

Brainerd Board of Commissioners Meeting
Wednesday, May 18th, 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=med4d118d2a63d62693593d89fa447049>

Join by phone: 415-655-0001 / Meeting number (access code): 2559 465 2861 / Meeting password XPe2KWhCA64

*“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 April 27th, 2022**
- 5. UNFINISHED BUSINESS**
- 6. NEW BUSINESS**
- 7. BILLS & COMMUNICATIONS**
 - a. Financial Report** *(Attachment 2) Pg. 7*
 - b. HCV Report** *(Attachment 3) Pg. 35*
 - c. Housing Management Report** *(Attachment 4) Pg. 41*
 - d. Rehab Programs Report** *(Attachment 5) Pg. 47*
 - e. Executive Director Report** *(Attachment 6) Pg. 49*
- 8. COMMISSIONER COMMENTS**
- 9. NEXT MEETING: Wednesday June 22nd, 2022**
- 10. 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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Brainerd HRA BOARD MEETING MINUTES

Wednesday, April 27th, 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, April 27th, 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, Kevin Yeager, Marlee Larson, Rebekah Kent-Ehlebracht, and Janet Decker.

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

3. **REVIEW AND APPROVE AGENDA:**

Moved and seconded by Commissioners Duval and Larson to approve the agenda as presented for the April 27th, 2022, board meeting. Through a roll call vote all commissioners were in favor, and none were opposed. The agenda was approved.

4. **READING AND APPROVAL OF MINUTES:**
 - a. Approval of minutes from Regular Board Meeting on March 23rd, 2022

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

5. **Presentation:**
 - a. 2021 Brainerd HRA Audit: Mary Reedy, Clifton Larson Allen

6. **UNFINISHED BUSINESS:**

7. **NEW BUSINESS:**

Charpentier presented the Payment Standard Increase information.

- a. **Payment Standard Increase for HCV Program**

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.

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.

Moved and seconded by Commissioners Erickson and Yeager to adopt 2022 Payment Standards. Through a roll call vote, all commissioners were in favor, and none were opposed. The 2022 payment standards were approved.

8. 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 audited financial statements and Power Point slides will be sent separately for Mary to discuss during our meeting.

Commissioner Duval moved to approve the payments as presented. Commissioner Larson seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion carried.

b. HCV Report:

Charpentier presented HCV reports and supporting information.

HCV Report (Report was presented)

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

Bridges Report (Report was presented)

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

Family Self-Sufficiency (FSS) Report (Report was presented)

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 (Report was presented)

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

- 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 “super foods”.
- **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.

d. Rehab Programs Report:

Schommer presented his reports and supporting information.

Garrison SCDP (Owner-Occupied/Commercial Rehab)

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 (Owner-Occupied)

7 Owner Occupied Rehab Applications mailed 04/17/2022

Schommer & Miller took part in the Community Event on Thursday, April 21st promoting interest in the program

Emily SCDP

8 Owner occupied projects complete

2 Projects are in construction

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	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

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.

9. Commissioner Comments:

All commissioners thanked staff for their part in the financial audit.

10. ADJOURN:

Commissioner Yeager made a motion to adjourn the meeting. Commissioner Erickson seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 1:55 p.m.



From: Karen Young, Finance Director
Date: May 12, 2022
Re: May Financial Report

Please find attached the financial information for April 2022.

Trail Ridge Distribution

In April we received a distribution of surplus cash of \$22,717.50 for our ownership interest in Trail Ridge Limited Partnership. This distribution was requested by Brighton Development Corporation as the Managing General Partner.

HCV Housing Assistance Payment (HAP) Funding

HUD recently notified us that our 2022 HAP funding will be based on our 2021 HAP expenditures, prorated at 100% and then inflated by 11% for a total of \$1,606,944. We will now use this amount as we track our spending throughout the year.

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

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

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

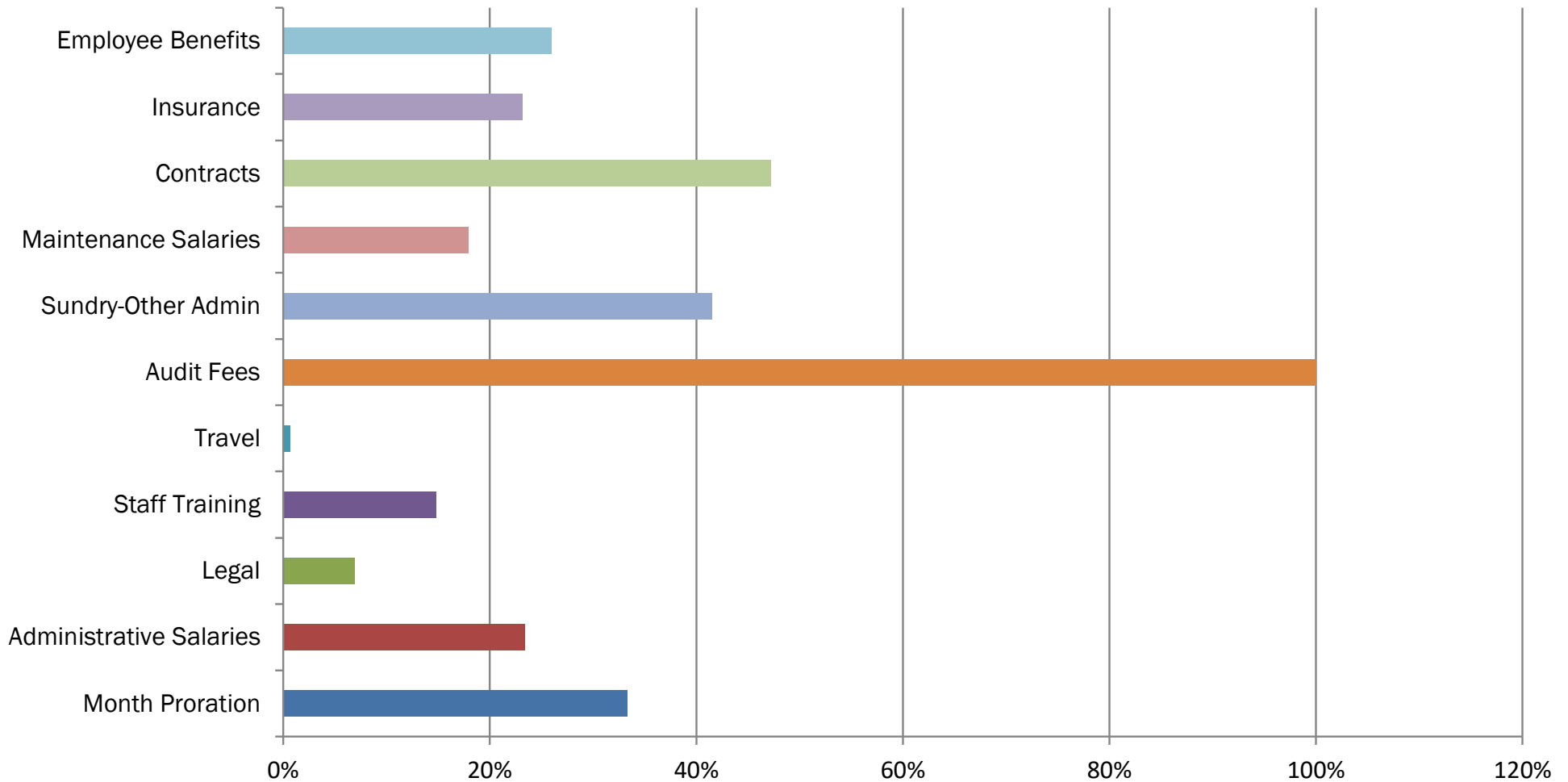
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April 2022 Operating Account Balances

Property/Program	April 2021	March 2022	April 2022
General Fund	\$264,640.68	\$378,731.22	\$392,511.54
Housing Rehab Program	\$90,380.09	\$205,997.79	\$169,934.20
Bridges	\$1,702.68	\$1,823.88	\$2,362.12
Crow Wing County HRA	\$1,000,051.67	\$1,502,271.51	\$1,466,377.14
Public Housing	\$660,239.28	\$759,254.57	\$752,970.61
Brainerd South	\$37,748.29	\$44,884.76	\$43,832.07
Housing Choice Voucher	\$33,826.10	\$40,065.70	\$20,228.53
Total	\$2,088,588.79	\$2,933,029.43	\$2,848,216.21

