

Brainerd Board of Commissioners Meeting
Wednesday, April 27th, 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=mf73650f2fbea363cafdc450f2e0b0dbd>

Join by phone: 415-655-0001 / Meeting number (access code): 2555 198 5693 / Meeting password JuQEpiD833

*“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. Presentation: *(Attachment 1)*
 - a. 2021 Brainerd HRA Audit: Mary Reedy, Clifton Larson Allen
5. READING AND APPROVAL OF MINUTES *(Attachment 2) Pg. 5*
 - a. Approval of Minutes from Regular Board Meeting on March 23rd, 2022
6. UNFINISHED BUSINESS
7. NEW BUSINESS
 - a. Payment Standard Increase for HCV Program *(Attachment 3) Pg. 11*
8. BILLS & COMMUNICATIONS
 - a. Financial Report *(Attachment 4) Pg. 13*
 - b. HCV/Section 8 Report *(Attachment 5) Pg. 41*
 - c. Housing Management Report *(Attachment 6) Pg. 47*
 - d. Rehab Programs Report *(Attachment 7) Pg. 55*
 - e. Executive Director Report *(Attachment 8) Pg. 57*
9. COMMISSIONER COMMENTS
10. NEXT MEETING: Wednesday May 25th, 2022
11. ADJOURN TO STATEGIC PLANNING SESSION MAY 19th HELD AT BRAINERD CITY HALL

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

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PRESENTATION

2021 Brainerd HRA Audit:

Mary Reedy, Clifton Larson Allen



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Brainerd HRA BOARD MEETING MINUTES

Wednesday, March 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, March 23rd, 2022.

1. **CALL TO ORDER:** Chair Johnson called the meeting to order at 1:01 p.m.

2. **ROLL CALL:** Present: Commissioners Gabe Johnson, Michael Duval, Wayne Erickson, and Kevin Yeager. Absent: Marlee Larson, Rebekah Kent-Ehlebracht, and Janet Decker.

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

3. **REVIEW AND APPROVE AGENDA:**

Moved and seconded by Commissioners Duval and Erickson to approve the agenda as presented for the March 23rd, 2022, board meeting. All commissioners were in favor, and none were opposed. The agenda was approved.

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

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

5. **UNFINISHED BUSINESS:**

6. **NEW BUSINESS:**

7. **BILLS & COMMUNICATIONS:**

a. **Financial Report:**

Young presented the Financial Reports and supporting information.

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.

Crow Wing County HRA Audit

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%

Commissioner Duval moved to approve the payments as presented. Commissioner Erickson seconded the motion. 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 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

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

Family Self-Sufficiency (FSS) 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

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

c. Housing Management Report:

Fortune presented her reports and supporting documents.

Vacancy Report for February 2022 Report was presented.

Monthly Property Performance Report for February 2022 Report was presented.

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.

d. Rehab Programs Report:

Schommer presented his reports and supporting information.

Garrison SCDP (Owner-Occupied/Commercial Rehab)

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 (Owner-Occupied)

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.

Emily SCDP

8 Owner occupied projects complete
2 Projects are in construction

MHFA

5 Projects are in construction
2 Work Write-up
7 Applications have been sent out

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	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 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.

Discussion:

Yeager stated that it was a good idea when you are able to merge two departments that can mesh well and help each other within the department. Just make sure to talk with everyone involved so there are open discussions on how current staff members feel.

Johnson states to move forward, and he would like Charpentier to talk with Larson as well to get her thoughts and ideas.

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.

8. Commissioner Comments:

Duval –

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 1:39 p.m.

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To: Brainerd HRA Board Members

From: Tania Eller, Rental Assistance Manager

Date: April 13, 2022

RE: Payment Standard Increases for 2022

On March 29th we had a meeting with Aaron Heisel, our HUD Portfolio Specialist. We discussed strategies to increase our lease-up rate and spend more of our funding. He recommended we increase our payment standards to between 100 and 105 percent of the FMRs to utilize more of our budgeted funds and increase our UMLs. He indicated that we should try to utilize those funds we have in reserves to help us maintain our high performer status in the event we are unable to get our UML's up to the 98% average by year end. Our strategy continues to be meeting the UML requirement and provide more outreach to those that currently have a voucher.

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 to 100% of the FMRs for June 1, 2022:

Bedroom Size	0	1	2	3	4	5
Current Payment Standard	\$560	\$650	\$840	\$1,100	\$1,170	\$1,340
% of 2020 FMR	95%	96%	95%	95%	95%	95%
Proposed Payment Standard	\$588	\$673	\$885	\$1,150	\$1,232	\$1,417
% of 2020 FMR	100%	100%	100%	100%	100%	100%

The proposed changes will have a financial impact of approximately \$15,538, in addition to the \$30,400 we discussed in January, for 2022. The total impact to our reserves would be an estimated \$45,938 through 2022.

We will continue to monitor funding to make sure our spending stays on track.

Action Requested: Adopt 2022 Payment Standards

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: April 20, 2022
Re: April Financial Report

Please find attached the financial information for March 2022.

Agency Audit

Mary Reedy from CliftonLarsonAllen (CLA) will be at our April meeting to present the Brainerd HRA audit. The audited financial statements and Power Point slides will be sent separately for Mary to discuss during our meeting.

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	Feb	Mar
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00

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

Total of Above Ratios	50		50.00	50	50	50
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MASS Ratios	Max Pts	Scoring				
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0

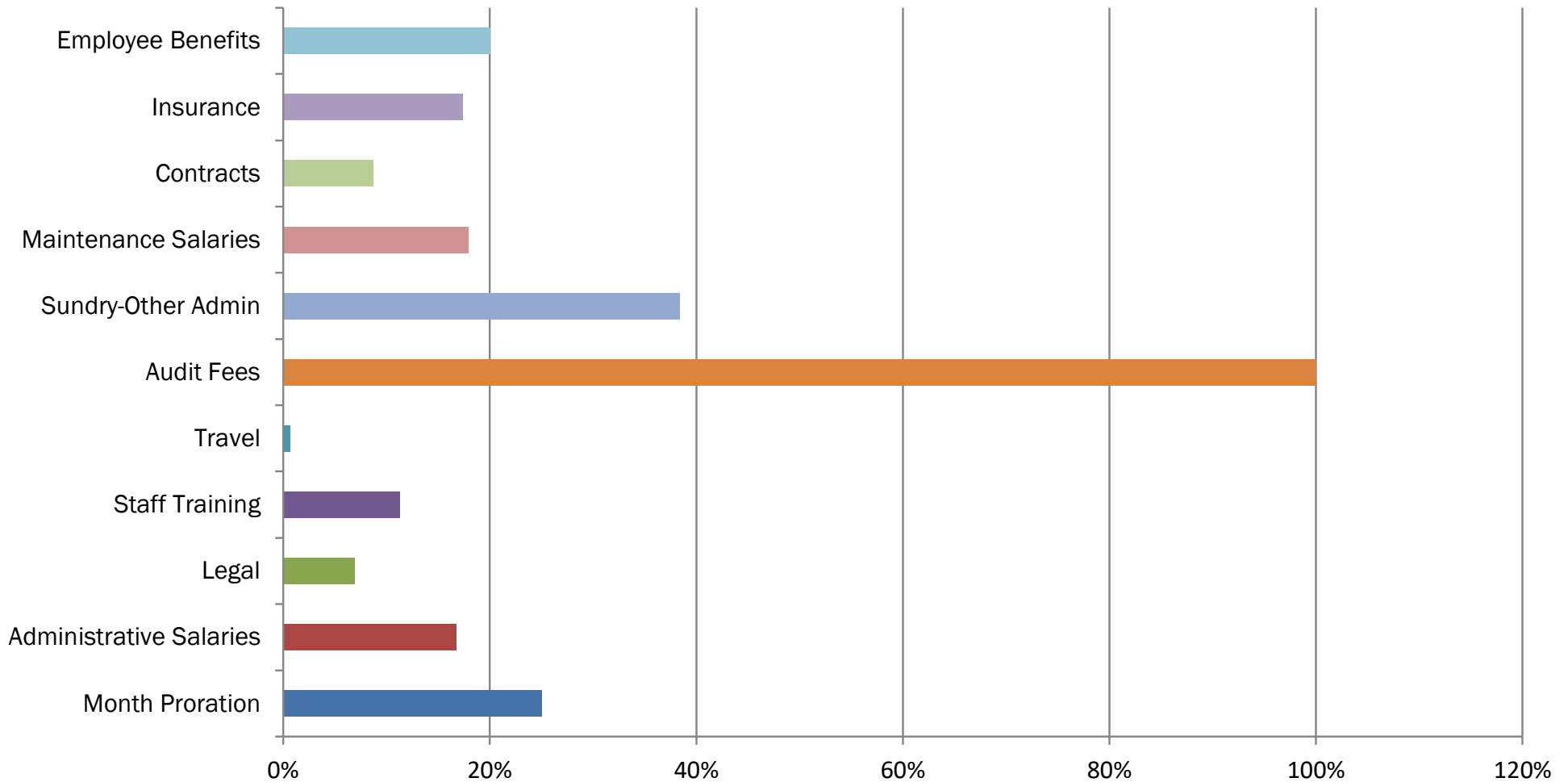
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March 2022 Operating Account Balances

