

Brainerd Board of Commissioners Meeting
Wednesday, March 23rd, 2022 @ 1:00pm
Brainerd City Hall Council Chambers & Via WebEx Conference
501 Laurel Street, Brainerd, MN 56401

Join from browser:

<https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=med3a9a640412033983c938b2ba7c0ce3>

Join by phone: 415-655-0001 / Meeting number (access code): 2553 825 4432 / Meeting password yqXe6Kp6xd4

*“Our mission is to provide affordable housing and redevelopment opportunities
to strengthen our neighborhoods and community.”*

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. REVIEW AND APPROVE AGENDA
4. READING AND APPROVAL OF MINUTES *(Attachment 1) Pg. 3*
 - a. Approval of Minutes from Regular Board Meeting on February 23rd, 2022
5. UNFINISHED BUSINESS
6. NEW BUSINESS
7. BILLS & COMMUNICATIONS
 - a. Financial Report *(Attachment 2) Pg. 9*
 - b. HCV Programs Report *(Attachment 3) Pg. 37*
 - c. Housing Management Report *(Attachment 4) Pg. 45*
 - d. Rehab Programs Report *(Attachment 5) Pg. 53*
 - e. Executive Director Report *(Attachment 6) Pg. 55*
8. COMMISSIONER COMMENTS
9. NEXT MEETING: Wednesday April 27th, 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
Kevin Yeager, Commissioner, term expiring 12/31/22
Janet Decker, Resident Commissioner, term expiring 12/31/26

This page intentionally left blank.



Brainerd HRA BOARD MEETING MINUTES

Wednesday, February 23rd, 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, February 23rd, 2022.

1. **CALL TO ORDER:** Chair Johnson called the meeting to order at 1:00 p.m.
2. **ROLL CALL:** Present: Commissioners Gabe Johnson, Michael Duval, Marlee Larson (webex), Wayne Erickson, and 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 Johnson and Executive Director Charpentier. Addition was included under the New Business section item 6 a. Oath of Office for Kevin Yeager w/attachment 5a Oath.

Moved and seconded by Commissioners Erickson and Duval to approve the edit and agenda as now presented from the February 23rd, 2022, board meeting. Through a roll call vote, all commissioners were in favor, and none were opposed. The agenda was approved.

6a. Oath of Office

(This was moved to this position for action rights during this February meeting)

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. The official Oath of office was conducted by Charpentier.

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

Moved and seconded by Commissioners Duval and Larson to approve the minutes from the January 26th, 2022, board meeting. Through a roll call vote, all commissioners were in favor, and none were opposed. The minutes were approved.

5. **UNFINISHED BUSINESS:**

- a. **Review Committed and Assigned Funds 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.

Commissioner Duval motion approval to determine the committed fund balance amount as specified above \$89,594. Commissioner Larson seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

Commissioner Erickson motion approval to determine the assigned fund balance amount as specified above \$15,000. Commissioner Larson seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

b. Revision to the VEPS Policy

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.

Commissioner Duval motion to approve the changes to the Voluntary Emergency Paid Sick Leave Policy that was previously adopted by the board resolution 2022-01. Commissioner Decker seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

- **Chair Johnson excused himself from this section of the meeting and appointed Commissioner Duval to lead this section.**

6. NEW BUSINESS:

Brainerd TIF District Discussion Regarding 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, an 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.

Commissioner Larson moved to approve the 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.

Commissioner Erickson seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed (Chair Johnson was exited from this vote). The motion was approved.

- **Chair Johnson reentered the meeting and took back the lead from Commissioner Duval.**

7. BILLS & COMMUNICATIONS:

a. Financial Report:

Young presented the Financial Reports and supporting information.

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.

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

b. HCV Report:

Eller presented her reports and supporting information.

HCV Report

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

Bridges 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

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

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.

c. Housing Management Report:

Fortune presented her reports and supporting documents.

Vacancy Report for January 2022 Report was presented.

Monthly Property Performance Report for January 2022 Report was presented.

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.FY21 Grant Application
- 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.

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

2 Projects are in construction

4 Applications have been sent out

MHFA

5 Projects are in construction

4 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*

e. Executive Director Report:

Charpentier presented his reports and supporting information.

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.

**The board would like to meet Mid-May to refresh on the goals of the HRA.*

8. Commissioner Comments:

Larson –

Becker –

Duval – Thank you fellow commissioners for weathering through the VAPS Policy.

Kent-Ehlebracht –

Johnson –

Erickson –

Yeager –

9. ADJOURN:

Commissioner Erickson made a motion to adjourn the meeting. Commissioner Duval 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.



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: March 14, 2022
Re: March Financial Report

Please find attached the financial information for February 2022.

Agency Audit

Mary Reedy from CliftonLarsonAllen (CLA) will be at our April meeting to present the Brainerd HRA audit.

The unaudited financial statements were due to the Real Estate Assessment Center (REAC) by February 28th and have been submitted.

Crow Wing County HRA Audit

The CWC HRA audit has been finalized by CLA. CLA has issued an unmodified Auditor's Report with no findings or misstatements. The audit was presented to the CWC HRA Board at their March meeting.

Brainerd South Compilation

The Brainerd South compilation was completed by CLA. CLA issued a Compilation Report with no findings.

The unaudited information is due to REAC by March 31st and has been submitted.

NAC Mechanical and Electrical Services Payment

In February, we processed the final Application for Payment from NAC in the amount of \$41,751.50 for the North Star boiler project. This brings the total payments to \$835,030 for this project. The funds for this final payment were drawn out of the 2021 Capital Fund Program (CFP) grant.

2022 Federal Funding

Congress recently passed the 2022 HUD spending bill for our federal programs. For Public Housing, Capital Fund appropriations are at the highest funding level ever for capital improvements. Operating Fund appropriations are at a higher level than 2021 – so even though our Operating Subsidy eligibility is significantly lower than last year – we anticipate the proration levels will be higher due to the increased funding availability. For Housing Choice Voucher (HCV), HAP funding is appropriated at a higher level than 2021. HCV Admin Fees are also being funded at a higher level than 2021 with an initial proration level of approximately 92%

Action Requested: Motion for approval of payments as presented.

This page intentionally left blank.

Brainerd Housing & Redevelopment Authority

2022 Ratios (and December, 2021)

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

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

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

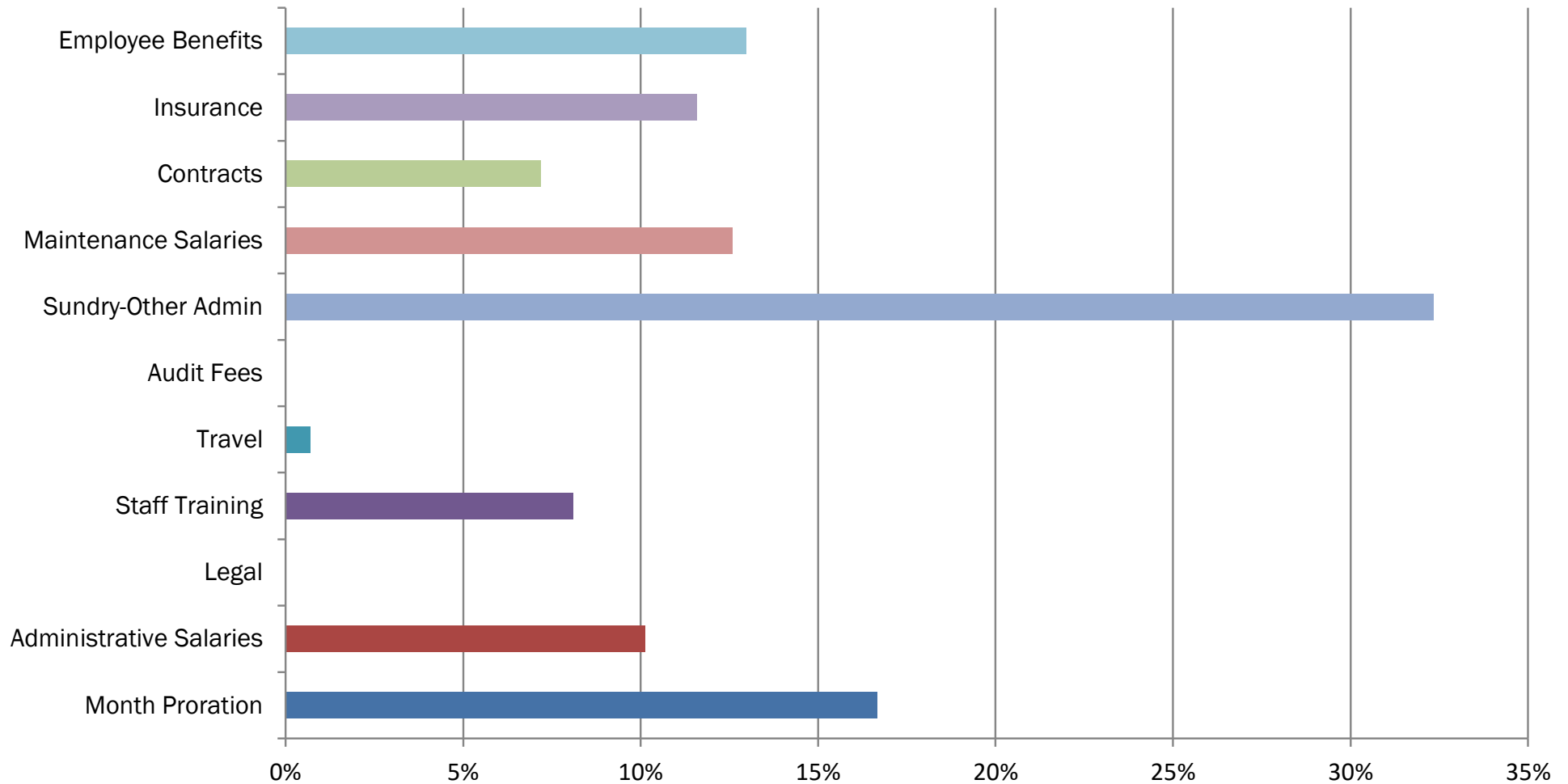
This page intentionally left blank.