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April 2022 YTD General Fund Expense/Annual Budget Comparison

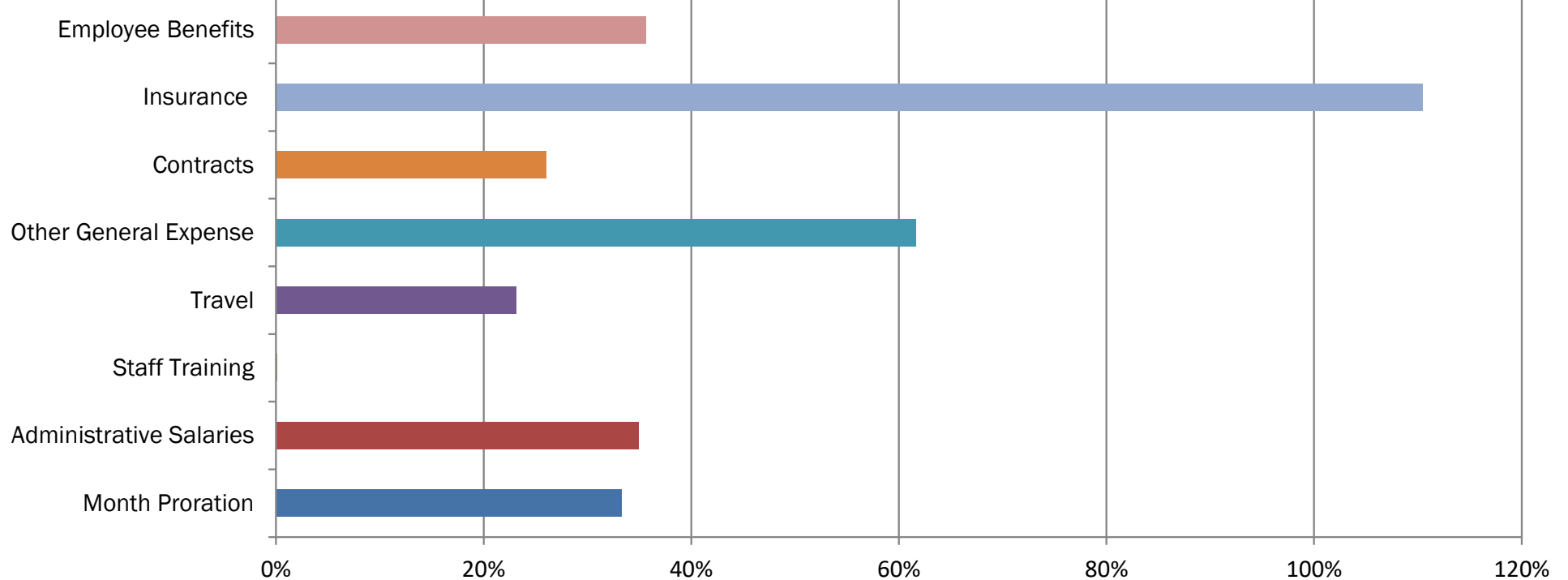


Sundry-Other Admin: Purchased postage annually for agency in January. Purchased new switch for the IT Room.

Audit Fees: Audit was completed.

Contracts: Quarterly billing for City HR services.

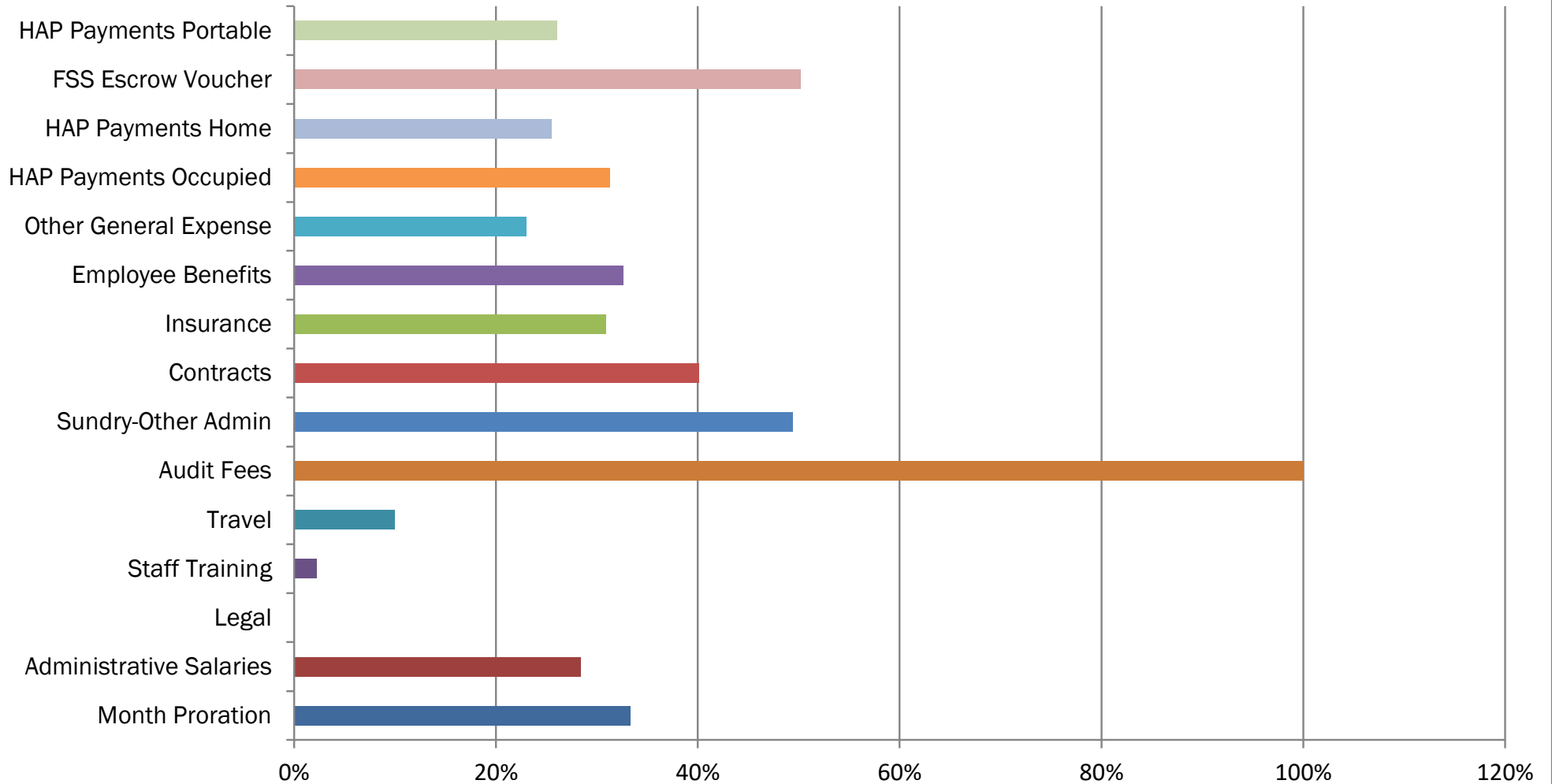
April 2022 YTD Housing Rehab Expense/Annual Budget Comparison



Other General Expense: Happy software purchased for rehab department.