Property/Program	March 2021	February 2022	March 2022
General Fund	\$275,268.56	\$389,931.77	\$378,731.22
Housing Rehab Program	\$90,847.75	\$204,945.81	\$205,997.79
Bridges	\$1,252.68	\$1,227.98	\$1,823.88
Crow Wing County HRA	\$1,015,742.85	\$1,517,026.14	\$1,502,271.51
Public Housing	\$639,196.79	\$733,828.80	\$759,254.57
Brainerd South	\$38,371.80	\$39,881.79	\$44,884.76
Housing Choice Voucher	\$10,807.83	\$19,781.36	\$40,065.70
Total	\$2,071,488.26	\$2,906,623.65	\$2,933,029.43

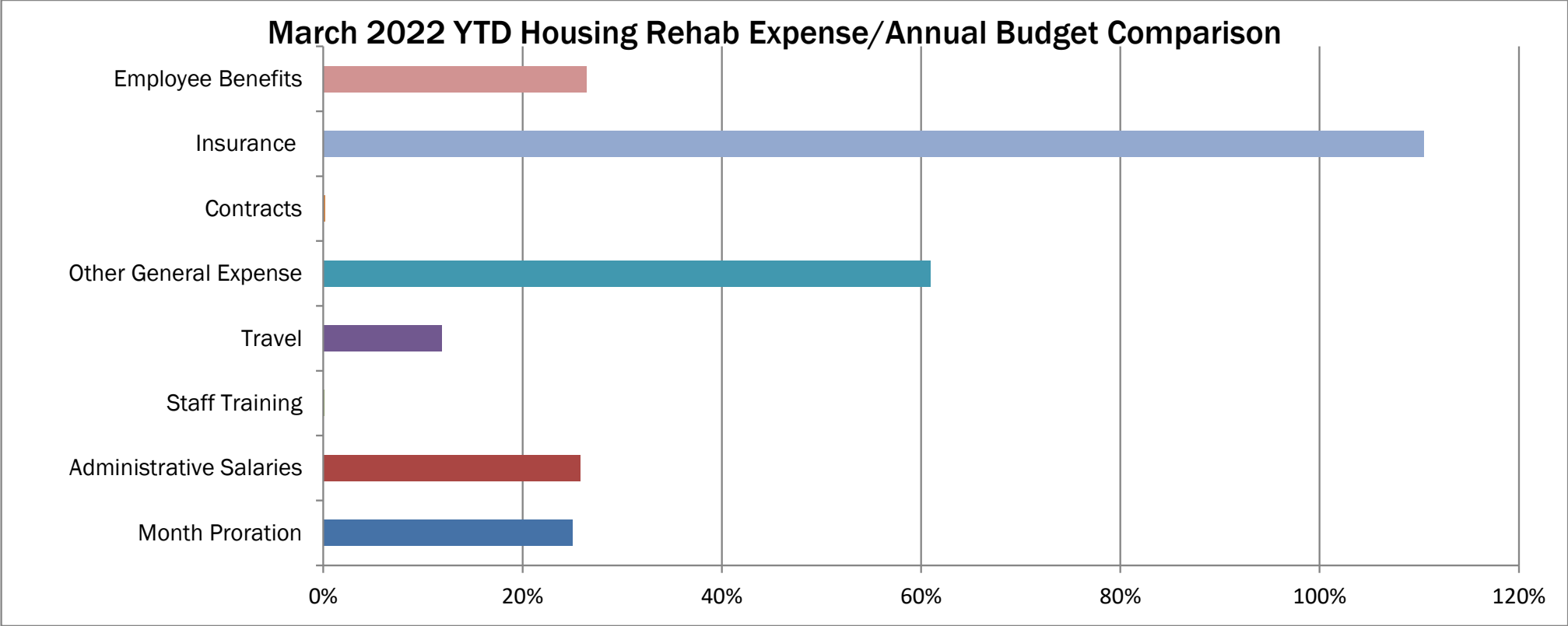
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March 2022 YTD General Fund Expense/Annual Budget Comparison



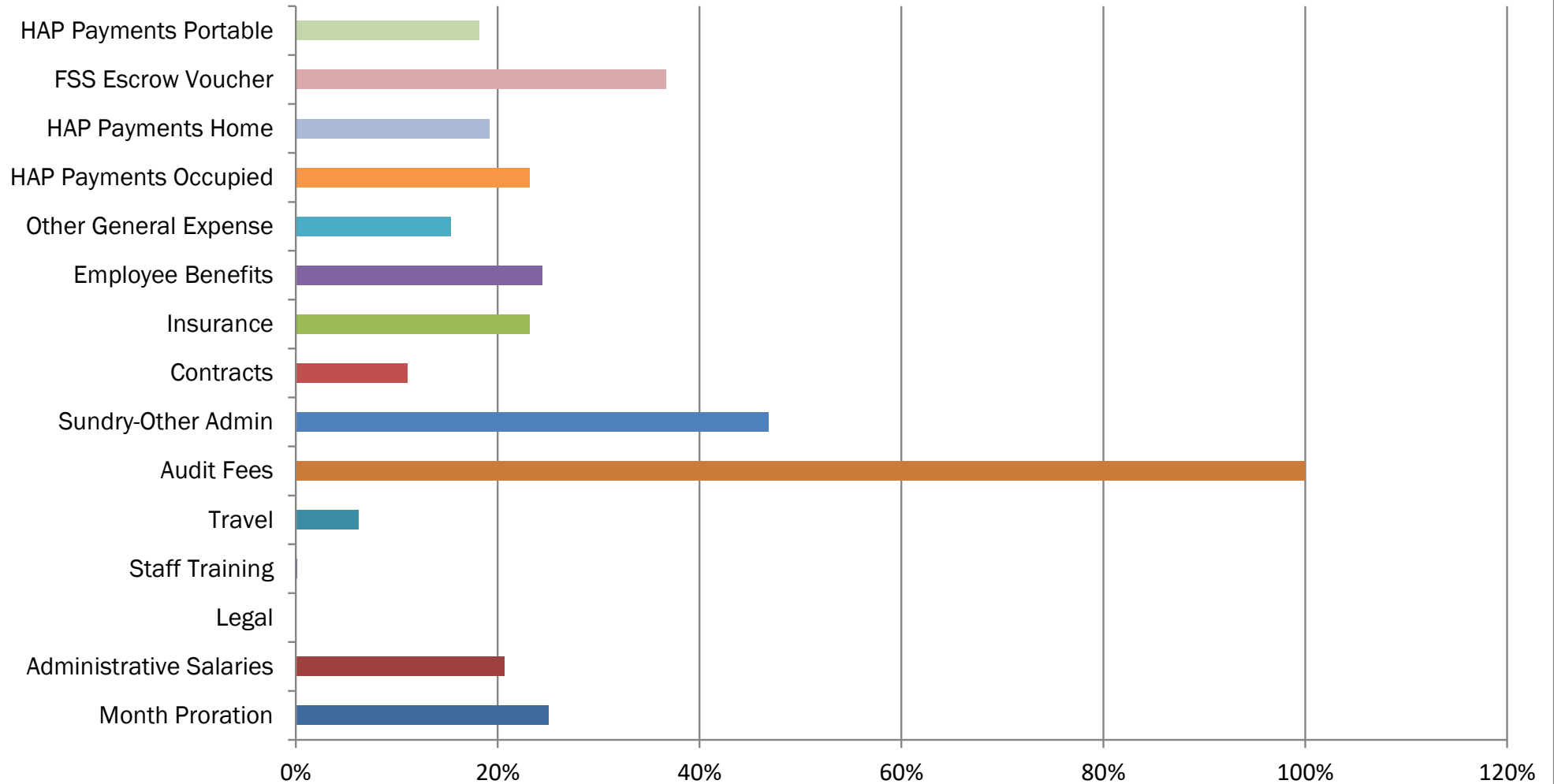
Sundry-Other Admin: Purchased postage annually for agency in January. Purchased new switch for the IT Room.

