

Brainerd Board of Commissioners Meeting
Wednesday, February 23rd, 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=mc847e08a131d3fde89dd6ed922a72dbe>

Join by phone: 415-655-0001 / Meeting number (access code): 2555 785 4959 / Meeting password MMm8eGTiS52

"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**
 - a. Approval of the Wednesday, February 23rd Agenda as presented**
- 4. READING AND APPROVAL OF MINUTES** *(Attachment 1) Pg. 3*
 - a. Approval of Minutes from Regular Board Meeting on January 26th, 2022**
- 5. UNFINISHED BUSINESS**
 - a. Review Committed and Assigned Fund Balance** *(Attachment 2) Pg. 11*
 - b. Revision to the VEPS policy to add vaccinations as an allowable request and usage** *(Attachment 3) Pg. 13*
- 6. NEW BUSINESS**
 - a. Oath of Office for Kevin Yeager** *(Attachment 4) Pg.19*
 - b. Brainerd TIF District Discussion Regarding SEH Building** *(Attachment 5) Pg. 23*
- 7. BILLS & COMMUNICATIONS**
 - a. Financial Report** *(Attachment 6) Pg. 37*
 - b. HCV Report** *(Attachment 7) Pg. 65*
 - c. Housing Management Report** *(Attachment 8) Pg. 73*
 - d. Rehab Programs Report** *(Attachment 9) Pg. 81*
 - e. Executive Director Report** *(Attachment 10) Pg. 83*
- 8. COMMISSIONER COMMENTS**
- 9. NEXT MEETING: Wednesday March 23rd, 2022**
- 10. ADJOURN**

Gabe Johnson, Chair, term expiring 12/31/22
Rebekah Kent-Ehlebracht, Vice Chair, term expiring 12/31/23
Michael Duval, Secretary/Treasurer, term expiring 12/31/25
Marlee Larson, Commissioner, term expiring 12/31/24
Wayne Erickson, Commissioner, term expiring 12/31/25
Vacant, Commissioner, term expiring 12/31/22
Janet Decker, Resident Commissioner, term expiring 12/31/26

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Brainerd HRA BOARD MEETING MINUTES

Wednesday, January 26th, 2022 @ 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, January 26th, 2022.

1. **CALL TO ORDER:** Executive Director Charpentier called the meeting to order at 1:00 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 Coordinator John Schommer & Rehab Administrative Specialist Kristin Miller.

3. **REVIEW AND APPROVE AGENDA:**
Agenda was updated with an addition by commissioner Duval and Executive Director Charpentier. Addition was included under the New Business section item 6 a. Vaccination Incentive Discussion

Moved and seconded by Commissioners Erickson and Duval to approve the edit and agenda as now presented from the January 26th, 2022, board meeting. Through a roll call vote, all commissioners were in favor, and none were opposed. The agenda was approved.

4. **ANNUAL MEETING:** Executive Director Charpentier called the meeting to order at 1:02 p.m.
 - a. Oath of Office: Janet Decker was reappointed to serve on the Brainerd HRA Board of Commissioners for a term expiring 12/31/2026. Her official oath of office was conducted.
 - b. Election of Officers: Executive Director Charpentier asked for nominations for chair for 2022.

Commissioner Erickson nominated Commissioner Johnson for board chair there were no other nominations for this position Johnson accepted. Through roll call vote, all commissioners were in favor and none were opposed. The motion carried and Commissioner Johnson was elected chair.

Commissioner Johnson called for nominations for vice chair.

Commissioner Duval nominated Commissioner Kent-Ehlebracht for vice chair, there were no other nominations for this position Kent-Ehlebracht accepted. Through roll call vote, all commissioners were in favor and none were opposed. The motion carried and Commissioner Kent-Ehlebracht was elected vice chair.

Commissioner Johnson called for nominations for secretary/treasurer.

Commissioner Erickson nominated Commissioner Duval for secretary/treasurer, there were no other nominations for this position Duval accepted. Through roll call vote, all

commissioners were in favor and none were opposed. The motion passed and Commissioner Duval was elected secretary/treasurer.

- c. Review Bylaws: The board reviewed the current bylaws and had any proposed changes.
- d. Review 2022 Meeting Schedule

Moved and seconded by Commissioners Erickson and Kent-Ehlebracht to approve the 2022 Meeting Schedule. Through a roll call vote, all commissioners were in favor, and none were opposed. The schedule was approved.

5. READING AND APPROVAL OF MINUTES:

Moved and seconded by Commissioners Larson and Kent-Ehlebracht to approve the minutes from the December 15th, 2021, board meeting. Through a roll call vote, all commissioners were in favor, and none were opposed. The minutes were approved.

6. UNFINISHED BUSINESS:

a. Vaccination Incentive Program

With direction from the attorney Charpentier relayed that there should be no cash value, vacation, or compensation of any kind for the employees that choose to be vaccinated. Duval would like this to be looked at further making a possible revision of the Voluntary Emergency Paid Sick Leave Policy to reflect options of forgiven sick time for illness resulting when receiving vaccinations. Tabled until next meeting.

7. NEW BUSINESS:

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.

Commissioner Larson moved to approve the designation of Bremer Bank as the official depository. Commissioner Erickson seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

Payment Standard Increase 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.

Moved and seconded by Commissioners Kent-Ehlebracht and Duval to Adopt 2022 Payment Standards as presented. Through a roll call vote, all commissioners were in favor, and none were opposed. The approval to adopt the 2022 payment standard was approved.

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.

Moved and seconded by Commissioners Erickson and Kent-Ehlebracht to Approve submittal of the Pay Equity Report for wages as of December 31, 2021. Through a roll call vote, all commissioners were in favor, and none were opposed. The approval of the submittal of the Pay Equity Report for wages as of December 31, 2021 was approved.

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.

Moved and seconded by Commissioners Duval and Larson to approve and adopt Resolution No. 2022-01 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. 2022-01 was adopted.

8. BILLS & COMMUNICATIONS:

a. Financial Report:

Young presented the Financial Reports and supporting information.

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.

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 Report:

Eller presented her reports and supporting information.

HCV Report

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 December is 95%.

Bridges Report

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

Family Self-Sufficiency (FSS) 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

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.

c. Housing Management Report:

Fortune presented her reports and supporting documents.

Vacancy Report for December 2021 Report was presented.

Monthly Property Performance Report for December 2021 Report was presented.

ROSS Program Updates

- 20 active participants in the ROSS program; 2 newly enrolled participant; 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.

d. Rehab Programs Report:

Schommer presented his reports and supporting information.

Garrison SCDP (Owner-Occupied/Commercial Rehab)

The environmental review has been submitted to DEED

Jenkins SCDP (Owner-Occupied)

The environmental review has been submitted to DEED

Emily SCDP

8 Owner occupied projects complete

- 1 Project is bidding
- 1 Project is in application review

MHFA

- 5 Projects are in construction
- 4 Project 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*

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

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 Find 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.

9. Commissioner Comments:

Larson – Thank you to the board members who accepted the officer positions.

Becker – Nothing at this time

Duval – Tip of the hat to the maintenance department. Great job on the snow removal around the buildings and sidewalks.

Kent-Ehlebracht – Thank you

Johnson – Thanks to the commissioners for the election. Johnson enjoys these meeting because the staff is so organized and on task it makes every meeting run so smoothly.

Erickson – Thank you to all the staff and for excellent reporting.

10. ADJOURN:

Commissioner Erickson made a motion to adjourn the meeting. Commissioner Larson seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved and meeting was adjourned at 2:12 p.m.

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To: Brainerd HRA Board Members

From: Karen Young, Finance Director

Date: February 15, 2022

Re: Review Committed and Assigned Fund Balance

The intent of the Fund Balance Policy is to define the classifications of fund balance based on the constraints placed on the use of the current fund balance. Per GASB Statement No. 54, the following classifications are established 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 unspent Minnesota Housing Loan funds.
3. **Committed** – fund balance constrained for a specific purpose by the HRA board prior to yearend. Such as the Housing Rehab funds committed by the board.
4. **Assigned** – fund balance that is intended for a specific purpose by the board or Executive Director/Finance Director. These funds are neither restricted nor committed.
5. **Unassigned** – General Fund balance that is available for any purpose.

The Fund Balance Policy recommends 8 to 10 months of expenses in unassigned fund balance.

The board has funds committed for:

- Housing Rehab \$89,594

The board has funds assigned for:

- Redevelopment \$15,000

Based on the above committed and assigned fund balance amounts, the unassigned fund balance would be approximately 10 months of expenses, which aligns with the Fund Balance Policy.

Action Requested: Approve a motion to determine the committed and assigned fund balance amounts as specified above.

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: February 23rd, 2022
Re: Voluntary Emergency Paid Sick Leave

In our January meeting there was discussion regarding a policy that would allow our staff to take paid time to get their vaccinations, their boosters or recover from any short-term side effects of the vaccination. We have updated our VEPS policy that is in place, to allow for COVID-19 vaccinations and recovery from a COVID-19 vaccination as an allowable use of VEPS. Staff did not believe that a separate policy was needed and in keeping with our legal opinion, this does fit in well with the VEPS policy. We have added to the policy under Section B number 4 for allowable uses of this leave which now reads "The employee is receiving their COVID-19 vaccination, a recommended COVID-19 booster or are recovering from their COVID-19 vaccination or COVID-19 booster shot". The rest of the policy has been updated to reflect this change when it refers to the allowable uses throughout the policy. Staff is asking that the board accept the changes to this policy to allow for paid sick leave for getting a vaccination.

Recommended Action Item: Approve the changes to the Voluntary Emergency Paid Sick Leave Policy that was previously adopted by board resolution 2022-01

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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 receiving their COVID-19 vaccination, a recommended COVID-19 booster or are recovering from their COVID-19 vaccination or COVID-19 booster shot.
 5. 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
 6. 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, 3 or 4 (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 5 and 6 (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 5 or 6 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 4 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 5 or 6 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 5 and 6 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.

RRM: 433117



To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: February 23rd, 2022
Re: Commissioner Oath of Office

Oath of Office

At the February 22nd, 2022, city council meeting, Kevin Yeager was appointed to serve on the Brainerd HRA Board of Commissioners for a previously vacant term expiring 12/31/22.

Action Items: Swear in newly appointed Commissioner

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Oath

STATE OF MINNESOTA

COUNTY OF CROW WING

CITY OF BRAINERD

SS.

I, **Kevin Yeager**, 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.

Kevin Yeager

Subscribed and sworn to before me this 23rd day of February,
2022.