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

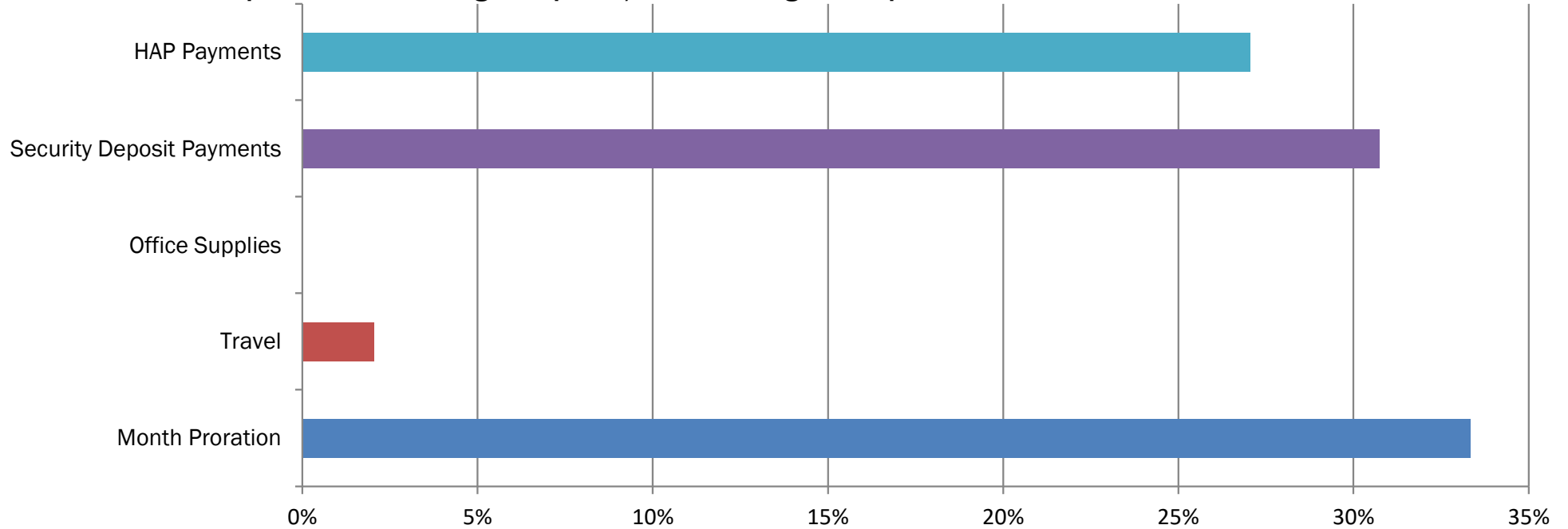
April 2022 YTD Housing Choice Voucher Expense/Annual Budget Comparison



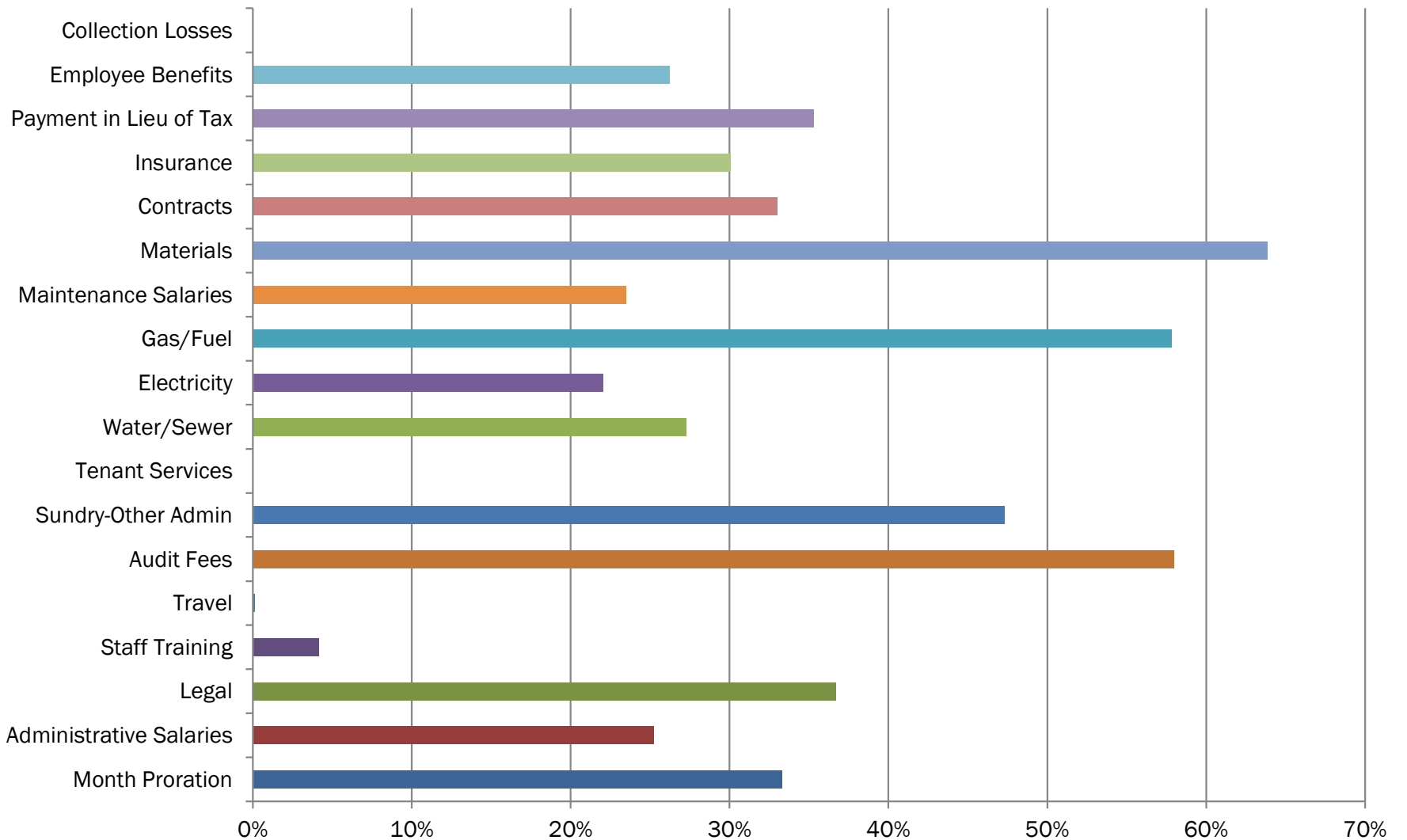
Sundry-Other Admin: Purchased postage annually for agency in January.

Audit Fees: Audit was completed.

