and 110 percent of the FMRs.

As we discussed at the September meeting, we did have to increase current payment standards to 90 percent to meet the threshold. We discussed that we would likely have to look at another increase in 2022. We are seeing significant rent increases and tenants are having problems finding housing, especially those with little to no income.

FY 2022 Fair Market Rents (FMR) are below, as well as our recommendation.

2022 FMRs

0	1	2	3	4	5
\$588	\$673	\$885	\$1,150	\$1,232	\$1,417

We are proposing to increase the payment standards for March 1, 2022, as follows:

Bedroom Size	0	1	2	3	4	5
Current Payment Standard	\$530	\$606	\$797	\$1,035	\$1,121	\$1,289
% of 2020 FMR	90%	90%	90%	90%	90%	90%
Proposed Payment Standard	\$560	\$650	\$840	\$1,100	\$1,170	\$1,340
% of 2020 FMR	95%	96%	95%	95%	95%	94%

The proposed changes will have a financial impact of approximately \$30,400 for 2022. We will continue to monitor funding to make sure our spending stays on track.

Action Requested: Adopt 2022 Payment Standards

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: January 19, 2022
Re: Pay Equity Report

Pursuant to State law, the Brainerd HRA is required to submit a Pay Equity Report to the State of Minnesota every three years. Our next Pay Equity Report is due January 31, 2022 for wages as of December 31, 2021.

Upon entering all required data into the State's website, the attached Compliance Report was generated that determined the Brainerd HRA will meet compliance requirements of the Pay Equity Law. Also attached is the Pay Equity Implementation Form that will be submitted upon approval from the Board.

Action Requested: Approve submittal of the Pay Equity Report for wages as of December 31, 2021.

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Minnesota Pay Equity Management System - Brainerd HRA(22-No Submission)**Home****Utilities****Go To****Log Out****Pay Equity Implementation Form**

Information entered on this page is not submitted until you click "sign and submit."
 This page may be printed and shared with your governing body for approval. After
 you receive approval, you will need to come back to this page, complete the
 necessary information, then click "sign and submit."

Part A: Jurisdiction Identification

Jurisdiction: Brainerd HRA Jurisdiction Type: HRA - Housing and Redevelopment Authority

324 East River Road

Brainerd

Contact:	Name	Title	Phone	Email
	Eric Charpentier	Executive Director	218-824-3425	eric@brainerdhra.org
	Joseph Christenson	Accounting Specialis	218-824-3428	joseph@brainerdhra.org
	Karen Young	Finance Director	218-824-3423	karen@brainerdhra.org

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

State Job Match ▼

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (*less than 240 characters)

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is no difference ▼ and female classes are not at a disadvantage.

3. An official notice has been posted at:

All worksite bulletin boards
 (prominent location) (*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Board of Commissioners
 (governing body) (*less than 60 characters)

Gabe Johnson
 (chief elected official)(*less than 60 characters)

Board Chair
 (title) (*less than 60 characters)

☒ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Part C: Total Payroll

947,097.46 is the annual payroll
 for the calendar year just ended

Brainerd HRA Board Packet ~ Wednesday, January 26th, 2022

Pg. 25

December 31.

Save Changes

Sign & Submit

Return to Test Results

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up. Thank you.

Compliance Report

Jurisdiction: Brainerd HRA
324 East River Road

Report Year: 2022
Case: 1 - 2021 DATA (Private (Jur
Only))

Brainerd, MN 56401

Contact: Karen Young

Phone: (218) 824-3423

E-Mail: karen@brainerdhra.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	7	10	0	17
# Employees	8	10	0	18
Avg. Max Monthly Pay per employee	4806.91	4303.04		4526.98

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 81.63265 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	3	3
b. # Below Predicted Pay	4	7
c. TOTAL	7	10
d. % Below Predicted Pay (b divided by c = d)	57.14	70.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 16	Value of T = 0.082
------------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = -130

b. Avg. diff. in pay from predicted pay for female jobs = -147

III. SALARY RANGE TEST = 0.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 0.00

B. Avg. # of years to max salary for female jobs = 0.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: January 26th, 2022
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 and expired at the end of 2021. 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 employees to have access to this voluntary paid leave if certain criteria is met, as laid out in the proposed policy. If the board chooses to adopt this updated policy it will expire at the end of 2022 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 FFCRA that was federally mandated in 2020. The proposed policy would allow up to 80 hours of paid sick leave to a full-time employee as defined in the attached policy. This policy would allow for reimbursement of previously used accruals in 2022, if the employee met the criteria for the use of this VEPS at that time. The policy language has also been updated to reflect that an employee only is allowed up to 80 hours of VEPS in total and any previously utilized VEPS from prior years would be deducted from the available amount for that employee going forward.

Recommended Action Item: Approve and adopt Resolution No. 2022-1 in support of the Voluntary Emergency Paid Sick Leave (VEPS) policy.

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Brainerd Housing and Redevelopment Authority Voluntary Emergency Paid Sick Leave Policy

Purpose/Scope

- A. It is the policy of the HRA to create a voluntary emergency paid sick leave policy that will be effective from January 1, 2022 through December 31, 2022 to provide additional leave to employees who require leave because of the COVID-19 pandemic. In the interest of encouraging employees to take leave as needed to avoid negative impacts on themselves and other employees, the HRA has voluntarily decided to create a leave policy to provide additional emergency leave to employees. This policy will automatically expire on December 31, 2022, unless otherwise extended. This policy will be retroactive to allow employees to refill their used sick and vacation leave for leave taken earlier in 2022 that would have been eligible under this policy. An employee that had utilized VEPS in previous years will have their maximum allotment of VEPS hours adjusted each year that this policy is approved up to a maximum allotment of 80 hours available to any one employee.

Voluntary Emergency Paid Sick Leave (VEPS)

- B. Voluntary emergency paid sick leave will be available for an employee who is unable to work, remotely or in person, for the following reasons:
1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 2. The employee has been advised by a health care provider to self- quarantine due to concerns related to COVID-19;
 3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
 4. The employee is caring for a child, spouse, or parent (as those terms are defined under the Family and Medical Leave Act) who is subject to a Federal, State, or local quarantine or isolation order, or who is or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
 5. The employee is caring for a child or children whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions.
- C. Eligibility
1. All employees, regardless of their tenure with the HRA, with full-time or part-time status are eligible to receive this benefit.

2. Eligible employees may receive leave under this policy according to the following:
 - i. Full-time employees (meaning employees normally scheduled to work at least 80 hours over two work weeks at the time of the leave) may use up to 80 hours of leave under this policy.
 - ii. Part-time employees (meaning an employee normally scheduled to work at least 30 hours per week but less than 40 hours per work week at the time of the leave) may use up to the number of hours that the employee works, on average, over a two-week period at the time of the leave.
3. No employees may use more than 80 hours of total VEPS leave under this policy for the reasons, individually or together, set out as the basis for the leave under this policy.
4. Employees will be allowed to take intermittent leave under this policy, not to exceed a total of 80 hours, if approved by their supervisor.

D. Paid Benefits for VEPS Leave

1. Payments:
 - i. Employees who take leave for reasons 1, 2, and 3 (as set out in Part B of this Policy) will be paid their normal rate of pay for sick leave at the time of the leave, except that no employee shall be compensated more than \$511 per 8 hours of VEPS leave (a maximum of \$5,110 in total), even if the employee would have been paid more if they had used a different type of leave.
 - ii. Employees who take leave for reasons 4 and 5 (as set out in Part B of this Policy) will be paid at two-thirds of their normal rate of pay for sick leave at the time of the leave, except that no employee shall be compensated more than \$200 per 8 hours of VEPS leave (a maximum of \$2,000 in total), even if the employee would have been paid more if they had used a different type of leave.
 - a. Employees who take leave for reasons 4 or 5 may choose to supplement their leave with other leave to receive their full pay. An employee choosing to supplement their pay in this manner must choose to supplement and identify the type of leave used to supplement at the time the request for leave is submitted. The supplemental leave will be used on a per-day basis, such that, for each day on which VEPS leave pay will be supplemented in this manner, one-third of the amount of that day's VEPS leave will be deducted from the balance of the type of leave used to supplement the VEPS leave pay
2. Reimbursement of Leave for Retroactive VEPS Leave

- i. Eligible employees requesting the use of emergency paid leave retroactively for qualifying previous absences for reasons 1 through 3 under this policy will be given back any paid leave used by the employee for the time for which the retroactive leave is granted. No other retroactive changes shall be permitted on the basis of this policy, including in connection with unpaid leave related to the time for which the retroactive leave is granted, paid or unpaid leave since the time for which the retroactive leave is granted, unexcused absences and related discipline, or any other reason or issue.
 - ii. Eligible employees requesting the use of emergency paid leave retroactively for qualifying previous absences under reasons 4 or 5 will be given back two-thirds of any paid leave used by the employee for the time for which the retroactive leave is granted.
 - iii. In no event shall any employee be credited back with an amount of already-used leave that would result in them being overpaid. The amount of leave credited back to the employee for retroactive VEPS leave may be reduced to correlate to the actual pay received or to be received by the employee in connection with the leave under this policy.
3. The employee assumes all responsibility for tax, insurance, benefit, and related issues that may result from the use of leave under this policy.
4. Employees are not entitled to a payout for unused leave under this policy. Leave under this policy may not be carried beyond the end of the term of the policy.
5. No employee may be paid more than their usual rate, or paid for two types of leave for the same time, or receive any other undue enrichment through the use of VEPS leave. With the exception of the leave reimbursement for retroactive leave under this policy, no employee may be paid for VEPS leave if the employee was or will be paid for the same time through the use of other paid leave. Leave under this policy may be used for time for which an employee previously took unpaid leave of any type for a reason qualifying for leave under this policy.

E. Return to Work Following VEPS Leave

1. Employees are required to follow guidelines established by the Centers for Disease Control and Prevention as it relates to ceasing home isolation practices.
2. Employees should update their supervisor on the return status as their condition allows.

Notifying the HRA of the Need for VEPS Leave

- F. Employees should request VEPS leave as soon as possible, by notifying their supervisor and submitting the VEPS Leave Request Form. If an employee is incapacitated, the employee's representative should give verbal notice as soon as possible. Calling in "sick" does not qualify as adequate notice of the intent to use VEPS leave. An employee must provide sufficient information, as determined by the HRA, regarding the reason for

an absence for the company to know that protection and benefits may exist under this policy.