Audit Fees: Audit was completed.



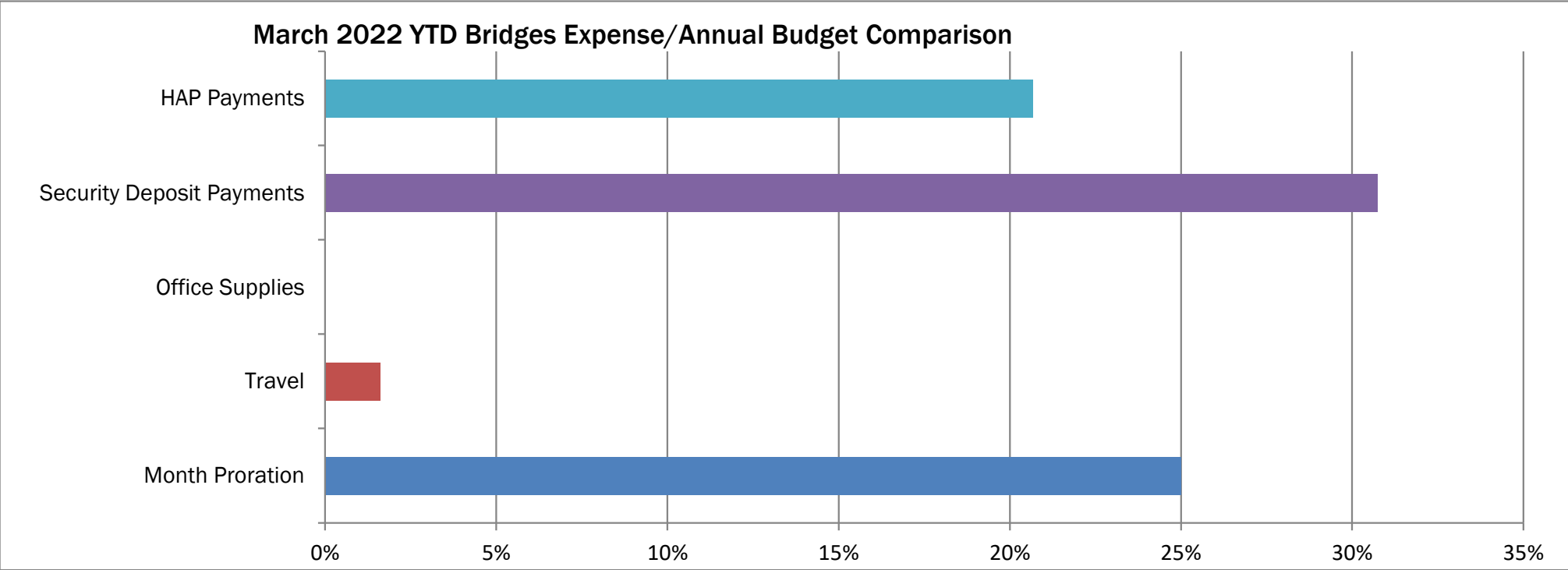
Other General Expense: Happy software purchased for rehab department.
Insurance: Worker's Comp insurance annual premium paid in February.

March 2022 YTD Housing Choice Voucher Expense/Annual Budget Comparison



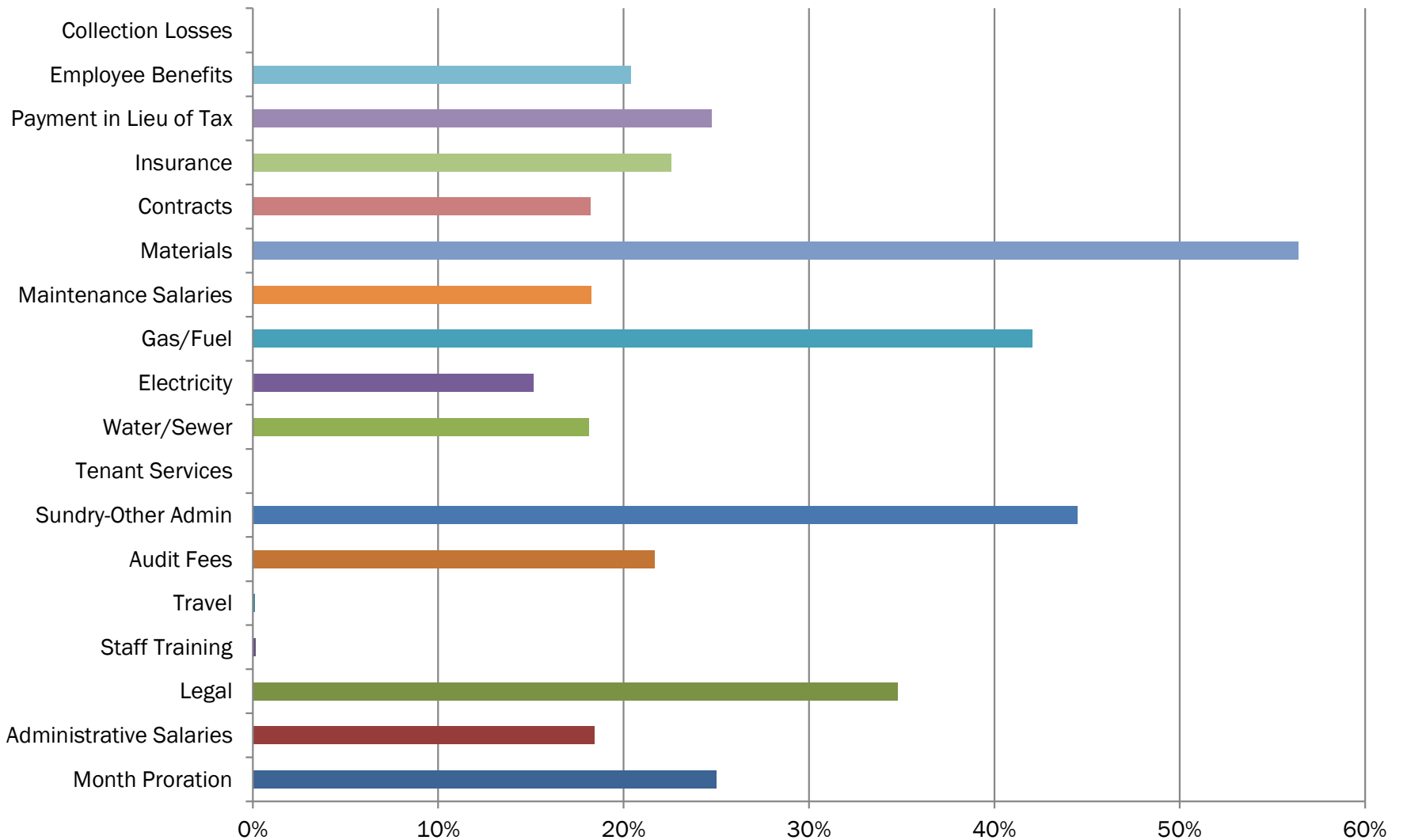
Sundry-Other Admin: Purchased postage annually for agency in January.

Audit Fees: Audit was completed.