April 2022 YTD Bridges Expense/Annual Budget Comparison



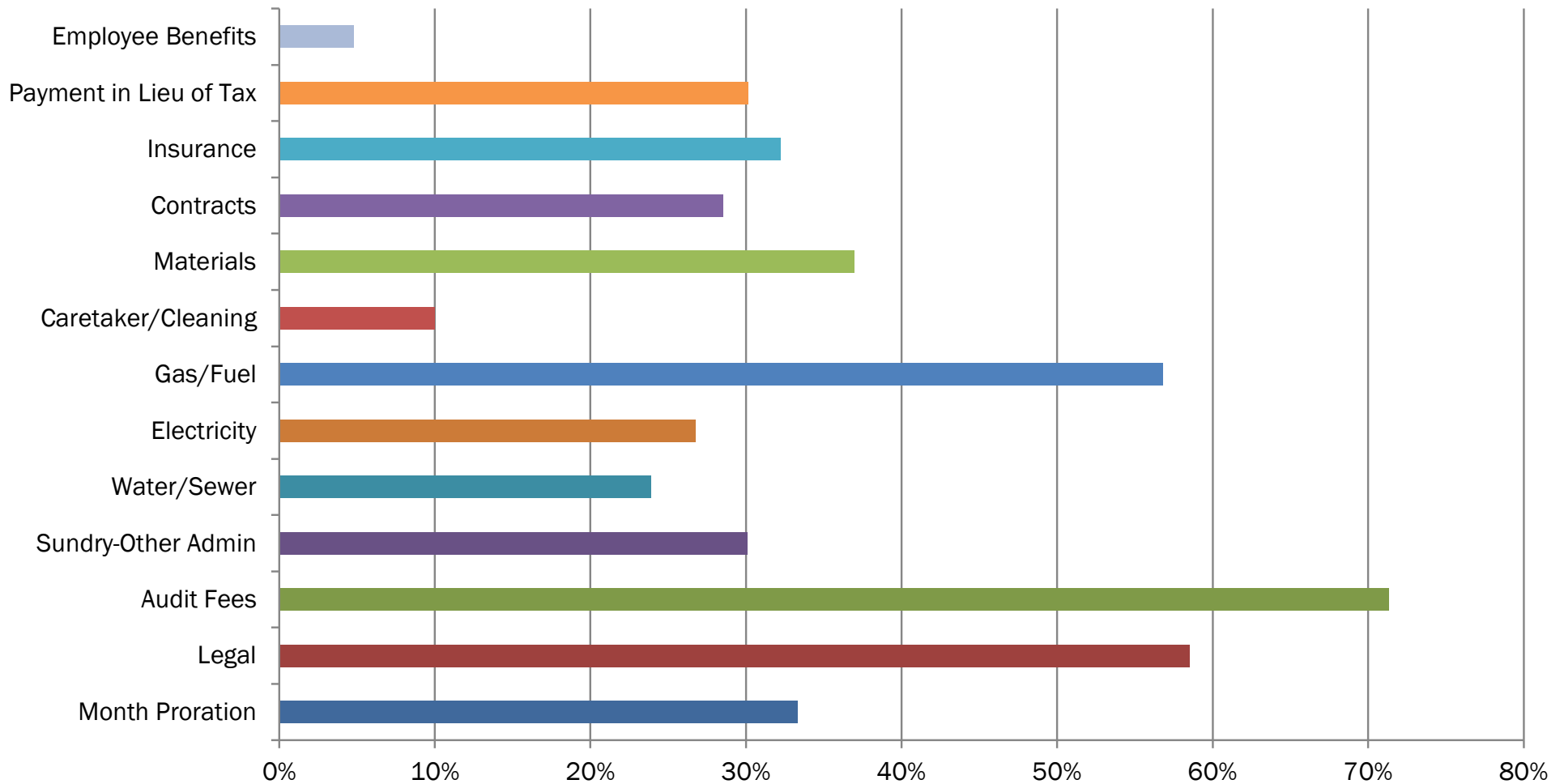
April 2022 YTD Public Housing Expense/Annual Budget Comparison



Materials - Purchase of refrigerators.

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

April 2022 YTD Brainerd South Expense/Annual Budget Comparison



Audit Fees: Audit was completed.

Legal: Assistance with human resource issues.

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

	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-14,456.88	-58,065.11	-57,333.32	-731.79
Interest Income	-2.94	-11.97	-16.68	4.71
Other Income	-22,717.50	-23,181.58	-4,566.64	-18,614.94
TOTAL INCOME	-37,177.32	-81,258.66	-61,916.64	-19,342.02
EXPENSE				
Administrative				
Administrative Salaries	11,522.69	40,665.63	58,021.68	-17,356.05
Legal	0.00	171.75	833.32	-661.57
Staff Training	176.25	738.38	1,666.68	-928.30
Travel	0.00	4.11	200.00	-195.89
Auditing Fees	0.00	6,900.00	6,900.00	0.00
Sundry-Other Admin	221.38	2,926.72	2,533.28	393.44
Total Administration	11,920.32	51,406.59	70,154.96	-18,748.37
Maintenance				
Maintenance Salaries	0.00	2,092.65	3,900.00	-1,807.35
Contracts	3,300.14	4,045.63	2,856.68	1,188.95
Total Maintenance	3,300.14	6,138.28	6,756.68	-618.40
General				
TIF Expense	0.00	30.00	43.32	-13.32
Insurance	356.61	1,426.44	2,051.64	-625.20
Employee Benefits	5,007.96	21,873.33	28,105.00	-6,231.67
Other General Expense	1,952.50	1,952.50	8,333.32	-6,380.82
Total General	7,317.07	25,282.27	38,533.28	-13,251.01
TOTAL EXPENSE	22,537.53	82,827.14	115,444.92	-32,617.78
Net Income/Loss	-14,639.79	1,568.48	53,528.28	-51,959.80

Housing Rehab Operating Statement
April, 2022

	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,000.00	-78,408.60	-91,416.68	13,008.08
Grant Admin Revenue	0.00	0.00	-1,200.00	1,200.00
TOTAL INCOME	-10,000.00	-78,408.60	-92,616.68	14,208.08
EXPENSE				
Administrative				
Administrative Salaries	7,390.08	28,294.90	27,011.68	1,283.22
Legal	200.00	200.00	0.00	200.00
Staff Training	0.00	5.27	1,666.68	-1,661.41
Travel	111.74	231.12	333.32	-102.20
Other Admin Exp	26.25	2,262.00	1,306.64	955.36
Total Administration	7,728.07	30,993.29	30,318.32	674.97
Maintenance				
Contracts	34,872.00	35,100.00	45,000.00	-9,900.00
Total Maintenance	34,872.00	35,100.00	45,000.00	-9,900.00
General				
Insurance	0.00	552.29	166.68	385.61
Employee Benefits	3,463.52	13,382.25	12,508.36	873.89
Total General	3,463.52	13,934.54	12,675.04	1,259.50
TOTAL EXPENSE	46,063.59	80,027.83	87,993.36	-7,965.53
Net Income/Loss	36,063.59	1,619.23	-4,623.32	6,242.55

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

	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-118,755.00	-476,316.00	-493,966.68	17,650.68
Admin Fees Earned	-25,191.84	-98,741.52	-94,426.68	-4,314.84
Interest Income	-0.20	-0.55	0.00	-0.55
Other Income	-11,024.00	-14,039.33	-10,000.00	-4,039.33
TOTAL INCOME	-154,971.04	-589,097.40	-598,393.36	9,295.96
EXPENSE				
Administrative				
Administrative Salaries	15,083.98	55,589.99	65,260.00	-9,670.01
Legal	0.00	0.00	166.68	-166.68
Staff Training	106.75	112.02	1,666.68	-1,554.66
Travel	93.61	249.81	833.32	-583.51
Accounting & Audit Fees	0.00	3,650.00	3,650.00	0.00
Sundry-Other Admin	139.33	2,690.22	2,383.28	306.94
Total Administration	15,423.67	62,292.04	73,959.96	-11,667.92
Maintenance				
Contracts	2,717.46	3,755.60	3,120.00	635.60
Total Maintenance	2,717.46	3,755.60	3,120.00	635.60
General				
Insurance	509.03	2,036.12	2,194.96	-158.84
Employee Benefits	8,384.08	33,290.85	34,036.64	-745.79
Collection Losses	488.00	488.00	0.00	488.00
Other General Expense	122.88	368.64	533.32	-164.68
Total General	9,503.99	36,183.61	36,764.92	-581.31
HAP Payments				
HAP Payments Occupied	111,448.00	431,326.00	459,390.32	-28,064.32
HAP Payments Home	2,796.00	11,326.00	14,818.68	-3,492.68
FSS Escrow Voucher	4,009.00	14,867.00	9,878.00	4,989.00
HAP Payments Portable	2,339.00	7,724.00	9,879.68	-2,155.68
Total HAP	120,592.00	465,243.00	493,966.68	-28,723.68
TOTAL EXPENSE	148,237.12	567,474.25	607,811.56	-40,337.31
Net Income/Loss	-6,733.92	-21,623.15	9,418.20	-31,041.35

Date: 5/11/2022
Time: 3:10:15 PM
joe

Bridges Program
Bridges Operating Statement
April, 2022

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-3,596.00	-16,020.00	-19,616.68	3,596.68
Admin Revenue	-540.00	-2,340.00	-2,400.00	60.00
Total Income	-4,136.00	-18,360.00	-22,016.68	3,656.68
EXPENSE				
Administrative				
Travel	1.76	8.20	133.32	-125.12
Office Supplies	0.00	0.00	16.68	-16.68
Total Administration	1.76	8.20	150.00	-141.80
General				
Security Deposit Pmts	0.00	790.00	856.68	-66.68
HAP Payment to Landlords	3,596.00	15,230.00	18,760.00	-3,530.00
Total General	3,596.00	16,020.00	19,616.68	-3,596.68
TOTAL EXPENSE	3,597.76	16,028.20	19,766.68	-3,738.48
Net Income/Loss	-538.24	-2,331.80	-2,250.00	-81.80