February 2022 Operating Account Balances

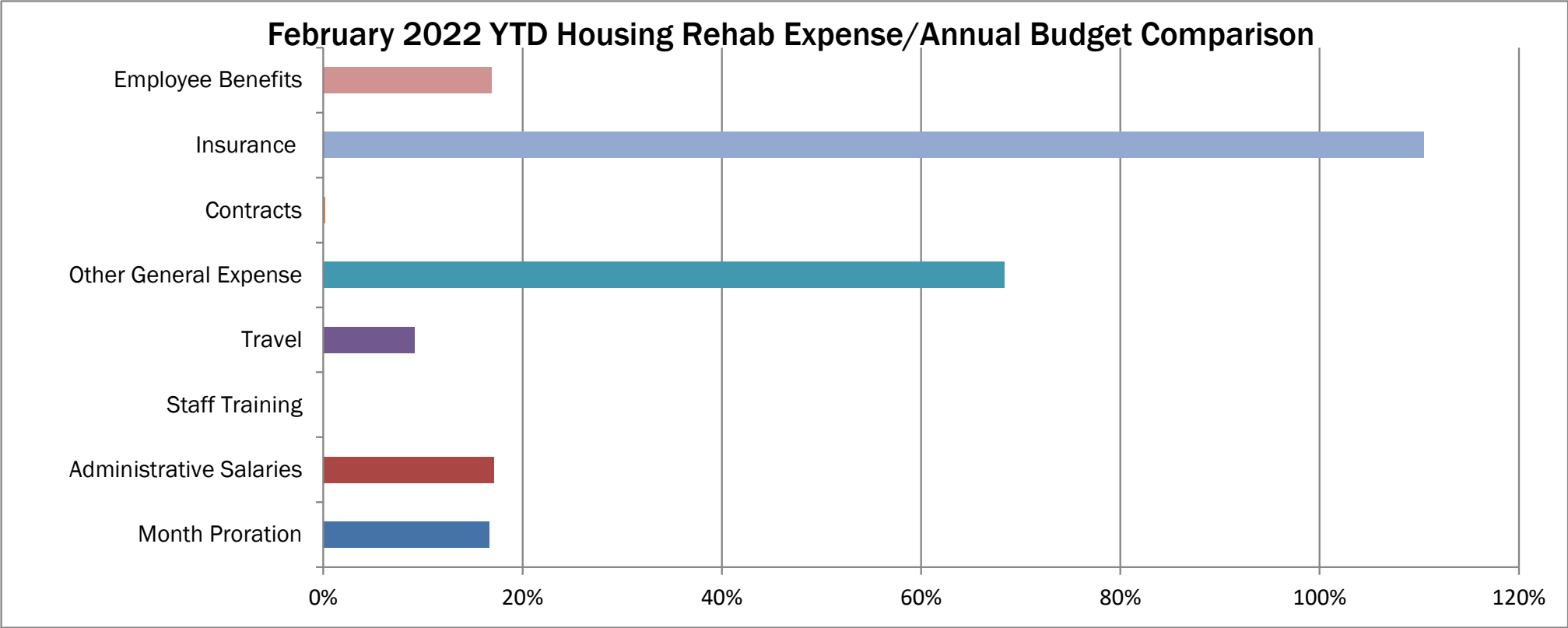
Property/Program	February 2021	January 2022	February 2022
General Fund	\$284,065.47	\$394,337.53	\$389,931.77
Housing Rehab Program	\$90,771.32	\$205,008.63	\$204,945.81
Bridges	\$752.68	-\$3,817.68	\$1,227.98
Crow Wing County HRA	\$1,036,285.94	\$1,528,265.77	\$1,517,026.14
Public Housing	\$624,492.62	\$709,260.63	\$733,828.80
Brainerd South	\$36,300.07	\$65,229.36	\$39,881.79
Housing Choice Voucher	\$29,006.80	\$37,372.29	\$19,781.36
Total	\$2,101,674.90	\$2,935,656.53	\$2,906,623.65

This page intentionally left blank.

February 2022 YTD General Fund Expense/Annual Budget Comparison



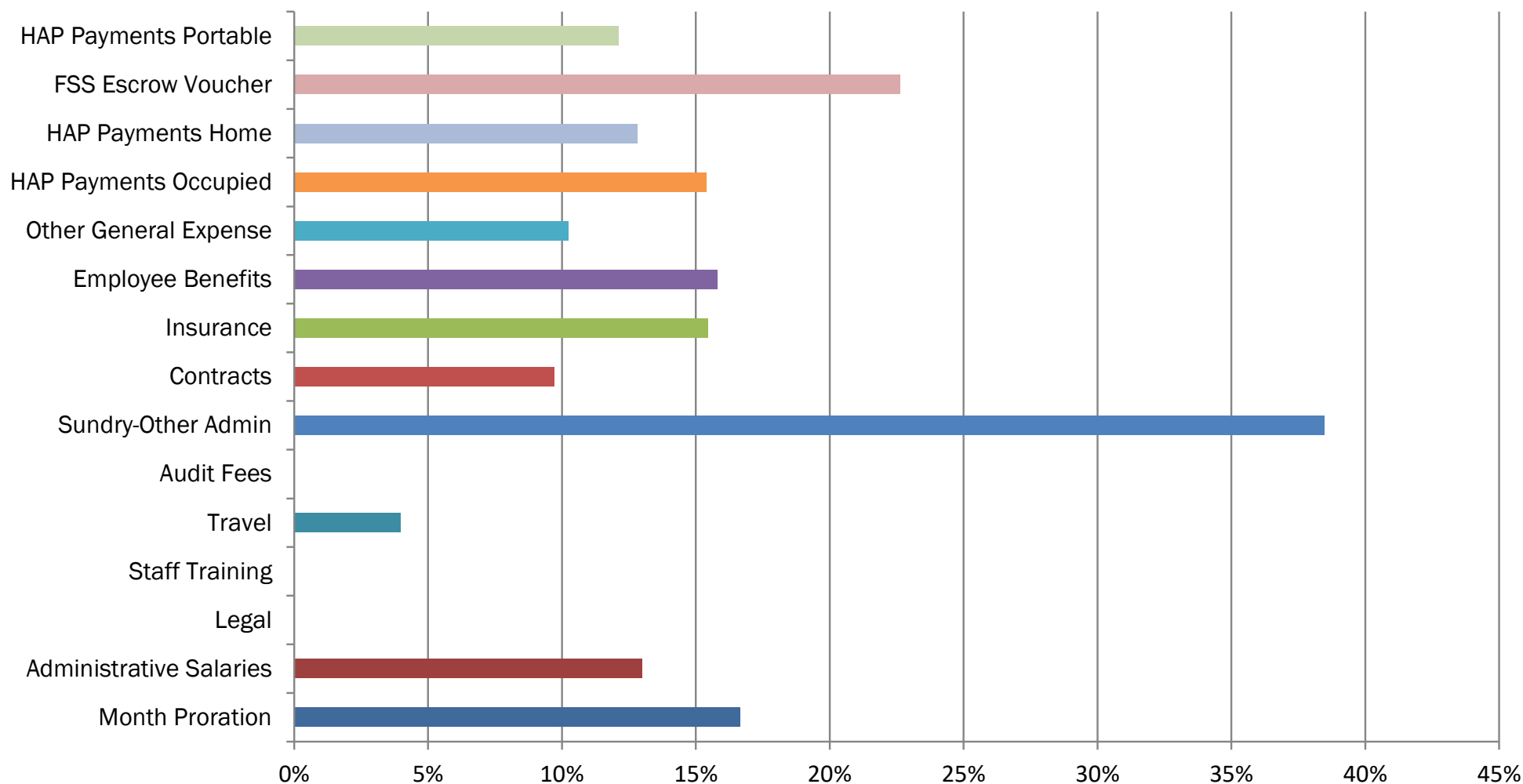
Sundry-Other Admin: Purchased postage annually for agency in January. Purchased new switch for the IT Room.