ERIC CHARPENTIER
Executive Director

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To: Brainerd HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: February 23rd, 2022
 Re: Downtown TIF District – SEH Building

Tax Increment Financing is a tool that counties, cities and municipalities utilize as a means of helping incentivize development of low to moderate income housing or to spur redevelopment. In 2005 the HRA utilized TIF and created a 25-year downtown redevelopment district to help move a redevelopment project forward, the building is currently located at 416 S. 6th St. The TIF revenue alone was not going to be enough to repay the bonds from the inception so at the time of the project, and assessment agreement was entered into with the investor group and the Brainerd HRA. This assessment agreement allowed for the increase in estimated market value (EMV) on a yearly basis regardless of market conditions which has allowed the market value on the property to increase which in turn, allows the repayment of the TIF bonds within the term of the district. The HRA does have bond payments that are due on this, which is covered, in most part, by the TIF revenue generated by this building. But, the TIF does not cover the bond repayment completely and so the HRA has been funding up to \$12,000 per year from our general fund to cover the shortfall. The HRA does have an interfund loan agreement set up with the intention of repaying ourselves for our investment in this district. The projections are that the bonds would be repaid in full by 2027 and the HRA would collect the TIF revenue generated from that point, until the district decertifies in 2031. The HRA has looked to renew our bonds at a lower interest rate several times since the inception of the district, but each time it did not make sense for a bond investor to refinance these for the agency. The repayment projections that were put together by our financial advisors have held true throughout the years and if the HRA does nothing, the bonds will be repaid on schedule and the interfund loan will give us an opportunity for repayment of our investment throughout the lifetime of the district.

Recently, the HRA has been approached by both the owner of this building and by a party that is interested in purchasing this property. The big question from both sides is if the HRA would entertain terminating the assessment agreement to allow for the taxes on the building to normalize back to market rate which would then make it feasible for the interested purchaser to proceed. We have not held any negotiations with either party, and there are some critical calculations that would need to be made in order for staff to bring a recommendation to the board as to if we feel that this project is feasible. This would require us to contract with our financial advisors to run the bond and repayment calculations for us so that we know where or if there is still a shortfall and if so, what that number might be. Staff feels like that it may be possible to help this project move forward while also repaying our bond debt and a

portion of our interfund loan. There would also be savings to the agency if the bond debt is paid off early and if we are no longer funding the shortfall at \$12,000 per year through the end of the bond term.

What staff is asking from the board is for permission to contract with our financial advisors and legal team to run projected numbers so that we have an understanding of what would need to be negotiated with the prospective buyer and seller and if there is a viable option to allow for this transaction to occur. Our agency does have a TIF application along with a requested escrow amount of \$5,000 that we would like to have the prospective buyer complete which would help cover the costs associated with this research.

Recommended Action Item: Allow staff to move forward with researching the feasibility of this potential transaction to assess any financial shortfalls that might occur if the agency were to terminate the assessment agreement with the owner/investor.

ASSESSMENT AGREEMENT

COPY 2/8/07

and

ASSESSOR'S CERTIFICATION

By and Between

**THE HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD, MINNESOTA**

and

NELSON-KUEPERS, LLP

This Document was drafted by:

KENNEDY & GRAVEN, Chartered (MTN)
470 US Bank Plaza
200 South Sixth Street
Minneapolis, Minnesota 55402

ASSESSMENT AGREEMENT

THIS AGREEMENT, made on or as of the 25th day of March, 2005 by and between the **Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota**, a public body, corporate and politic (the "Authority") and **Nelson-Kuepers, LLP**, a Minnesota limited liability partnership (the "Redeveloper").

WITNESSETH, that

WHEREAS, on or before the date hereof the Authority and Redeveloper have entered into a Contract for Private Redevelopment dated March 25, 2005 (the "Redevelopment Contract"), pursuant to which the Authority is to facilitate development of certain property in the Authority of Brainerd hereinafter referred to as the "Property" and legally described in Exhibit A hereto; and

WHEREAS, pursuant to the Redevelopment Contract the Redeveloper is obligated to construct certain improvements upon the Property (the "Minimum Improvements"); and

WHEREAS, the Authority and Redeveloper desire to establish a minimum market value for the Property and the Minimum Improvements to be constructed thereon, pursuant to Minnesota Statutes, Section 469.177, Subdivision 8; and

WHEREAS, the Authority and the City Assessor (the "Assessor") have reviewed the preliminary plans and specifications for the improvements and have inspected such improvements;

NOW, THEREFORE, the parties to this Agreement, in consideration of the promises, covenants and agreements made by each to the other, do hereby agree as follows:

1. The minimum market value which shall be assessed for ad valorem tax purposes for the Property described in Exhibit A, together with the Minimum Improvements constructed thereon shall be \$1,644,500 as of January 2, 2006, notwithstanding the progress of construction by such date, and as of each January 2 thereafter, such minimum market value shall be automatically increased by 3%, until termination of this Agreement under Section 2 hereof.

2. The minimum market value herein established shall be of no further force and effect and this Agreement shall terminate on the following: The date of receipt by the Authority of the final payment from Crow Wing County of Tax Increments from the Authority's TIF District No. 1-1. The event referred to in this Section shall be evidenced by a certificate or affidavit executed by the Authority.

3. This Agreement shall be promptly recorded by the Authority. The Redeveloper shall pay all costs of recording.

4. Neither the preambles nor provisions of this Agreement are intended to, nor shall they be construed as, modifying the terms of the Redevelopment Contract between the Authority and the Redeveloper.

5. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.

6. Each of the parties has authority to enter into this Agreement and to take all actions required of it, and has taken all actions necessary to authorize the execution and delivery of this Agreement.

7. In the event any provision of this Agreement shall be held invalid and unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

8. The parties hereto agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements, amendments and modifications hereto, and such further instruments as may reasonably be required for correcting any inadequate, or incorrect, or amended description of the Property or the Minimum Improvements or for carrying out the expressed intention of this Agreement, including, without limitation, any further instruments required to delete from the description of the Property such part or parts as may be included within a separate assessment agreement.

9. Except as provided in Section 8 of this Agreement, this Agreement may not be amended nor any of its terms modified except by a writing authorized and executed by all parties hereto.

10. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

11. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

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

By M. Tiplady
Its Vice Chair

By [Signature]
Its Executive Director

STATE OF MINNESOTA)
) ss.
COUNTY OF CROW WING)

On this 25th day of March, 2005, before me, a notary public within and for Crow Wing County, personally appeared M. Tiplady and Douglas P. Grout to me personally known who by me duly sworn, did say that they are the ~~Vice Chair~~ and Executive Director of the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota (the "Authority") named in the foregoing instrument; that the seal affixed to said instrument is the seal of said Authority; that said instrument was signed and sealed on behalf of said Authority pursuant to a resolution of its governing body; and said M. Tiplady and Douglas P. Grout acknowledged said instrument to be the free act and deed of said Authority.



Cindy Zacher
Notary Public

NELSON-KUEPERS, LLP

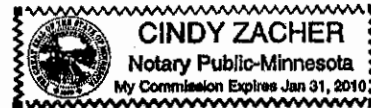
By Douglas Kuepers and Clint Nelson
Its Partners Partner

STATE OF Minnesota
COUNTY OF Crow Wing) ss.

On this 25th day of March, 2005, before me, a notary public within and for Crow Wing County, personally appeared Douglas Kuepers and Clint Nelson, the Partners of Nelson-Kuepers, LLP, a Minnesota limited liability partnership, and acknowledged the foregoing instrument on behalf of the limited liability partnership.

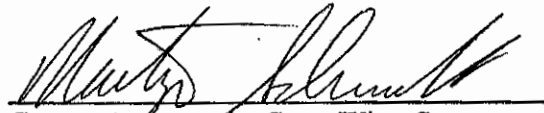


Cindy Zacher
Notary Public



CERTIFICATION BY COUNTY ASSESSOR

The undersigned, having reviewed the plans and specifications for the improvements to be constructed and the market value assigned to the land upon which the improvements are to be constructed, hereby certifies as follows: The undersigned Assessor, being legally responsible for the assessment of the above described property, hereby certifies that the values assigned to the land and improvements are reasonable.


County Assessor for Crow Wing County

STATE OF MINNESOTA)
) ss
COUNTY OF CROW WING)

The foregoing instrument was acknowledged before me this 29 day of March, 2005 by Marty Schmidt, the County Assessor of Crow Wing County.

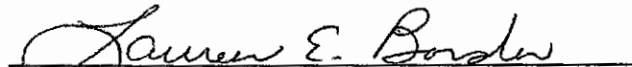

Notary Public



EXHIBIT A of ASSESSMENT AGREEMENT

Legal Description of Property

1. Lots 9 through 12, inclusive, Block 101 along with the Easterly 10 feet of Lots 13 and 14, Block 101 (P.I.N. 09196101009Z009)
2. Lot 7, Block 101 (P.I.N. 091961010070009)
3. All of Lot 8, Block 101, and all of Lots 15 through 18, inclusive, Block 101, and the Northerly 10' of Lot 19 (P.I.N. 09196101008Z889)
4. North 5 inches of Lot 5, and all of Lot 6, Block 101, (P.I.N. 09196101005Z889)

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**HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD, MINNESOTA**

RESOLUTION NO. 467

**AUTHORIZING INTERFUND LOAN FOR
ADVANCE OF CERTAIN COSTS
IN CONNECTION WITH TAX INCREMENT
FINANCING DISTRICT NO. 1-1**

COPY

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

Section 1. Background.

1.01. The Authority has established Tax Increment Financing District No. 1-1 (the "TIF District") within the Redevelopment Project No. 1 (the "Redevelopment Project"), all pursuant to Minnesota Statutes, Sections 469.174 to 469.179 (the "TIF Act"), Sections 469.001 to 469.047 (the "HRA Act").

1.02. The Authority may incur certain costs related to the TIF District, which costs may be financed on a temporary basis from available Authority funds, including a pledge of a portion of the Authority's special benefit tax pursuant to Resolution No. 465, adopted by the Board on March 3, 2005.

1.03. Under Section 469.178, Subdivision 7 of the TIF Act, the Authority is authorized to advance or loan money from any fund from which such advances may be legally made in order to finance expenditures that are eligible to be paid with tax increments under the TIF Act.

1.04. Pursuant to a resolution adopted by the Board on March 30, 2005 (the "Note Resolution") the Authority has proposed to issue a note (the "Note") on or after April 4, 2005, pursuant to the HRA Act and the TIF Act and use the proceeds of the Note to pay for the costs of: (i) acquiring certain land in the TIF District (the "Development Property"); and (ii) clearing the acquired Development Property.

1.05. The Authority adopted Resolution No. 416 on February 16, 2005, approving the execution of a Contract for Private Development, dated on or after February 1, 2005 (the "Development Contract"), between the Authority and Nelson-Kuepers, LLP, (the "Developer") pursuant to which the Developer will buy the Development Property and build a 13,000 square foot commercial office building after the Authority has cleared the Development Property. The Development Contract was executed on March 25, 2005.

1.06. The Authority anticipates that the Note will be repaid from: (i) proceeds of the sale of the Development Property to the Developer in the amount of \$248,000, as provided in

Article III of the Development Contract; (ii) tax increment financing derived from the TIF District; (iii) a capitalized interest account funded with proceeds of the Note; and (iv) if necessary, a portion of the Authority's special benefit tax beginning in the year 2007 until the maturity of the Note on February 1, 2028, in an amount not to exceed \$12,000 annually.

1.07. If the funds listed in (i), (ii), and (iii) in Paragraph 1.06 above are insufficient to pay the principal and interest on the Note when due, the Authority will use a portion of its special benefit tax, up to \$12,000 annually, to pay principal and interest on the Note. The Authority's pledge of its special benefit tax in an amount of up to \$12,000 annually represents an advance of Authority funds in a maximum amount of \$252,000.