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

	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-66,402.00	-259,120.00	-262,796.68	3,676.68
Excess Utilities	0.00	0.00	-1,200.00	1,200.00
Operating Subsidy	-31,271.00	-124,603.00	-110,000.00	-14,603.00
Investment Interest	36.43	152.99	0.00	152.99
Other Income	-10,892.31	-52,745.11	-61,526.68	8,781.57
Other Income Tenants	-2,516.04	-13,373.10	-6,516.68	-6,856.42
Capital Fund Income	0.00	0.00	-22,000.00	22,000.00
Laundry Income	-1,599.00	-7,758.32	-6,366.68	-1,391.64
TOTAL INCOME	-112,643.92	-457,446.54	-470,406.72	12,960.18
EXPENSE				
Administrative				
Administrative Salaries	22,779.86	84,464.20	111,636.68	-27,172.48
Legal	75.00	1,466.82	1,333.32	133.50
Staff Training	561.00	584.99	4,666.68	-4,081.69
Travel	0.00	1.17	333.32	-332.15
Accounting & Audit Fees	4,200.00	6,711.51	8,681.25	-1,969.74
Sundry-Other Admin	586.09	9,736.43	7,856.64	1,879.79
Total Administration	28,201.95	102,965.12	134,507.89	-31,542.77
Tenant Services				
Rec Public and Other	0.00	0.00	1,650.00	-1,650.00
Total Tenant Services	0.00	0.00	1,650.00	-1,650.00
Utilities				
Water/Sewer	6,953.04	20,725.45	25,313.32	-4,587.87
Electricity	5,533.29	17,719.58	26,786.68	-9,067.10
Gas/Fuel	6,712.27	24,568.04	14,155.00	10,413.04
Total Utilities	19,198.60	63,013.07	66,255.00	-3,241.93
Maintenance				
Labor	11,846.52	53,062.95	75,246.68	-22,183.73
Materials	2,251.40	19,165.57	10,000.00	9,165.57
Contracts	26,867.34	60,091.10	60,716.64	-625.54
Total Maintenance	40,965.26	132,319.62	145,963.32	-13,643.70
General				
Insurance	8,292.79	33,171.16	36,780.00	-3,608.84
Payment in Lieu of Tax	2,955.70	9,887.98	9,333.32	554.66
Employee Benefits	15,224.21	68,491.82	87,023.36	-18,531.54
Collection Losses	0.00	0.00	1,400.00	-1,400.00
Other General Expense	0.00	1,000.00	0.00	1,000.00
Total General	26,472.70	112,550.96	134,536.68	-21,985.72
TOTAL EXPENSE	114,838.51	410,848.77	482,912.89	-72,064.12
Net Income/Loss	2,194.59	-46,597.77	12,506.17	-59,103.94

Brainerd South Operating Statement
April, 2022

	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-21,611.00	-85,329.00	-81,746.68	-3,582.32
Rental Supplement	-4,558.00	-18,494.00	-16,900.00	-1,594.00
Investment Interest	8.00	33.19	0.00	33.19
Other Income	-2,085.00	-8,155.54	-8,866.68	711.14
Laundry Income	-708.50	-2,780.75	-2,893.32	112.57
TOTAL INCOME	-28,954.50	-114,726.10	-110,406.68	-4,319.42
EXPENSE				
Administrative				
Legal	225.00	2,925.00	1,666.68	1,258.32
Accounting & Audit Fees	630.00	3,780.00	5,300.00	-1,520.00
Sundry-Other Admin	3,392.76	14,214.06	15,746.68	-1,532.62
Total Administration	4,247.76	20,919.06	22,713.36	-1,794.30
Utilities				
Water	1,335.42	3,906.05	5,446.68	-1,540.63
Electricity	457.10	1,552.32	1,933.32	-381.00
Gas/Fuel	3,047.22	10,135.01	5,946.68	4,188.33
Total Utilities	4,839.74	15,593.38	13,326.68	2,266.70
Maintenance				
Labor	621.30	1,928.62	6,433.32	-4,504.70
Materials	1,301.64	6,692.25	8,233.36	-1,541.11
Contracts	7,877.24	19,550.25	22,833.32	-3,283.07
Total Maintenance	9,800.18	28,171.12	37,500.00	-9,328.88
General				
Insurance	2,883.68	11,534.39	11,933.32	-398.93
Payment in Lieu of Tax	837.52	3,316.95	3,666.68	-349.73
Employee Benefits	0.00	59.63	416.68	-357.05
Total General	3,721.20	14,910.97	16,016.68	-1,105.71
TOTAL EXPENSE	22,608.88	79,594.53	89,556.72	-9,962.19
Net Income/Loss	-6,345.62	-35,131.57	-20,849.96	-14,281.61

April 2022
Prior Year Comparative Operating
Statements

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

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
General Fund Operating INCOME				
Management Fees	-58,065.11	-57,333.32	-57,742.60	-57,613.18
Interest Income	-11.97	-16.68	-10.49	-1,031.08
Other Income	-23,181.58	-4,566.64	-476.15	-13,152.36
TOTAL INCOME	-81,258.66	-61,916.64	-61,458.24	-71,796.62
EXPENSE				
Administrative				
Administrative Salaries	40,665.63	58,021.68	46,122.61	47,247.36
Legal	171.75	833.32	0.00	0.00
Staff Training	738.38	1,666.68	0.00	238.63
Travel	4.11	200.00	0.56	0.00
Auditing Fees	6,900.00	6,900.00	6,900.00	6,700.00
Sundry-Other Admin	2,926.72	2,533.28	1,578.62	2,652.79
Total Administration	51,406.59	70,154.96	54,601.79	56,838.78
Maintenance				
Maintenance Salaries	2,092.65	3,900.00	1,063.66	3,409.18
Contracts	4,045.63	2,856.68	1,009.52	965.91
Total Maintenance	6,138.28	6,756.68	2,073.18	4,375.09
General				
TIF Expense	30.00	43.32	30.00	0.00
Insurance	1,426.44	2,051.64	1,941.64	1,838.73
Employee Benefits	21,873.33	28,105.00	26,406.93	28,668.51
Other General Expense	1,952.50	8,333.32	3,200.00	5,000.00
Total General	25,282.27	38,533.28	31,578.57	35,507.24
TOTAL EXPENSE	82,827.14	115,444.92	88,253.54	96,721.11
Net Income/Loss	1,568.48	53,528.28	26,795.30	24,924.49

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

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Housing Rehab Operating INCOME				
Other Income	-78,408.60	-91,416.68	-40,187.50	-79,558.76
Grant Admin Revenue	0.00	-1,200.00	0.00	-2,045.93
TOTAL INCOME	-78,408.60	-92,616.68	-40,187.50	-81,604.69
EXPENSE				
Administrative				
Administrative Salaries	28,294.90	27,011.68	28,716.40	27,949.57
Legal	200.00	0.00	0.00	0.00
Staff Training	5.27	1,666.68	0.00	154.80
Travel	231.12	333.32	233.52	196.68
Other Admin Exp	2,262.00	1,306.64	326.79	3,965.36
Total Administration	30,993.29	30,318.32	29,276.71	32,266.41
Maintenance				
Contracts	35,100.00	45,000.00	12,579.88	89,887.06
Total Maintenance	35,100.00	45,000.00	12,579.88	89,887.06
General				
Insurance	552.29	166.68	486.86	496.47
Employee Benefits	13,382.25	12,508.36	11,499.16	10,238.37
Total General	13,934.54	12,675.04	11,986.02	10,734.84
TOTAL EXPENSE	80,027.83	87,993.36	53,842.61	132,888.31
Net Income/Loss	1,619.23	-4,623.32	13,655.11	51,283.62