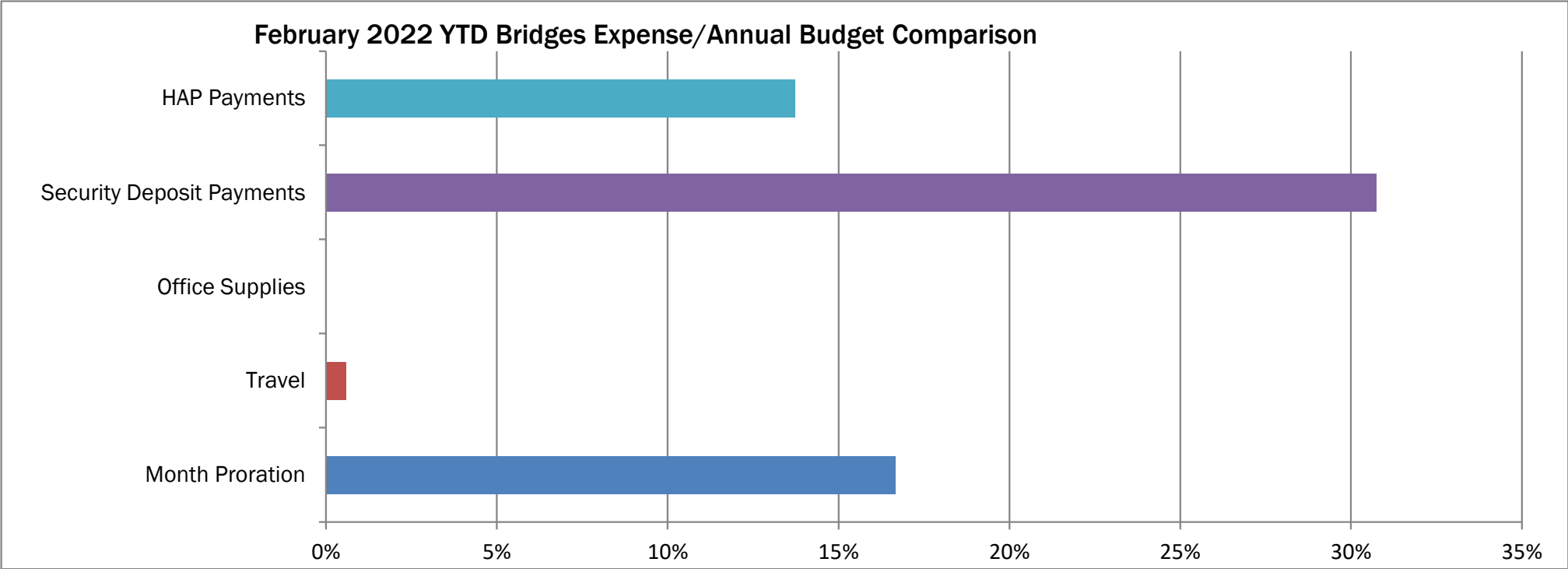
Other General Expense: Happy software purchased for rehab department.

Insurance: Worker's Comp insurance annual premium paid in February.

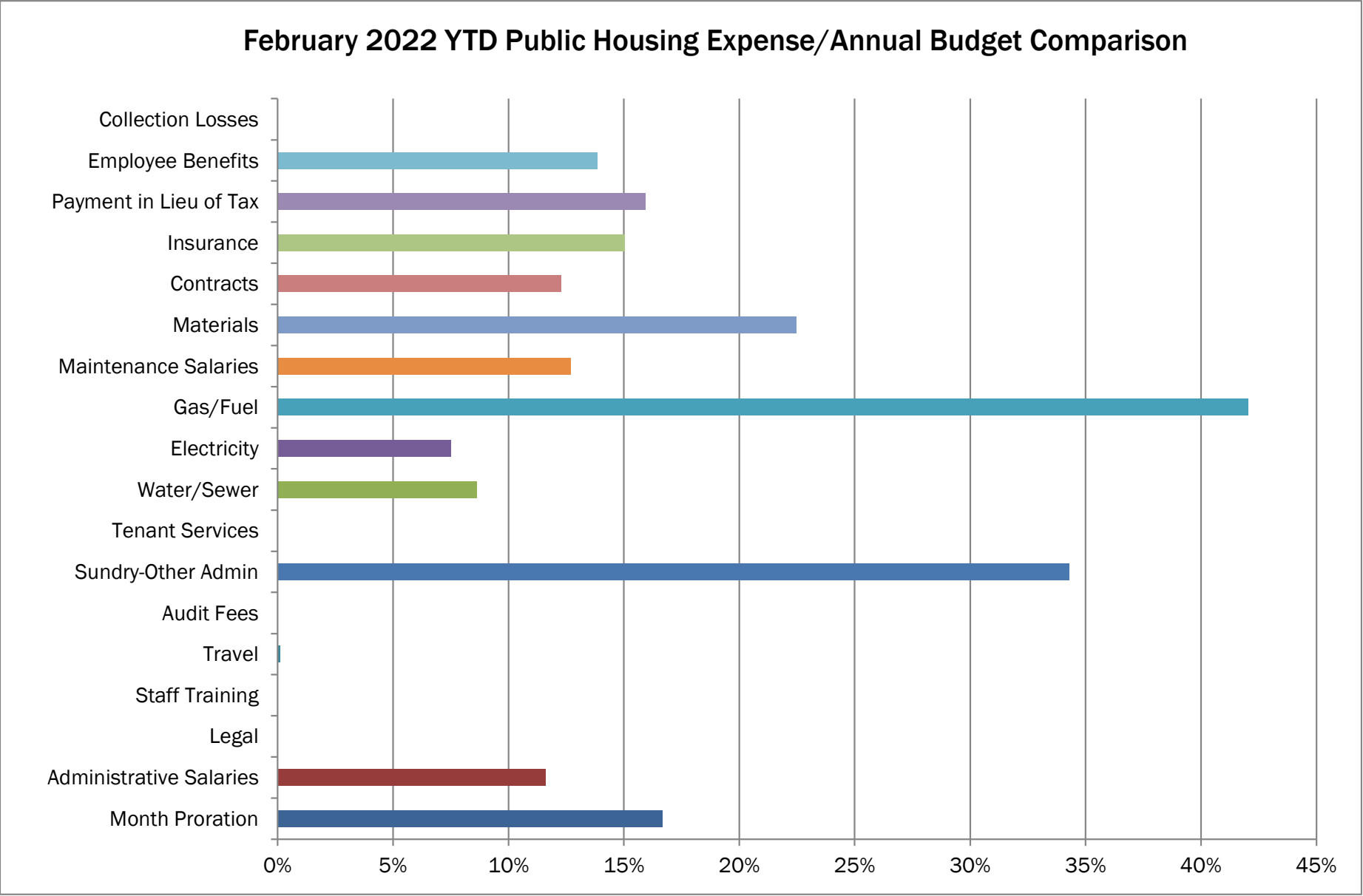
February 2022 YTD Housing Choice Voucher Expense/Annual Budget Comparison