1.06. The Authority intends to designate such advance as an interfund loan in accordance with the terms of this resolution and the TIF Act.

Section 2. Repayment of Interfund Loan.

2.01. The Authority will reimburse itself for any Authority funds advanced to pay the principal and interest due on the Note, together with interest at the rate of 4% per annum (the "Interfund Loan"). Interest accrues on the principal amount from the date the funds are advanced each year, which may be February 1 and August 1 of each year the Note are outstanding, commencing August 1, 2007 through and including February 1, 2028 (hereafter, the "Advance Dates"). The interest rate is no more than the greatest of the rate specified under Minnesota Statutes, Section 270.75 and Section 549.09, both in effect for calendar year 2005. The interest rate will, without further action by the Authority, be adjusted on January 1 of each year to reflect the greater of the rate specified under Minnesota Statutes, Section 270.75 and Section 549.09 in effect for that calendar year.

2.02. Principal and interest ("Payments") on the Interfund Loan shall be paid semi-annually on each August 1 and February 1 (each a "Payment Date"), commencing August 1, 2028, through the date of last receipt of tax increment from the TIF District. Payments on the Interfund Loan shall only be made after the payment in full of all principal outstanding and interest due on the Note.

2.03. Payments on the Interfund Loan will be made solely from Available Tax Increment, defined as 100% of tax increment from the TIF District received by the City from Crow Wing County in the six-month period before any Payment Date. Payments shall be applied first to accrued interest, and then to unpaid principal. Interest accruing from the Advance Dates will be compounded semiannually on February 1 and August 1 of each year and added to principal until the first Payment Date, unless otherwise specified by the City Administrator.

2.04. The principal sum and all accrued interest payable under this resolution is prepayable in whole or in part at any time by the Authority without premium or penalty but not prior to the payment in full of all principal outstanding and interest due on the Note.

2.05. This resolution is evidence of an internal borrowing by the Authority in accordance with Section 469.178, subdivision 7 of the TIF Act, and is a limited obligation payable solely from


Available Tax Increment pledged to the payment hereof under this resolution. The Interfund Loan shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the Authority and the City. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on the Interfund Loan or other costs incident hereto except out of Available Tax Increment. The Authority shall have no obligation to pay any principal amount of the Interfund Loan or accrued interest thereon, which may remain unpaid after the final Payment Date.

2.06. The Authority may at any time determine to forgive the outstanding principal amount and accrued interest on the Interfund Loan to the extent permissible under law.

2.07. The Authority may from time to time amend the terms of this Resolution to the extent permitted by law and the Note Resolution, including without limitation amendment to the payment schedule and the interest rate; provided that the interest rate may not be increased above the maximum specified in Section 469.178. subd. 7 of the TIF Act.

Section 3. Effective Date. This resolution is effective upon the issuance of the Note.

Adopted this 30 day of March, 2005.


Chairperson

ATTEST:


Executive Director

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: February 15, 2022
Re: February Financial Report

Please find attached the financial information for January 2022.

Audit Schedule

Auditors from CliftonLarsonAllen (CLA) conducted fieldwork during the first week of February for the Crow Wing County HRA audit and the following week for the Brainerd HRA audit and Brainerd South compilation. Mary Reedy will be at our March meeting to present the Brainerd HRA audit.

Action Requested: Motion for approval of payments as presented.

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Brainerd Housing & Redevelopment Authority

2022 Ratios (and December, 2021)

FASS Ratios	Max Pts	Scoring	Dec 2021 After YE JE, B4 audit	Jan
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00
Total Points	25		25.00	25.00

MASS Ratios	Max Pts	Scoring		
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00
Tenant Accounts Receivable	5	TAR <20%=5, TAR >40% =0	5.00	5.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00
Total Points	25		25.00	25.00
Total of Above Ratios	50		50.00	50

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

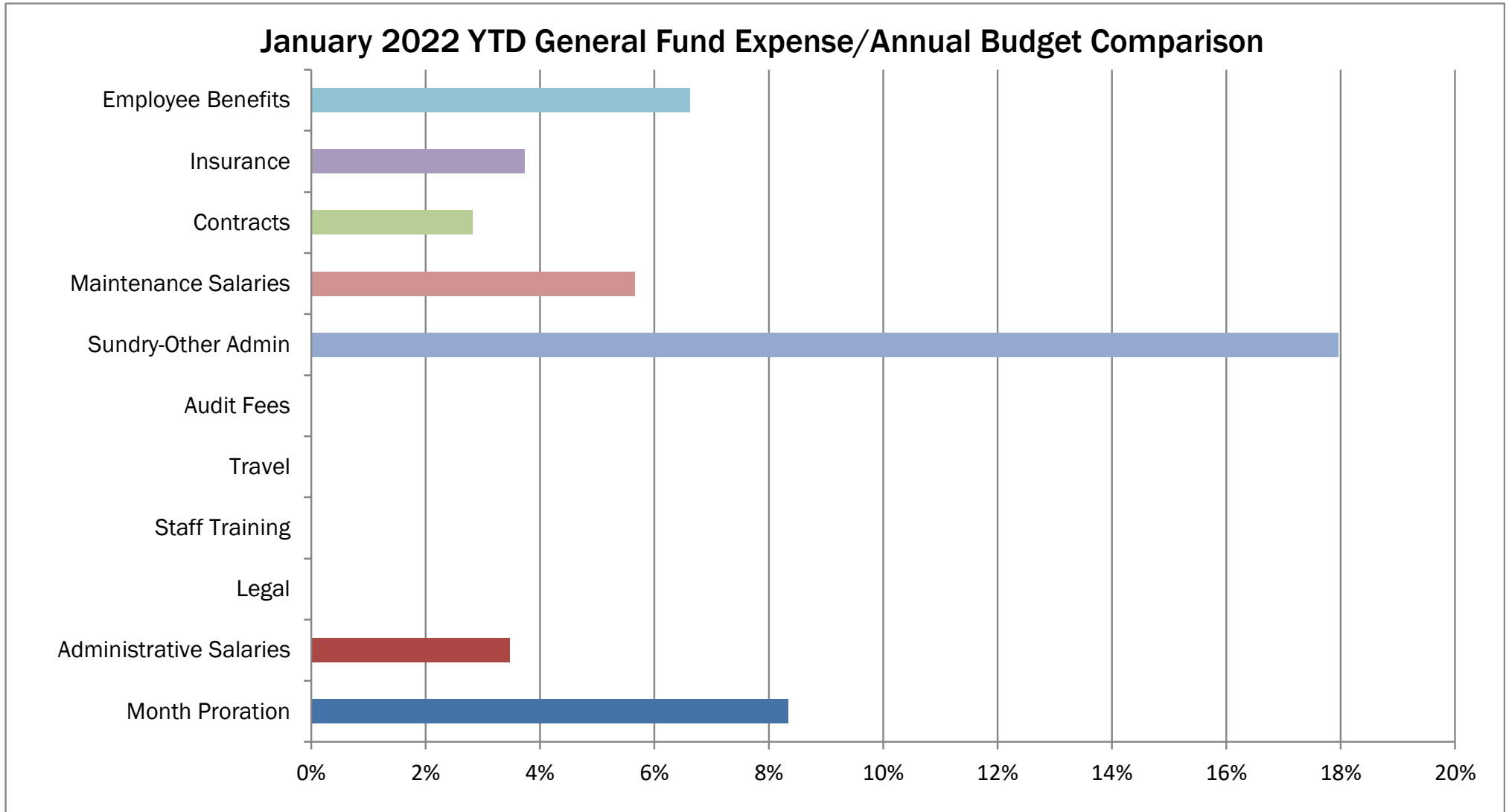
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January 2022 Operating Account Balances

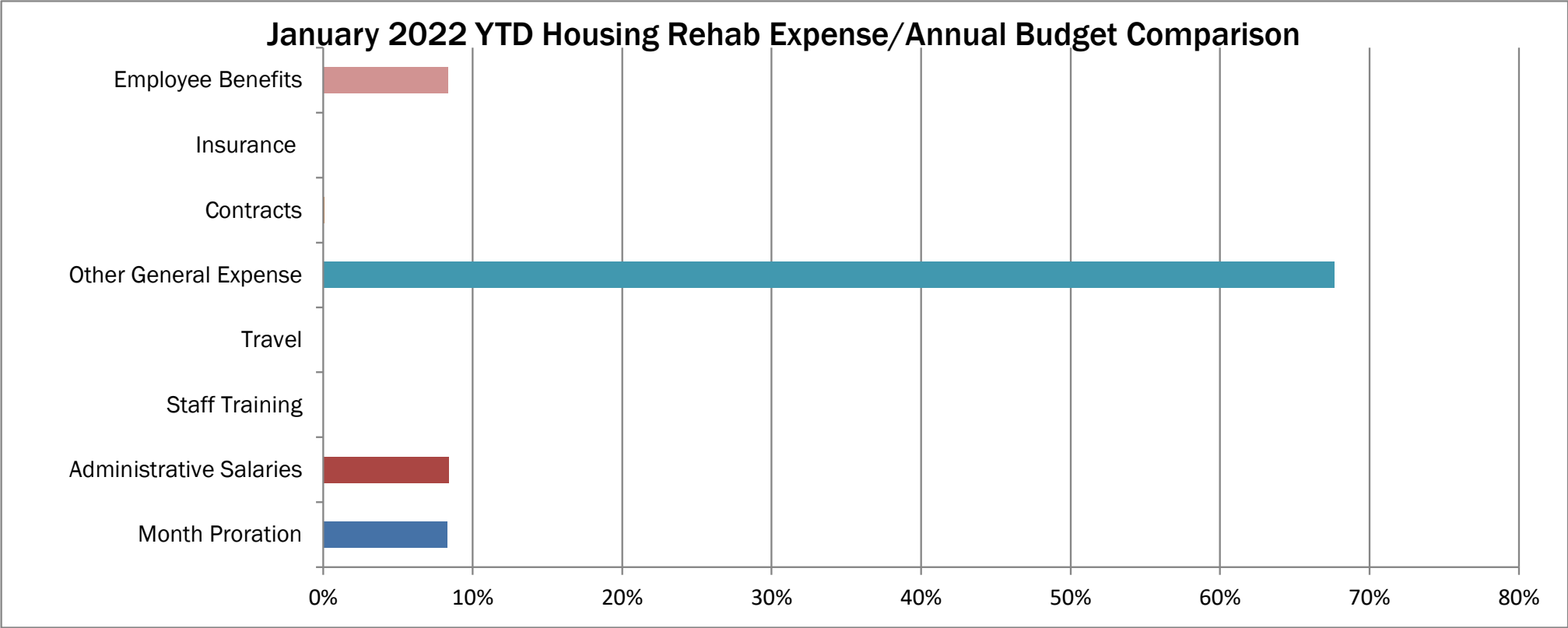
Property/Program	January 2021	December 2021	January 2022
General Fund	\$288,566.98	\$418,796.97	\$394,337.53
Housing Rehab Program	\$90,859.86	\$171,581.27	\$205,008.63
Bridges	\$402.68	\$5,930.32	-\$3,817.68*
Crow Wing County HRA	\$1,158,245.80	\$1,572,037.39	\$1,528,265.77
Public Housing	\$622,606.66	\$634,736.49	\$709,260.63
Brainerd South	\$35,825.94	\$55,835.36	\$65,229.36
Housing Choice Voucher	\$43,193.85	\$14,176.67	\$37,372.29
Total	\$2,239,701.77	\$2,873,094.47	\$2,935,656.53