- G. Employees requesting to use emergency paid leave retroactively for previous absences that qualify for VEPS Leave, should submit the VEPS Leave Request Form and note on the form that request is concerning a previous absence. Employees may only make a request to use leave under this policy retroactively for time between January 1, 2022, and January 26th, 2022

Certification for VEPS Leave

- H. Generally, the HRA may require certification to verify the qualifying reason for the leave. Employees should be prepared to provide documentation such as a copy of any quarantine or isolation order, or written note by a health care provider directing or advising quarantine or self-quarantine, or a notice of closure of school or childcare provider (i.e. email, notification on website, or news article) if requested.
- I. If an employee is unable or unwilling to provide appropriate documentation, an amount of leave equivalent to that used under this policy may be deducted from the employee's other leave balances.

Intermittent Leave

- J. Intermittent VEPS leave may be permitted for reasons 4 and 5 under this policy, if the employee is unable to work his or her normal schedule of hours. The employee and employer will come to an agreement on a schedule that provides for the least amount of disruption to an employee's job.

Additional Limitations on VEPS Leave

- K. Employees are not entitled to a payout of any unused VEPS leave upon termination of their employment or upon leaving their position for any reason.
- L. Former employees who may have had qualifying previous absences under this policy before their departure from the HRA are not entitled to the benefits of this policy and may not request retroactive leave be granted. This policy only applies to current employees.
- M. This policy is not intended to create any contractual rights or duties and will be applied at Brainerd HRA's discretion. This policy does not create any future rights to VEPS leave or rights to have this leave paid out in the future.
- N. This policy is for the term stated herein, and may or may not be reinstituted, reenacted, or extended beyond the stated term at the sole discretion of the Brainerd HRA.

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD
RESOLUTION NO. 2022-01

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 January 26th, 2022; 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: _____
Chair

Dated: _____
Eric Charpentier, Executive Director

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: January 19, 2022
Re: January Financial Report

Please find attached the financial information for December 2021.

Year-end Financial Statements and Ratios

The December ratios and financial statements do not fully reflect all yearend entries and adjustments. The final yearend entries and adjustments will be recorded prior to the audit and REAC submission. Therefore, the financial information is subject to change due to necessary yearend adjustments.

2021 Levy Payment

In December we received the second half 2021 tax settlement of \$62,848.33 as reflected in the General Fund financial statements. Year to date, we received \$134,865.18 in levy payments. The 2021 tax levy was estimated at \$136,520.

Audit Schedule

The 2021 audit schedule has been set with CliftonLarsonAllen (CLA). The Crow Wing County HRA audit will be during the first week of February. The Brainerd HRA audit and Brainerd South compilation are scheduled for the second week of February 11th. The Agency unaudited financial statements are due to the Real Estate Assessment Center (REAC) by February 28th, and the unaudited Brainerd South financial statements are due to REAC by March 31st.

NAC Mechanical and Electrical Services Payment

In December, we processed the fifth and sixth Applications for Payment from NAC in the amounts of \$121,424.25 and \$38,204.25 for the North Star boiler project. This brings payments to date through December of \$793,278.50 of the total contract award of \$835,030. 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	Dec 2021
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	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	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	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	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	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	5.00	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	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	25.00	25.00	25.00
Total of Above Ratios	50		50	45	45	45	47	47	50	47	47	47	50	50	50

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	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	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	10.0

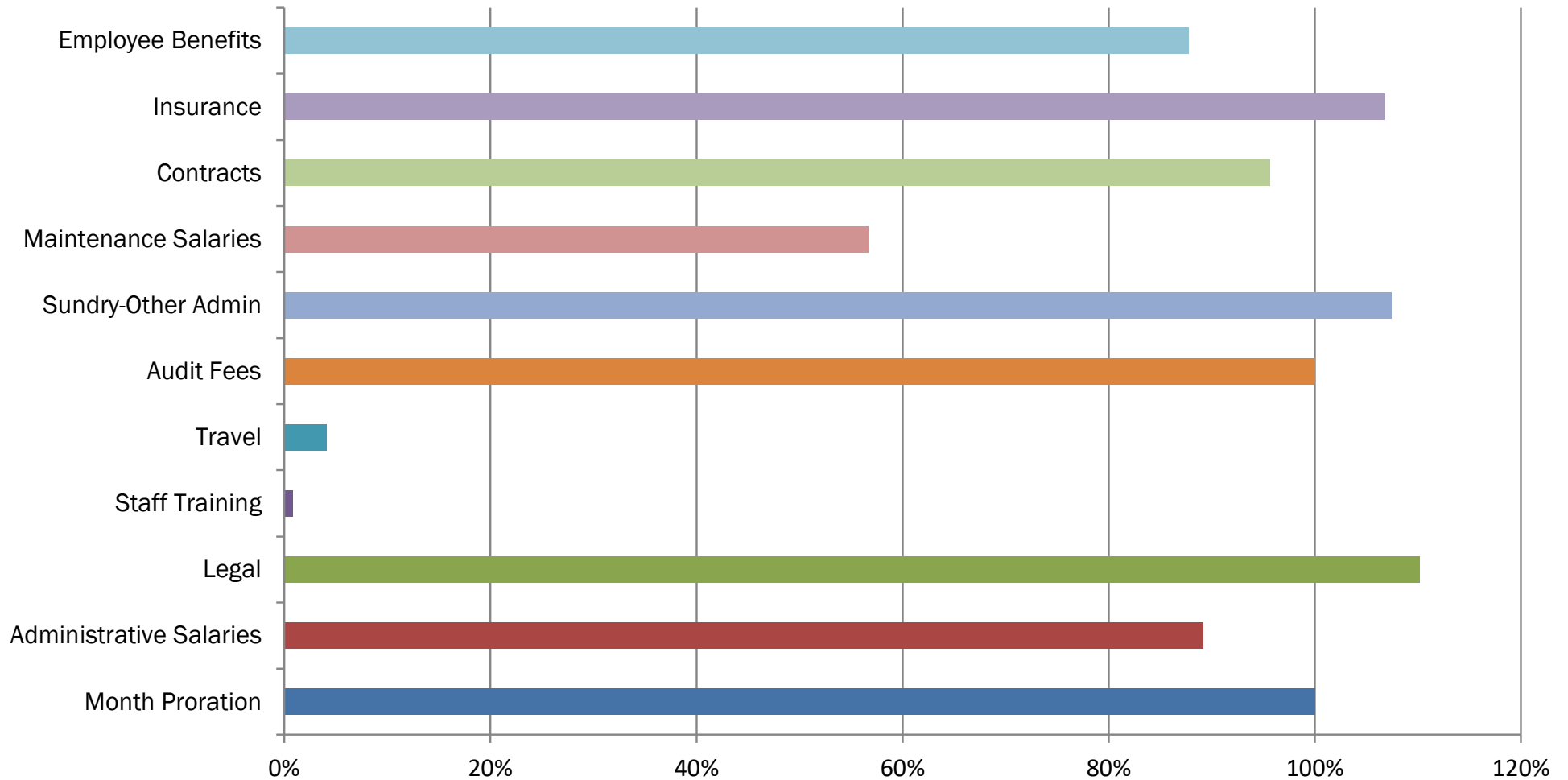
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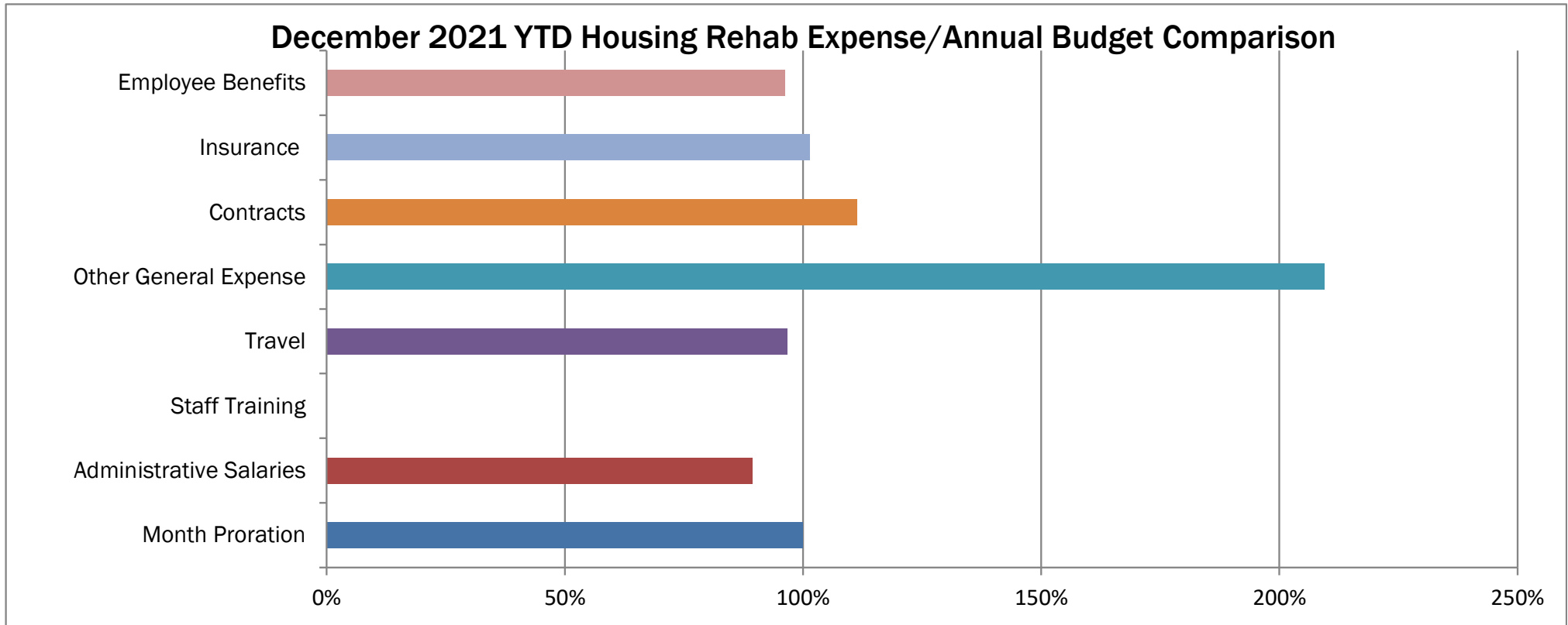
December 2021 Operating Account Balances