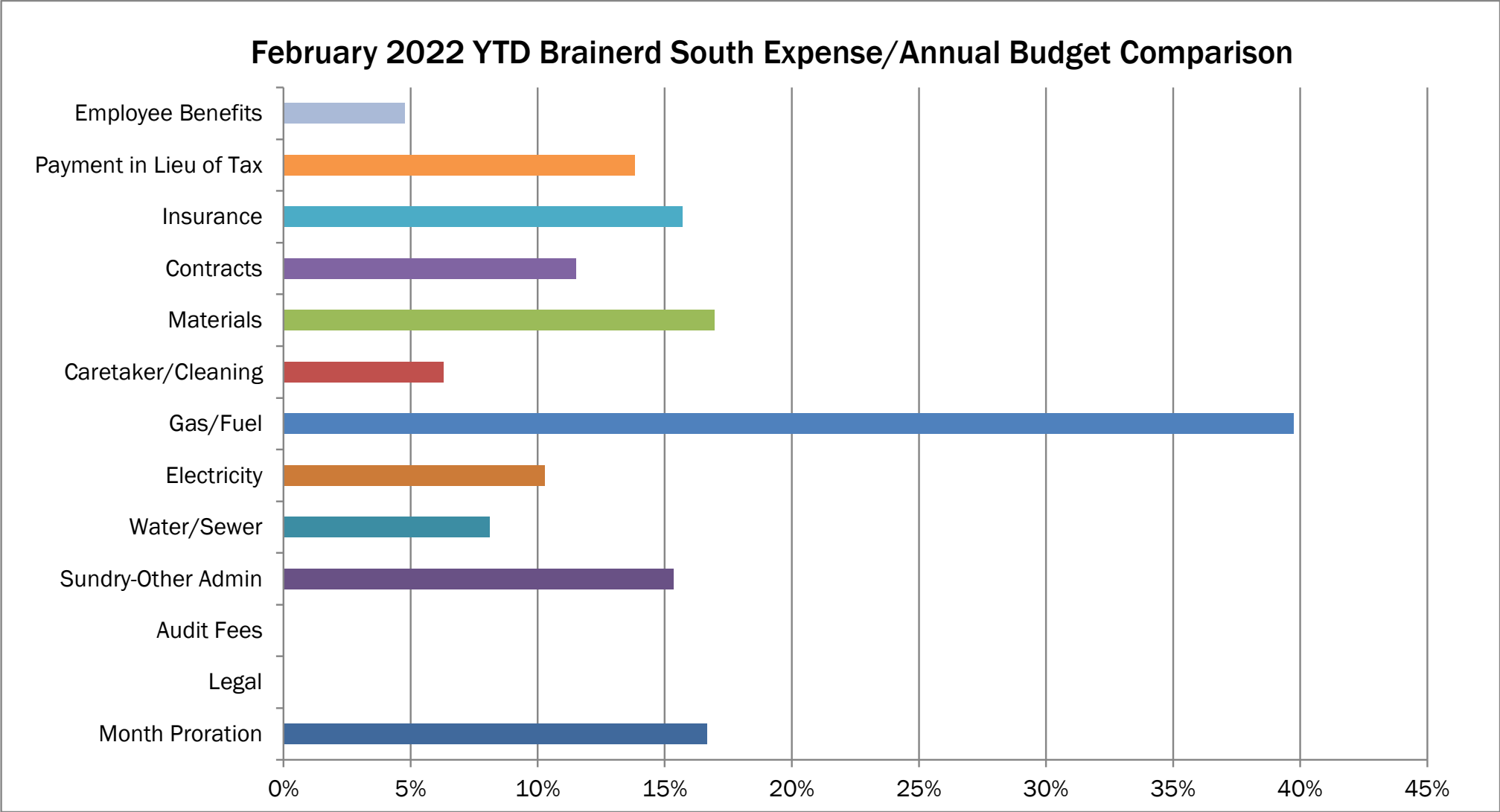
Sundry-Other Admin: Purchased postage annually for agency in January.



Security Deposit Payments: Allowable use of grant funds can be for deposit payments.



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



Date: 3/15/2022
Time: 2:39:04 PM
joe

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

Page: 1
Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-14,519.44	-28,985.70	-28,666.66	-319.04
Interest Income	-2.78	-5.92	-8.34	2.42
Other Income	-422.50	-422.50	-2,283.32	1,860.82
TOTAL INCOME	-14,944.72	-29,414.12	-30,958.32	1,544.20
EXPENSE				
Administrative				
Administrative Salaries	11,583.26	17,620.25	29,010.84	-11,390.59
Legal	0.00	0.00	416.66	-416.66
Staff Training	405.46	405.46	833.34	-427.88
Travel	4.11	4.11	100.00	-95.89
Sundry-Other Admin	1,013.81	2,279.41	1,441.64	837.77
Total Administration	13,006.64	20,309.23	31,802.48	-11,493.25
Maintenance				
Maintenance Salaries	811.45	1,473.83	1,950.00	-476.17
Contracts	375.08	616.07	1,428.34	-812.27
Total Maintenance	1,186.53	2,089.90	3,378.34	-1,288.44
General				
TIF Expense	0.00	0.00	21.66	-21.66
Insurance	483.84	713.22	1,025.82	-312.60
Employee Benefits	5,366.39	10,945.66	14,052.50	-3,106.84
Other General Expense	0.00	0.00	4,166.66	-4,166.66
Total General	5,850.23	11,658.88	19,266.64	-7,607.76
TOTAL EXPENSE	20,043.40	34,058.01	54,447.46	-20,389.45
Net Income/Loss	5,098.68	4,643.89	23,489.14	-18,845.25

Date: 3/15/2022

Time: 2:39:11 PM

joe

Housing Rehab Operating Statement

February, 2022

Page: 1

Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,962.50	-58,408.60	-45,708.34	-12,700.26
TOTAL INCOME	-10,962.50	-58,408.60	-45,708.34	-12,700.26
EXPENSE				
Administrative				
Administrative Salaries	7,041.28	13,863.54	13,505.84	357.70
Staff Training	0.00	0.00	833.34	-833.34
Travel	91.30	91.30	166.66	-75.36
Other Admin Exp	26.25	2,509.50	728.32	1,781.18
Total Administration	7,158.83	16,464.34	15,234.16	1,230.18
Maintenance				
Contracts	90.00	228.00	22,500.00	-22,272.00
Total Maintenance	90.00	228.00	22,500.00	-22,272.00
General				
Insurance	552.29	552.29	83.34	468.95
Employee Benefits	3,224.20	6,359.43	6,254.18	105.25
Total General	3,776.49	6,911.72	6,337.52	574.20
TOTAL EXPENSE	11,025.32	23,604.06	44,071.68	-20,467.62
Net Income/Loss	62.82	-34,804.54	-1,636.66	-33,167.88

Date: 3/15/2022
 Time: 2:39:14 PM
 joe

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

Page: 1
 Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-117,649.00	-238,806.00	-246,983.34	8,177.34
Admin Fees Earned	-25,690.84	-44,693.84	-47,213.34	2,519.50
Interest Income	-0.17	-0.25	0.00	-0.25
Other Income	-1,296.00	-1,296.00	-5,000.00	3,704.00
TOTAL INCOME	-144,636.01	-284,796.09	-299,196.68	14,400.59
EXPENSE				
Administrative				
Administrative Salaries	15,069.11	25,434.06	32,630.00	-7,195.94
Legal	0.00	0.00	83.34	-83.34
Staff Training	0.00	0.00	833.34	-833.34
Travel	99.45	99.45	416.66	-317.21
Sundry-Other Admin	193.55	2,097.50	1,691.64	405.86
Total Administration	15,362.11	27,631.01	35,654.98	-8,023.97
Maintenance				
Contracts	625.93	908.73	1,560.00	-651.27
Total Maintenance	625.93	908.73	1,560.00	-651.27
General				
Insurance	607.55	1,018.06	1,097.48	-79.42
Employee Benefits	7,958.17	16,150.61	17,018.32	-867.71
Other General Expense	81.92	163.84	266.66	-102.82
Total General	8,647.64	17,332.51	18,382.46	-1,049.95
HAP Payments				
HAP Payments Occupied	105,093.00	212,296.00	229,695.16	-17,399.16
HAP Payments Home	2,848.00	5,696.00	7,409.34	-1,713.34
FSS Escrow Voucher	3,353.00	6,705.00	4,939.00	1,766.00
HAP Payments Portable	1,795.00	3,590.00	4,939.84	-1,349.84
Total HAP	113,089.00	228,287.00	246,983.34	-18,696.34
TOTAL EXPENSE	137,724.68	274,159.25	302,580.78	-28,421.53
Net Income/Loss	-6,911.33	-10,636.84	3,384.10	-14,020.94