*Negative balance due to state delayed on sending out HAP. January HAP received in February

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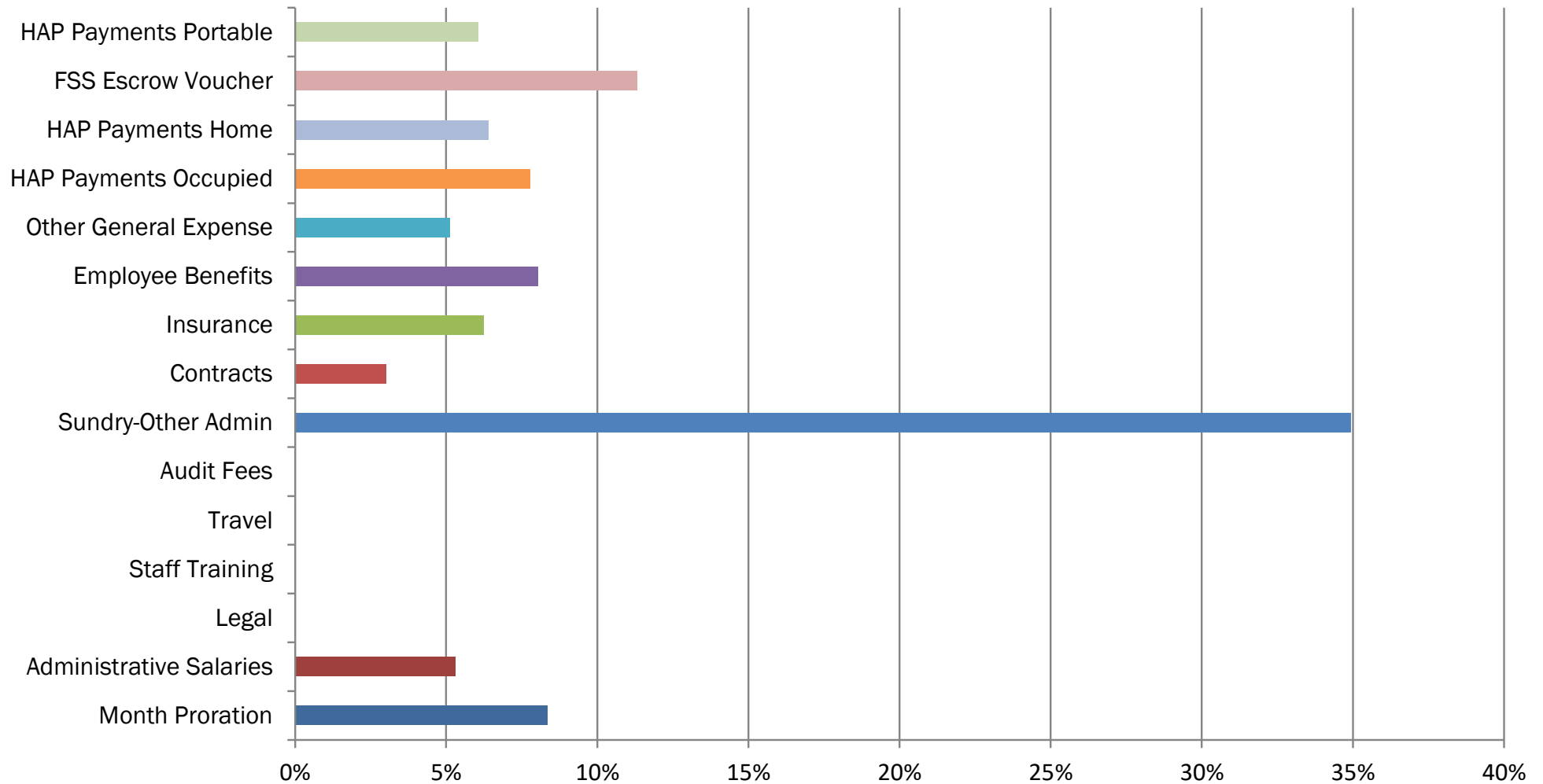


Sundry-Other Admin: Purchased postage annually for agency in January. Purchased new switch for the IT Room.

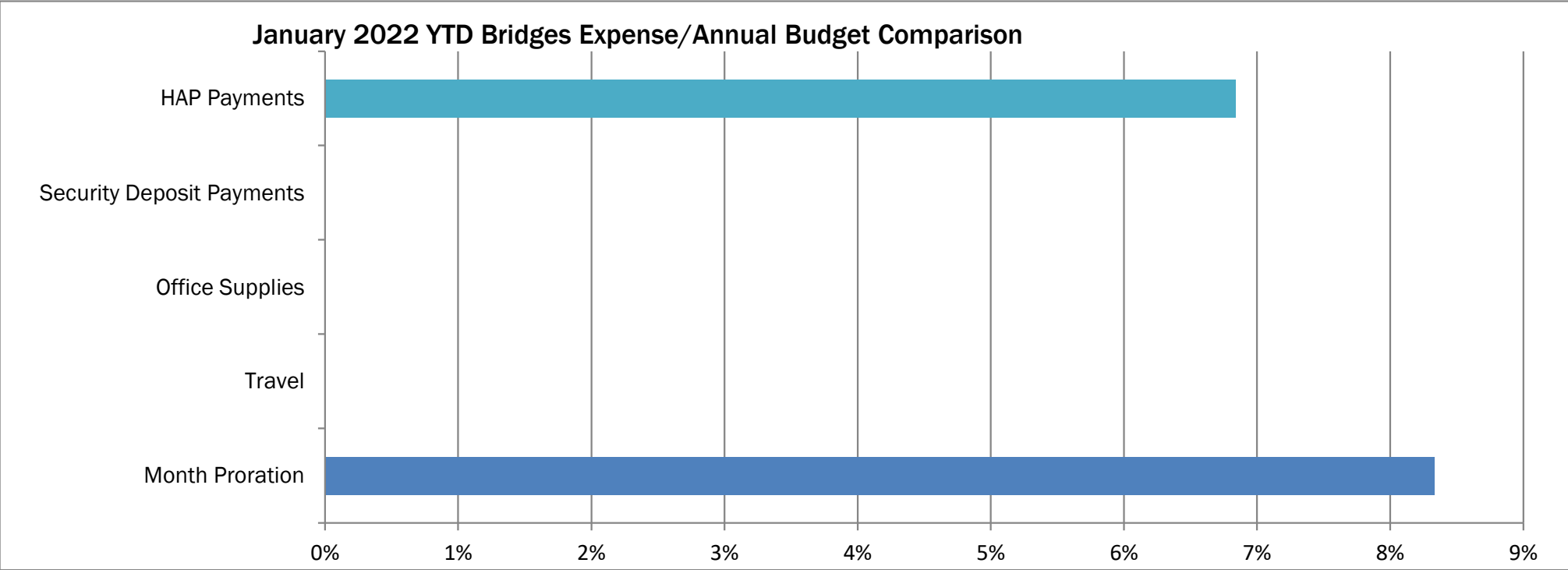


Other General Expense: Happy software purchased for rehab department.

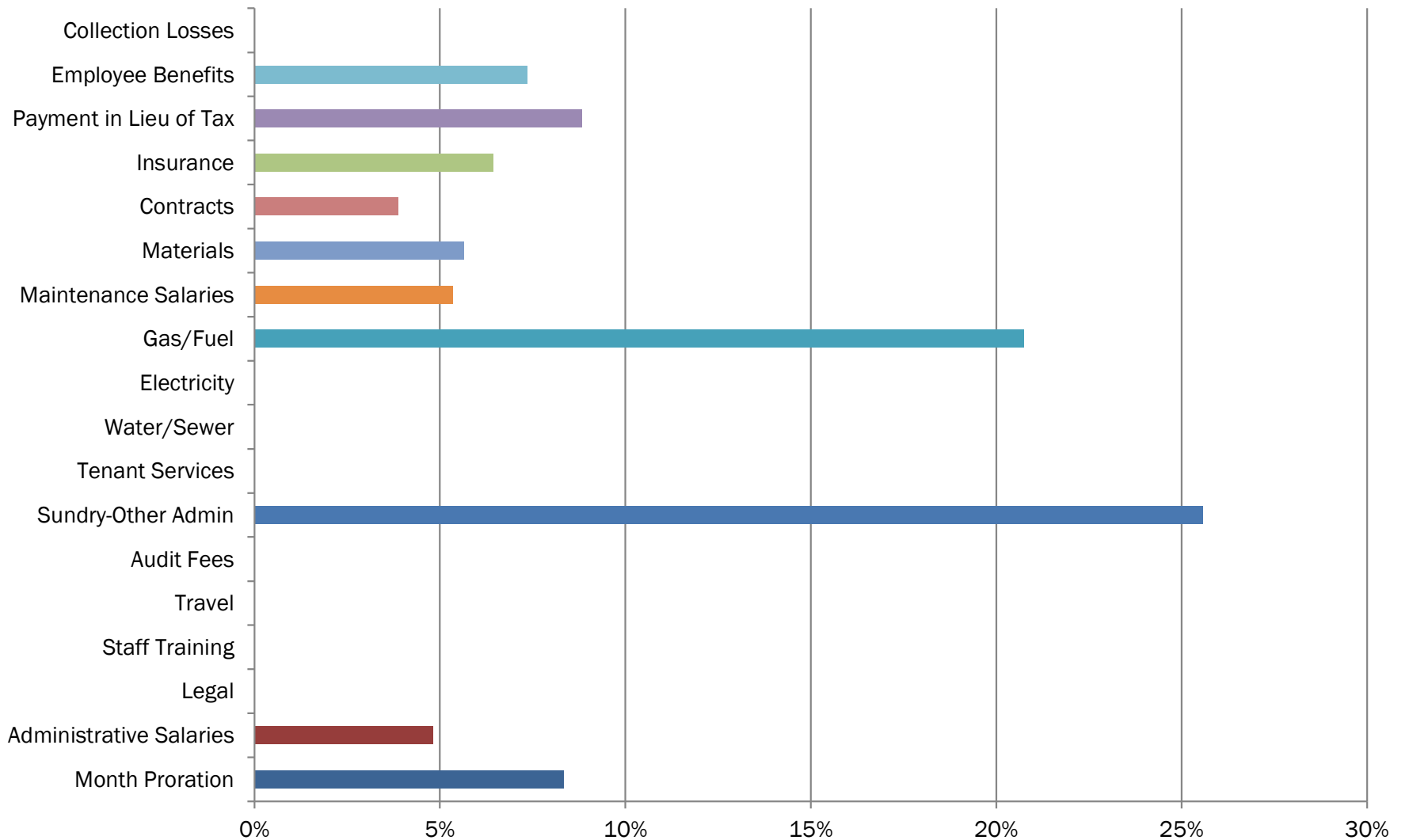
January 2022 YTD Housing Choice Voucher Expense/Annual Budget Comparison



Sundry-Other Admin: Purchased postage annually for agency in January.