Property/Program	December 2020	November 2021	December 2021
General Fund	\$322,364.59	\$364,232.56	\$418,796.97
Housing Rehab Program	\$104,035.20	\$205,214.38	\$171,581.27
Bridges	\$2.68	\$5,338.72	\$5,930.32
Crow Wing County HRA	\$1,142,108.35	\$1,308,452.64	\$1,572,037.39
Public Housing	\$637,927.79	\$809,419.99	\$634,736.49
Brainerd South	\$32,707.16	\$50,467.91	\$55,835.36
Housing Choice Voucher	\$27,962.50	\$44,755.35	\$14,176.67
Total	\$2,267,108.27	\$2,787,881.55	\$2,873,094.47

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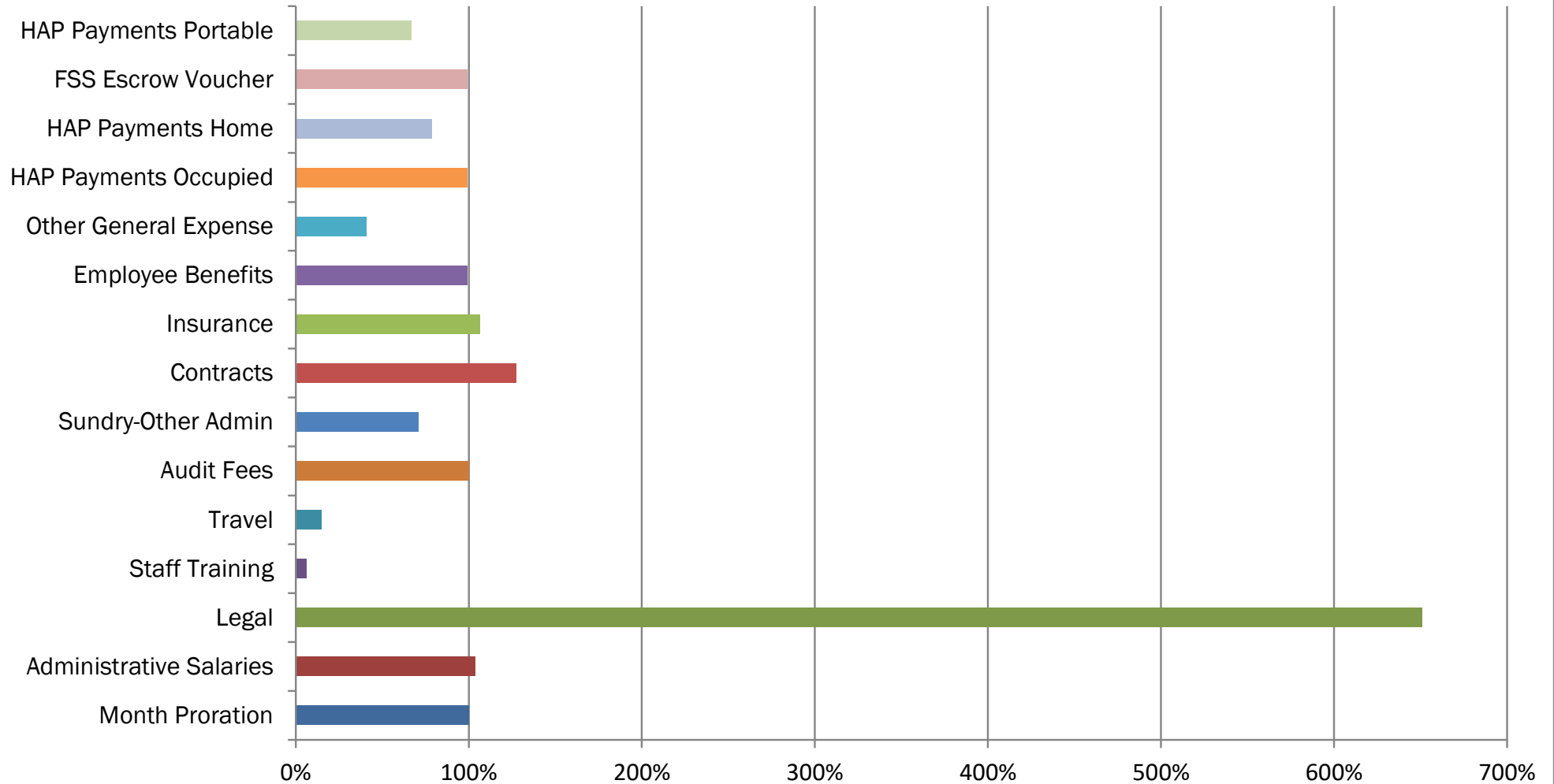
December 2021 YTD General Fund Expense/Annual Budget Comparison



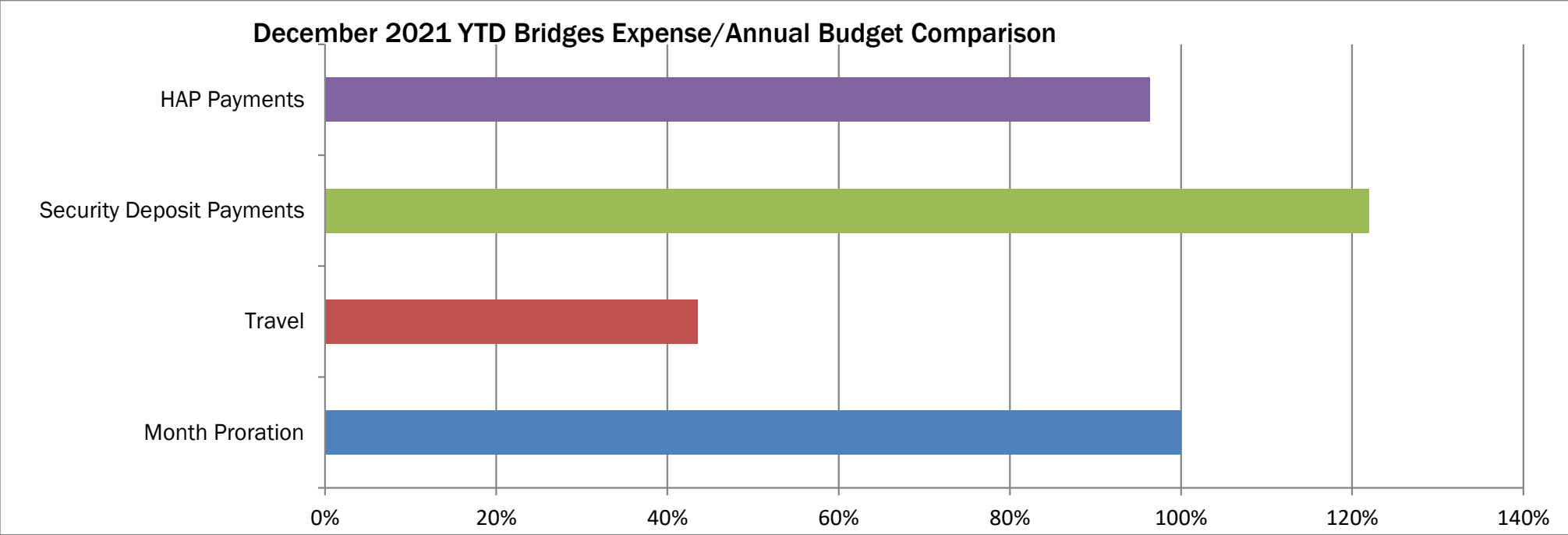


Other General Expense: Happy software purchased for rehab department needs. Advertising for rehab admin specialist.

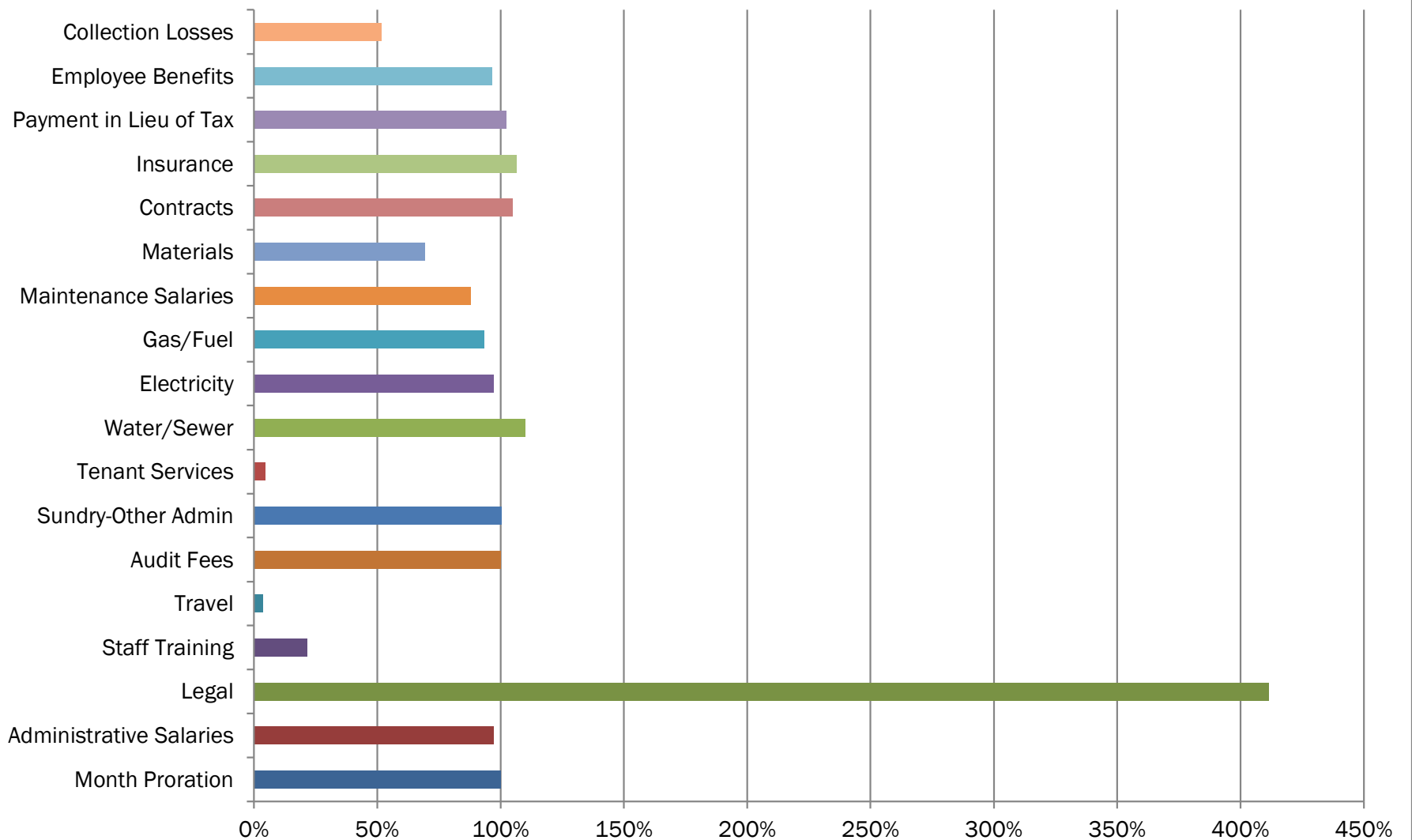
December 2021 YTD Housing Choice Voucher Expense/Annual Budget Comparison



Contract Costs: Yearly utility study
Legal - HCV participant Court of Appeals case.