Date: 3/15/2022
 Time: 2:39:16 PM
 joe

Bridges Program
Bridges Operating Statement
February, 2022

Page: 1
 Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-8,516.00	-8,516.00	-9,808.34	1,292.34
Admin Revenue	-1,200.00	-1,200.00	-1,200.00	0.00
Total Income	-9,716.00	-9,716.00	-11,008.34	1,292.34
EXPENSE				
Administrative				
Travel	2.34	2.34	66.66	-64.32
Office Supplies	0.00	0.00	8.34	-8.34
Total Administration	2.34	2.34	75.00	-72.66
General				
Security Deposit Pmts	790.00	790.00	428.34	361.66
HAP Payment to Landlords	3,878.00	7,726.00	9,380.00	-1,654.00
Total General	4,668.00	8,516.00	9,808.34	-1,292.34
TOTAL EXPENSE	4,670.34	8,518.34	9,883.34	-1,365.00
Net Income/Loss	-5,045.66	-1,197.66	-1,125.00	-72.66

Date: 3/15/2022
Time: 2:39:20 PM
joe

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

Page: 4
Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-63,659.00	-127,743.00	-131,398.34	3,655.34
Excess Utilities	0.00	0.00	-600.00	600.00
Operating Subsidy	-31,031.00	-62,061.00	-55,000.00	-7,061.00
Investment Interest	36.34	77.77	0.00	77.77
Other Income	-14,158.49	-27,853.99	-30,763.34	2,909.35
Other Income Tenants	-2,722.00	-9,393.73	-3,258.34	-6,135.39
Capital Fund Income	0.00	0.00	-11,000.00	11,000.00
Laundry Income	-1,469.00	-3,039.00	-3,183.34	144.34
TOTAL INCOME	-113,003.15	-230,012.95	-235,203.36	5,190.41
EXPENSE				
Administrative				
Administrative Salaries	22,756.32	38,916.44	55,818.34	-16,901.90
Legal	0.00	0.00	666.66	-666.66
Staff Training	0.00	0.00	2,333.34	-2,333.34
Travel	1.17	1.17	166.66	-165.49
Sundry-Other Admin	1,791.35	7,052.46	4,828.32	2,224.14
Total Administration	24,548.84	45,970.07	63,813.32	-17,843.25
Tenant Services				
Rec Public and Other	0.00	0.00	825.00	-825.00
Total Tenant Services	0.00	0.00	825.00	-825.00
Utilities				
Water/Sewer	6,558.59	6,558.59	12,656.66	-6,098.07
Electricity	6,033.70	6,033.70	13,393.34	-7,359.64
Gas/Fuel	9,043.16	17,855.77	7,077.50	10,778.27
Total Utilities	21,635.45	30,448.06	33,127.50	-2,679.44
Maintenance				
Labor	16,592.80	28,679.52	37,623.34	-8,943.82
Materials	5,041.92	6,739.87	5,000.00	1,739.87
Contracts	15,317.24	22,383.98	30,358.32	-7,974.34
Total Maintenance	36,951.96	57,803.37	72,981.66	-15,178.29
General				
Insurance	9,490.39	16,585.58	18,390.00	-1,804.42
Payment in Lieu of Tax	1,986.63	4,460.63	4,666.66	-206.03
Employee Benefits	16,931.69	36,150.04	43,511.68	-7,361.64
Collection Losses	0.00	0.00	700.00	-700.00
Other General Expense	1,000.00	1,000.00	0.00	1,000.00
Total General	29,408.71	58,196.25	67,268.34	-9,072.09
TOTAL EXPENSE	112,544.96	192,417.75	238,015.82	-45,598.07
Net Income/Loss	-458.19	-37,595.20	2,812.46	-40,407.66

Date: 3/15/2022

Time: 2:39:26 PM

joe

Brainerd South Operating Statement
February, 2022

Page: 1

Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-21,627.00	-42,280.00	-40,873.34	-1,406.66
Rental Supplement	-4,959.00	-8,998.00	-8,450.00	-548.00
Investment Interest	8.23	16.42	0.00	16.42
Other Income	-2,050.00	-4,175.00	-4,433.34	258.34
Laundry Income	-600.75	-1,252.50	-1,446.66	194.16
TOTAL INCOME	-29,228.52	-56,689.08	-55,203.34	-1,485.74
EXPENSE				
Administrative				
Legal	0.00	0.00	833.34	-833.34
Sundry-Other Admin	3,500.09	7,248.95	7,873.34	-624.39
Total Administration	3,500.09	7,248.95	8,706.68	-1,457.73
Utilities				
Water	1,326.27	1,326.27	2,723.34	-1,397.07
Electricity	595.49	595.49	966.66	-371.17
Gas/Fuel	3,584.01	7,087.79	2,973.34	4,114.45
Total Utilities	5,505.77	9,009.55	6,663.34	2,346.21
Maintenance				
Labor	1,167.69	1,214.70	3,216.66	-2,001.96
Materials	1,820.95	3,070.95	3,016.68	54.27
Contracts	4,652.93	7,890.39	11,416.66	-3,526.27
Total Maintenance	7,641.57	12,176.04	17,650.00	-5,473.96
General				
Insurance	2,815.56	5,623.20	5,966.66	-343.46
Payment in Lieu of Tax	780.02	1,520.78	1,833.34	-312.56
Employee Benefits	56.04	59.63	208.34	-148.71
Total General	3,651.62	7,203.61	8,008.34	-804.73
TOTAL EXPENSE	20,299.05	35,638.15	41,028.36	-5,390.21
Net Income/Loss	-8,929.47	-21,050.93	-14,174.98	-6,875.95

**February 2022
Prior Year Comparative Operating
Statements**

This page intentionally left blank.

Date: 3/15/2022

Time: 3:15:32 PM

joe

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

Page: 1

Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
General Fund Operating INCOME				
Management Fees	-28,985.70	-28,666.66	-28,781.90	-28,860.31
Interest Income	-5.92	-8.34	-5.17	-692.70
Other Income	-422.50	-2,283.32	-399.00	0.00
TOTAL INCOME	-29,414.12	-30,958.32	-32,415.07	-29,553.01
EXPENSE				
Administrative				
Administrative Salaries	17,620.25	29,010.84	19,998.10	21,498.79
Legal	0.00	416.66	0.00	0.00
Staff Training	405.46	833.34	0.00	0.00
Travel	4.11	100.00	0.00	0.00
Sundry-Other Admin	2,279.41	1,441.64	860.77	762.72
Total Administration	20,309.23	31,802.48	20,858.87	22,261.51
Maintenance				
Maintenance Salaries	1,473.83	1,950.00	1,063.66	1,604.06
Contracts	616.07	1,428.34	318.13	265.11
Total Maintenance	2,089.90	3,378.34	1,381.79	1,869.17
General				
TIF Expense	0.00	21.66	30.00	0.00
Insurance	713.22	1,025.82	485.41	930.57
Employee Benefits	10,945.66	14,052.50	13,527.37	14,739.45
Other General Expense	0.00	4,166.66	2,100.00	2,000.00
Total General	11,658.88	19,266.64	16,142.78	17,670.02
TOTAL EXPENSE	34,058.01	54,447.46	38,383.44	41,800.70
Net Income/Loss	4,643.89	23,489.14	5,968.37	12,247.69

Date: 3/15/2022
Time: 3:15:45 PM
joe

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

Page: 1
Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Housing Rehab Operating INCOME				
Other Income	-58,408.60	-45,708.34	-20,187.50	-59,465.01
TOTAL INCOME	-58,408.60	-45,708.34	-20,187.50	-59,465.01
EXPENSE				
Administrative				
Administrative Salaries	13,863.54	13,505.84	14,306.00	14,056.77
Staff Training	0.00	833.34	0.00	0.00
Travel	91.30	166.66	34.72	82.36
Other Admin Exp	2,509.50	728.32	208.50	1,270.51
Total Administration	16,464.34	15,234.16	14,549.22	15,409.64
Maintenance				
Contracts	228.00	22,500.00	12,579.88	69,945.00
Total Maintenance	228.00	22,500.00	12,579.88	69,945.00
General				
Insurance	552.29	83.34	486.86	410.35
Employee Benefits	6,359.43	6,254.18	5,835.42	4,979.38
Total General	6,911.72	6,337.52	6,322.28	5,389.73
TOTAL EXPENSE	23,604.06	44,071.68	33,451.38	90,744.37
Net Income/Loss	-34,804.54	-1,636.66	13,263.88	31,279.36