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

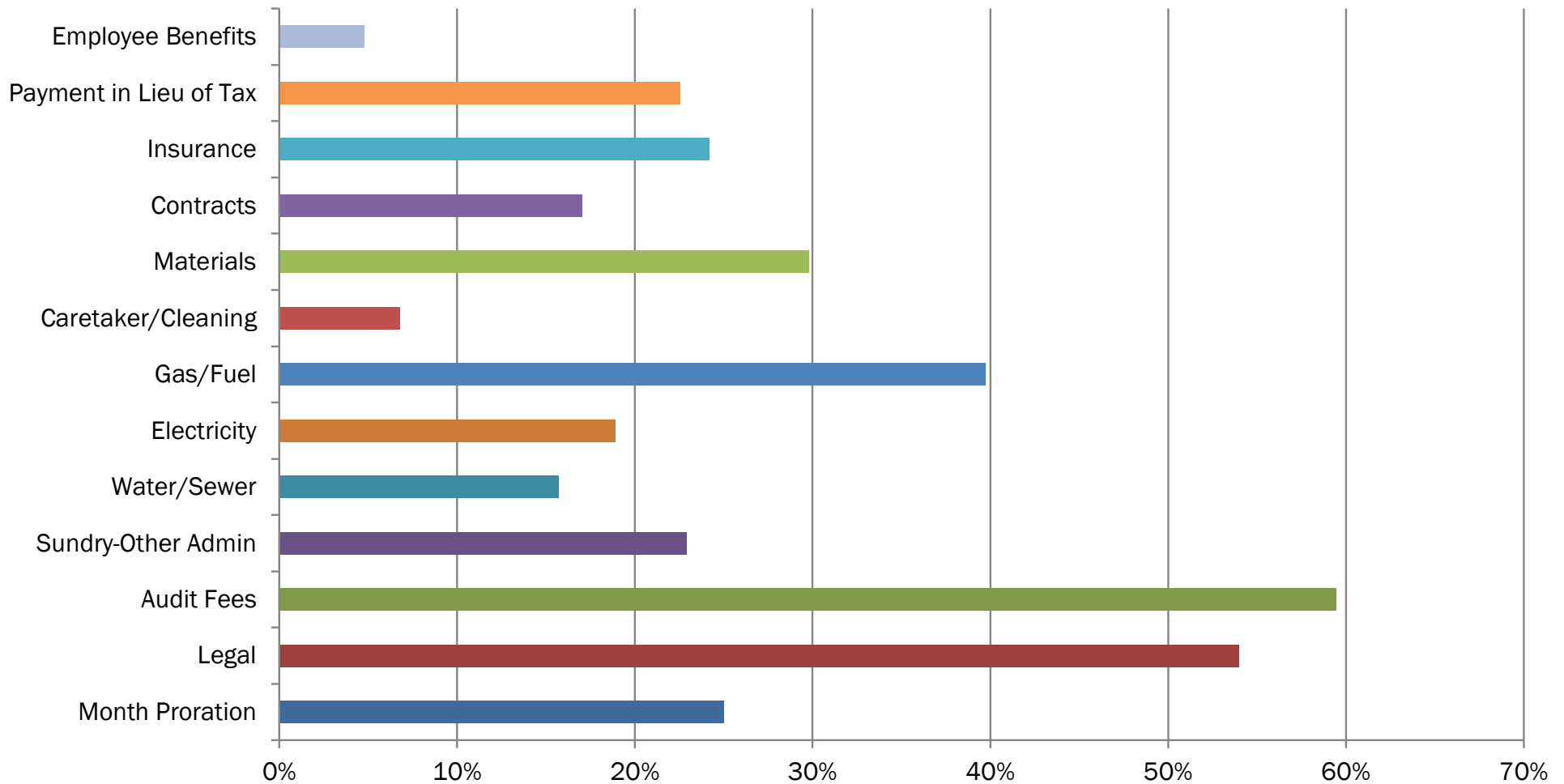
March 2022 YTD Public Housing Expense/Annual Budget Comparison



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

Audit Fees: Audit was completed.

March 2022 YTD Brainerd South Expense/Annual Budget Comparison



Audit Fees: Audit was completed.

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

	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-14,622.53	-43,608.23	-42,999.99	-608.24
Interest Income	-3.11	-9.03	-12.51	3.48
Other Income	-41.58	-464.08	-3,424.98	2,960.90
TOTAL INCOME	-14,667.22	-44,081.34	-46,437.48	2,356.14
EXPENSE				
Administrative				
Administrative Salaries	11,522.69	29,142.94	43,516.26	-14,373.32
Legal	171.75	171.75	624.99	-453.24
Staff Training	156.67	562.13	1,250.01	-687.88
Travel	0.00	4.11	150.00	-145.89
Auditing Fees	6,900.00	6,900.00	5,175.00	1,725.00
Sundry-Other Admin	425.93	2,705.34	1,987.46	717.88
Total Administration	19,177.04	39,486.27	52,703.72	-13,217.45
Maintenance				
Maintenance Salaries	618.82	2,092.65	2,925.00	-832.35
Contracts	129.42	745.49	2,142.51	-1,397.02
Total Maintenance	748.24	2,838.14	5,067.51	-2,229.37
General				
TIF Expense	30.00	30.00	32.49	-2.49
Insurance	356.61	1,069.83	1,538.73	-468.90
Employee Benefits	5,919.71	16,865.37	21,078.75	-4,213.38
Other General Expense	0.00	0.00	6,249.99	-6,249.99
Total General	6,306.32	17,965.20	28,899.96	-10,934.76
TOTAL EXPENSE	26,231.60	60,289.61	86,671.19	-26,381.58
Net Income/Loss	11,564.38	16,208.27	40,233.71	-24,025.44

Housing Rehab Operating Statement
March, 2022

	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,000.00	-68,408.60	-68,562.51	153.91
Grant Admin Revenue	0.00	0.00	-1,200.00	1,200.00
TOTAL INCOME	-10,000.00	-68,408.60	-69,762.51	1,353.91
EXPENSE				
Administrative				
Administrative Salaries	7,041.28	20,904.82	20,258.76	646.06
Staff Training	5.27	5.27	1,250.01	-1,244.74
Travel	28.08	119.38	249.99	-130.61
Other Admin Exp	-273.75	2,235.75	1,017.48	1,218.27
Total Administration	6,800.88	23,265.22	22,776.24	488.98
Maintenance				
Contracts	0.00	228.00	33,750.00	-33,522.00
Total Maintenance	0.00	228.00	33,750.00	-33,522.00
General				
Insurance	0.00	552.29	125.01	427.28
Employee Benefits	3,559.30	9,918.73	9,381.27	537.46
Total General	3,559.30	10,471.02	9,506.28	964.74
TOTAL EXPENSE	10,360.18	33,964.24	66,032.52	-32,068.28
Net Income/Loss	360.18	-34,444.36	-3,729.99	-30,714.37

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

	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-118,755.00	-357,561.00	-370,475.01	12,914.01
Admin Fees Earned	-28,855.84	-73,549.68	-70,820.01	-2,729.67
Interest Income	-0.10	-0.35	0.00	-0.35
Other Income	-1,719.33	-3,015.33	-7,500.00	4,484.67
TOTAL INCOME	-149,330.27	-434,126.36	-448,795.02	14,668.66
EXPENSE				
Administrative				
Administrative Salaries	15,071.95	40,506.01	48,945.00	-8,438.99
Legal	0.00	0.00	125.01	-125.01
Staff Training	5.27	5.27	1,250.01	-1,244.74
Travel	56.75	156.20	624.99	-468.79
Accounting & Audit Fees	3,650.00	3,650.00	3,650.00	0.00
Sundry-Other Admin	453.39	2,550.89	2,037.46	513.43
Total Administration	19,237.36	46,868.37	56,632.47	-9,764.10
Maintenance				
Contracts	129.41	1,038.14	2,340.00	-1,301.86
Total Maintenance	129.41	1,038.14	2,340.00	-1,301.86
General				
Insurance	509.03	1,527.09	1,646.22	-119.13
Employee Benefits	8,756.16	24,906.77	25,527.48	-620.71
Other General Expense	81.92	245.76	399.99	-154.23
Total General	9,347.11	26,679.62	27,573.69	-894.07
HAP Payments				
HAP Payments Occupied	107,582.00	319,878.00	344,542.74	-24,664.74
HAP Payments Home	2,834.00	8,530.00	11,114.01	-2,584.01
FSS Escrow Voucher	4,153.00	10,858.00	7,408.50	3,449.50
HAP Payments Portable	1,795.00	5,385.00	7,409.76	-2,024.76
Total HAP	116,364.00	344,651.00	370,475.01	-25,824.01
TOTAL EXPENSE	145,077.88	419,237.13	457,021.17	-37,784.04
Net Income/Loss	-4,252.39	-14,889.23	8,226.15	-23,115.38