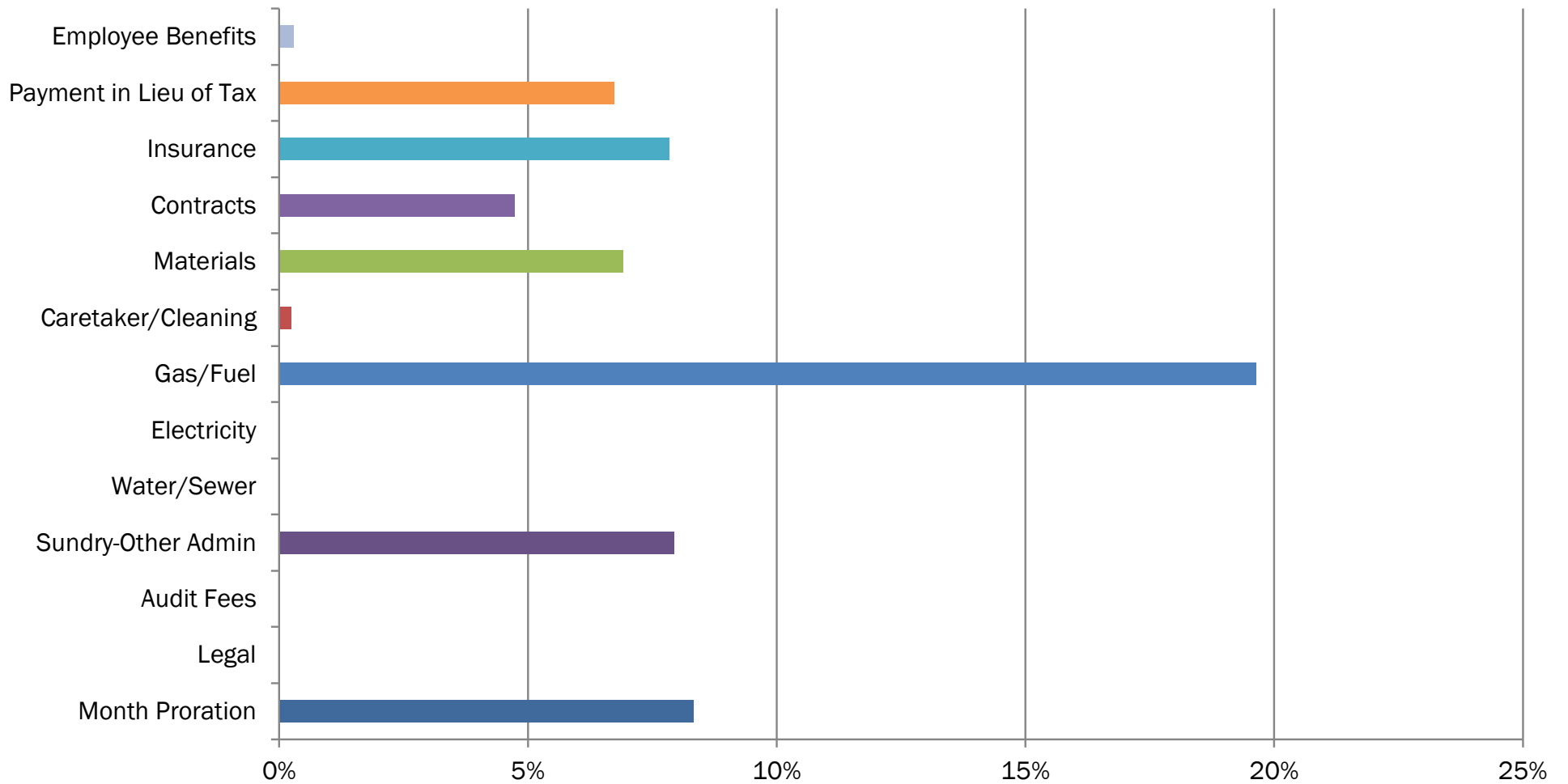


January 2022 YTD Public Housing Expense/Annual Budget Comparison



Sundry-Other Admin: Purchased postage for the year and annual NAHRO membership. Purchased new switch for the IT Room.

January 2022 YTD Brainerd South Expense/Annual Budget Comparison



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**Brainerd HRA
General Fund Operating Statement
January, 2022**

Page: 1
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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-14,466.26	-14,466.26	-14,333.33	-132.93
Interest Income	-3.14	-3.14	-4.17	1.03
Other Income	0.00	0.00	-1,141.66	1,141.66
TOTAL INCOME	-14,469.40	-14,469.40	-15,479.16	1,009.76
EXPENSE				
Administrative				
Administrative Salaries	6,036.99	6,036.99	14,505.42	-8,468.43
Legal	0.00	0.00	208.33	-208.33
Staff Training	0.00	0.00	416.67	-416.67
Travel	0.00	0.00	50.00	-50.00
Sundry-Other Admin	1,265.60	1,265.60	895.82	369.78
Total Administration	7,302.59	7,302.59	16,076.24	-8,773.65
Maintenance				
Maintenance Salaries	662.38	662.38	975.00	-312.62
Contracts	240.99	240.99	714.17	-473.18
Total Maintenance	903.37	903.37	1,689.17	-785.80
General				
TIF Expense	0.00	0.00	10.83	-10.83
Insurance	229.38	229.38	512.91	-283.53
Employee Benefits	5,579.27	5,579.27	7,026.25	-1,446.98
Other General Expense	0.00	0.00	2,083.33	-2,083.33
Total General	5,808.65	5,808.65	9,633.32	-3,824.67
TOTAL EXPENSE	14,014.61	14,014.61	27,398.73	-13,384.12
Net Income/Loss	-454.79	-454.79	11,919.57	-12,374.36

Housing Rehab Operating Statement
January, 2022

	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-47,446.10	-47,446.10	-22,854.17	-24,591.93
TOTAL INCOME	-47,446.10	-47,446.10	-22,854.17	-24,591.93
EXPENSE				
Administrative				
Administrative Salaries	6,822.26	6,822.26	6,752.92	69.34
Staff Training	0.00	0.00	416.67	-416.67
Travel	0.00	0.00	83.33	-83.33
Other Admin Exp	2,483.25	2,483.25	439.16	2,044.09
Total Administration	9,305.51	9,305.51	7,692.08	1,613.43
Maintenance				
Contracts	138.00	138.00	11,250.00	-11,112.00
Total Maintenance	138.00	138.00	11,250.00	-11,112.00
General				
Insurance	0.00	0.00	41.67	-41.67
Employee Benefits	3,135.23	3,135.23	3,127.09	8.14
Total General	3,135.23	3,135.23	3,168.76	-33.53
TOTAL EXPENSE	12,578.74	12,578.74	22,110.84	-9,532.10
Net Income/Loss	-34,867.36	-34,867.36	-743.33	-34,124.03

**Brainerd HRA
HCV Operating Statement
January, 2022**

	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-121,157.00	-121,157.00	-123,491.67	2,334.67
Admin Fees Earned	-19,003.00	-19,003.00	-23,606.67	4,603.67
Interest Income	-0.08	-0.08	0.00	-0.08
Other Income	0.00	0.00	-2,500.00	2,500.00
TOTAL INCOME	-140,160.08	-140,160.08	-149,598.34	9,438.26
EXPENSE				
Administrative				
Administrative Salaries	10,364.95	10,364.95	16,315.00	-5,950.05
Legal	0.00	0.00	41.67	-41.67
Staff Training	0.00	0.00	416.67	-416.67
Travel	0.00	0.00	208.33	-208.33
Sundry-Other Admin	1,903.95	1,903.95	1,345.82	558.13
Total Administration	12,268.90	12,268.90	18,327.49	-6,058.59
Maintenance				
Contracts	282.80	282.80	780.00	-497.20
Total Maintenance	282.80	282.80	780.00	-497.20
General				
Insurance	410.51	410.51	548.74	-138.23
Employee Benefits	8,192.44	8,192.44	8,509.16	-316.72
Other General Expense	81.92	81.92	133.33	-51.41
Total General	8,684.87	8,684.87	9,191.23	-506.36
HAP Payments				
HAP Payments Occupied	107,203.00	107,203.00	114,847.58	-7,644.58
HAP Payments Home	2,848.00	2,848.00	3,704.67	-856.67
FSS Escrow Voucher	3,352.00	3,352.00	2,469.50	882.50
HAP Payments Portable	1,795.00	1,795.00	2,469.92	-674.92
Total HAP	115,198.00	115,198.00	123,491.67	-8,293.67
TOTAL EXPENSE	136,434.57	136,434.57	151,790.39	-15,355.82
Net Income/Loss	-3,725.51	-3,725.51	2,192.05	-5,917.56

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**Bridges Program
 Bridges Operating Statement
 January, 2022**

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	0.00	0.00	-4,904.17	4,904.17
Admin Revenue	0.00	0.00	-600.00	600.00
Total Income	0.00	0.00	-5,504.17	5,504.17
EXPENSE				
Administrative				
Travel	0.00	0.00	33.33	-33.33
Office Supplies	0.00	0.00	4.17	-4.17
Total Administration	0.00	0.00	37.50	-37.50
General				
Security Deposit Pmts	0.00	0.00	214.17	-214.17
HAP Payment to Landlords	3,848.00	3,848.00	4,690.00	-842.00
Total General	3,848.00	3,848.00	4,904.17	-1,056.17
TOTAL EXPENSE	3,848.00	3,848.00	4,941.67	-1,093.67
Net Income/Loss	3,848.00	3,848.00	-562.50	4,410.50

**Brainerd HRA
Public Housing Operating Statement
January, 2022**

	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-64,084.00	-64,084.00	-65,699.17	1,615.17
Excess Utilities	0.00	0.00	-300.00	300.00
Operating Subsidy	-31,030.00	-31,030.00	-27,500.00	-3,530.00
Investment Interest	41.43	41.43	0.00	41.43
Other Income	-13,695.50	-13,695.50	-15,381.67	1,686.17
Other Income Tenants	-6,671.73	-6,671.73	-1,629.17	-5,042.56
Capital Fund Income	0.00	0.00	-5,500.00	5,500.00
Laundry Income	-1,570.00	-1,570.00	-1,591.67	21.67
TOTAL INCOME	-117,009.80	-117,009.80	-117,601.68	591.88
EXPENSE				
Administrative				
Administrative Salaries	16,160.12	16,160.12	27,909.17	-11,749.05
Legal	0.00	0.00	333.33	-333.33
Staff Training	0.00	0.00	1,166.67	-1,166.67
Travel	0.00	0.00	83.33	-83.33
Sundry-Other Admin	5,261.11	5,261.11	3,314.16	1,946.95
Total Administration	21,421.23	21,421.23	32,806.66	-11,385.43
Utilities				
Rec Public and Other	0.00	0.00	412.50	-412.50
Water/Sewer	0.00	0.00	6,328.33	-6,328.33
Electricity	0.00	0.00	6,696.67	-6,696.67
Gas/Fuel	8,812.61	8,812.61	3,538.75	5,273.86
Total Utilities	8,812.61	8,812.61	16,563.75	-7,751.14
Maintenance				
Labor	12,086.72	12,086.72	18,811.67	-6,724.95
Materials	1,697.95	1,697.95	2,500.00	-802.05
Contracts	7,066.74	7,066.74	15,179.16	-8,112.42
Total Maintenance	20,851.41	20,851.41	36,490.83	-15,639.42
General				
Insurance	7,095.19	7,095.19	9,195.00	-2,099.81
Payment in Lieu of Tax	2,474.00	2,474.00	2,333.33	140.67
Employee Benefits	19,218.35	19,218.35	21,755.84	-2,537.49
Collection Losses	0.00	0.00	350.00	-350.00
Total General	28,787.54	28,787.54	33,634.17	-4,846.63
TOTAL EXPENSE	79,872.79	79,872.79	119,907.91	-40,035.12
Net Income/Loss	-37,137.01	-37,137.01	2,306.23	-39,443.24