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

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-476,316.00	-493,966.68	-500,042.00	-488,059.00
Admin Fees Earned	-98,741.52	-94,426.68	-92,891.01	-88,482.68
Interest Income	-0.55	0.00	-0.75	-77.21
Other Income	-14,039.33	-10,000.00	-15,810.46	-7,895.44
TOTAL INCOME	-589,097.40	-598,393.36	-608,744.22	-584,514.33
EXPENSE				
Administrative				
Administrative Salaries	55,589.99	65,260.00	49,964.89	41,068.88
Legal	0.00	166.68	0.00	0.00
Staff Training	112.02	1,666.68	0.00	0.00
Travel	249.81	833.32	0.00	324.88
Accounting & Audit Fees	3,650.00	3,650.00	3,650.00	3,500.00
Sundry-Other Admin	2,690.22	2,383.28	1,702.07	3,105.27
Total Administration	62,292.04	73,959.96	55,316.96	47,999.03
Maintenance				
Contracts	3,755.60	3,120.00	1,583.06	967.12
Total Maintenance	3,755.60	3,120.00	1,583.06	967.12
General				
Insurance	2,036.12	2,194.96	2,052.58	1,868.40
Employee Benefits	33,290.85	34,036.64	31,416.13	29,329.10
Collection Losses	488.00	0.00	2,174.00	2,302.00
Other General Expense	368.64	533.32	344.88	505.82
Total General	36,183.61	36,764.92	35,987.59	34,005.32
HAP Payments				
HAP Payments Occupied	431,326.00	459,390.32	466,064.00	436,434.00
HAP Payments Home	11,326.00	14,818.68	13,510.00	15,503.00
FSS Escrow Voucher	14,867.00	9,878.00	7,801.00	7,203.00
HAP Payments Portable	7,724.00	9,879.68	9,370.00	9,471.00
Total HAP	465,243.00	493,966.68	496,745.00	468,611.00
TOTAL EXPENSE	567,474.25	607,811.56	589,632.61	551,582.47
Net Income/Loss	-21,623.15	9,418.20	-19,111.61	-32,931.86

Date: 5/11/2022
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Bridges Program PY
Bridges Operating Statement
April, 2022

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	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Bridges Operating INCOME				
HAP Received MHFA	-16,020.00	-19,616.68	-16,144.00	-20,733.00
Admin Revenue	-2,340.00	-2,400.00	-1,650.00	-2,400.00
Total Income	-18,360.00	-22,016.68	-14,565.00	-23,133.00
EXPENSE				
Administrative				
Travel	8.20	133.32	0.00	59.23
Office Supplies	0.00	16.68	0.00	0.00
Total Administration	8.20	150.00	0.00	59.23
General				
Security Deposit Pmts	790.00	856.68	500.00	0.00
HAP Payment to Landlords	15,230.00	18,760.00	15,644.00	20,509.00
Total General	16,020.00	19,616.68	16,144.00	20,509.00
TOTAL EXPENSE	16,028.20	19,766.68	16,144.00	20,568.23
Net Income/Loss	-2,331.80	-2,250.00	1,579.00	-2,564.77

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

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Public Housing Operating INCOME				
Dwelling Rental	-259,120.00	-262,796.68	-247,378.00	-245,273.00
Excess Utilities	0.00	-1,200.00	0.00	0.00
Operating Subsidy	-124,603.00	-110,000.00	-90,093.00	-84,445.00
Investment Interest	152.99	0.00	158.14	-1,297.65
Other Income	-52,745.11	-61,526.68	-46,434.01	-49,813.76
Other Income Tenants	-13,373.10	-6,516.68	-5,604.68	-6,592.83
Capital Fund Income	0.00	-22,000.00	-20,570.90	-24,408.36
Laundry Income	-7,758.32	-6,366.68	-6,441.75	-5,894.00
TOTAL INCOME	-457,446.54	-470,406.72	-416,364.20	-417,724.60
EXPENSE				
Administrative				
Administrative Salaries	84,464.20	111,636.68	87,175.26	74,372.61
Legal	1,466.82	1,333.32	3,157.24	132.50
Staff Training	584.99	4,666.68	294.00	984.32
Travel	1.17	333.32	3.92	164.23
Accounting & Audit Fees	6,711.51	8,681.25	7,900.00	8,200.00
Sundry-Other Admin	9,736.43	7,856.64	8,896.95	11,044.73
Total Administration	102,965.12	134,507.89	107,427.37	94,898.39
Tenant Services				
Rec Public and Other	0.00	1,650.00	0.00	0.00
Total Tenant Services	0.00	1,650.00	0.00	0.00
Utilities				
Water/Sewer	20,725.45	25,313.32	18,600.35	16,374.91
Electricity	17,719.58	26,786.68	16,740.94	17,569.18
Gas/Fuel	24,568.04	14,155.00	18,783.26	15,800.82
Total Utilities	63,013.07	66,255.00	54,124.55	49,744.91
Maintenance				
Labor	53,062.95	75,246.68	47,463.80	58,875.26
Materials	19,165.57	10,000.00	5,834.62	2,617.60
Contracts	60,091.10	60,716.64	66,249.96	37,941.26
Total Maintenance	132,319.62	145,963.32	119,548.38	99,434.12
General				
Insurance	33,171.16	36,780.00	33,959.56	30,320.21
Payment in Lieu of Tax	9,887.98	9,333.32	9,116.11	9,332.83
Employee Benefits	68,491.82	87,023.36	73,458.87	75,413.83
Collection Losses	0.00	1,400.00	0.00	0.00
Other General Expense	1,000.00	0.00	755.00	0.00
Total General	112,550.96	134,536.68	117,289.54	115,066.87
TOTAL EXPENSE	410,848.77	482,912.89	398,389.84	359,144.29
Net Income/Loss	-46,597.77	12,506.17	-17,974.36	-58,580.31

**Brainerd South Operating Statement
April, 2022**

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Brainerd South Operating				
INCOME				
Dwelling Rental	-85,329.00	-81,746.68	-82,528.00	-82,389.00
Rental Supplement	-18,494.00	-16,900.00	-16,989.00	-15,619.00
Investment Interest	33.19	0.00	38.74	-1,536.24
Other Income	-8,155.54	-8,866.68	-9,188.71	-8,336.83
Laundry Income	-2,780.75	-2,893.32	-2,115.75	-2,794.25
TOTAL INCOME	-114,726.10	-110,406.68	-110,782.72	-110,675.32
EXPENSE				
Administrative				
Legal	2,925.00	1,666.68	5,702.24	0.00
Accounting & Audit Fees	3,780.00	5,300.00	5,250.00	3,465.00
Sundry-Other Admin	14,214.06	15,746.68	17,770.80	15,255.01
Total Administration	20,919.06	22,713.36	28,723.04	18,720.01
Utilities				
Water	3,906.05	5,446.68	3,801.64	3,385.24
Electricity	1,552.32	1,933.32	1,457.92	1,415.54
Gas/Fuel	10,135.01	5,946.68	7,104.79	5,889.81
Total Utilities	15,593.38	13,326.68	12,364.35	10,690.59
Maintenance				
Labor	1,928.62	6,433.32	4,769.64	1,802.42
Materials	6,692.25	8,233.36	7,593.87	7,274.22
Contracts	19,550.25	22,833.32	16,533.62	14,833.81
Total Maintenance	28,171.12	37,500.00	28,897.13	23,910.45
General				
Insurance	11,534.39	11,933.32	11,145.43	11,131.46
Payment in Lieu of Tax	3,316.95	3,666.68	3,317.18	3,414.94
Employee Benefits	59.63	416.68	477.51	178.56
Total General	14,910.97	16,016.68	14,940.12	14,724.96
TOTAL EXPENSE	79,594.53	89,556.72	84,924.64	68,046.01
Net Income/Loss	-35,131.57	-20,849.96	-25,858.08	-42,629.31

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Brainerd Housing and Redevelopment Authority
Payment Summary Report
April 2022

