



## Brainerd Board of Commissioners Meeting

Wednesday, June 22nd @ 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=mebaac2860d0a890ea203c0ed547838f8>

Join by phone: 415-655-0001 / Meeting number (access code): 2557 976 0633 / Meeting password V8fw79DiQWQ

*"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 May 18<sup>th</sup>, 2022
5. UNFINISHED BUSINESS
6. NEW BUSINESS
  - a. Payment Standard Increase for HCV Program *(Attachment 2) Pg. 7*
  - b. Approval of Resolution for a Contract for Services between the Brainerd Lakes Chamber of Commerce and the Brainerd HRA *(Attachment 3) Pg. 9*
  - c. Acceptance of the Conveyance of Tax Forfeited Property *(Attachment 4) Pg. 15*
  - d. Board Designated Funding Request *(Attachment 5) Pg. 19*
  - e. Staffing Restructuring Discussion *(Attachment 6) Pg. 21*
7. BILLS & COMMUNICATIONS
  - a. Financial Report *(Attachment 7) Pg. 25*
  - b. HCV/Section 8 Report *(Attachment 8) Pg. 53*
  - c. Housing Management Report *(Attachment 9) Pg. 59*
  - d. Rehab Programs Report *(Attachment 10) Pg. 65*
  - e. Executive Director Report *(Attachment 11) Pg. 67*
8. COMMISSIONER COMMENTS
9. NEXT MEETING: Wed. July 27<sup>th</sup>, 2022
10. ADJOURN

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

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## Brainerd HRA BOARD MEETING MINUTES

Wednesday, May 18th, 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, May 18th, 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, and Janet Decker. Absent: Rebekah Kent-Ehlebracht.

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Housing Manager Shannon Fortune, Rental Assistance Manager Tania Eller, Rehab & Maintenance Director 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 May 18th, 2022, board meeting. Through a 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 April 27th, 2022  
**Moved and seconded by Commissioners Larson and Duval to approve the minutes from the April 27th, 2022, board meeting. Through a 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.*

### 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.

**Commissioner Duval moved to approve the payments as presented. Commissioner Yeager 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**

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.

**c. Housing Management Report:**

*Fortune presented her reports and supporting documents.*

**Vacancy Report for April 2022** Report was presented.

**Monthly Property Performance Report for April 2022** Report was presented.

**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 in April & 40pounds in May for a grand total of 180 pounds!



**d. Rehab Programs Report:**

*Schommer presented his reports and supporting information.*

**Garrison SCDP (Owner-Occupied/Commercial Rehab)**

- 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 (Owner-Occupied)**

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

**Emily SCDP**

- 8 Owner occupied projects complete
- 2 Projects are in construction

**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 18<sup>th</sup> 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	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**

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.

#### **8. Commissioner Comments:**

- Gabe Johnson – The warming shelter was utilized 942 nights there first season open 2021/2022. They have reported that there is funding for another season 2022/2023. DEED announced funding to be awarded to the City of Brainerd.
- Michael Duval – Nothing at this time
- Wayne Erickson– Nothing at this time
- Kevin Yeager– Nothing at this time
- Marlee Larson – She is looking forward to the Strategic Planning session tomorrow.
- Rebekah Kent-Ehlebracht - Absent
- Janet Decker– Nothing at this time

#### **9. ADJOURN:**

Commissioner Erickson made a motion to adjourn the meeting to the Strategic Planning Session May 19<sup>th</sup>, 2022 Held at Brainerd City Hall. Commissioner Larson seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 1:40 p.m.



**To:** Brainerd HRA Board Members  
**From:** Tania Eller, Rental Assistance Manager  
**Date:** June 1, 2022  
**RE:** Payment Standard Increases for 2022

On June 1st 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 105 to 110 percent of the FMRs to utilize more of our budgeted funds and increase our UMLs. 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 110% of the FMRs for July 1, 2022:

Bedroom Size	0	1	2	3	4	5
Current Payment Standard	\$588	\$673	\$885	\$1,150	\$1,232	\$1,417
% of FMR	100%	100%	100%	100%	100%	100%
Proposed Payment Standard	\$646	\$740	\$973	\$1,265	\$1,355	\$1,558
% of FMR	110%	110%	110%	110%	110%	110%

The proposed changes will have a financial impact of approximately \$16,666 through the end of the year. As we discussed at our last meeting, we did get funded at 100% plus an 11% inflation factor and we do have reserves to cover the increase to the payment standard as well.