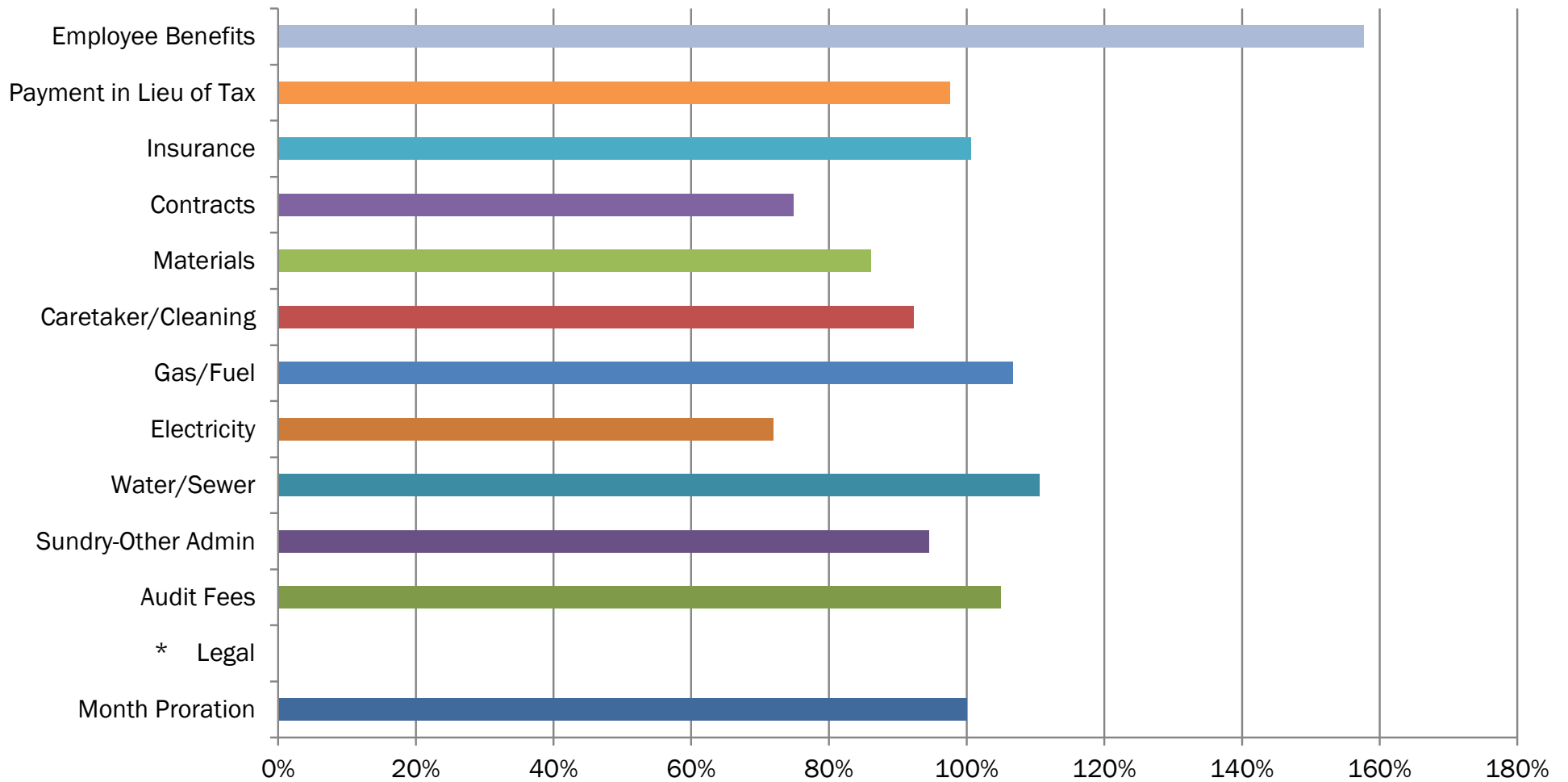


December 2021 YTD Public Housing Expense/Annual Budget Comparison



Legal: Assistance with Human Resource Issues.

December 2021 YTD Brainerd South Expense/Annual Budget Comparison



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

* Legal: \$11,550 Assistance with Human Resource issues and caretaker agreements.

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

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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-14,542.94	-173,422.90	-169,000.00	-4,422.90
Interest Income	25.88	-31.41	-1,000.00	968.59
Operating Transfer In	0.00	-3,229.00	-5,550.00	2,321.00
Other Income	-62,877.88	-170,455.52	-159,020.00	-11,435.52
Loan Interest Revenue	0.00	0.00	-5,000.00	5,000.00
TOTAL INCOME	-77,394.94	-347,138.83	-339,570.00	-7,568.83
EXPENSE				
Administrative				
Administrative Salaries	16,074.68	150,796.89	169,180.00	-18,383.11
Legal	2,644.85	2,644.85	2,400.00	244.85
Staff Training	-55.00	41.25	5,000.00	-4,958.75
Travel	6.16	24.42	600.00	-575.58
Auditing Fees	0.00	6,900.00	6,900.00	0.00
Sundry-Other Admin	1,515.15	6,512.23	6,060.00	452.23
Total Administration	20,185.84	166,919.64	190,140.00	-23,220.36
Maintenance				
Maintenance Salaries	905.89	6,834.30	12,060.00	-5,225.70
Contracts	401.53	2,008.35	2,100.00	-91.65
Total Maintenance	1,307.42	8,842.65	14,160.00	-5,317.35
General				
TIF Expense	0.00	88.40	130.00	-41.60
Insurance	575.25	6,140.17	5,750.00	390.17
Employee Benefits	8,442.77	71,449.47	81,455.00	-10,005.53
Other General Expense	0.00	3,750.00	25,000.00	-21,250.00
Total General	9,018.02	81,428.04	112,335.00	-30,906.96
TOTAL EXPENSE	30,511.28	257,190.33	316,635.00	-59,444.67
Net Income/Loss	-46,883.66	-89,948.50	-22,935.00	-67,013.50

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Housing Rehab Operating Statement December, 2021

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-51,252.35	-304,565.15	-243,400.00	-61,165.15
Grant Admin Revenue	-46.00	-5,218.01	-28,000.00	22,781.99
TOTAL INCOME	-51,298.35	-309,783.16	-271,400.00	-38,383.16
EXPENSE				
Administrative				
Administrative Salaries	9,904.80	83,200.13	93,010.00	-9,809.87
Legal	0.00	105.00	0.00	105.00
Staff Training	0.00	0.00	5,000.00	-5,000.00
Travel	259.28	966.56	1,000.00	-33.44
Other Admin Exp	1,522.58	5,970.46	2,850.00	3,120.46
Total Administration	11,686.66	90,242.15	101,860.00	-11,617.85
Maintenance				
Contracts	71,497.84	120,209.63	108,000.00	12,209.63
Total Maintenance	71,497.84	120,209.63	108,000.00	12,209.63
General				
Insurance	0.00	507.32	500.00	7.32
Employee Benefits	3,186.96	32,717.99	34,005.00	-1,287.01
Total General	3,186.96	33,225.31	34,505.00	-1,279.69
TOTAL EXPENSE	86,371.46	243,677.09	244,365.00	-687.91
Net Income/Loss	35,073.11	-66,106.07	-27,035.00	-39,071.07

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

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-119,242.00	-1,459,828.00	-1,448,510.00	-11,318.00
Admin Fees Earned	-24,939.30	-272,054.00	-251,780.00	-20,274.00
Interest Income	-0.71	-2.39	-150.00	147.61
Other Income	-2,069.75	-45,182.76	-14,000.00	-31,182.76
TOTAL INCOME	-146,251.76	-1,777,067.15	-1,714,440.00	-62,627.15
EXPENSE				
Administrative				
Administrative Salaries	28,778.26	177,256.06	170,810.00	6,446.06
Legal	3,172.32	3,254.82	500.00	2,754.82
Staff Training	0.00	404.00	6,300.00	-5,896.00
Travel	106.40	371.28	2,500.00	-2,128.72
Accounting & Audit Fees	0.00	3,650.00	3,650.00	0.00
Sundry-Other Admin	861.39	3,789.96	5,350.00	-1,560.04
Total Administration	32,918.37	188,726.12	189,110.00	-383.88
Maintenance				
Contracts	445.87	4,959.61	3,900.00	1,059.61
Total Maintenance	445.87	4,959.61	3,900.00	1,059.61
General				
Insurance	548.66	6,245.93	5,870.00	375.93
Employee Benefits	9,477.37	91,674.18	92,320.00	-645.82
Collection Losses	0.00	2,174.00	0.00	2,174.00
Other General Expense	122.88	1,103.44	2,700.00	-1,596.56
Total General	10,148.91	101,197.55	100,890.00	307.55
HAP Payments				
HAP Payments Occupied	109,527.00	1,350,778.00	1,361,760.00	-10,982.00
HAP Payments Home	2,928.00	34,984.00	44,405.00	-9,421.00
FSS Escrow Voucher	3,067.98	29,398.98	29,600.00	-201.02
HAP Payments Portable	2,160.00	29,719.00	44,405.00	-14,686.00
Total HAP	117,682.98	1,444,879.98	1,480,170.00	-35,290.02
TOTAL EXPENSE	161,196.13	1,739,763.26	1,774,070.00	-34,306.74
Net Income/Loss	14,944.37	-37,303.89	59,630.00	-96,933.89

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**Bridges Program
 Bridges Operating Statement
 December, 2021**