Date: 4/19/2022
Time: 2:07:21 PM
joe

**Bridges Program
Bridges Operating Statement
March, 2022**

Page: 1
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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-3,908.00	-12,424.00	-14,712.51	2,288.51
Admin Revenue	-600.00	-1,800.00	-1,800.00	0.00
Total Income	-4,508.00	-14,224.00	-16,512.51	2,288.51
EXPENSE				
Administrative				
Travel	4.10	6.44	99.99	-93.55
Office Supplies	0.00	0.00	12.51	-12.51
Total Administration	4.10	6.44	112.50	-106.06
General				
Security Deposit Pmts	0.00	790.00	642.51	147.49
HAP Payment to Landlords	3,908.00	11,634.00	14,070.00	-2,436.00
Total General	3,908.00	12,424.00	14,712.51	-2,288.51
TOTAL EXPENSE	3,912.10	12,430.44	14,825.01	-2,394.57
Net Income/Loss	-595.90	-1,793.56	-1,687.50	-106.06

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

	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-64,975.00	-192,718.00	-197,097.51	4,379.51
Excess Utilities	0.00	0.00	-900.00	900.00
Operating Subsidy	-31,271.00	-93,332.00	-82,500.00	-10,832.00
Investment Interest	38.79	116.56	0.00	116.56
Other Income	-13,998.81	-41,852.80	-46,145.01	4,292.21
Other Income Tenants	-1,463.33	-10,857.06	-4,887.51	-5,969.55
Capital Fund Income	0.00	0.00	-16,500.00	16,500.00
Laundry Income	-3,120.32	-6,159.32	-4,775.01	-1,384.31
TOTAL INCOME	-114,789.67	-344,802.62	-352,805.04	8,002.42
EXPENSE				
Administrative				
Administrative Salaries	22,767.90	61,684.34	83,727.51	-22,043.17
Legal	1,391.82	1,391.82	999.99	391.83
Staff Training	23.99	23.99	3,500.01	-3,476.02
Travel	0.00	1.17	249.99	-248.82
Accounting & Audit Fees	2,511.51	2,511.51	5,787.50	-3,275.99
Sundry-Other Admin	2,097.88	9,150.34	6,342.48	2,807.86
Total Administration	28,793.10	74,763.17	100,607.48	-25,844.31
Tenant Services				
Rec Public and Other	0.00	0.00	1,237.50	-1,237.50
Total Tenant Services	0.00	0.00	1,237.50	-1,237.50
Utilities				
Water/Sewer	7,213.82	13,772.41	18,984.99	-5,212.58
Electricity	6,152.59	12,186.29	20,090.01	-7,903.72
Gas/Fuel	0.00	17,855.77	10,616.25	7,239.52
Total Utilities	13,366.41	43,814.47	49,691.25	-5,876.78
Maintenance				
Labor	12,536.91	41,216.43	56,435.01	-15,218.58
Materials	10,174.30	16,914.17	7,500.00	9,414.17
Contracts	10,839.78	33,223.76	45,537.48	-12,313.72
Total Maintenance	33,550.99	91,354.36	109,472.49	-18,118.13
General				
Insurance	8,292.79	24,878.37	27,585.00	-2,706.63
Payment in Lieu of Tax	2,471.65	6,932.28	6,999.99	-67.71
Employee Benefits	17,117.57	53,267.61	65,267.52	-11,999.91
Collection Losses	0.00	0.00	1,050.00	-1,050.00
Other General Expense	0.00	1,000.00	0.00	1,000.00
Total General	27,882.01	86,078.26	100,902.51	-14,824.25
TOTAL EXPENSE	103,592.51	296,010.26	361,911.23	-65,900.97
Net Income/Loss	-11,197.16	-48,792.36	9,106.19	-57,898.55

Brainerd South Operating Statement
March, 2022

	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-21,438.00	-63,718.00	-61,310.01	-2,407.99
Rental Supplement	-4,938.00	-13,936.00	-12,675.00	-1,261.00
Investment Interest	8.77	25.19	0.00	25.19
Other Income	-1,895.54	-6,070.54	-6,650.01	579.47
Laundry Income	-819.75	-2,072.25	-2,169.99	97.74
TOTAL INCOME	-29,082.52	-85,771.60	-82,805.01	-2,966.59
EXPENSE				
Administrative				
Legal	2,700.00	2,700.00	1,250.01	1,449.99
Accounting & Audit Fees	3,150.00	3,150.00	3,190.00	-40.00
Sundry-Other Admin	3,572.35	10,821.30	11,810.01	-988.71
Total Administration	9,422.35	16,671.30	16,250.02	421.28
Utilities				
Water	1,244.36	2,570.63	4,085.01	-1,514.38
Electricity	499.73	1,095.22	1,449.99	-354.77
Gas/Fuel	0.00	7,087.79	4,460.01	2,627.78
Total Utilities	1,744.09	10,753.64	9,995.01	758.63
Maintenance				
Labor	92.62	1,307.32	4,824.99	-3,517.67
Materials	2,319.66	5,390.61	6,175.02	-784.41
Contracts	3,782.62	11,673.01	17,124.99	-5,451.98
Total Maintenance	6,194.90	18,370.94	28,125.00	-9,754.06
General				
Insurance	3,027.51	8,650.71	8,949.99	-299.28
Payment in Lieu of Tax	958.65	2,479.43	2,750.01	-270.58
Employee Benefits	0.00	59.63	312.51	-252.88
Total General	3,986.16	11,189.77	12,012.51	-822.74
TOTAL EXPENSE	21,347.50	56,985.65	66,382.54	-9,396.89
Net Income/Loss	-7,735.02	-28,785.95	-16,422.47	-12,363.48

March 2022
Prior Year Comparative Operating
Statements

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

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
General Fund Operating INCOME				
Management Fees	-43,608.23	-42,999.99	-43,214.03	-38,860.31
Interest Income	-9.03	-12.51	-7.88	-905.70
Other Income	-464.08	-3,424.98	-476.15	-309.08
TOTAL INCOME	-44,081.34	-46,437.48	-46,927.06	-40,075.09
EXPENSE				
Administrative				
Administrative Salaries	29,142.94	43,516.26	33,097.86	34,336.07
Legal	171.75	624.99	0.00	0.00
Staff Training	562.13	1,250.01	0.00	31.25
Travel	4.11	150.00	0.56	0.00
Auditing Fees	6,900.00	5,175.00	5,900.00	6,700.00
Sundry-Other Admin	2,705.34	1,987.46	1,101.70	1,399.11
Total Administration	39,486.27	52,703.72	40,100.12	42,466.43
Maintenance				
Maintenance Salaries	2,092.65	2,925.00	1,063.66	2,506.62
Contracts	745.49	2,142.51	486.19	419.80
Total Maintenance	2,838.14	5,067.51	1,549.85	2,926.42
General				
TIF Expense	30.00	32.49	30.00	0.00
Insurance	1,069.83	1,538.73	1,456.23	1,395.86
Employee Benefits	16,865.37	21,078.75	19,220.79	21,059.76
Other General Expense	0.00	6,249.99	2,650.00	3,500.00
Total General	17,965.20	28,899.96	23,357.02	25,955.62
TOTAL EXPENSE	60,289.61	86,671.19	65,006.99	71,348.47
Net Income/Loss	16,208.27	40,233.71	18,079.93	31,273.38