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
4/8/2022	887	Carrie Burrell	\$10.56
4/8/2022	888	John Schommer	\$157.97
4/8/2022	889	Keri Woitalla	\$28.69
4/8/2022	890	Nancy Thull	\$15.21
4/8/2022	891	Ryan Barnett	\$88.92
4/4/2022	1977	90 Degree Benefits Inc.	\$22,974.56
4/7/2022	1978	Harpers Payroll Service	\$93.94
4/7/2022	1979	Harpers Payroll Service	\$8,485.88
4/7/2022	1980	Minnesota State Retirement System	\$986.00
4/7/2022	1981	Health Savings Accounts	\$3,293.76
4/7/2022	1982	Security Benefit	\$4,180.70
4/21/2022	1983	Harpers Payroll Service	\$94.77
4/21/2022	1984	Minnesota State Retirement System	\$816.83
4/21/2022	1985	Harpers Payroll Service	\$9,348.92
4/21/2022	1986	Security Benefit	\$4,241.85
4/7/2022	24547	Aramark Uniform Services	\$457.09
4/7/2022	24548	Atlas Abstract & Title	\$180.00
4/7/2022	24549	Big River Group, LLC	\$3,905.00
4/7/2022	24550	Brainerd Public Utilities	\$11,625.31
4/7/2022	24551	CTCIT	\$710.00
4/7/2022	24552	Capital One Commercial	\$51.64
4/7/2022	24553	CenterPoint Energy	\$9,759.49
4/7/2022	24554	City of Brainerd	\$10,954.50
4/7/2022	24555	CliftonLarsonAllen LLP	\$6,195.00
4/7/2022	24556	College Drive Townhouses	\$723.94
4/7/2022	24557	Culligan	\$111.30
4/7/2022	24558	Dacotah Paper Co	\$38.98
4/7/2022	24559	Hillyard / Hutchinson	\$482.37
4/7/2022	24560	Void	\$0.00
4/7/2022	24561	MN Dept of Labor and Industry	\$200.00
4/7/2022	24562	MN Elevator, Inc.	\$7,229.86
4/7/2022	24563	Mike Jones	\$98.28
4/7/2022	24564	Mike's Tree Company LLC	\$78.75
4/7/2022	24565	Northland Fire Protection	\$741.75
4/7/2022	24566	Office Shop	\$742.08
4/7/2022	24567	Pike Plumbing & Heating, Inc	\$221.66
4/7/2022	24568	Rasinski Total Door Service, LLC	\$851.65
4/7/2022	24569	Ratwik, Roszak & Maloney, P.A.	\$225.00
4/7/2022	24570	SHI International Corp	\$1,620.00
4/7/2022	24571	Storage Boxes Etc.	\$240.00
4/7/2022	24572	T-Mobile	\$234.07
4/7/2022	24573	Trail Ridge Townhomes	\$1,313.54
4/7/2022	24574	VSP	\$36.60
4/7/2022	24575	Valley View Townhomes	\$949.96
4/7/2022	24576	West Central Flooring	\$1,898.64
4/7/2022	24577	CTCIT	\$10.00
4/7/2022	24578	Home Depot Credit Services	\$569.66
4/21/2022	24579	Asmus Construction LLC	\$34,150.00
4/21/2022	24580	Atlas Abstract & Title	\$180.00
4/21/2022	24581	Borden Steinbauer Krueger & Knudson, PA	\$75.00
4/21/2022	24582	Brainerd Public Utilities	\$2,765.54
4/21/2022	24583	Breen & Person, Ltd.	\$292.00
4/21/2022	24584	CTC	\$2,576.43
4/21/2022	24585	City of Brainerd	\$1,750.00
4/21/2022	24586	City of Garrison	\$10,000.00
4/21/2022	24587	City of Jenkins	\$10,000.00
4/21/2022	24588	Crow Wing County Land Services Dept	\$98.68
4/21/2022	24589	Crow Wing County Landfill	\$20.00
4/21/2022	24590	Crow Wing County Treasurer	\$725.00
4/21/2022	24591	Crow Wing County Treasurer	\$18,718.14
4/21/2022	24592	Dearborn National	\$165.38
4/21/2022	24593	Granite Pest Control, LLC	\$149.00
4/21/2022	24594	Handyman's, Inc.	\$1,681.74
4/21/2022	24595	Holden Electric Company Inc	\$2,096.35

Brainerd Housing and Redevelopment Authority
Payment Summary Report
April 2022

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
4/21/2022	24596	Life Insurance Company of North America	\$41.35
4/21/2022	24597	MN Chapter NAHRO	\$695.00
4/21/2022	24598	MRI Software LLC	\$75.00
4/21/2022	24599	Mike's Tree Company LLC	\$800.00
4/21/2022	24600	Miller Testing & Consulting LLC	\$1,350.00
4/21/2022	24601	Nisswa Sanitation	\$2,590.31
4/21/2022	24602	Tenant Refund	\$112.17
4/21/2022	24603	Rasinski Excavating Inc.	\$450.00
4/21/2022	24604	Strike Painting & Finishing	\$1,000.00
4/21/2022	24605	The Hartford	\$295.90
4/21/2022	24606	West Central Flooring	\$802.56
4/21/2022	24607	Wex Health	\$7.50
4/26/2022	24608	Bremer Bank Credit Card	\$4,890.60
		Report Total	\$215,828.33



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

HCV Report

Please see the attached reports.

Our Unit Months Leased (UML) through April is 96% and HAP utilization through April is 29%.

Bridges Report

Please see the attached report.

We have 9 families on our program with a monthly HAP payment of \$3,596.

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 \$4,009 per month.

We had a participant graduate from the program and received her escrow in the amount of \$366.96.

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

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April Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	324
April Move-ins	3
April Move-outs	7
April Vouchers - looking for housing	44
April Vouchers - first day of month	309
Average Vouchers to date	312
Unit Months Leased	96%
HAP Utilization through 4/30/2022	29%

Reasons For Leaving Program

Voluntarily Left	3
Terminated	1
Over Income	3

Payments

Housing Assistance Payment (HAP)	\$116,800
April HUD Administrative Fee	\$18,504

Port Out Vouchers

	3
MPLS PHA (1) Montgomery County, TX (1)	\$2,039

Homeownership

	8
Homeownership HAP	\$2,793

FYI Vouchers

	2
FYI Vouchers HAP	\$675

Length of Time on Program

< 1 year	19%
< 2 years	11%
< 3 years	13%
< 4 years	10%
< 5 years	9%
> 5 years	39%

Demographics

Elderly Households	99
Disabled/Handicapped Households	157
Families with Children	110
Average Annual Income	\$14,724
Average HAP	\$363

Waiting List Total

	100
Crow Wing County Preference	23
Non Preference	77

HUD-52681-B Report

Vouchers

Feb 2022

Mar 2022

Apr 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	3
HOPE VI	0	0	0
Tenant Protection	0	0	0
Enhanced Vouchers	0	0	0
VASH Vouchers	0	0	0
All Other Vouchers	301	299	296
Total Under lease as of first of month	313	311	309
Total Under lease as of end of month	313	311	308
Total Issued as of end of month	24	33	45
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	2,834	2,796
Moving To Work HAP	0	0	0
One Year Mainstream - MTW HAP	0	0	0
Family Unification - Non MTW HAP	675	675	675
Non-Elderly Disabled - Non MTW HAP	0	0	0
Portable Voucher Paid HAP	1,795	1,495	2,039
HOPE VI HAP	0	0	0
Tenant Protection HAP	0	0	0
VASH HAP	0	0	0
All Other Vouchers HAP	106,985	106,395	107,281
Abated HAP	0	0	0
Total All Voucher HAP Expense for 1st of month	112,303	111,399	112,791
FSS Escrow Deposits	3,641	4,441	4,297
FSS Escrow Forfeitures	0	0	0
All Voucher HAP Expense After 1st of Month	0	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	1
Number of Vouchers Covered by Project-Based HAPs	0	0	0

Bridges Program

April 2022

Summary

- Tenants leased up in units: 9
- Participants issued a Voucher & searching for a unit: 5
- Notified: 3
- Participants receiving HCV voucher: 1
- Participants giving up Bridges voucher: 0
- Tenants' Residing Counties:
 - Cass County: 0
 - Morrison: 1
 - Aitkin: 0
 - Crow Wing: 8
 - Todd:
 - Wadena:

Total HAP Payment: \$3,596.00

Additional Info: Bridges tenant gained Section 8 voucher from Aitkin County HRA.