Brainerd South Operating Statement
January, 2022

	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-20,653.00	-20,653.00	-20,436.67	-216.33
Rental Supplement	-4,039.00	-4,039.00	-4,225.00	186.00
Investment Interest	8.19	8.19	0.00	8.19
Other Income	-2,125.00	-2,125.00	-2,216.67	91.67
Laundry Income	-651.75	-651.75	-723.33	71.58
TOTAL INCOME	-27,460.56	-27,460.56	-27,601.67	141.11
EXPENSE				
Administrative				
Legal	0.00	0.00	416.67	-416.67
Sundry-Other Admin	3,748.86	3,748.86	3,936.67	-187.81
Total Administration	3,748.86	3,748.86	4,353.34	-604.48
Utilities				
Water	0.00	0.00	1,361.67	-1,361.67
Electricity	0.00	0.00	483.33	-483.33
Gas/Fuel	3,503.78	3,503.78	1,486.67	2,017.11
Total Utilities	3,503.78	3,503.78	3,331.67	172.11
Maintenance				
Labor	47.01	47.01	1,608.33	-1,561.32
Materials	1,250.00	1,250.00	1,508.34	-258.34
Contracts	3,237.46	3,237.46	5,708.33	-2,470.87
Total Maintenance	4,534.47	4,534.47	8,825.00	-4,290.53
General				
Insurance	2,807.64	2,807.64	2,983.33	-175.69
Payment in Lieu of Tax	740.76	740.76	916.67	-175.91
Employee Benefits	3.59	3.59	104.17	-100.58
Total General	3,551.99	3,551.99	4,004.17	-452.18
TOTAL EXPENSE	15,339.10	15,339.10	20,514.18	-5,175.08
Net Income/Loss	-12,121.46	-12,121.46	-7,087.49	-5,033.97

January 2022 Prior Year Comparative Operating Statements

**Brainerd HRA
General Fund Operating Statement
January, 2022**

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
General Fund Operating INCOME				
Management Fees	-14,466.26	-14,333.33	-14,377.61	-14,273.55
Interest Income	-3.14	-4.17	-2.85	-377.11
Other Income	0.00	-1,141.66	0.00	0.00
TOTAL INCOME	-14,469.40	-15,479.16	-17,609.46	-14,650.66
EXPENSE				
Administrative				
Administrative Salaries	6,036.99	14,505.42	12,835.03	8,587.50
Legal	0.00	208.33	0.00	0.00
Staff Training	0.00	416.67	0.00	0.00
Travel	0.00	50.00	0.00	0.00
Sundry-Other Admin	1,265.60	895.82	595.44	539.49
Total Administration	7,302.59	16,076.24	13,430.47	9,126.99
Maintenance				
Maintenance Salaries	662.38	975.00	1,317.73	701.50
Contracts	240.99	714.17	167.95	237.58
Total Maintenance	903.37	1,689.17	1,485.68	939.08
General				
TIF Expense	0.00	10.83	0.00	0.00
Insurance	229.38	512.91	485.41	217.91
Employee Benefits	5,579.27	7,026.25	7,554.71	8,649.06
Other General Expense	0.00	2,083.33	1,050.00	1,000.00
Total General	5,808.65	9,633.32	9,090.12	9,866.97
TOTAL EXPENSE	14,014.61	27,398.73	24,006.27	19,933.04
Net Income/Loss	-454.79	11,919.57	6,396.81	5,282.38

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Housing Rehab Proj Operating PY
Housing Rehab Operating Statement
January, 2022

Page: 1
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	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Housing Rehab Operating INCOME				
Other Income	-47,446.10	-22,854.17	-10,000.00	-8,950.00
TOTAL INCOME	-47,446.10	-22,854.17	-10,000.00	-8,950.00
EXPENSE				
Administrative				
Administrative Salaries	6,822.26	6,752.92	7,050.80	7,110.37
Staff Training	0.00	416.67	0.00	0.00
Travel	0.00	83.33	0.00	0.00
Other Admin Exp	2,483.25	439.16	62.25	325.25
Total Administration	9,305.51	7,692.08	7,113.05	7,435.62
Maintenance				
Contracts	138.00	11,250.00	12,525.00	33,112.00
Total Maintenance	138.00	11,250.00	12,525.00	33,112.00
General				
Insurance	0.00	41.67	486.86	0.00
Employee Benefits	3,135.23	3,127.09	3,050.43	2,624.38
Total General	3,135.23	3,168.76	3,537.29	2,624.38
TOTAL EXPENSE	12,578.74	22,110.84	23,175.34	43,172.00
Net Income/Loss	-34,867.36	-743.33	13,175.34	34,222.00

**Brainerd HRA
HCV Operating Statement
January, 2022**

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-121,157.00	-123,491.67	-124,662.00	-117,438.00
Admin Fees Earned	-19,003.00	-23,606.67	-15,986.00	-15,390.00
Interest Income	-0.08	0.00	-0.19	-32.20
Other Income	0.00	-2,500.00	-11,796.05	-3,818.00
TOTAL INCOME	-140,160.08	-149,598.34	-152,444.24	-136,678.20
EXPENSE				
Administrative				
Administrative Salaries	10,364.95	16,315.00	13,110.80	8,827.17
Legal	0.00	41.67	0.00	0.00
Staff Training	0.00	416.67	0.00	0.00
Travel	0.00	208.33	0.00	0.00
Sundry-Other Admin	1,903.95	1,345.82	1,153.68	1,156.81
Total Administration	12,268.90	18,327.49	14,264.48	9,983.98
Maintenance				
Contracts	282.80	780.00	335.25	237.58
Total Maintenance	282.80	780.00	335.25	237.58
General				
Insurance	410.51	548.74	513.14	367.35
Employee Benefits	8,192.44	8,509.16	8,790.61	9,090.10
Other General Expense	81.92	133.33	38.32	180.65
Total General	8,684.87	9,191.23	10,612.07	9,638.10
HAP Payments				
HAP Payments Occupied	107,203.00	114,847.58	118,735.00	110,101.00
HAP Payments Home	2,848.00	3,704.67	3,826.00	4,576.00
FSS Escrow Voucher	3,352.00	2,469.50	2,081.00	1,675.00
HAP Payments Portable	1,795.00	2,469.92	576.00	3,500.00
Total HAP	115,198.00	123,491.67	125,218.00	119,852.00
TOTAL EXPENSE	136,434.57	151,790.39	150,429.80	139,711.66
Net Income/Loss	-3,725.51	2,192.05	-2,014.44	3,033.46

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Bridges Program PY
Bridges Operating Statement
January, 2022

Page: 1
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	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Bridges Operating INCOME				
HAP Received MHFA	0.00	-4,904.17	-3,871.00	-5,364.00
Admin Revenue	0.00	-600.00	-350.00	-700.00
Total Income	0.00	-5,504.17	-992.00	-6,064.00
EXPENSE				
Administrative				
Travel	0.00	33.33	0.00	0.00
Office Supplies	0.00	4.17	0.00	0.00
Total Administration	0.00	37.50	0.00	0.00
General				
Security Deposit Pmts	0.00	214.17	500.00	0.00
HAP Payment to Landlords	3,848.00	4,690.00	3,371.00	5,364.00
Total General	3,848.00	4,904.17	3,871.00	5,364.00
TOTAL EXPENSE	3,848.00	4,941.67	3,871.00	5,364.00
Net Income/Loss	3,848.00	-562.50	2,879.00	-700.00

**Brainerd HRA
Public Housing Operating Statement
January, 2022**

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Public Housing Operating INCOME				
Dwelling Rental	-64,084.00	-65,699.17	-61,890.00	-63,402.00
Excess Utilities	0.00	-300.00	0.00	0.00
Operating Subsidy	-31,030.00	-27,500.00	-24,505.00	-24,277.00
Investment Interest	41.43	0.00	50.78	-458.92
Other Income	-13,695.50	-15,381.67	-10,354.35	-12,596.97
Other Income Tenants	-6,671.73	-1,629.17	-1,093.00	-623.00
Capital Fund Income	0.00	-5,500.00	0.00	0.00
Laundry Income	-1,570.00	-1,591.67	-1,207.75	-1,534.00
TOTAL INCOME	-117,009.80	-117,601.68	-98,999.32	-102,891.89
EXPENSE				
Administrative				
Administrative Salaries	16,160.12	27,909.17	16,518.79	20,282.39
Legal	0.00	333.33	0.00	0.00
Staff Training	0.00	1,166.67	0.00	250.00
Travel	0.00	83.33	0.00	115.00
Sundry-Other Admin	5,261.11	3,314.16	4,812.61	2,926.17
Total Administration	21,421.23	32,806.66	21,331.40	23,573.56
 Rec Public and Other	 0.00	 412.50	 0.00	 0.00
Total Tenant Services	0.00	412.50	0.00	0.00
Utilities				
Water/Sewer	0.00	6,328.33	0.00	0.00
Electricity	0.00	6,696.67	0.00	0.00
Gas/Fuel	8,812.61	3,538.75	5,814.65	5,636.38
Total Utilities	8,812.61	16,563.75	5,814.65	5,636.38
Maintenance				
Labor	12,086.72	18,811.67	12,508.10	12,387.99
Materials	1,697.95	2,500.00	604.89	50.36
Contracts	7,066.74	15,179.16	12,263.73	9,936.68
Total Maintenance	20,851.41	36,490.83	25,376.72	22,375.03
General				
Insurance	7,095.19	9,195.00	8,489.89	6,019.31
Payment in Lieu of Tax	2,474.00	2,333.33	2,545.57	2,737.43
Employee Benefits	19,218.35	21,755.84	21,147.01	24,602.39
Collection Losses	0.00	350.00	0.00	0.00
Total General	28,787.54	33,634.17	32,182.47	33,359.13
TOTAL EXPENSE	79,872.79	119,907.91	84,705.24	84,944.10
 Net Income/Loss	 -37,137.01	 2,306.23	 -14,294.08	 -17,947.79