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-4,128.00	-52,805.00	-54,000.00	1,195.00
Admin Revenue	-600.00	-6,090.00	-6,000.00	-90.00
Operating Transfer	0.00	3,229.00	5,550.00	-2,321.00
Total Income	-4,728.00	-55,666.00	-54,450.00	-1,216.00
EXPENSE				
Administrative				
Travel	5.04	196.00	450.00	-254.00
Office Supplies	3.36	16.36	0.00	16.36
Total Administration	8.40	212.36	450.00	-237.64
General				
Security Deposit Pmts	665.00	3,660.00	3,000.00	660.00
HAP Payment to Landlords	3,463.00	49,145.00	51,000.00	-1,855.00
Total General	4,128.00	52,805.00	54,000.00	-1,195.00
TOTAL EXPENSE	4,136.40	53,017.36	54,450.00	-1,432.64
Net Income/Loss	-591.60	-2,648.64	0.00	-2,648.64

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

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-63,509.00	-760,721.00	-748,720.00	-12,001.00
Excess Utilities	0.00	-3,680.00	-3,600.00	-80.00
Operating Subsidy	-34,501.00	-376,539.00	-265,000.00	-111,539.00
Investment Interest	29.59	463.64	-2,000.00	2,463.64
Other Income	-16,354.24	-152,864.54	-184,070.00	31,205.46
Other Income Tenants	-1,609.09	-16,348.40	-25,000.00	8,651.60
Capital Fund Income	-203,774.00	-916,084.30	-66,000.00	-850,084.30
Laundry Income	-1,720.00	-19,379.75	-20,200.00	820.25
TOTAL INCOME	-321,437.74	-2,245,153.35	-1,314,590.00	-930,563.35
EXPENSE				
Administrative				
Administrative Salaries	41,512.64	296,801.12	304,910.00	-8,108.88
Legal	8,376.43	14,402.42	3,500.00	10,902.42
Staff Training	572.82	3,033.77	14,000.00	-10,966.23
Travel	2.24	37.52	1,000.00	-962.48
Accounting & Audit Fees	0.00	11,050.00	11,050.00	0.00
Sundry-Other Admin	3,655.84	18,855.83	18,755.00	100.83
Total Administration	54,119.97	344,180.66	353,215.00	-9,034.34
 Rec Public and Other	 0.00	 222.04	 4,950.00	 -4,727.96
Utilities				
Water/Sewer	11,954.35	78,450.64	71,395.00	7,055.64
Electricity	10,842.41	77,218.76	79,480.00	-2,261.24
Gas/Fuel	10,079.78	39,083.02	41,800.00	-2,716.98
Total Utilities	32,876.54	194,752.42	192,675.00	2,077.42
Maintenance				
Labor	23,550.98	182,260.47	207,370.00	-25,109.53
Materials	3,026.50	17,342.96	25,000.00	-7,657.04
Contracts	35,592.59	170,196.37	162,410.00	7,786.37
Total Maintenance	62,170.07	369,799.80	394,780.00	-24,980.20
General				
Insurance	9,063.52	103,499.86	97,040.00	6,459.86
Payment in Lieu of Tax	2,338.82	27,626.80	27,000.00	626.80
Employee Benefits	24,699.61	223,251.10	230,880.00	-7,628.90
Collection Losses	4,141.66	4,141.66	8,000.00	-3,858.34
Other General Expense	5,729.58	14,467.57	0.00	14,467.57
Total General	45,973.19	372,986.99	362,920.00	10,066.99
TOTAL EXPENSE	195,139.77	1,281,941.91	1,308,540.00	-26,598.09
 Net Income/Loss	 -126,297.97	 -963,211.44	 -6,050.00	 -957,161.44

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Brainerd South Operating Statement
December, 2021

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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-20,542.00	-252,207.00	-247,570.00	-4,637.00
Rental Supplement	-4,588.00	-51,170.00	-40,470.00	-10,700.00
Investment Interest	18.81	125.19	-500.00	625.19
Other Income	-1,970.00	-24,994.57	-31,250.00	6,255.43
Laundry Income	-1,328.12	-7,482.12	-8,620.00	1,137.88
TOTAL INCOME	-28,409.31	-335,728.50	-328,410.00	-7,318.50
EXPENSE				
Administrative				
Legal	-3,192.80	11,550.69	500.00	11,050.69
Accounting & Audit Fees	0.00	5,250.00	5,000.00	250.00
Sundry-Other Admin	4,224.30	49,190.00	52,000.00	-2,810.00
Total Administration	1,031.50	65,990.69	57,500.00	8,490.69
Utilities				
Water	3,023.18	16,580.96	15,000.00	1,580.96
Electricity	980.47	4,669.96	6,500.00	-1,830.04
Gas/Fuel	5,569.76	18,687.42	17,515.00	1,172.42
Total Utilities	9,573.41	39,938.34	39,015.00	923.34
Maintenance				
Labor	1,223.24	14,726.91	15,960.00	-1,233.09
Materials	1,977.06	20,220.46	23,500.00	-3,279.54
Contracts	5,509.19	51,639.53	68,950.00	-17,310.47
Total Maintenance	8,709.49	86,586.90	108,410.00	-21,823.10
General				
Insurance	2,911.58	34,365.51	34,150.00	215.51
Payment in Lieu of Tax	526.55	10,244.48	10,500.00	-255.52
Employee Benefits	119.96	1,481.79	940.00	541.79
Total General	3,558.09	46,091.78	45,590.00	501.78
TOTAL EXPENSE	22,872.49	238,607.71	250,515.00	-11,907.29
Net Income/Loss	-5,536.82	-97,120.79	-77,895.00	-19,225.79

December 2021
Prior Year Comparative Operating
Statements

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

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
General Fund Operating INCOME				
Management Fees	-173,422.90	-169,000.00	-172,933.52	-170,353.68
Interest Income	-31.41	-1,000.00	-1,208.39	-133.94
Operating Transfer In	-3,229.00	-5,550.00	-2,245.00	-20,910.80
Other Income	-170,455.52	-159,020.00	-163,827.72	-137,318.84
Loan Interest Revenue	0.00	-5,000.00	-7,918.89	-7,173.54
TOTAL INCOME	-347,138.83	-339,570.00	-348,133.52	-335,890.80
EXPENSE				
Administrative				
Administrative Salaries	150,796.89	169,180.00	192,788.34	162,866.26
Legal	2,644.85	2,400.00	9,495.75	128.00
Staff Training	41.25	5,000.00	288.63	4,504.31
Travel	24.42	600.00	10.19	348.62
Auditing Fees	6,900.00	6,900.00	6,700.00	6,700.00
Sundry-Other Admin	6,512.23	6,060.00	6,914.77	7,290.46
Total Administration	166,919.64	190,140.00	216,197.68	181,837.65
Maintenance				
Maintenance Salaries	6,834.30	12,060.00	14,956.63	11,821.91
Contracts	2,008.35	2,100.00	2,690.07	1,368.85
Total Maintenance	8,842.65	14,160.00	17,646.70	13,190.76
General				
TIF Expense	88.40	130.00	54.75	6,059.82
Insurance	6,140.17	5,750.00	5,597.64	4,227.57
Employee Benefits	71,449.47	81,455.00	88,618.17	76,575.11
Other General Expense	3,750.00	25,000.00	32,040.45	3,680.00
Total General	81,428.04	112,335.00	126,311.01	90,542.50
TOTAL EXPENSE	257,190.33	316,635.00	360,155.39	285,570.91
Net Income/Loss	-89,948.50	-22,935.00	12,021.87	-50,319.89

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

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Rehab Operating INCOME				
Other Income	-304,565.15	-243,400.00	-218,810.49	-214,901.70
Grant Admin Revenue	-5,218.01	-28,000.00	-28,869.47	-33,339.49
TOTAL INCOME	-309,783.16	-271,400.00	-247,679.96	-248,241.19
EXPENSE				
Administrative				
Administrative Salaries	83,200.13	93,010.00	91,442.46	47,175.06
Legal	105.00	0.00	0.00	120.00
Staff Training	0.00	5,000.00	154.80	2,478.31
Travel	966.56	1,000.00	1,007.48	880.44
Other Admin Exp	5,970.46	2,850.00	4,560.92	5,893.74
Total Administration	90,242.15	101,860.00	97,165.66	56,547.55
Maintenance				
Contracts	120,209.63	108,000.00	130,240.07	79,207.59
Total Maintenance	120,209.63	108,000.00	130,240.07	79,207.59
General				
Insurance	507.32	500.00	496.47	257.47
Employee Benefits	32,717.99	34,005.00	32,345.36	22,134.93
Total General	33,225.31	34,505.00	32,841.83	22,392.40
TOTAL EXPENSE	243,677.09	244,365.00	260,247.56	158,147.54
Net Income/Loss	-66,106.07	-27,035.00	12,567.60	-90,093.65

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

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-1,459,828.00	-1,448,510.00	-1,432,997.00	-1,394,722.00
Admin Fees Earned	-272,054.00	-251,780.00	-350,669.00	-260,804.00
Interest Income	-2.39	-150.00	-96.82	-173.52
Other Income	-45,182.76	-14,000.00	-20,022.56	-28,168.57
TOTAL INCOME	-1,777,067.15	-1,714,440.00	-1,803,785.38	-1,683,868.09
EXPENSE				
Administrative				
Administrative Salaries	177,256.06	170,810.00	141,769.12	150,719.20
Legal	3,254.82	500.00	392.25	0.00
Staff Training	404.00	6,300.00	728.50	7,483.18
Travel	371.28	2,500.00	501.42	2,432.42
Accounting & Audit Fees	3,650.00	3,650.00	3,500.00	3,500.00
Sundry-Other Admin	3,789.96	5,350.00	6,711.48	5,194.98
Total Administration	188,726.12	189,110.00	153,602.77	169,329.78
Maintenance				
Contracts	4,959.61	3,900.00	4,727.30	3,718.57
Total Maintenance	4,959.61	3,900.00	4,727.30	3,718.57
General				
Insurance	6,245.93	5,870.00	5,602.96	5,059.85
Employee Benefits	91,674.18	92,320.00	84,791.96	81,893.85
Collection Losses	2,174.00	0.00	2,302.00	456.00
Other General Expense	1,103.44	2,700.00	1,116.75	2,410.91
Total General	101,197.55	100,890.00	93,813.67	89,820.61
HAP Payments				
HAP Payments Occupied	1,350,778.00	1,361,760.00	1,349,687.00	1,307,709.00
HAP Payments Home	34,984.00	44,405.00	44,109.00	44,483.00
FSS Escrow Voucher	29,398.98	29,600.00	19,979.00	22,826.00
HAP Payments Portable	29,719.00	44,405.00	20,529.00	43,721.00
Total HAP	1,444,879.98	1,480,170.00	1,434,304.00	1,418,739.00
TOTAL EXPENSE	1,739,763.26	1,774,070.00	1,686,447.74	1,681,607.96
Net Income/Loss	-37,303.89	59,630.00	-117,337.64	-2,260.13