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

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Housing Rehab Operating INCOME				
Other Income	-68,408.60	-68,562.51	-30,187.50	-69,558.76
Grant Admin Revenue	0.00	-1,200.00	0.00	0.00
TOTAL INCOME	-68,408.60	-69,762.51	-30,187.50	-69,558.76
EXPENSE				
Administrative				
Administrative Salaries	20,904.82	20,258.76	21,461.20	21,003.17
Staff Training	5.27	1,250.01	0.00	9.20
Travel	119.38	249.99	143.92	131.12
Other Admin Exp	2,235.75	1,017.48	270.17	2,139.24
Total Administration	23,265.22	22,776.24	21,875.29	23,282.73
Maintenance				
Contracts	228.00	33,750.00	12,579.88	85,803.06
Total Maintenance	228.00	33,750.00	12,579.88	85,803.06
General				
Insurance	552.29	125.01	486.86	410.35
Employee Benefits	9,918.73	9,381.27	8,432.92	7,428.12
Total General	10,471.02	9,506.28	8,919.78	7,838.47
TOTAL EXPENSE	33,964.24	66,032.52	43,374.95	116,924.26
Net Income/Loss	-34,444.36	-3,729.99	13,187.45	47,365.50

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

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-357,561.00	-370,475.01	-374,678.00	-360,891.00
Admin Fees Earned	-73,549.68	-70,820.01	-67,270.34	-62,889.01
Interest Income	-0.35	0.00	-0.67	-65.78
Other Income	-3,015.33	-7,500.00	-13,799.61	-6,784.44
TOTAL INCOME	-434,126.36	-448,795.02	-455,748.62	-430,630.23
EXPENSE				
Administrative				
Administrative Salaries	40,506.01	48,945.00	36,660.17	30,275.84
Legal	0.00	125.01	0.00	0.00
Staff Training	5.27	1,250.01	0.00	0.00
Travel	156.20	624.99	0.00	259.33
Accounting & Audit Fees	3,650.00	3,650.00	3,650.00	3,500.00
Sundry-Other Admin	2,550.89	2,037.46	1,503.06	1,447.61
Total Administration	46,868.37	56,632.47	41,813.23	35,482.78
Maintenance				
Contracts	1,038.14	2,340.00	1,019.73	430.53
Total Maintenance	1,038.14	2,340.00	1,019.73	430.53
General				
Insurance	1,527.09	1,646.22	1,539.43	1,397.60
Employee Benefits	24,906.77	25,527.48	22,812.71	21,532.69
Other General Expense	245.76	399.99	229.92	397.43
Total General	26,679.62	27,573.69	26,756.06	25,629.72
HAP Payments				
HAP Payments Occupied	319,878.00	344,542.74	353,856.00	328,687.00
HAP Payments Home	8,530.00	11,114.01	10,882.00	12,001.00
FSS Escrow Voucher	10,858.00	7,408.50	5,998.00	5,334.00
HAP Payments Portable	5,385.00	7,409.76	4,861.00	7,561.00
Total HAP	344,651.00	370,475.01	375,597.00	353,703.00
TOTAL EXPENSE	419,237.13	457,021.17	445,186.02	415,246.03
Net Income/Loss	-14,889.23	8,226.15	-10,562.60	-15,384.20

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Bridges Program PY
Bridges Operating Statement
March, 2022

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	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Bridges Operating INCOME				
HAP Received MHFA	-12,424.00	-14,712.51	-11,930.00	-15,423.00
Admin Revenue	-1,800.00	-1,800.00	-1,200.00	-1,800.00
Total Income	-14,224.00	-16,512.51	-9,901.00	-17,223.00
EXPENSE				
Administrative				
Travel	6.44	99.99	0.00	59.23
Office Supplies	0.00	12.51	0.00	0.00
Total Administration	6.44	112.50	0.00	59.23
General				
Security Deposit Pmts	790.00	642.51	500.00	0.00
HAP Payment to Landlords	11,634.00	14,070.00	11,430.00	15,179.00
Total General	12,424.00	14,712.51	11,930.00	15,179.00
TOTAL EXPENSE	12,430.44	14,825.01	11,930.00	15,238.23
Net Income/Loss	-1,793.56	-1,687.50	2,029.00	-1,984.77

Brainerd HRA
Public Housing Operating Statement
March, 2022

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Public Housing Operating INCOME				
Dwelling Rental	-192,718.00	-197,097.51	-185,679.00	-185,937.00
Excess Utilities	0.00	-900.00	0.00	0.00
Operating Subsidy	-93,332.00	-82,500.00	-69,551.00	-57,285.00
Investment Interest	116.56	0.00	150.37	-1,158.04
Other Income	-41,852.80	-46,145.01	-39,036.97	-42,748.35
Other Income Tenants	-10,857.06	-4,887.51	-4,755.68	-6,157.83
Capital Fund Income	0.00	-16,500.00	0.00	0.00
Laundry Income	-6,159.32	-4,775.01	-4,676.75	-4,495.00
TOTAL INCOME	-344,802.62	-352,805.04	-303,549.03	-297,781.22
EXPENSE				
Administrative				
Administrative Salaries	61,684.34	83,727.51	63,623.10	56,342.54
Legal	1,391.82	999.99	3,007.24	132.50
Staff Training	23.99	3,500.01	0.00	362.15
Travel	1.17	249.99	0.00	149.85
Accounting & Audit Fees	2,511.51	5,787.50	500.00	1,800.00
Sundry-Other Admin	9,150.34	6,342.48	7,291.38	7,360.54
Total Administration	74,763.17	100,607.48	74,421.72	66,147.58
Tenant Services				
Rec Public and Other	0.00	1,237.50	0.00	0.00
Total Tenant Services	0.00	1,237.50	0.00	0.00
Utilities				
Water/Sewer	13,772.41	18,984.99	12,465.03	10,455.89
Electricity	12,186.29	20,090.01	11,736.27	12,010.57
Gas/Fuel	17,855.77	10,616.25	14,007.65	11,945.13
Total Utilities	43,814.47	49,691.25	38,208.95	34,411.59
Maintenance				
Labor	41,216.43	56,435.01	34,771.44	43,436.19
Materials	16,914.17	7,500.00	4,673.00	2,023.98
Contracts	33,223.76	45,537.48	55,429.54	27,817.12
Total Maintenance	91,354.36	109,472.49	94,873.98	73,277.29
General				
Insurance	24,878.37	27,585.00	25,469.67	22,779.51
Payment in Lieu of Tax	6,932.28	6,999.99	6,928.52	7,229.08
Employee Benefits	53,267.61	65,267.52	53,151.36	56,041.41
Collection Losses	0.00	1,050.00	0.00	0.00
Other General Expense	1,000.00	0.00	555.00	0.00
Total General	86,078.26	100,902.51	86,104.55	86,050.00
TOTAL EXPENSE	296,010.26	361,911.23	293,609.20	259,886.46
Net Income/Loss	-48,792.36	9,106.19	-9,939.83	-37,894.76

**Brainerd South Operating Statement
March, 2022**

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Brainerd South Operating				
INCOME				
Dwelling Rental	-63,718.00	-61,310.01	-61,390.00	-61,699.00
Rental Supplement	-13,936.00	-12,675.00	-12,765.00	-11,326.00
Investment Interest	25.19	0.00	29.44	-1,525.08
Other Income	-6,070.54	-6,650.01	-6,802.71	-6,286.83
Laundry Income	-2,072.25	-2,169.99	-1,419.50	-1,990.50
TOTAL INCOME	-85,771.60	-82,805.01	-82,347.77	-82,827.41
EXPENSE				
Administrative				
Legal	2,700.00	1,250.01	1,697.45	0.00
Accounting & Audit Fees	3,150.00	3,190.00	3,150.00	3,465.00
Sundry-Other Admin	10,821.30	11,810.01	11,856.69	8,322.61
Total Administration	16,671.30	16,250.02	16,704.14	11,787.61
Utilities				
Water	2,570.63	4,085.01	2,530.85	2,213.25
Electricity	1,095.22	1,449.99	1,050.19	942.08
Gas/Fuel	7,087.79	4,460.01	5,098.33	4,265.66
Total Utilities	10,753.64	9,995.01	8,679.37	7,420.99
Maintenance				
Labor	1,307.32	4,824.99	3,603.09	644.36
Materials	5,390.61	6,175.02	5,463.38	4,095.74
Contracts	11,673.01	17,124.99	12,612.33	12,606.02
Total Maintenance	18,370.94	28,125.00	21,678.80	17,346.12
General				
Insurance	8,650.71	8,949.99	8,356.51	8,162.32
Payment in Lieu of Tax	2,479.43	2,750.01	2,465.59	2,588.63
Employee Benefits	59.63	312.51	357.56	59.52
Total General	11,189.77	12,012.51	11,179.66	10,810.47
TOTAL EXPENSE	56,985.65	66,382.54	58,241.97	47,365.19
Net Income/Loss	-28,785.95	-16,422.47	-24,105.80	-35,462.22