Family Self-Sufficiency Program

April 2022

Summary

- Active FSS participants: 29
- Tenants going OFF for month: 0
- Tenants going ON for month: 1
- Tenants start ESCROWING: 0
- Total number of FSS participants escrowing monthly: 12
- Total amount of escrow: \$4,009.00
- Total combined amount of monthly escrow: \$ 57,074.59

Update: FSS participant graduated from program and earned \$366.96 in escrow savings.

Foster Youth to Independence Program

April 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: May-10-2022
 Re: Housing Management Report

Vacancy Report for April 2022

Please see attachment.

Monthly Property Performance Report for April 2022

Please see attachment.

ROSS Program Updates

- 9 active participants in the ROSS program; 0 newly enrolled participants; 8 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: 11 residents; 180 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 and healthy lifestyle management.
- Facebook Stats:
 - 4 new posts on the ROSS Facebook page this past month which reached 9 individuals, with no additional likes, shares, comments, or viewers clicking through posts for more information.
- On-Site Pantry: Congratulations to the Wellness Committee for a wonderfully successful food drive for the North Star food pantry. The group collected over 140 pounds of food!

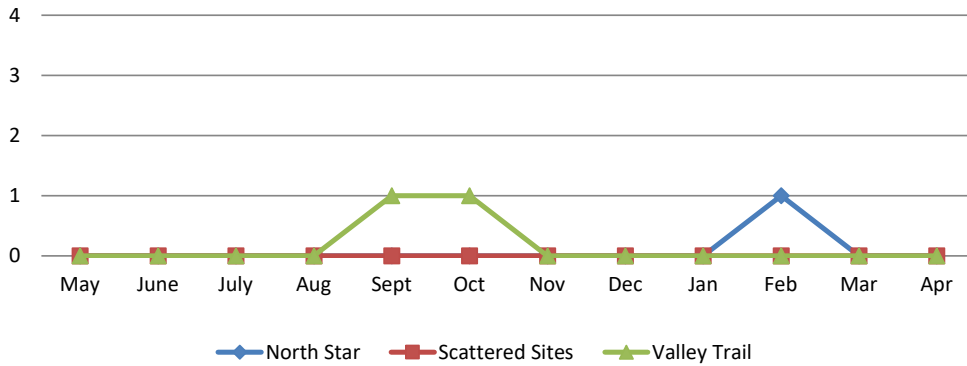


No Action Requested; Discussion Items

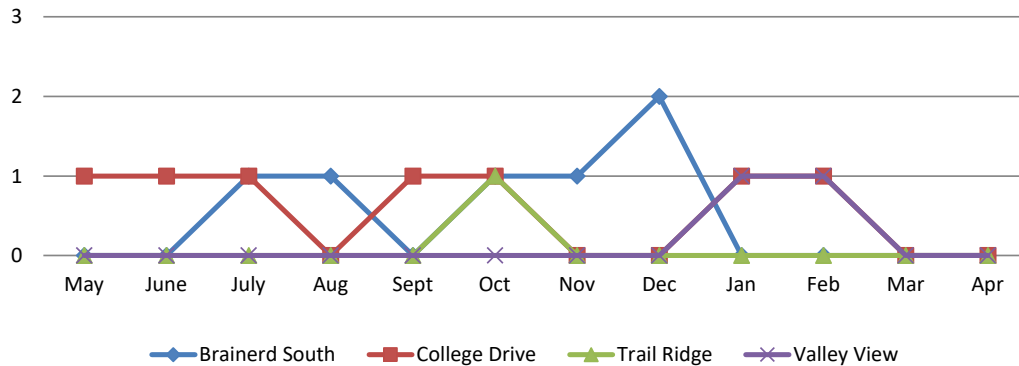
Brainerd HRA 2022 Vacancy Report

	Public Housing				Section 236	Tax Credit - DW Jones		
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%		College Drive	Trail Ridge	Valley View
# units	162	16	25	203	60	24	18	20
Jan 31	0	0	0	0	0	1	0	1
Jan %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	0.00%	5.00%
Feb 28	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	0	0	0	0	0	0	0	0
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
%	0.15%	0.00%	0.00%	0.12%	0.00%	2.08%	0.00%	2.50%

Public Housing Vacancy Report



Managed Properties Vacancy Report



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report April 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	48
Applications Placed on PH Wait List	14
Applications Denied on PH Wait List	7

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	55	0	0	0
2 bdrm	14	27	3	1	0
3 bdrm	24	25	0	0	0
4 bdrm	5	9	0	0	0
TOTAL	203	116	3	1	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	7
Move-Outs	0	4

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	2
Annual Recertifications	4
Completed for this month	6

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	3
30-day lease terminations	6

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	7
Received	76
Closed	76
Ending Balance	7
Total Completed Work Orders for Year	291

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	66,722
Other Charges	605
Total New Charges	67,327
Arrears, tenants in possession	763

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	661
Current Rent Charges	66,722
Current Rent Collections	66,061
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	1,923
Prior Rent Charges	770,715
Collection Rate	100%

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To: Brainerd HRA Board Members
From: Kristin A. Miller, Rehab Administrative Specialist
Date: May 12, 2022
Re: Rehab Programs Report

Emily SCDP

8 Owner occupied projects are complete
2 Projects are in construction

Garrison SCDP

1 Owner Occupied Rehab project is ready to go out for bid
1 Owner Occupied Application is in process
3 Owner Occupied Applications mailed
1 Commercial Rehab project is waiting for owner to review the work write up

Jenkins SCDP

1 Owner Occupied Application is in process
4 Owner Occupied Rehab Applications mailed

MHFA

4 Projects are in construction
2 Out for Bid
4 Applications are in process
7 Applications mailed out

Housing Trust Fund

6 Owner Occupied Rehab Applications Mailed
1 Owner Occupied Project in Work Write Up
1 Owner Occupied Rehab reviewing Work Write Up/Contractors for Bidding
1 Owner Occupied Rehab Out for Bid
4 Rental Rehab Applications Mailed
1 Down Payment Assistant Application in process

Brainerd Oaks/Serene Pines/Dalmar Estates

5 lots selling May 18th 2-Brainerd Oaks & 3 Serene Pines

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	64	57	0	8
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: May 18th, 2022

Re: Executive Director Report

Goal Setting / Strategic Planning Update

As you all have heard by now, we will be having our goal setting session tomorrow in City Hall in the conference room starting at 9am. Bruce Miles will take us through the session, and I have attached the agenda to my report for your reference.

Housing Trust Fund Update

John and I were invited to participate in the Community Focus radio program on WJJY on May 10th. This is a daily radio show that focuses on local businesses or units of government and offers them a chance to talk about the programs that they have going on. We were there to focus on the Housing Trust Fund to get the word out about the programs and to reiterate the need for more housing units in Brainerd and the entire Crow Wing County area. This was a great opportunity to highlight some of the programs that we have available to help residents with their housing needs. The same day that the show aired we received a call requesting an application for a rehab project in the City of Brainerd. We continue to reach out to local realtors and lenders to get this information to them as well.

We have several loans in our pipeline with one rehab project out for bid currently.

Tax Forfeit Property Purchase

Lakes Area Habitat for Humanity has requested 3 parcels that are currently tax forfeited, within the City of Brainerd, for purchase and redevelopment of affordable housing. Two of these parcels will be combined to have one home built on it due to the dimensions of the lot while the 3rd parcel is suitable for a home with its current dimensions. We will start the process for the sale of these parcels and will likely have a formal request to this board at our June meeting. This will continue to fulfill our goal of providing infill opportunities for redevelopment and bringing parcels back onto the tax rolls.

No Action Requested; Discussion Items

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2022 Planning Projects • May 19, 2022 @ Brainerd City Hall

Brainerd HRA • 9:00 AM to Noon

Crow Wing County HRA • 1:00 to 4:00 PM

Work Session Materials

Introduction for Each Board Planning Session

- Welcome & introductions
- Brief review of prior plans & goals (handout)

Worksheets for Each Board Planning Session

- Recent Successes & Issues 1
- Sample Vision & Priorities 2
- Vision & Priorities Worksheet 3
- Benchmarks Worksheet 4
- Types of Future Work 5

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