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Bridges Program PY
Bridges Operating Statement
December, 2021

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Bridges Operating INCOME				
HAP Received MHFA	-52,805.00	-54,000.00	-50,332.00	-76,351.00
Admin Revenue	-6,090.00	-6,000.00	-5,800.00	-9,100.00
Operating Transfer	3,229.00	5,550.00	2,245.00	8,900.00
Total Income	-55,666.00	-54,450.00	-53,887.00	-76,551.00
EXPENSE				
Administrative				
Travel	196.00	450.00	240.36	293.48
Office Supplies	16.36	0.00	48.15	0.00
Total Administration	212.36	450.00	288.51	293.48
General				
Security Deposit Pmts	3,660.00	3,000.00	750.00	6,443.00
HAP Payment to Landlords	49,145.00	51,000.00	49,358.00	69,908.00
Total General	52,805.00	54,000.00	50,108.00	76,351.00
TOTAL EXPENSE	53,017.36	54,450.00	50,396.51	76,644.48
Net Income/Loss	-2,648.64	0.00	-3,490.49	93.48

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

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Public Housing Operating INCOME				
Dwelling Rental	-760,721.00	-748,720.00	-745,569.00	-732,845.00
Excess Utilities	-3,680.00	-3,600.00	-3,645.48	-3,369.42
Operating Subsidy	-376,539.00	-265,000.00	-315,557.00	-262,754.00
Investment Interest	463.64	-2,000.00	-1,437.03	43.31
Other Income	-152,864.54	-184,070.00	-181,104.24	-163,133.35
Other Income Tenants	-16,348.40	-25,000.00	-16,626.81	-25,391.57
Capital Fund Income	-916,084.30	-66,000.00	-251,144.67	-122,348.00
Laundry Income	-19,379.75	-20,200.00	-17,939.25	-19,606.00
TOTAL INCOME	-2,245,153.35	-1,314,590.00	-1,533,023.48	-1,329,404.03
EXPENSE				
Administrative				
Administrative Salaries	296,801.12	304,910.00	301,055.31	302,492.10
Legal	14,402.42	3,500.00	3,064.05	2,300.00
Staff Training	3,033.77	14,000.00	1,597.82	14,395.46
Travel	37.52	1,000.00	217.71	915.62
Accounting & Audit Fees	11,050.00	11,050.00	10,700.00	10,550.00
Sundry-Other Admin	18,855.83	18,755.00	21,664.68	18,235.65
Total Administration	344,180.66	353,215.00	338,299.57	348,888.83
 Rec Public and Other	 222.04	 4,950.00	 222.04	 222.04
Total Tenant Services	222.04	4,950.00	222.04	222.04
Utilities				
Water/Sewer	78,450.64	71,395.00	73,002.67	70,207.95
Electricity	77,218.76	79,480.00	79,185.11	78,341.06
Gas/Fuel	39,083.02	41,800.00	32,508.41	38,630.65
Total Utilities	194,752.42	192,675.00	184,696.19	187,179.66
Maintenance				
Labor	182,260.47	207,370.00	208,206.90	194,753.70
Materials	17,342.96	25,000.00	28,718.01	26,505.39
Contracts	170,196.37	162,410.00	153,030.79	132,655.41
Total Maintenance	369,799.80	394,780.00	389,955.70	353,914.50
General				
Insurance	103,499.86	97,040.00	91,567.86	79,686.90
Payment in Lieu of Tax	27,626.80	27,000.00	27,593.39	26,612.02
Employee Benefits	223,251.10	230,880.00	229,543.69	215,992.13
Collection Losses	4,141.66	8,000.00	2,073.94	16,347.59
Other General Expense	14,467.57	0.00	2,000.00	614.58
Total General	372,986.99	362,920.00	352,778.88	339,253.22
TOTAL EXPENSE	1,281,941.91	1,308,540.00	1,265,952.38	1,229,458.25
 Net Income/Loss	 -963,211.44	 -6,050.00	 -267,071.10	 -99,945.78

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**Brainerd South Operating Statement
December, 2021**

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	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Brainerd South Operating				
INCOME				
Dwelling Rental	-252,207.00	-247,570.00	-246,112.00	-240,582.00
Rental Supplement	-51,170.00	-40,470.00	-50,757.00	-39,474.00
Investment Interest	125.19	-500.00	-2,192.09	-2,187.69
Other Income	-24,994.57	-31,250.00	-24,227.12	-30,434.28
Laundry Income	-7,482.12	-8,620.00	-8,706.50	-8,663.30
TOTAL INCOME	-335,728.50	-328,410.00	-331,994.71	-321,341.27
EXPENSE				
Administrative				
Legal	11,550.69	500.00	2,590.41	43.00
Accounting & Audit Fees	5,250.00	5,000.00	4,961.25	4,950.00
Sundry-Other Admin	49,190.00	52,000.00	52,178.24	45,793.88
Total Administration	65,990.69	57,500.00	59,729.90	50,786.88
Utilities				
Water	16,580.96	15,000.00	15,941.03	13,141.98
Electricity	4,669.96	6,500.00	5,142.65	5,742.79
Gas/Fuel	18,687.42	17,515.00	14,957.06	16,220.66
Total Utilities	39,938.34	39,015.00	36,040.74	35,105.43
Maintenance				
Labor	14,726.91	15,960.00	16,942.62	9,855.60
Materials	20,220.46	23,500.00	28,432.81	19,198.20
Contracts	51,639.53	68,950.00	53,754.66	51,951.24
Total Maintenance	86,586.90	108,410.00	99,130.09	81,005.04
General				
Insurance	34,365.51	34,150.00	32,982.19	32,110.13
Payment in Lieu of Tax	10,244.48	10,500.00	10,270.83	9,999.48
Employee Benefits	1,481.79	940.00	1,152.43	1,118.38
Total General	46,091.78	45,590.00	44,405.45	43,227.99
TOTAL EXPENSE	238,607.71	250,515.00	239,306.18	210,125.34
Net Income/Loss	-97,120.79	-77,895.00	-92,688.53	-111,215.93

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Brainerd Housing and Redevelopment Authority
Payment Summary Report
December 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/3/2021	858	John Schommer	\$112.56
12/16/2021	859	Keri Weitalla	\$24.64
12/16/2021	860	Nancy Thull	\$4.48
12/16/2021	861	Ryan Barnett	\$14.00
12/30/2021	862	Carrie Burrell	\$29.12
12/30/2021	863	Eric Charpentier	\$53.54
12/30/2021	864	Erik Warner	\$4.48
12/30/2021	865	John Schommer	\$117.04
12/30/2021	866	Keri Weitalla	\$24.64
12/30/2021	867	Michael Foote	\$25.48
12/30/2021	868	Ryan Barnett	\$76.72
12/30/2021	869	Shannon Fortune	\$67.05
11/4/2021	*1924	Electronic Federal Tax Payment System	\$1,135.48
12/2/2021	1925	Minnesota State Retirement System	\$1,210.00
12/2/2021	1926	Health Savings Accounts	\$1,073.60
12/2/2021	1927	Security Benefit	\$4,179.82
12/1/2021	1928	Harpers Payroll Service	\$9,679.63
12/1/2021	1929	Harpers Payroll Service	\$351.86
12/1/2021	1930	90 Degree Benefits Inc.	\$24,122.98
12/16/2021	1931	Minnesota State Retirement System	\$1,210.00
12/16/2021	1932	Health Savings Accounts	\$1,073.60
12/16/2021	1933	Security Benefit	\$3,961.35
12/16/2021	1934	Harpers Payroll Service	\$8,982.67
12/16/2021	1935	Harpers Payroll Service	\$91.46
12/30/2021	1936	Minnesota State Retirement System	\$1,200.00
12/30/2021	1937	Harpers Payroll Service	\$103.11
12/30/2021	1938	Health Savings Accounts	\$1,482.23
12/30/2021	1939	Security Benefit	\$3,927.67
12/30/2021	1940	Harpers Payroll Service	\$9,210.90
12/2/2021	24280	Ace Hardware	\$74.22
12/2/2021	24281	Asmus Construction LLC	\$20,000.00
12/2/2021	24282	Atlas Abstract & Title	\$90.00
12/2/2021	24283	Avis Third Party Administrators	\$26.15
12/2/2021	24284	Batteries Plus	\$125.94
12/2/2021	24285	Brainerd Glass Company	\$204.00
12/2/2021	24286	Brainerd Public Utilities	\$10,679.36
12/2/2021	24287	Bremer Bank Credit Card	\$3,527.34
12/2/2021	24288	CenterPoint Energy	\$6,166.57
12/2/2021	24289	City of Brainerd	\$7,500.00
12/2/2021	24290	Crow Wing County Sheriff's Office	\$75.00
12/2/2021	24291	Crow Wing Cty Recorder's Office	\$92.00
12/2/2021	24292	Crow Wing Cty Recorder's Office	\$92.00
12/2/2021	24293	Delta Dental	\$651.76
12/2/2021	24294	Home Depot Credit Services	\$582.04
12/2/2021	24295	Housing Auth Risk Retention Group	\$22,178.00
12/2/2021	24296	Housing Insurance Svc Inc.	\$70,707.84
12/2/2021	24297	Kennedy & Graven, Chartered	\$1,498.10
12/2/2021	24298	Lakes Area Professional Services	\$15,000.00
12/2/2021	24299	Northland Fire Protection	\$218.00
12/2/2021	24300	Paper Storm	\$25.75
12/2/2021	24301	Pike Plumbing & Heating, Inc	\$690.87
12/2/2021	24302	Postmaster	\$580.00
12/2/2021	24303	Roto-Rooter Sewer & Drain Service	\$220.00
12/2/2021	24304	Strike Painting & Finishing	\$450.00
12/2/2021	24305	T-Mobile	\$276.46
12/2/2021	24306	TKDA - FIS Lbx-446101	\$1,795.50
12/2/2021	24307	Trail Ridge Townhomes	\$855.89
12/2/2021	24308	Verizon Wireless	\$29.63
12/16/2021	24309	Aramark Uniform Services	\$371.14
12/16/2021	24310	Atlas Abstract & Title	\$180.00
12/16/2021	24311	Borden Steinbauer Krueger & Knudson, PA	\$585.93
12/16/2021	24312	Brainerd Lakes Area Economic Development	\$448.57
12/16/2021	24313	Brainerd Public Utilities	\$2,490.67
12/16/2021	24314	CTCIT	\$650.00