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

**Action Requested: Adopt revised 2022 Payment Standards**

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To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: June 14, 2022

Re: Adopt Resolution 2022-03, Contract for Services between the Brainerd Lakes Chamber and the Brainerd HRA

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As a public agency, we are not allowed to pay dues to the Chamber of Commerce. However, municipalities have been able to enter into a Contract for Services for services rendered through their local Chambers.

The Brainerd Lakes Chamber of Commerce has spent a considerable amount on revitalization efforts in downtown Brainerd including Destination Downtown and the Small Business Revolution. Since one of the Brainerd HRA's goals is to revitalize downtown Brainerd, I would recommend entering into a Contract for Services with the Brainerd Lakes Chamber to support their efforts.

Attached is the request and invoice from the Chamber for the Contract for Services and a Suggested Voluntary Contribution for Facilities and Technology. Staff would recommend a \$252 Contract for Services Investment.

**Action Requested: Adopt Resolution 2022-03 authorizing the Contract for Services between the Brainerd Lakes Chamber of Commerce.**

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# BRAINERD LAKES

*Chamber of Commerce*

June 1, 2022

EXPLOREBRAINERDLAKES.COM

Housing & Redevelopment Authority in and for the City of Brainerd, MN  
Karen Young  
324 E River Road  
Brainerd MN 56401

Dear Karen,

Thank you in advance for renewing your membership!

Please know that you are part of something truly special in Minnesota. Because more than 1,000 local businesses and organizations choose to team up and support each other, the Lakes Area stands tall by maintaining one of the state's most active and effective Chambers of Commerce since 1882. It's just another reason to be "Lakes Proud."

On behalf of our Board of Directors, volunteer leaders and staff team, we're honored to work for you across all three of our Chambers—Brainerd Lakes, Crosslake and Pequot Lakes. Here is what your membership supports.

- Growing our economy by promoting regional tourism.
- Inspiring our communities to "keep it local" through the Lakes Proud campaign.
- Building business through thousands of online, phone and in-person referrals.
- Strengthening relationships by hosting more than 30 annual networking and social events.
- Growing our workforce by promoting jobs, training leaders, and introducing students to local career opportunities.
- Serving as the regional voice of business in government, especially through the COVID crisis.
- Keeping you informed of important news, opportunities and local happenings.

Remember to review your listing in the Chamber's online business directory, which is searched by more than 150,000 residents and tourists each year! Login at <https://business.brainerdlakeschamber.com/login> to update your business information, add a special promotion, or post a job. And as always, please let our team know if there is anything we can do to make you more successful.

We appreciate your ongoing support and look forward to serving our community together!

Matt Kilian, President  
Brainerd Lakes Chamber of Commerce



**Brainerd Lakes  
Administrative Office**  
224 West Washington Street  
Brainerd, MN 56401  
(218) 829-2838

**Brainerd Lakes  
Welcome Center**  
7393 State Highway 371  
Brainerd, MN 56401  
(800) 450-2838



**Crosslake Office**  
County Road 3 and Route 66  
P.O. Box 315  
Crosslake, MN 56442  
(218) 692-4027



**Pequot Lakes Office**  
30951 Government Drive  
P.O. Box 208  
Pequot Lakes, MN 56472  
(218) 568-8911 or (800) 950-0291

Brainerd Lakes Chamber of Commerce  
224 West Washington Street  
Brainerd, MN 56401  
Tel (218) 829-2838  
E-Mail info@explorebrainerdlakes.com



INVOICE 43649 PO NUMBER

6/1/2022

BILL TO

MESSAGE

Housing & Redevelopment Authority in and for the City of Brainerd,  
MN  
Karen Young  
324 E River Road  
Brainerd, MN 56401

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Contract for Services Annual	252.00	252.00
1	Suggested Voluntary Contribution: Facilities & Technology Annual	50.00	50.00
SUBTOTAL			302.00
SALES TAX			0.00
SHIPPING & HANDLING			0.00
TOTAL			302.00
PAYMENT/CREDIT/WRITE OFF/DISCOUNTS APPLIED			(0.00)
TOTAL DUE BY 7/1/2022			302.00

Thank you for your business!

Please return this portion with your payment.