Brainerd Housing and Redevelopment Authority
Payment Summary Report
March 2022

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/11/2022	878	Carrie Burrell	\$8.21
3/11/2022	879	Erik Warner	\$18.14
3/11/2022	880	John Schommer	\$41.55
3/11/2022	881	Keri Weitalla	\$25.76
3/11/2022	882	Michael Foote	\$4.68
3/11/2022	883	Nancy Thull	\$9.08
3/11/2022	884	Ryan Barnett	\$62.02
3/11/2022	885	Shannon Fortune	\$17.55
3/24/2022	886	Eric Charpentier	\$152.28
3/2/2022	1965	90 Degree Benefits Inc.	\$20,942.20
3/10/2022	1966	Harpers Payroll Service	\$100.60
3/10/2022	1967	Harpers Payroll Service	\$8,931.94
3/10/2022	1968	Health Savings Accounts	\$6,042.92
3/10/2022	1969	Security Benefit	\$4,199.59
3/10/2022	1970	Minnesota State Retirement System	\$1,437.45
3/24/2022	*1972	Harpers Payroll Service	\$97.27
3/24/2022	1973	Harpers Payroll Service	\$8,657.39
3/24/2022	1974	Minnesota State Retirement System	\$1,293.95
3/24/2022	1975	Health Savings Accounts	\$1,022.23
3/24/2022	1976	Security Benefit	\$4,031.50
3/10/2022	24492	Ace Hardware	\$39.98
3/10/2022	24493	Advantage Seamless Gutters	\$65.00
3/10/2022	24494	Aramark Uniform Services	\$369.62
3/10/2022	24495	Borden Steinbauer Krueger & Knudson, PA	\$487.33
3/10/2022	24496	Brainerd Public Utilities	\$12,523.46
3/10/2022	24497	CTCIT	\$710.00
3/10/2022	24498	Capital One Commercial	\$483.24
3/10/2022	24499	City of Brainerd	\$199.66
3/10/2022	24500	College Drive Townhouses	\$1,271.56
3/10/2022	24501	Crow Wing County Treasurer	\$60.00
3/10/2022	24502	Culligan	\$75.50
3/10/2022	24503	Gull Lake Glass	\$268.00
3/10/2022	24504	HRdirect	\$84.99
3/10/2022	24505	Hillyard / Hutchinson	\$312.50
3/10/2022	24506	Home Depot Credit Services	\$608.09
3/10/2022	24507	IP Networks	\$125.00
3/10/2022	24508	Kennedy & Graven, Chartered	\$908.50
3/10/2022	24509	Legacy Title	\$168.00
3/10/2022	24510	MN Elevator, Inc.	\$826.64
3/10/2022	24511	Mike Jones	\$76.93
3/10/2022	24512	Mike's Tree Company LLC	\$2,492.50
3/10/2022	24513	Office Shop	\$1,061.43
3/10/2022	24514	Philadelphia Insurance Companies	\$1,726.00
3/10/2022	24515	Ratwik, Roszak & Maloney, P.A.	\$3,683.24
3/10/2022	24516	T-Mobile	\$260.19
3/10/2022	24517	The Print Shop Ink	\$576.80
3/10/2022	24518	VSP	\$36.60
3/10/2022	24519	Valley View Townhomes	\$545.48
3/10/2022	24520	Wex Health	\$8.00
3/10/2022	24521	Yde's Major Appliance	\$220.80
3/21/2022	24522	Tenant Refund	\$442.19
3/24/2022	24523	Birchdale Fire & Security LLP	\$1,200.00
3/24/2022	24524	Brainerd Public Utilities	\$2,763.04
3/24/2022	24525	Bremer Bank Credit Card	\$1,739.83
3/24/2022	24526	CTC	\$2,531.97
3/24/2022	24527	City of Brainerd	\$1,273.20
3/24/2022	24528	CliftonLarsonAllen LLP	\$23,486.51
3/24/2022	24529	Crow Wing County Land Services Dept	\$98.68
3/24/2022	24530	Dearborn National	\$178.58
3/24/2022	24531	Deerwood Furniture, Inc.	\$4,753.00
3/24/2022	24532	Delta Dental	\$658.06
3/24/2022	24533	Hillyard / Hutchinson	\$84.91
3/24/2022	24534	Home Depot Supply	\$487.26
3/24/2022	24535	Jobs HQ	\$699.00

Brainerd Housing and Redevelopment Authority
Payment Summary Report
March 2022

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/24/2022	24536	Life Insurance Company of North America	\$41.35
3/24/2022	24537	MN Dept of Labor and Industry	\$10.00
3/24/2022	24538	MRI Software LLC	\$125.00
3/24/2022	24539	NAPA Auto Parts - Baxter	\$286.96
3/24/2022	24540	Nisswa Sanitation	\$2,683.59
3/24/2022	24541	Paper Storm	\$25.75
3/24/2022	24542	Pike Plumbing & Heating, Inc	\$356.40
3/24/2022	24543	Rasinski Total Door Service, LLC	\$504.90
3/24/2022	24544	The Hartford	\$295.90
3/24/2022	24545	Thelen Heating and Roofing, Inc.	\$183.00
3/24/2022	24546	Yde's Major Appliance	\$4,259.95
	*Out of Sequence - 1971 issued in Feb		
		Report Total	\$136,540.38



To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: April 19, 2022
RE: Housing Choice Voucher Programs Report

HCV Report

Please see the attached reports.

Our Unit Months Leased (UML) through March is 97% and HAP utilization through March is 24%.

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 12 families currently escrowing a total of \$4,153 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.

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No Action Requested; Discussion Items

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March Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	324
March Move-ins	4
March Move-outs	0
March Vouchers - looking for housing	32
March Vouchers - first day of month	312
Average Vouchers to date	314
Unit Months Leased	97%
HAP Utilization through 3/30/2022	24%

Reasons For Leaving Program

Voluntarily Left	0
Terminated	0

Payments

Housing Assistance Payment (HAP)	\$116,421
March HUD Administrative Fee	\$19,003

Port Out Vouchers

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

Homeownership

	8
Homeownership HAP	\$2,834

FYI Vouchers

	2
FYI Vouchers HAP	\$675

Length of Time on Program

< 1 year	17%
< 2 years	13%
< 3 years	13%
< 4 years	10%
< 5 years	9%
> 5 years	39%

Demographics

Elderly Households	99
Disabled/Handicapped Households	162
Families with Children	113
Average Annual Income	\$14,720
Average HAP	\$357

Waiting List Total

	91
Crow Wing County Preference	19
Non Preference	72

HUD-52681-B Report

Vouchers

	Jan 2022	Feb 2022	Mar 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	301	300
Total Under lease as of first of month	316	313	312
Total Under lease as of end of month	317	313	312
Total Issued as of end of month	25	23	32
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	2,848	2,848	2,834
Moving To Work HAP	0	0	0
One Year Mainstream - MTW HAP	0	0	0
Family Unification - Non MTW HAP	536	675	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	106,667	106,985	106,964
Abated HAP	0	0	0
Total All Voucher HAP Expense for 1st of month	111,846	112,303	112,268
FSS Escrow Deposits	3,640	3,641	4,441
FSS Escrow Forfeitures	0	0	0
All Voucher HAP Expense After 1st of Month	497	0	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



Bridges Program

March 2022

Summary

- Tenants leased up in units: 10
- Participants issued a Voucher & searching for a unit: 5
- 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: \$3,908.00

Additional Info: no update

Family Self-Sufficiency Program

March 2022

Summary

- Active FSS participants: 29
- Tenants going OFF for month: 0
- Tenants going ON for month: 0
- Tenants start ESCROWING: 2
- Total number of FSS participants escrowing monthly: 12
- Total amount of escrow: \$4,153.00
- Total combined amount of monthly escrow: \$ 53,064.36

Update: No update

Foster Youth to Independence Program March 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: Apr-20-2022
Re: Housing Management Report

Vacancy Report for March 2022

Please see attachment.