Date: 3/15/2022
Time: 3:15:48 PM
joe

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

Page: 1
Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-238,806.00	-246,983.34	-249,314.00	-234,876.00
Admin Fees Earned	-44,693.84	-47,213.34	-37,580.67	-30,780.00
Interest Income	-0.25	0.00	-0.46	-46.28
Other Income	-1,296.00	-5,000.00	-13,399.45	-5,256.00
TOTAL INCOME	-284,796.09	-299,196.68	-300,294.58	-270,958.28
EXPENSE				
Administrative				
Administrative Salaries	25,434.06	32,630.00	23,355.44	19,620.22
Legal	0.00	83.34	0.00	0.00
Staff Training	0.00	833.34	0.00	0.00
Travel	99.45	416.66	0.00	181.13
Sundry-Other Admin	2,097.50	1,691.64	1,325.39	1,304.57
Total Administration	27,631.01	35,654.98	24,680.83	21,105.92
Maintenance				
Contracts	908.73	1,560.00	798.61	350.11
Total Maintenance	908.73	1,560.00	798.61	350.11
General				
Insurance	1,018.06	1,097.48	1,026.29	931.73
Employee Benefits	16,150.61	17,018.32	16,125.22	15,149.10
Other General Expense	163.84	266.66	153.28	289.04
Total General	17,332.51	18,382.46	18,574.79	18,671.87
HAP Payments				
HAP Payments Occupied	212,296.00	229,695.16	236,435.00	219,942.00
HAP Payments Home	5,696.00	7,409.34	7,652.00	8,572.00
FSS Escrow Voucher	6,705.00	4,939.00	4,069.00	3,350.00
HAP Payments Portable	3,590.00	4,939.84	3,385.00	5,651.00
Total HAP	228,287.00	246,983.34	251,541.00	237,515.00
TOTAL EXPENSE	274,159.25	302,580.78	295,595.23	277,642.90
Net Income/Loss	-10,636.84	3,384.10	-4,699.35	6,684.62

Date: 3/15/2022
Time: 3:15:51 PM
joe

Bridges Program PY
Bridges Operating Statement
February, 2022

Page: 1
Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Bridges Operating INCOME				
HAP Received MHFA	-8,516.00	-9,808.34	-7,242.00	-10,247.00
Admin Revenue	-1,200.00	-1,200.00	-700.00	-1,250.00
Total Income	-9,716.00	-11,008.34	-4,713.00	-11,497.00
EXPENSE				
Administrative				
Travel	2.34	66.66	0.00	21.28
Office Supplies	0.00	8.34	0.00	0.00
Total Administration	2.34	75.00	0.00	21.28
General				
Security Deposit Pmts	790.00	428.34	500.00	0.00
HAP Payment to Landlords	7,726.00	9,380.00	6,742.00	10,247.00
Total General	8,516.00	9,808.34	7,242.00	10,247.00
TOTAL EXPENSE	8,518.34	9,883.34	7,242.00	10,268.28
Net Income/Loss	-1,197.66	-1,125.00	2,529.00	-1,228.72

Date: 3/15/2022

Time: 3:15:56 PM

joe

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

Page: 4
Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Public Housing Operating INCOME				
Dwelling Rental	-127,743.00	-131,398.34	-124,177.00	-126,156.00
Excess Utilities	0.00	-600.00	0.00	0.00
Operating Subsidy	-62,061.00	-55,000.00	-49,010.00	-44,427.00
Investment Interest	77.77	0.00	87.15	-877.11
Other Income	-27,853.99	-30,763.34	-21,679.86	-32,219.27
Other Income Tenants	-9,393.73	-3,258.34	-2,479.19	-3,598.42
Capital Fund Income	0.00	-11,000.00	0.00	0.00
Laundry Income	-3,039.00	-3,183.34	-2,852.75	-2,911.00
TOTAL INCOME	-230,012.95	-235,203.36	-200,111.65	-210,188.80
EXPENSE				
Administrative				
Administrative Salaries	38,916.44	55,818.34	40,070.95	38,312.45
Legal	0.00	666.66	3,007.24	132.50
Staff Training	0.00	2,333.34	0.00	268.40
Travel	1.17	166.66	0.00	149.85
Sundry-Other Admin	7,052.46	4,828.32	5,561.96	3,811.94
Total Administration	45,970.07	63,813.32	48,640.15	42,675.14
Tenant Services				
Rec Public and Other	0.00	825.00	0.00	0.00
Total Tenant Services	0.00	825.00	0.00	0.00
Utilities				
Water/Sewer	6,558.59	12,656.66	6,090.05	5,766.46
Electricity	6,033.70	13,393.34	5,952.17	5,934.96
Gas/Fuel	17,855.77	7,077.50	5,814.65	11,945.13
Total Utilities	30,448.06	33,127.50	17,856.87	23,646.55
Maintenance				
Labor	28,679.52	37,623.34	22,989.04	27,805.84
Materials	6,739.87	5,000.00	1,582.01	1,040.34
Contracts	22,383.98	30,358.32	42,237.42	18,196.79
Total Maintenance	57,803.37	72,981.66	66,808.47	47,042.97
General				
Insurance	16,585.58	18,390.00	16,979.78	15,186.34
Payment in Lieu of Tax	4,460.63	4,666.66	4,964.65	4,871.51
Employee Benefits	36,150.04	43,511.68	37,239.73	40,081.65
Collection Losses	0.00	700.00	0.00	0.00
Other General Expense	1,000.00	0.00	0.00	0.00
Total General	58,196.25	67,268.34	59,184.16	60,139.50
TOTAL EXPENSE	192,417.75	238,015.82	192,489.65	173,504.16
Net Income/Loss	-37,595.20	2,812.46	-7,622.00	-36,684.64

Date: 3/15/2022
Time: 3:16:03 PM
joe

**Brainerd South Operating Statement
February, 2022**

Page: 1
Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Brainerd South Operating				
INCOME				
Dwelling Rental	-42,280.00	-40,873.34	-40,756.00	-41,439.00
Rental Supplement	-8,998.00	-8,450.00	-8,417.00	-7,207.00
Investment Interest	16.42	0.00	18.78	-1,129.71
Other Income	-4,175.00	-4,433.34	-4,499.25	-4,381.00
Laundry Income	-1,252.50	-1,446.66	-637.75	-1,327.75
TOTAL INCOME	-56,689.08	-55,203.34	-54,291.22	-55,484.46
EXPENSE				
Administrative				
Legal	0.00	833.34	1,697.45	0.00
Sundry-Other Admin	7,248.95	7,873.34	7,970.01	7,487.38
Total Administration	7,248.95	8,706.68	9,667.46	7,487.38
Utilities				
Water	1,326.27	2,723.34	1,262.54	1,088.01
Electricity	595.49	966.66	526.71	499.74
Gas/Fuel	7,087.79	2,973.34	2,250.50	4,265.66
Total Utilities	9,009.55	6,663.34	4,039.75	5,853.41
Maintenance				
Labor	1,214.70	3,216.66	2,167.39	62.68
Materials	3,070.95	3,016.68	2,993.25	2,697.74
Contracts	7,890.39	11,416.66	7,843.03	8,098.48
Total Maintenance	12,176.04	17,650.00	13,003.67	10,858.90
General				
Insurance	5,623.20	5,966.66	5,567.59	5,439.02
Payment in Lieu of Tax	1,520.78	1,833.34	1,696.26	1,654.01
Employee Benefits	59.63	208.34	238.52	0.00
Total General	7,203.61	8,008.34	7,502.37	7,093.03
TOTAL EXPENSE	35,638.15	41,028.36	34,213.25	31,292.72
Net Income/Loss	-21,050.93	-14,174.98	-20,077.97	-24,191.74

Brainerd Housing and Redevelopment Authority
Payment Summary Report
February 2022