Brainerd Housing and Redevelopment Authority
Payment Summary Report
December 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/16/2021	24315	CTC	\$2,541.62
12/16/2021	24316	Capital One Commercial	\$881.49
12/16/2021	24317	Cheri Seul	\$1.00
12/16/2021	24318	Culligan	\$102.40
12/16/2021	24319	Greatland Corporation	\$99.00
12/16/2021	24320	Initiative Foundation	\$448.57
12/16/2021	24321	MN Elevator, Inc.	\$794.84
12/16/2021	24322	Mike Jones	\$58.80
12/16/2021	24323	Mike's Tree Company LLC	\$431.37
12/16/2021	24324	NAC Mechanical and Electrical Services	\$121,424.25
12/16/2021	24325	Nisswa Sanitation	\$2,447.27
12/16/2021	24326	Office Shop	\$1,382.00
12/16/2021	24327	Ratwik, Roszak & Maloney, P.A.	\$1,215.00
12/16/2021	24328	Rental History Reports	\$50.00
12/16/2021	24329	ServiceMaster of Brainerd	\$300.00
12/16/2021	24330	Strike Painting & Finishing	\$800.00
12/16/2021	24331	West Central Flooring	\$4,106.36
12/16/2021	24332	Wex Health	\$8.00
12/21/2021	24333	Tenant Refund	\$195.33
12/21/2021	24334	Tenant Refund	\$221.67
12/21/2021	24335	Tenant Refund	\$425.58
12/29/2021	24336	Ace Hardware	\$151.53
12/29/2021	24337	Aramark Uniform Services	\$348.20
12/29/2021	24338	Batteries Plus	\$428.97
12/29/2021	24339	Brainerd Public Utilities	\$11,718.03
12/29/2021	24340	Bremer Bank Credit Card	\$2,618.06
12/29/2021	24341	CTCIT	\$650.00
12/29/2021	24342	Capital One Commercial	\$87.94
12/29/2021	24343	Cash	\$8.08
12/29/2021	24344	CenterPoint Energy	\$9,482.97
12/29/2021	24345	City of Brainerd	\$2,662.39
12/29/2021	24346	City of Brainerd	\$715.84
12/29/2021	24347	College Drive Townhouses	\$241.90
12/29/2021	24348	Crow Wing Cty Recorder's Office	\$92.00
12/29/2021	24349	Culligan	\$61.90
12/29/2021	24350	Dacotah Paper Co	\$372.78
12/29/2021	24351	Footings To Trim Inc.	\$36,000.00
12/29/2021	24352	Holden Electric Company Inc	\$3,433.25
12/29/2021	24353	Home Depot Credit Services	\$619.31
12/29/2021	24354	Kennedy & Graven, Chartered	\$1,308.00
12/29/2021	24355	Kristin Miller	\$7.84
12/29/2021	24356	Lakes Printing Inc.	\$321.60
12/29/2021	24357	MN Elevator, Inc.	\$121.49
12/29/2021	24358	Mike Jones	\$44.80
12/29/2021	24359	Mike's Tree Company LLC	\$2,390.25
12/29/2021	24360	NAC Mechanical and Electrical Services	\$38,204.25
12/29/2021	24361	Northland Fire Protection	\$203.00
12/29/2021	24362	Office Shop	\$899.56
12/29/2021	24363	Paper Storm	\$25.75
12/29/2021	24364	Pike Plumbing & Heating, Inc	\$1,595.76
12/29/2021	24365	Ratwik, Roszak & Maloney, P.A.	\$9,034.87
12/29/2021	24366	Rental History Reports	\$225.00
12/29/2021	24367	ServPro of Brainerd & Park Rapids	\$3,995.73
12/29/2021	24368	Strike Painting & Finishing	\$850.00
12/29/2021	24369	T-Mobile	\$245.67
12/29/2021	24370	TKDA - FIS Lbx-446101	\$598.50
12/29/2021	24371	The Print Shop Ink	\$16.60
12/29/2021	24372	Valley View Townhomes	\$1,577.80
12/29/2021	24373	West Central Flooring	\$2,610.39
12/29/2021	24374	Wex Health	\$8.00
12/29/2021	24375	Tenant Refund	\$23.00
12/29/2021	24376	Tenant Refund	\$20.00
12/29/2021	24377	Void - Tenant Refund	\$0.00
12/29/2021	24378	Tenant Refund	\$8.00

Brainerd Housing and Redevelopment Authority
Payment Summary Report
December 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/29/2021	24379	Tenant Refund	\$5.00
12/29/2021	24380	Tenant Refund	\$5.00
12/29/2021	24381	Tenant Refund	\$6.00
12/29/2021	24382	Void - Tenant Refund	\$0.00
12/29/2021	24383	Tenant Refund	\$22.00
12/29/2021	24384	Void - Tenant Refund	\$0.00
12/29/2021	24385	Void - Tenant Refund	\$0.00
12/29/2021	24386	Void - Tenant Refund	\$0.00
12/29/2021	24387	Tenant Refund	\$5.00
12/29/2021	24388	Tenant Refund	\$16.00
12/29/2021	24389	Tenant Refund	\$9.72
12/29/2021	24390	Tenant Refund	\$14.00
12/29/2021	24391	Void - Tenant Refund	\$0.00
12/29/2021	24392	Void - Tenant Refund	\$0.00
	*Posted After December Packet Published		
		Report Total	\$514,735.12

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To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: January 18, 2022
RE: Housing Choice Voucher Programs Report

HCV Report

Please see the attached reports.

I have included a new report that gives a snapshot of the current month, as well as the previous two months.

Our Unit Months Leased (UML) through December is 99% (98.7%), and HAP utilization through November is 95%.

Bridges Report

Please see the attached report.

We have 10 families on our program with a monthly HAP payment of \$4,084.

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 \$3,067 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.

A meeting is scheduled for January 20th with CWCSS and LSS to review potential FYI applicants. We have two open vouchers to fill.

No Action Requested; Discussion Items

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HUD-52681-B Report

Date: 01/18/2022

Time: 10:54:44

Vouchers

Page: 1

	Oct 2021	Nov 2021	Dec 2021
Voucher Units - First of the Month			
Rental Assistance Component 1 (RAD1)	0	0	0
Rental Assistance Component 2 (RAD2)	0	0	0
Litigation	0	0	0
Homeownership	8	8	8
New This Month	0	0	0
Moving To Work	0	0	0
One Year Mainstream - MTW	0	0	0
Family Unification - Non MTW	2	2	2
Non-Elderly Disabled - Non MTW	0	0	0
Portable Vouchers Paid	1	2	2
HOPE VI	0	0	0
Tenant Protection	0	0	0
Enhanced Vouchers	0	0	0
VASH Vouchers	0	0	0
All Other Vouchers	305	304	303
Total Under lease as of first of month	316	316	315
Total Under lease as of end of month	316	317	315
Total Issued as of end of month	30	30	31
5 Year Mainstream	0	0	0
Voucher HAP Expenses - First of the Month			
Rental Assistance Component 1 (RAD1) HAP	0	0	0
Rental Assistance Component 2 (RAD2) HAP	0	0	0
Litigation HAP	0	0	0
Homeownership HAP	2,660	2,660	2,928
Moving To Work HAP	0	0	0
One Year Mainstream - MTW HAP	0	0	0
Family Unification - Non MTW HAP	536	536	536
Non-Elderly Disabled - Non MTW HAP	0	0	0
Portable Voucher Paid HAP	1,567	1,795	1,795
HOPE VI HAP	0	0	0
Tenant Protection HAP	0	0	0
VASH HAP	0	0	0
All Other Vouchers HAP	107,696	108,818	108,456
Abated HAP	0	0	0
Total All Voucher HAP Expense for 1st of month	112,459	113,809	113,715
FSS Escrow Deposits	3,338	3,068	3,068
FSS Escrow Forfeitures	0	0	0
All Voucher HAP Expense After 1st of Month	0	312	0
5 Year Mainstream HAP	0	0	0
Regular Portable Administered			
Portable Units Administered	0	0	0
Portable HAP	0	0	0
Other Activities			
Number of Hard to House Families Leased	0	0	0
Number of Vouchers Covered by Project-Based HAPs	0	0	0

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December Housing Choice Voucher Programs (HCV)

Attachment 8b

<u>Voucher Allocation</u>	324
December Move-ins	5
December Move-outs	2
December Vouchers - looking for housing	30
December Vouchers - first day of month	315
Average Vouchers to date	321
Unit Months Leased	99%
HAP Utilization through 12/31/2021	95%

Reasons For Leaving Program

Voluntarily Left	2
Port-out	0
Terminated	0

Payments

Housing Assistance Payment (HAP)	\$116,783
December HUD Administrative Fee	\$13,722

<u>Port Out Vouchers</u>	2
MPLS PHA (1) Montgomery County, TX (1)	\$1,795

<u>Homeownership</u>	8
Homeownership HAP	\$2,928

<u>FYI Vouchers</u>	2
FYI Vouchers HAP	\$536

<u>Annual Average Income</u>	\$14,816
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Length of Time on Program

< 1 year	14%
< 2 years	18%
< 3 years	14%
< 4 years	7%
< 5 years	10%
> 5 years	38%

Demographics

Elderly Households	95
Disabled/Handicapped Households	163
Families with Children	113

<u>Waiting List Total</u>	118
Crow Wing County Preference	65
Non Preference	53
<u>Average HAP Payment</u>	\$346

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Bridges Program December 2021

Summary

- Tenants leased up in units: 10
- Participants issued a Voucher & searching for a unit: 2
- Notified: 3
- Participants receiving HCV voucher: 2
- Participants giving up Bridges voucher: 0
- Tenants' Residing Counties:
 - Cass County: 0
 - Morrison: 0
 - Aitkin: 1
 - Crow Wing: 9
 - Todd:
 - Wadena:

Total HAP Payment: \$4,084.00

Additional Info: No information to report.