Monthly Property Performance Report for March 2022

Please see attachment.

ROSS Program Updates

- 20 active participants in the ROSS program; 3 newly enrolled participants; 0 exited participants.
- 38 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: 14 residents; 220 frozen meals (10 - 30 each); elderly tenants only.
- Activities Recap:
 - 3 residents participated in a nutrition seminar hosted by Humana focused on healthy food choices.
 - .
- Facebook Stats:
 - 6 new posts on the ROSS Facebook page this past month which reached 35 individuals, with no additional likes, shares, comments, or viewers clicking through posts for more information.
- On-Site Pantry: The Wellness Committee, which is comprised of various city departments, graciously agreed to help with a food drive in conjunction with one of the lunch-n-learn events. The food collected will be used to stock the on-site pantry. The Resident Council decorated several boxes that will be used for the actual food collection. At the next board meeting, we look forward to reporting back on the number of pounds of food collected.

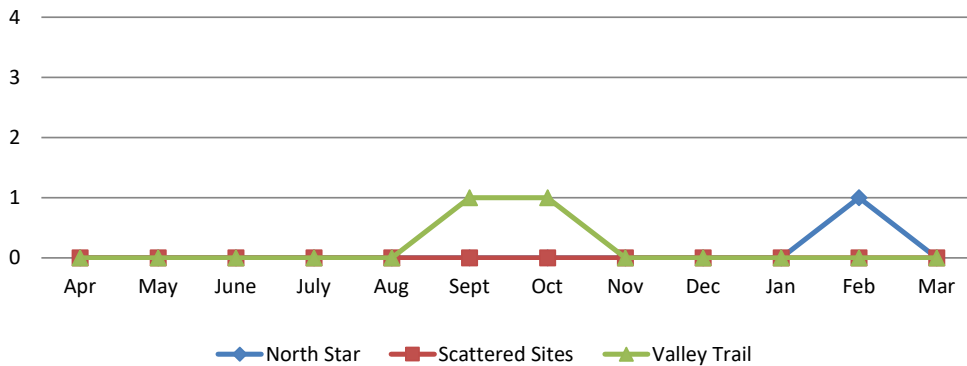
No Action Requested; Discussion Items

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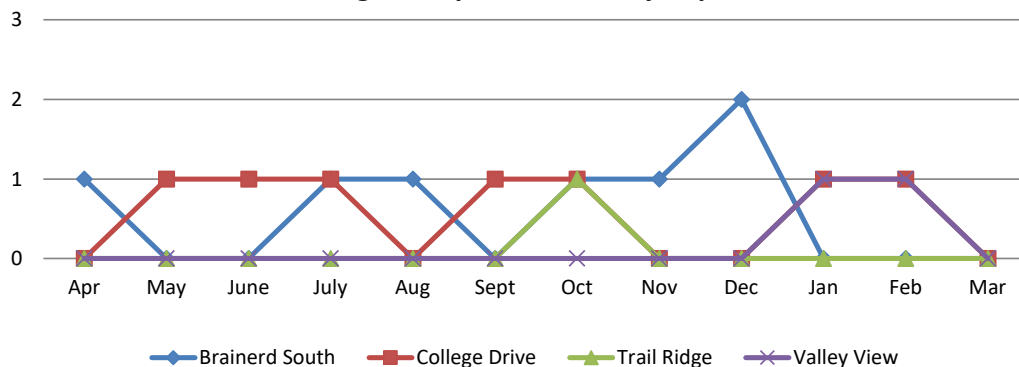
Brainerd HRA 2022 Vacancy Report

	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	0	0	0	0	0	0	0	0
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
%	0.21%	0.00%	0.00%	0.16%	0.00%	2.78%	0.00%	3.33%

Public Housing Vacancy Report



Managed Properties Vacancy Report



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Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report March 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	43
Applications Placed on PH Wait List	10
Applications Denied on PH Wait List	24

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	48	4	2	0
2 bdrm	14	28	8	1	1
3 bdrm	24	24	0	0	0
4 bdrm	5	9	0	0	0
TOTAL	203	109	12	3	1

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	5
Move-Outs	2	4

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	3
Annual Recertifications	0
Completed for this month	3

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	1
30-day lease terminations	4

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	7
Received	68
Closed	68
Ending Balance	7
Total Completed Work Orders for Year	215

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	65,347
Other Charges	1,438
Total New Charges	66,785
Arrears, tenants in possession	831

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	602
Current Rent Charges	65,347
Current Rent Collections	64,745
Accounts Receivable Rate	1%
Collection Rate	99%

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To: Brainerd HRA Board Members
 From: Kristin A. Miller, Rehab Administrative Specialist
 Date: April 19, 2022
 Re: Rehab Programs Report

Emily SCDP

8 Owner occupied projects are complete
 2 Projects are in construction

Garrison SCDP

7 Owner Occupied Rehab Applications mailed 04/17/2022
 7 Commercial Rehab Applications Mailed 04/17/2022
 2 Owner Occupied Applications Received as of 04/19/2022

Jenkins SCDP

7 Owner Occupied Rehab Applications mailed 04/17/2022

MHFA

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

Housing Trust Fund

6 Owner Occupied Rehab Applications Mailed
 2 Rental Rehab Applications Mailed
 2 Owner Occupied Rehab Work Write-up in process

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*

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To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: April 27th, 2022

Re: Executive Director Report

Goal Setting / Strategic Planning Update

Bruce Miles has been reaching out to our staff and commissioners in preparation for our planning session. We have identified Thursday May 19th as our date for this session. We are going to be holding this session in City Hall in the 2nd floor conference room. We are tentatively planning for our Brainerd commissioner session to be held in the morning and possibly having a lunch provided at noon with the opportunity to talk with staff and our Crow Wing County HRA commissioners who will be going through a similar session in the afternoon. I will get the finalized times and agenda to you as soon as possible, but I would plan from 8am – 12:30pm at this point. Staff is excited to go through this process with the board on the 19th.

Housing Trust Fund Update

Momentum continues to pick up as we get the word out to our partners about both our rehab programs and our down payment assistance programs for the Crow Wing County Housing Trust Fund. We have a number of applicants in our pipeline and a lot of interest in the down payment assistance program from our local realtors and area lenders. John and I continue to conduct informational sessions with these groups, and we recently had a local lender host a free Coffee and Learn at a local coffee shop to get the word out about this program. The CWC HRA board also recently just approved an update to our guidelines that we continue to fine tune in our leadup to our first loans closing.

MN NAHRO Executive Director Training

I recently attended 3 days of training through the Minnesota chapter of NAHRO for an Executive Director Boot Camp. The training is designed to support executive leaders in housing agencies as they lead their organizations to provide affordable housing in their communities. This training will be a great opportunity to network with other directors across the state as we all try to navigate through the various HUD and MN Housing programs. As I will be attending this training after this packet goes out to

our commissioners, I will give an update on some of my key takeaways from this conference, at the board meeting.

Office Re-opening

After many months of our office having controlled access due to the pandemic, we are ready to re-open our main door during our normal business hours. While our tenants and voucher holders have become accustomed to working with us through email and phone, we think that opening the office to our pre-pandemic hours is warranted at this time. We will be implementing this change as of Monday May 2nd.

Brainerd Noon Rotary Invitation

I was a guest at the Brainerd Noon Rotary Service Club on April 5th and have subsequently been asked to join their group. I know that in the past this board has authorized the Director to take part in service organizations and has allowed the agency to pay those dues. I wanted to bring up this opportunity to the board and have a discussion regarding if this were something that this board would authorize me to take part in. The quarterly dues for the Rotary group are \$160 per member.

No Action Requested; Discussion Items