Invoice #:43649

**Member Name:** Housing & Redevelopment Authority in and for the City of Brainerd, MN

**Payment Amount:** \$ \_\_\_\_\_

**Payment Method:** ☐ Check # \_\_\_\_\_ ☐ Credit Card

Make Checks Payable to Brainerd Lakes Chamber or enter credit card information below.

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CVV Code: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF  
BRAINERD  
RESOLUTION NO. 2022-03

CONTRACT FOR SERVICES BETWEEN THE  
BRAINERD LAKES CHAMBER AND THE BRAINERD HRA

This agreement is made and entered into as of June 22, 2022, by and between the Brainerd HRA (HRA), and the Brainerd Lakes Chamber (Chamber).

WHEREAS, the HRA has budgeted expenditures and provided funds that can be used for economic development and redevelopment purposes for the period commencing July 1, 2022 to June 30, 2023.

WHEREAS, the expenditure of public funds must be in furtherance of a public purpose or benefit; and

WHEREAS, the Chamber is willing to enter into a contract to provide certain public services and benefits to the HRA; and

WHEREAS, this agreement is entered into to set forth the respective duties and obligations of each party.

NOW, THEREFORE, in consideration of the promise of payment of funds from the HRA, and the agreement to provide services to citizens of the City by the Chamber, the parties agree as follow:

The term of this contract shall cover July 1, 2022, to June 30, 2023.

1. Upon the approval of this agreement, the HRA agrees to pay a fee to the Chamber for services rendered in the sum of \$252.00.

2. The HRA and Chamber agree during the contract period to participate with each other in the following manner:

- A. To maintain an open line of communication between staff and governing bodies regarding economic development.
- B. Participate in marketing efforts for the purposes of economic development and downtown redevelopment.
- C. The Chamber will conduct and involve HRA Officials in various committee meetings and public forums addressing economic development and redevelopment issues,
- D. The Chamber will consider the HRA an honorary member, providing access to Chamber information and events.

3. The Chamber agrees to save and hold harmless the HRA from any and all liability or damages, including legal fees and court costs, which may arise out of the Chamber's performance of the contract.

4. In the event the HRA or the Chamber is made aware of any default under this contract and such notice is made in writing, which the HRA or Chamber fails to correct within thirty days from the date of notification, the HRA or Chamber may cancel and terminate this contract.

5. All notices, certificates, or communications shall be delivered, emailed, or mailed postage prepaid to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.

Brainerd Lakes Chamber:

CEO

Brainerd Lakes Chamber  
224 W Washington Street  
Brainerd, MN 56401

Brainerd HRA:

Executive Director

Brainerd HRA  
324 East River Road  
Brainerd, MN 56401

IN WITNESS WHEREOF, the undersigned have placed their signatures as representatives of the parties hereto as of the day and year first above written.

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Matt Kilian  
CEO, Brainerd Lakes Chamber

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Eric Charpentier  
Executive Director, Brainerd HRA



**To:** Brainerd HRA Board Members

**From:** Kristin Miller, Rehabilitation Administrative Specialist

**Date:** June 7, 2022

**Re:** Approve Resolution 2022-04 Accepting the Conveyance of Tax Forfeited Property by Brainerd HRA to the Housing and Redevelopment Authority in and for the City of Brainerd

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Kevin Pelkey, Executive Director with LAHFH (Lakes Area Habitat for Humanity), has submitted two application(s) to purchase three (3) tax forfeited lots through the Tax Forfeited Property Policy. All lot(s) are located in Brainerd two lots are buildable and would have a 2-, 3-, or 4-bedroom home constructed for a LMI family. We have requested the lot(s) from Crow Wing County and Kennedy and Graven, our legal counsel, has drafted a resolution allowing conveyance of these lot(s) to the Brainerd HRA.