Family Self-Sufficiency Program December 2021

Summary

- Active FSS participants: 27
- Tenants going OFF for month: 1
- Tenants going ON for month: 0
- Tenants start ESCROWING: 0
- Total number of FSS participants escrowing monthly: 11
- Total amount of escrow: \$3,067.98
- Total combined amount of monthly escrow: \$ 42,204.76

Update: We were notified on December 28th, 2021, our FSS application was awarded in the amount of \$80,254.00. HUD awarded us the full amount we requested.

Foster Youth to Independence Program

December 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 has scheduled a Zoom meeting with CWCSS and LSS on Jan. 20th to review potential FYI applicants.



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Jan-19-2022
Re: Housing Management Report

Vacancy Report for December 2021

Please see attachment.

Monthly Property Performance Report for December 2021

Please see attachment.

Year-in-Review Stat Review - 2021

Please see attachment.

ROSS Program Updates

- 20 active participants in the ROSS program; 2 newly enrolled participants; 2 exited participants.
- 0 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - SNAP Food Boxes: 28 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 14 residents; 320 frozen meals (10 - 30 each); elderly tenants only.
- Facebook Stats:
 - 7 new posts on the ROSS Facebook page this past month which reached 33 individuals, with 5 additional likes, no shares, 1 comment, and 10 viewers clicking through posts for more information.
- FY21 Grant Application
 - We received notice that the ROSS Program was fully funded. The new grant period ("FY21") starts 6/1/2022 and ends 5/31/2025. We are researching options for the transition period between the current grant end date (3/18/2022) and the start of the new grant cycle.
- On-Site Pantry: The new on-site food pantry seems to be doing well with individuals taking some items and bringing others. Erik will be attending an upcoming Resident Council meeting to solicit feedback on ways to expand, better market, and assess the impact of the pantry.
- Salvation Army Gift Cards: Erik coordinated with the Brainerd Salvation Army for a distribution of \$25.00 Cub gift cards to 71 North Star tenants.

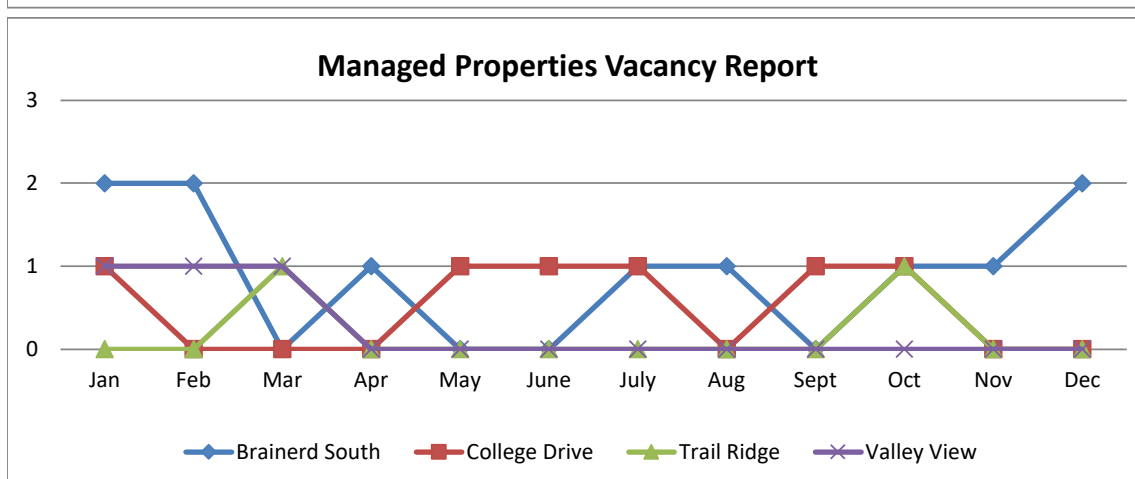
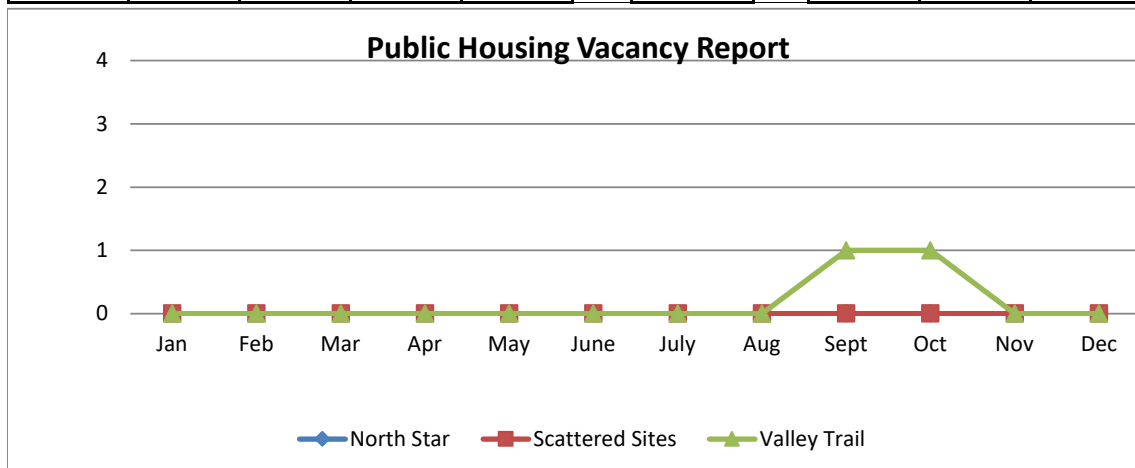
No Action Requested; Discussion Items

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Brainerd HRA 2021 Vacancy Report

Attachment 9a

	Public Housing				Section 236 Brainerd South	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	0	0	0	2	0	0	0
Dec %	0.00%	0.00%	0.00%	0.00%	3.33%	0.00%	0.00%	0.00%
Total %	0	0	2	2	11	6	2	3
	0.00%	0.00%	0.67%	0.08%	1.53%	2.08%	0.93%	1.25%



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Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report December 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	32
Applications Placed on PH Wait List	5
Applications Denied on PH Wait List	5

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	94	7	3	1
2 bdrm	14	33	0	0	0
3 bdrm	24	22	5	1	0
4 bdrm	5	7	0	0	0
TOTAL	203	156	12	4	1

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	3	26
Move-Outs	5	26

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

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?	Yes
If yes, please enter date	Ongoing Throughout Year

9. Lease Enforcements

Lease warnings/violations issued	9
30-day lease terminations	2

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	8
Received	72
Closed	76
Ending Balance	4
Total Completed Work Orders for Year	1025

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	6
Completed within 24 hours	0	6
Percent completed within 24 hours	n/a	100%

13. Rent Collection

	This Month
Rent Charges	64,442
Other Charges	891
Total New Charges	65,333
Arrears, tenants in possession	1,709

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	1,477
Current Rent Charges	64,442
Current Rent Collections	62,965
Accounts Receivable Rate	2%
Collection Rate	98%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	7,523
Prior Rent Charges	758,460
Collection Rate	99%

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Brainerd Housing and Redevelopment Authority
Monthly Property Performance Report
Year In Review - 2021

3. Customer Traffic

Applications Requested	457
Applications Placed on PH Wait List	168
Applications Denied on PH Wait List	85

4. Waiting List

Total Added	1738
Average Added	145
Total Notified	119
Average Notified	10
Total Screened	44
Average Screened	4
Total Denied After Screening	6
Average Denied	0.5

5. Move-Ins and Move Outs

Total Move Ins	26
High/Low	Jan: 4; May: 0
Total Move Outs	26
High/Low	Dec: 5; Apr: 0

7. Recertifications

Total Interim Recertifications	72
Monthly Average	6
High/Low	Oct: 11; Apr: 2
Total Average Recertifications	197
Monthly Average	17
High/Low	Jul: 163; Feb/Mar/Nov: 1

9. Lease Enforcements

Lease warnings/violations issued	42
30-day lease terminations	3
Evictions	1

11. Non-Emergency Work Orders

Work Orders Completed	1025
Monthly Average	85
High/Low	Aug: 169; Jul: 64
Open on 12/31	4

12. Emergency Work Orders

Total	6
Months With None	10
Completed within 24 hours	100%

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To: Brainerd HRA Board Members
 From: John Schommer, Rehab Coordinator
 Date: January 18, 2022
 Re: Rehab Programs Report

Garrison SCDP

The environmental review has been submitted to DEED

Jenkins SCDP

The environmental review has been submitted to DEED

Emily SCDP

8 Owner occupied projects are complete
 1 Project is in construction
 1 Project is bidding

MHFA

5 Projects are in construction
 4 Projects are in the application phase

Housing Trust Fund

1 Project is bidding
 1 Application is in process

FHLB

Unfortunately, our application to the Federal Home Loan Bank for 6 units of county wide owner occupied housing rehabilitation was not approved. There were 122 applications requesting \$67,250,694 submitted with 67 of those being approved for \$40,048,983.

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	59	49	0	9
Serene Pines	23	16	15	0	1
Dalmar Estates	7	3	1	0	2

**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: January 26th, 2022

Re: Executive Director Report

Minnesota Public Finance Seminar

I will be attending the MN Public Finance Seminar on February 3rd and 4th in Brooklyn Center. This seminar is put on by Ehlers and will be in person. I will be attending 4 sessions surrounding TIF and Tax abatement financing which will be a great opportunity for me to dive in deeper to learn about these tools and how to effectively utilize them. I'm excited for the chance to attend an in person seminar to learn and also to network with other public finance officials throughout the state.

Housing Trust Fund Update

The bids have closed on this project and we did have one bid submitted to us. It looks as though this project will be moving forward and we are hopeful to have our first loan through the trust fund closed by the end of January. This has been a long road to get to our first funded loan, but we are excited for this project. John has also been fielding numerous requests in and around the City of Emily for rehab. With the SCDP funding complete for the Emily grant, this presents us some opportunities for additional potential trust fund loans. I will be submitting our annual report to Crow Wing County that is required by the end of January and we are looking forward to moving more projects forward with this funding available.

Landlord Meeting Follow Up

Ryan Barnett did attend the most recent landlord meeting in January to represent our agency. This is a meeting that Ryan had typically been invited to and had been attending. He is again on their email list and will plan on attending these meetings monthly.

No Action Requested; Discussion Items

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