Attachment 2v

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/10/2022	870	Former Employee Expense Reimbursement	\$700.53
2/11/2022	871	Carrie Burrell	\$6.45
2/11/2022	872	Eric Charpentier	\$18.49
2/11/2022	873	Erik Warner	\$8.19
2/11/2022	874	John Schommer	\$107.66
2/11/2022	875	Keri Woitalla	\$25.76
2/11/2022	876	Michael Foote	\$77.22
2/11/2022	877	Ryan Barnett	\$99.45
2/4/2022	1953	EBSO	\$25,006.92
2/10/2022	1954	Payroll Manual Check	\$155.57
2/11/2022	1955	Minnesota State Retirement System	\$1,441.40
2/10/2022	1956	Harpers Payroll Service	\$10,013.71
2/10/2022	1957	Harpers Payroll Service	\$106.64
2/10/2022	1958	Health Savings Accounts	\$1,047.39
2/10/2022	1959	Security Benefit	\$4,359.90
2/24/2022	1960	Minnesota State Retirement System	\$1,386.33
2/24/2022	1961	Harpers Payroll Service	\$99.15
2/24/2022	1962	Harpers Payroll Service	\$8,787.99
2/24/2022	1963	Health Savings Accounts	\$1,025.65
2/24/2022	1964	Security Benefit	\$3,833.19
2/10/2022	*1971	Health Savings Accounts	\$2,916.69
2/10/2022	24441	Ace Hardware	\$94.93
2/10/2022	24442	American Door Works	\$323.78
2/10/2022	24443	Aramark Uniform Services	\$305.14
2/10/2022	24444	Atlas Abstract & Title	\$180.00
2/10/2022	24445	Brainerd Public Utilities	\$11,715.71
2/10/2022	24446	CTCIT	\$1,030.00
2/10/2022	24447	Capital One Commercial	\$1,667.84
2/10/2022	24448	Culligan	\$62.50
2/10/2022	24449	Hillyard / Hutchinson	\$265.36
2/10/2022	24450	Home Depot Credit Services	\$893.47
2/10/2022	24451	Home Depot Supply	\$1,307.80
2/10/2022	24452	Judy Robinson	\$162.50
2/10/2022	24453	Kennedy & Graven, Chartered	\$1,128.10
2/10/2022	24454	Kristin Miller	\$12.32
2/10/2022	24455	League of Minnesota Cities	\$18,541.00
2/10/2022	24456	MN Chapter NAHRO	\$902.00
2/10/2022	24457	MN Elevator, Inc.	\$794.84
2/10/2022	24458	MRI Software LLC	\$250.00
2/10/2022	24459	Mike Jones	\$101.21
2/10/2022	24460	Mike's Tree Company LLC	\$1,299.50
2/10/2022	24461	Nisswa Sanitation	\$2,798.84
2/10/2022	24462	Office Shop	\$635.56
2/10/2022	24463	Pike Plumbing & Heating, Inc	\$451.18
2/10/2022	24464	Ratwik, Roszak & Maloney, P.A.	\$5,638.87
2/10/2022	24465	Strike Painting & Finishing	\$700.00
2/10/2022	24466	T-Mobile	\$260.67
2/10/2022	24467	The Hartford	\$708.65
2/10/2022	24468	US Bank	\$25.00
2/10/2022	24469	VSP	\$73.20
2/10/2022	24470	West Central Flooring	\$1,068.05
2/10/2022	24471	Wex Health	\$8.00
2/10/2022	24472	Yde's Major Appliance	\$2,192.14
2/17/2022	24473	Tenant Refund	\$213.00
2/17/2022	24474	Tenant Refund	\$341.93
2/24/2022	24475	Absolute Cleaning Service of Brainerd In	\$180.00
2/24/2022	24476	Brainerd Public Utilities	\$2,974.34
2/24/2022	24477	Bremer Bank Credit Card	\$1,834.19
2/24/2022	24478	CTC	\$2,528.02
2/24/2022	24479	CenterPoint Energy	\$12,627.17
2/24/2022	24480	Dacotah Paper Co	\$1,959.75
2/24/2022	24481	Dearborn National	\$178.58
2/24/2022	24482	Delta Dental	\$626.24
2/24/2022	24483	Hillyard / Hutchinson	\$811.87

Brainerd Housing and Redevelopment Authority
Payment Summary Report
February 2022

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/24/2022	24484	Holden Electric Company Inc	\$2,062.40
2/24/2022	24485	Housing Auth Risk Retention Group	\$1,000.00
2/24/2022	24486	Life Insurance Company of North America	\$82.70
2/24/2022	24487	MN Dept of Labor and Industry	\$10.00
2/24/2022	24488	NAC Mechanical and Electrical Services	\$41,751.50
2/24/2022	24489	Paper Storm	\$25.75
2/24/2022	24490	The Hartford	\$325.10
2/24/2022	24491	West Central Flooring	\$2,067.96
	*Out of Sequence due to corrected transaction		
		Report Total	\$188,422.94



To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: March 10, 2022
RE: Housing Choice Voucher Programs Report

HCV Report

Please see the attached reports.

Our Unit Months Leased (UML) through February is 97% and HAP utilization through February is 16%.

As you can see, our UML has dropped slightly to 97%. To maintain our agency's high performer status, we need to average 98% or higher at year end. Action steps we have taken to increase UML include increasing our payment standards and notifying 95 applicants in 2022 (60 in January and 35 in March). We are still facing a shortage of available units, especially the 1 bedrooms.

Bridges Report

Please see the attached report.

We have 10 families on our program with a monthly HAP payment of \$3,908.

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 \$3,353 per month.

Foster Youth Initiative (FYI) Report

Please see the attached report.

We have 2 families leased up with a total HAP payment of \$675.

No Action Requested; Discussion Items

This page intentionally left blank.

February Housing Choice Voucher Programs (HCV)

Attachment 3a

<u>Voucher Allocation</u>	324
February Move-ins	5
February Move-outs	4
February Vouchers - looking for housing	23
February Vouchers - first day of month	314
Average Vouchers to date	315
Unit Months Leased	97%
HAP Utilization through 2/28/2022	16%

Reasons For Leaving Program

Voluntarily Left	3
Terminated	1

Payments

Housing Assistance Payment (HAP)	\$116,226
February 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	\$675

Length of Time on Program

< 1 year	16%
< 2 years	14%
< 3 years	13%
< 4 years	9%
< 5 years	9%
> 5 years	38%

Demographics

Elderly Households	96
Disabled/Handicapped Households	161
Families with Children	112
Average Annual Income	\$14,576
Average HAP	\$353

Waiting List Total

	71
Crow Wing County Preference	4
Non Preference	67

This page intentionally left blank.

HUD-52681-B Report

Attachment 3b

Vouchers

Dec 2021

Jan 2022

Feb 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	303	304	302
Total Under lease as of first of month	315	316	314
Total Under lease as of end of month	315	317	314
Total Issued as of end of month	34	26	23
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	2,928	2,848	2,848
Moving To Work HAP	0	0	0
One Year Mainstream - MTW HAP	0	0	0
Family Unification - Non MTW HAP	536	536	675
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	108,456	106,667	107,555
Abated HAP	0	0	0
Total All Voucher HAP Expense for 1st of month	113,715	111,846	112,873
FSS Escrow Deposits	3,068	3,640	3,641
FSS Escrow Forfeitures	0	0	0
All Voucher HAP Expense After 1st of Month	0	497	0
5 Year Mainstream HAP	0	0	0

Regular Portable Administered

Portable Units Administered	0	0	0
Portable HAP	0	0	0

Other Activities

Number of Hard to House Families Leased	0	0	0
Number of Vouchers Covered by Project-Based HAPs	0	0	0

This page intentionally left blank.

Bridges Program February 2022

Summary

- Tenants leased up in units: 10
- Participants issued a Voucher & searching for a unit: 3
- Notified: 3
- 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: \$3,908.00

Additional Info: no update

Family Self-Sufficiency Program February 2022

Summary

- Active FSS participants: 29
- Tenants going OFF for month: 0
- Tenants going ON for month: 0
- Tenants start ESCROWING: 1
- Total number of FSS participants escrowing monthly: 11
- Total amount of escrow: \$3,353.00
- Total combined amount of monthly escrow: \$ 48,911.09

Update: No update

Foster Youth to Independence Program

February 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: no additional information to report



To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Manager
 Date: Mar-16-2022
 Re: Housing Management Report

Vacancy Report for February 2022

Please see attachment.

Monthly Property Performance Report for February 2022

Please see attachment.

ROSS Program Updates

- 17 active participants in the ROSS program; 3 newly enrolled participants; 0 exited participants.
- 0 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - SNAP Food Boxes: 27 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 13 residents; 190 frozen meals (10 - 30 each); elderly tenants only.
- Activities Recap:
 - 3 residents participated in a nutrition seminar hosted by Humana focused on “super foods”.
 - Erik has been very busy meeting with residents who are requesting additional assistance in completing their annual recertification.
- Facebook Stats:
 - 3 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 continues to explore collaboration options to increase inventory and expand participation.
- Second Harvest Recognition:
 - Erik received a letter from the Second Harvest recognizing his exemplary work on the food distribution program. In addition to Erik’s incredibly successful oversight of this program, there are two amazing volunteers that deserve specific recognition for their support. The service provided by both Danny Moats and Leon Schultes has been and continues to be one of the key factors in the efficient operation of the food box program. They regularly go above and beyond to ensure ease-of-access for their neighbors.