Brainerd South Operating Statement
January, 2022

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Brainerd South Operating				
INCOME				
Dwelling Rental	-20,653.00	-20,436.67	-20,186.00	-20,986.00
Rental Supplement	-4,039.00	-4,225.00	-4,126.00	-3,098.00
Investment Interest	8.19	0.00	9.48	-581.32
Other Income	-2,125.00	-2,216.67	-1,493.71	-1,960.00
Laundry Income	-651.75	-723.33	-637.75	-615.50
TOTAL INCOME	-27,460.56	-27,601.67	-26,433.98	-27,240.82
EXPENSE				
Administrative				
Legal	0.00	416.67	0.00	0.00
Sundry-Other Admin	3,748.86	3,936.67	4,115.56	3,503.24
Total Administration	3,748.86	4,353.34	4,115.56	3,503.24
Utilities				
Water	0.00	1,361.67	0.00	0.00
Electricity	0.00	483.33	0.00	0.00
Gas/Fuel	3,503.78	1,486.67	2,250.50	2,019.75
Total Utilities	3,503.78	3,331.67	2,250.50	2,019.75
Maintenance				
Labor	47.01	1,608.33	1,043.69	0.00
Materials	1,250.00	1,508.34	1,644.35	1,250.00
Contracts	3,237.46	5,708.33	4,709.20	3,387.64
Total Maintenance	4,534.47	8,825.00	7,397.24	4,637.64
General				
Insurance	2,807.64	2,983.33	2,778.67	2,649.76
Payment in Lieu of Tax	740.76	916.67	782.67	845.20
Employee Benefits	3.59	104.17	119.47	0.00
Total General	3,551.99	4,004.17	3,680.81	3,494.96
TOTAL EXPENSE	15,339.10	20,514.18	17,444.11	13,655.59
Net Income/Loss	-12,121.46	-7,087.49	-8,989.87	-13,585.23

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Brainerd Housing and Redevelopment Authority
Payment Summary Report
January 2022

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
1/13/2022	1941	Minnesota State Retirement System	\$1,435.00
1/13/2022	1942	Harpers Payroll Service	\$8,582.93
1/13/2022	1943	Health Savings Accounts	\$3,808.26
1/13/2022	1944	Security Benefit	\$3,953.67
1/13/2022	1945	Harpers Payroll Service	\$95.61
1/27/2022	1946	Harpers Payroll Service	\$336.32
1/27/2022	1947	Harpers Payroll Service	\$9,207.88
1/27/2022	1948	Minnesota State Retirement System	\$1,441.40
1/27/2022	1949	Health Savings Accounts	\$1,266.62
1/27/2022	1950	Security Benefit	\$4,139.09
1/18/2022	1951	EBSO	\$25,006.92
1/27/2022	1952	Payroll Manual Check	\$520.96
1/1/2022	24393	Dearborn National	\$181.26
1/1/2022	24394	Delta Dental	\$651.76
1/1/2022	24395	IP Networks	\$130.00
1/1/2022	24396	MCIT	\$2,703.00
1/1/2022	24397	NAHRO	\$1,006.20
1/1/2022	24398	NCRC NAHRO	\$75.00
1/1/2022	24399	Nan McKay & Associates Inc	\$419.00
1/13/2022	24400	Tenant Refunds	\$195.33
1/13/2022	24401	Brainerd Lakes Area Economic Development	\$43,500.00
1/13/2022	24402	Brainerd Public Utilities	\$2,251.35
1/13/2022	24403	Crow Wing Cty Recorder's Office	\$92.00
1/13/2022	24404	Culligan	\$25.50
1/13/2022	24405	Cuyuna Range Economic Development Inc.	\$12,500.00
1/13/2022	24406	Dearborn National	\$175.90
1/13/2022	24407	Delta Dental	\$885.92
1/13/2022	24408	Void	\$0.00
1/13/2022	24409	IP Networks	\$1,515.00
1/13/2022	24410	Lewis Software Associates, LLC	\$419.90
1/13/2022	24411	Life Insurance Company of North America	\$41.35
1/13/2022	24412	MN Elevator, Inc.	\$794.84
1/13/2022	24413	MRI Software LLC	\$3,582.00
1/13/2022	24414	Tenant Refund	\$223.00
1/13/2022	24415	Mike's Tree Company LLC	\$776.25
1/13/2022	24416	Nisswa Sanitation	\$2,864.27
1/13/2022	24417	Postmaster	\$4,260.00
1/13/2022	24418	SHI International Corp	\$900.00
1/13/2022	24419	West Central Flooring	\$252.90
1/20/2022	24420	Tenant Refund	\$607.99
1/20/2022	24421	Tenant Refund	\$438.52
1/20/2022	24422	Tenant Refund	\$207.83
1/20/2022	24423	Tenant Refund	\$200.33
1/20/2022	24424	U.S. Bank	\$27,883.20
1/27/2022	24425	Brainerd Public Utilities	\$2,983.90
1/27/2022	24426	Bremer Bank Credit Card	\$368.00
1/27/2022	24427	CTC	\$2,527.94
1/27/2022	24428	CenterPoint Energy	\$12,316.39
1/27/2022	24429	City of Brainerd	\$216.96
1/27/2022	24430	Crow Wing Cty Recorder's Office	\$46.00
1/27/2022	24431	HDS, LLC DBA Kanso Software	\$170.00
1/27/2022	24432	Holden Electric Company Inc	\$1,821.65
1/27/2022	24433	PDQ Supply Inc.	\$301.30
1/27/2022	24434	Paper Storm	\$25.75
1/27/2022	24435	Rasinski Total Door Service, LLC	\$3,129.55
1/27/2022	24436	Strike Painting & Finishing	\$1,800.00
1/27/2022	24437	TKDA	\$1,197.00
1/27/2022	24438	Thelen Heating and Roofing, Inc.	\$162.00
1/27/2022	24439	West Central Flooring	\$1,773.23
1/27/2022	24440	Yde's Major Appliance	\$600.90
		Report Total	\$198,994.83

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To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: February 15, 2022
RE: Housing Choice Voucher Programs Report

HCV Report

Please see the attached reports.

Our Unit Months Leased (UML) through January is 98% and HAP utilization through January is 8%.

Bridges Report

Please see the attached report.

We have 10 families on our program with a monthly HAP payment of \$3,848.

Carrie attended an MHFA training regarding the administration of the program. She felt the information provided from the various speakers was very informative.

Family Self-Sufficiency (FSS) Report

Please see the attached report.

We have 29 families on our program. We have 11 families currently escrowing a total of \$3,352 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.

Carrie met with Crow Wing County Child Protection and Lutheran Social Service staff regarding concerns youth are facing. One youth was identified as a possible candidate for the FYI program and will be given our pre-application.

No Action Requested; Discussion Items

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January Housing Choice Voucher Programs (HCV)

Attachment 7a

<u>Voucher Allocation</u>	324
January Move-ins	5
January Move-outs	6
January Vouchers - looking for housing	25
January Vouchers - first day of month	316
Average Vouchers to date	316
Unit Months Leased	98%
HAP Utilization through 1/31/2022	8%

Reasons For Leaving Program

Voluntarily Left	3
Terminated	2

Payments

Housing Assistance Payment (HAP)	\$115,695
January HUD Administrative Fee	\$19,003

Port Out Vouchers

	2
MPLS PHA (1) Montgomery County, TX (1)	\$1,795

Homeownership

	8
Homeownership HAP	\$2,848

FYI Vouchers

	2
FYI Vouchers HAP	\$536

Length of Time on Program

< 1 year	16%
< 2 years	16%
< 3 years	13%
< 4 years	8%
< 5 years	10%
> 5 years	39%

Demographics

Elderly Households	97
Disabled/Handicapped Households	161
Families with Children	114
Average Annual Income	\$14,689
Average HAP	\$350

Waiting List Total

	72
Crow Wing County Preference	15
Non Preference	57

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Bridges Program January 2022

Summary

- Tenants leased up in units: 10
- Participants issued a Voucher & searching for a unit: 3
- Notified: 2
- Participants receiving HCV voucher: 0
- Participants giving up Bridges voucher: 0
- Tenants' Residing Counties:
 - Cass County: 0
 - Morrison: 1
 - Aitkin: 1
 - Crow Wing: 8
 - Todd:
 - Wadena:

Total HAP Payment: \$3,848.00

Additional Info: Attended a 2-day training via Zoom sponsored by MHFA regarding Bridges program. The training offered many speakers and educational information regarding how to administer the program.

Family Self-Sufficiency Program January 2022

Summary

- Active FSS participants: 29
- Tenants going OFF for month: 0
- Tenants going ON for month: 2
- Tenants start ESCROWING: 0
- Total number of FSS participants escrowing monthly: 11
- Total amount of escrow: \$3,352.00
- Total combined amount of monthly escrow: \$ 45,845.38

Additional Info: I will be working on submitting the required closeout documents for FY21 by February 28th.

Foster Youth to Independence Program

January 2022

Summary

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

Additional Info: Staff meet with CWCSS child protection and LSS to discuss potential youth that may be an eligible applicants for the program. Concerns were that there was no housing, youth are choosing to stay in foster care longer and difficulty trying to track down youth to connect them to resources. One youth was identified as a potential applicant, and Brainerd HRA staff will send the FYI pre-application to LSS so the process can begin.

HUD-52681-B Report

Vouchers

Nov 2021

Dec 2021

Jan 2022

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	2	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	304	303	304
Total Under lease as of first of month	316	315	316
Total Under lease as of end of month	317	315	317
Total Issued as of end of month	30	34	25
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	2,928	2,848
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	1,795	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	108,818	108,456	106,667
Abated HAP	0	0	0
Total All Voucher HAP Expense for 1st of month	113,809	113,715	111,846
FSS Escrow Deposits	3,068	3,068	3,640
FSS Escrow Forfeitures	0	0	0
All Voucher HAP Expense After 1st of Month	312	0	497
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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To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Manager
 Date: Feb-15-2022
 Re: Housing Management Report

Vacancy Report for January 2022

Please see attachment.

Monthly Property Performance Report for January 2022

Please see attachment.

ROSS Program Updates

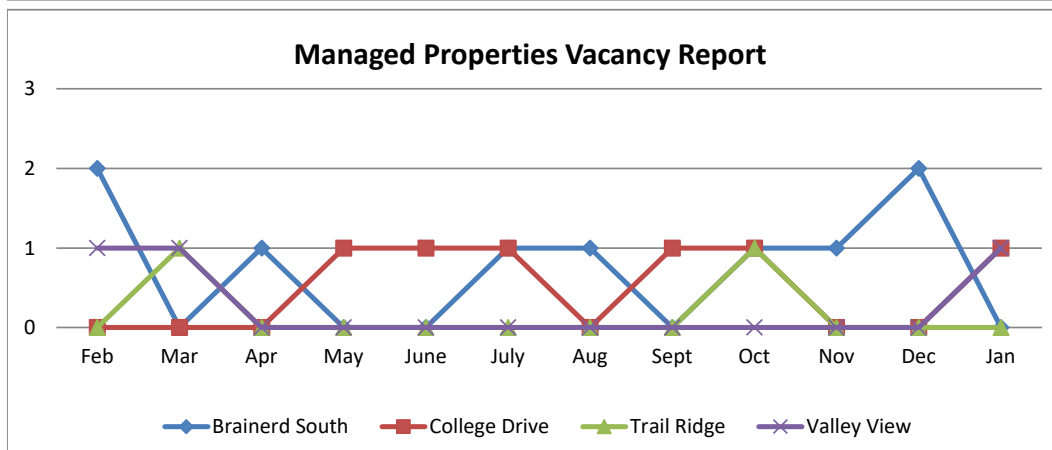
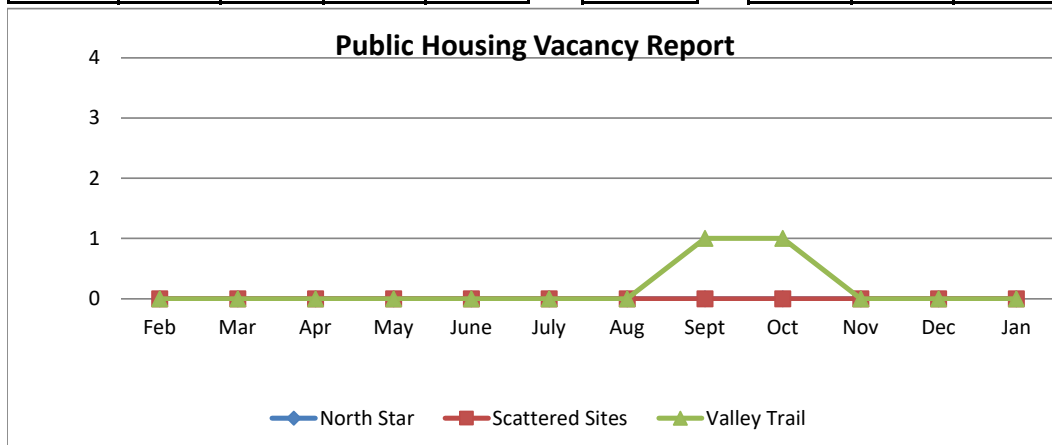
- 14 active participants in the ROSS program; 4 newly enrolled participants; 10 exited participants.
- 4 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - SNAP Food Boxes: 25 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 13 residents; 210 frozen meals (10 - 30 each); elderly tenants only.
- Activities Recap:
 - 5 residents participated in a nutrition seminar hosted by Humana. Seminars will continue on a monthly schedule and will address various nutrition topics.
 - The North Star Resident Council reached out for admin assistance in preparing for their upcoming executive committee election.
 - Erik arranged an open-house/walk-in event to assist North Star residents in obtaining free at-home COVID tests through the COVIDtests.gov portal.
- Facebook Stats:
 - 5 new posts on the ROSS Facebook page this past month which reached 20 individuals, with no additional likes, shares, comments, or viewers clicking through posts for more information.
- On-Site Pantry: Erik is researching options for the possibility of additional cold storage to help expand the on-site offerings.
- Success Story: – A participant in the program who had been struggling after their SSDI benefits were discontinued was referred to Legal Aid for representation for an appeal, which was successful, leading to the participant's SSDI benefits being fully re-instated.

No Action Requested; Discussion Items

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Brainerd HRA 2022 Vacancy Report

	Public Housing				Section 236	Tax Credit - DW Jones		
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%		College Drive	Trail Ridge	Valley View
# units	162	16	25	203	60	24	18	20
Jan 31	0	0	0	0	0	1	0	1
Jan %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	0.00%	5.00%
Feb 28								
Feb %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
March 31								
March %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
April 30								
April %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
May 31								
May %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
June 30								
June %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
July 31								
July %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Aug 31								
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sept 30								
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Oct 31								
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Nov 30								
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dec 31								
Vacancies	0	0	0	0	0	1	0	1
%	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	0.00%	5.00%



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Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report January 2022

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	28
Applications Placed on PH Wait List	13
Applications Denied	9

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	49	20	4	1
2 bdrm	14	33	0	0	0
3 bdrm	24	20	0	0	0
4 bdrm	5	7	0	0	0
TOTAL	203	109	20	4	1

5. Move-Ins and Move Outs

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

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	10
Annual Recertifications	2
Completed for this month	12

8. Annual Unit Inspections

Total units to be inspected this year	203
Number completed start of month	0
Number inspected for the month	0
Number completed year-to-date	0
Total left to be inspected this year	203
Have all building system inspections been completed?	No
If yes, please enter date	n/a

9. Lease Enforcements

Lease warnings/violations issued	4
30-day lease terminations	1

10. Evictions

Resident	Reason	Summons Date	Judgment Action
NS#709	Non-Payment	TBD	

11. Non-Emergency Work Orders

Beginning Balance	4
Received	91
Closed	91
Ending Balance	4
Total Completed Work Orders for Year	91

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	1
Completed within 24 hours	1	1
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	64,824
Other Charges	1,103
Total New Charges	65,927
Arrears, tenants in possession	311

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	150
Current Rent Charges	64,824
Current Rent Collections	64,674
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	2,305
Prior Rent Charges	760,822
Collection Rate	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
 2 Projects are in construction
 4 Applications have been sent out

MHFA

5 Projects are in construction
 3 Applications have been sent out

Housing Trust Fund

4 Applications have been sent out

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	59	51	0	7
Serene Pines	23	16	15	1	0
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: February 23rd, 2022

Re: Executive Director Report

Goal Setting / Strategic Planning

As we have several newer commissioners on our board and thinking about the future of the agency, I wanted to gauge the board's interest in having a goal setting session or strategic planning session in the near future. The last time the board looked at our goals was in early 2019. Through the change in director and throughout the pandemic we have not consciously looked at goal setting, something I do think would be helpful as we plot our course forward. The board could look at doing a full strategic planning session with a facilitator, or we could do more of a goal setting session that may still have an outside facilitator to spur our thinking but might be a little more cost effective. With the board's input I would likely look at having a session sometime in April. I have attached our most recent goals and action steps from 2019/2020 for your information.

No Action Requested; Discussion Items

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324 East River Road
Brainerd, MN 56401

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

Brainerd HRA 2019–2020 Strategic Plan Goals and Action Steps

Mission

Providing affordable housing and redevelopment opportunities to strengthen our neighborhoods and community.

Five-Year Vision

Become the preeminent development organization:

- In partnership with the City of Brainerd, BLAEDC and EDA
- As an integral part of community success
- Through collaborative efforts with other community agencies
- Doing development in the city of Brainerd
- By remaining a high performer on Federal programs
- By assisting more people than ever before

Goals and Action Steps

1. Continue the redevelopment and rehabilitation of commercial, rental and owner-occupied properties in the City of Brainerd.
 - Explore funding for rehab around schools.
 - Work with ISD 181 to identify homes being purchase and assist families in staying within the City of Brainerd.
 - Support the River to Rail initiative and provide a quarterly update.
 - Assist new or existing businesses to acquire funds for gap funding including BUF, IF and City Revolving Loan Program.
 - Support the Brainerd Industrial Center and the NP Center in redevelopment initiatives.
2. Continue providing high quality, safe and affordable housing for existing and potential residents and participants.
 - Continue to assist the City with revising the Rental Housing Maintenance Code.
 - Apply for VASH vouchers.
 - Continue to monitor and fully fund the Housing Choice Voucher program to maintain our utilization at 100%.
 - Explore repositioning public housing options.
 - Maintain a high performer status in PHAS.



3. Enhance collaboration and communication with partners and the public to support neighborhood growth and development.
 - Continue to identify and communicate with our partners on HRA projects.
 - Explore the Housing Supports program with Crow Wing County and Lutheran Social Services.
 - Support the Brainerd Riverfront Committee's plaza.
 - Annually review and monitor management agreements with CWC HRA, Crosby HRA, and the City of Brainerd.
 - Explore efficiencies with other HRA's in Crow Wing County.
4. Lead the revitalization efforts in downtown Brainerd.
 - Identify and support signature projects in downtown Brainerd.
 - Solicit and support developers for downtown Brainerd.
 - Support a downtown coordinator position.
 - Continue to support Brainerd Restoration efforts.
 - Assist and financially support existing and new downtown businesses through rehab, acquisition and other programs.
5. Continue to maintain and grow the overall health of the organization.
 - Review policies annually to ensure they are up to date.
 - Explore staffing needs and capacity.
 - Plan for succession and cross training.



2019-2020 HRA Goals and Action Steps Status Report

Goal	Action Steps	Status
Goal 1: Continue the redevelopment of commercial, rental and owner-occupied properties in the City of Brainerd	Explore funding for rehab around schools	
	Work with ISD 181 to identify homes being purchased and assist families in staying within the City of Brainerd	
	Support the River to Rail Initiative and provide a quarterly update	
	Assist new or existing businesses to acquire funds for gap funding including BUF, IF and City Revolving Loan Program	<i>Have met with several potential buyers/owners to promote the Revolving Loan Program; continue to work with downtown businesses to assist in gap funding</i>
	Support the Brainerd Industrial Center and the NP Center in redevelopment initiatives	<i>Met with owners of the NP Center to discuss their future plans; suggested they consider a Master Plan</i>
Goal 2: Continue providing high quality, safe and affordable housing for existing and potential residents and participants	Continue to assist the City with revising the Rental Housing Maintenance Code	
	Apply for VASH vouchers	<i>Attempted to apply for VASH vouchers in August, 2019, but could not receive a letter of support from the St. Cloud VA due to no homeless Veteran's included in the Point In Time (PIT) count.</i>
	Continue to monitor and fully fund the Housing Choice Voucher program to maintain our utilization at 100%	<i>Staff monitor's the HCV utilization program bi-weekly due to potential shortfall; Board authorized use of up to \$25,000 from Admin Fee reserves to keep our Unit Months Leased (UML) as close to 100% as possible</i>

Updated 11/19/18

	Explore repositioning public housing options	<i>Staff and Commissioner Wussow attended the MN NAHRO Repositioning training at the conference in May; Applied for a TA grant on behalf of Aitkin County HRA, Crosby HRA and Pequot Lakes HRA to hire a consultant to assist in the exploration of repositioning.</i>
	Maintain a high performer status in PHAS	<i>Brainerd HRA will be scored in 2020</i>
Goal 3: Enhance collaboration and communication with partners and the public to support neighborhood growth and development	Continue to identify and communicate with our partners on HRA projects	<i>Met with the YMCA on a potential expansion</i>
	Explore Housing Supports program with CWC and LSS	<i>Have had several meetings with LSS and CWC to discuss the program</i>
	Support the Brainerd Riverfront Committee's Plaza	<i>Attended BRC meetings</i>
	Annually review and monitor management agreements with CWC HRA, Crosby HRA, and the City of Brainerd	
	Explore efficiencies with other HRA's in Crow Wing County	
Goal 4: Lead the revitalization efforts in Downtown Brainerd	Identify and support signature projects in downtown Brainerd	
	Solicit and support developers for downtown Brainerd	<i>Have a developer who is interested in building a mixed-use building in downtown Brainerd. Continue to look for opportunities for this development</i>
	Support a downtown coordinator position	<i>Discussed a coordinator position with the Chamber and City of Brainerd. The City hired a marketing intern for the summer of 2019 to assist in downtown marketing efforts.</i>
	Continue to support Brainerd Restoration efforts	<i>LeAnn Goltz and John Schommer are on the Brainerd Restoration Board</i>

Updated 11/19/18

	Assist and financially support existing and new downtown businesses through rehab, acquisition and other programs	<i>Continue to explore potential mixed use development in downtown Brainerd</i>
Goals 5: Maintain and grow the overall health of the organization.	Review policies annually to ensure they are up to date	
	Explore staffing needs and capacity	
	Plan for succession and cross training	

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