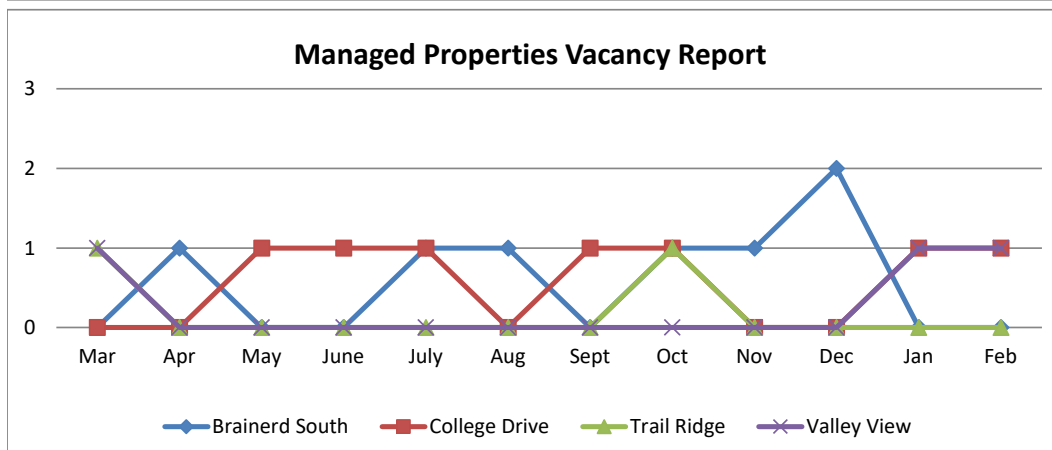
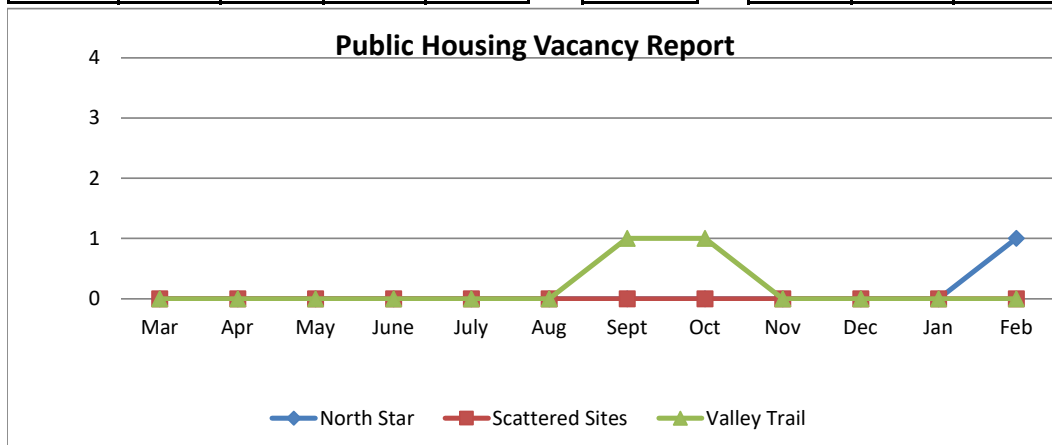
No Action Requested; Discussion Items

This page intentionally left blank.

Brainerd HRA 2022 Vacancy Report

Attachment 4a

	Public Housing				Section 236 Brainerd South	Tax Credit - DW Jones		
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%		College Drive	Trail Ridge	Valley View
# units	162	16	25	203	60	24	18	20
Jan 31	0	0	0	0	0	1	0	1
Jan %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	0.00%	5.00%
Feb 28	1	0	0	1	0	1	0	1
Feb %	0.62%	0.00%	0.00%	0.49%	0.00%	4.17%	0.00%	5.00%
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	1	0	0	1	0	2	0	2
%	0.31%	0.00%	0.00%	0.25%	0.00%	4.17%	0.00%	5.00%



This page intentionally left blank.

Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report February 2022

1. Property Narrative

2. Physical Occupancy

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

3. Customer Traffic

Applications Requested	29
Applications Placed on PH Wait List	13
Applications Denied on PH Wait List	3

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	50	8	5	0
2 bdrm	14	33	0	0	0
3 bdrm	24	25	0	0	0
4 bdrm	5	8	0	0	0
TOTAL	203	116	8	5	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	4
Move-Outs	0	2

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
NS#315	1BR	3/1/2022	Moved In: 3/1/2022

7. Recertifications

Interim Recertifications	6
Annual Recertifications	2
Completed for this month	8

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?	In Process
If yes, please enter date	n/a

9. Lease Enforcements

Lease warnings/violations issued	7
30-day lease terminations	3

10. Evictions

Resident	Reason	Summons Date	Judgment Action
NS#709	Non-Payment	03/09/22	Account Resolved

11. Non-Emergency Work Orders

Beginning Balance	4
Received	59
Closed	56
Ending Balance	7
Total Completed Work Orders for Year	147

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	1
Completed within 24 hours	0	1
Percent completed within 24 hours	n/a	n/a

13. Rent Collection

	This Month
Rent Charges	64,316
Other Charges	1,010
Total New Charges	65,326
Arrears, tenants in possession	440

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	352
Current Rent Charges	64,316
Current Rent Collections	63,964
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	3,069
Prior Rent Charges	762,448
Collection Rate	100%

This page intentionally left blank.



To: Brainerd HRA Board Members
 From: John Schommer, Rehab Coordinator
 Date: March 16, 2022
 Re: Rehab Programs Report

Emily SCDP

8 Owner occupied projects are complete
 2 Projects are in construction

Garrison SCDP

The Notice of Intent to Request Release of Funds for the Small Cities Development Program was published in the Mille Lacs Messenger and sent to all required on Wednesday, March 16th, 2022.

Jenkins SCDP

The Notice of Intent to Request Release of Funds for the Small Cities Development Program was published in the Northland Press and sent to all required on Tuesday, March 15th, 2022.

MHFA

5 Projects are in construction
 2 Work Write-up
 7 Applications are in process

Housing Trust Fund

7 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*	64	57	0	5
Serene Pines	23	16	16	0	0
Dalmar Estates	7	3	1	0	2

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

This page intentionally left blank.



To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: March 23rd, 2022

Re: Executive Director Report

Goal Setting / Strategic Planning Update

I reached out to Bruce Miles with Big River Group LLC about hosting a strategy/goal setting session with our board. Bruce has previously led a session for our board in 2011 so he is familiar with our agency. He is proposing as part of our package to do preplanning email services and phone calls with our commissioners and staff, set an agenda, hold a three-hour planning session, and ultimately provide the board with a refined vision, identify organizational priorities, and help provide benchmarks for new goals going forward. There are several post-session touch points that Bruce will work with the agency on to help ensure that the strategies that are crafted are able to move forward with a focus. We will likely be enlisting his services for the Crow Wing County HRA and we could split the cost with the Brainerd HRA to complete these two separate work plans. The cost to the Brainerd agency would be approximately \$3,900. Staff believes that working with Bruce would be a positive and informative experience and would recommend we enlist his services for the Brainerd agency.

Maintenance Supervisor Update

Our maintenance supervisor, Michael Foote's last day with the agency was on March 9th. We have met internally to discuss our next steps as we look to fill this position. We are interested in possibly merging our maintenance team with our rehab department similar to how the City of Brainerd merged the Parks department with City Engineer's office. We believe there would be efficiencies gained with this. To help facilitate this change we would likely bring on an additional administrative position to help with this department. We have had an open administrative position for almost a year with the departure of LeAnn and have been waiting for the right opportunity to back fill this position. We have budgeted for the administrative position, and we anticipate that we would stay within our budgeted staff levels and payroll costs with this shift.

Brainerd Tax Forfeited Lots

I recently met with a developer/builder to discuss several tax forfeited lots within the City of Brainerd. The developer does have interest in purchasing three lots through the tax forfeited property program that we have access to through Crow Wing County. We are working on conveying one lot in Baxter for this developer and I would anticipate that sometime in May or June we would bring forth a development agreement for the 3 lots for the board's consideration. This developer builds single family residences with affordability at the forefront and would be purpose built for the end user once they had been determined.

No Action Requested; Discussion Items