**Action Requested: Approve Resolution No. 2022-04, accepting conveyance of these three (3) taxes forfeited lot(s) from Crow Wing County to the Brainerd Housing and Redevelopment Authority.**

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

**Resolution No. 2022-04**

**Resolution Accepting the Conveyance of Tax Forfeited Property by Crow Wing County to  
the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota**

WHEREAS, Crow Wing County (the “County”) has completed the tax forfeiture process as required by law for certain properties located at 506 1st Avenue NE, 504 1st Avenue NE, and 1108 Oak Street (the “Properties”) in the City of Brainerd (the “City”), and legally described as set forth in Exhibit A attached hereto; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota (the “HRA”) has previously established its Redevelopment Project No. 1 pursuant to Minnesota Statutes, Sections 469.001 to 469.047 (“HRA Act”), the area of which includes the Properties; and

WHEREAS, as authorized pursuant to Section 469.012, subd. 1g of the HRA Act, the HRA desires to acquire the Properties from the County in order to manage and dispose of the Properties for the purpose of preventing and eliminating blight;

WHEREAS, the County HRA proposes to enter into negotiations with Lakes Area Habitat for Humanity (the “Developer”) to enter into a Purchase and Redevelopment Agreement providing for the conveyance of the Properties by the HRA to the Developer, and for the construction by the Developer of affordable owner-occupied single-family homes on such Properties.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota will accept title to the Properties from the County upon transfer of title to such Properties from the State of Minnesota.

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*Gabe Johnson - Chair*

ATTEST:

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*Eric Charpentier – Executive Director*

Dated at Brainerd, Minnesota this 22nd day of June, 2022.

Exhibit A

Property Address	506 1st Avenue NE	504 1st Avenue NE	1108 Oak Street
PID	41191554	41191555	41250768
Legal Description	Lot 8 Block 20, Farrar & Forsyth's 1st Addition to Brainerd	Lot 7 Block 20, Farrar & Forsyth's 1st Addition to Brainerd	Lots 15 & 16 Block 1, 2 <sup>nd</sup> Addition to Brainerd



To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: June 16<sup>th</sup>, 2022

Re: Board Designated Funding for City of Brainerd

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Per the approved 2022 budget the Board agreed to allocate up to \$25,000 for other programs as directed by the Board for initiatives in the City of Brainerd. We have utilized approximately \$4,000 of this for our strategic planning session in 2022. In previous years these budgeted funds have also been utilized for projects in the Downtown corridor such as the Destination Downtown contest.

The Initiative Foundation applied for and received a \$4.5 million dollar grant from MN DEED for Mainstreet Revitalization with an approximate amount of \$765,500 designated specifically for the City of Brainerd.

These funds that are earmarked for the City of Brainerd are grant dollars and would require a 70% match of funds from the applicant which can't be made up of either state or federal dollars.

This grant provides a unique opportunity to help provide funding for initiatives in the downtown business sector of Brainerd while giving us an opportunity to collaborate with the City and State while leveraging our funds with our partners. The City of Brainerd is looking at designating a portion of funds they have available to be included in the match requirement from DEED. Staff believes that our designated \$25,000 in our General Fund would also be allowable to go towards the match requirement.

Staff would like to hear from the board on if this opportunity is where we would like to utilize these funds for 2022. These funds would still have to go towards projects that fall under MN Statute 469 and generally would need to be for housing or redevelopment activities only.

These funds could be designated as grants, deferred loans or a low to zero percent repaid loan, depending on the board's wishes. Staff would also need to set criteria for the program.

The Initiative Foundation would like to have these funds designated by October 1<sup>st</sup>, so there is a timeline that we would be working with to identify projects. The Brainerd EDA will be reviewing the applicants and scoring them for recommendation to the IF for funding. If the board chooses to include our funds with this program, we could potentially have the EDA subcommittee vet these projects for the HRA at the same time.

Staff would recommend that we utilize up to \$20,000 from our general fund for inclusion in this Mainstreet Revitalization program with the terms to be determined by the board and criteria to be determined by staff.

**Action Requested: Authorize including up to \$20,000 for the Mainstreet Revitalization program, to create funding criteria and to coordinate with the Brainerd EDA and their sub-committee to administrate this program.**



To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: June 16<sup>th</sup>, 2022

Re: Staffing Restructuring and Future of On-site Caretakers

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As I continue to assess our needs as an organization and try to balance those needs with the sometimes-difficult task of staffing appropriately, I have had multiple discussions in and around the upkeep and caretaking of our properties. As I speak with my colleagues across the state, with property managers in the area and with staff, the topic of on-site caretaking is continually brought up. These positions can be difficult to appropriately staff and we have noted a number of organizations that are moving away from this model.

We have had challenges with the hiring, placement, and retention of on-site caretakers whether it is for properties that we own or properties that we manage. So much so, that we have two properties that we manage currently, that we have not filled positions for. We have also been notified that our caretaker team that looks after our scattered sites, will be leaving their position at the end of July 2022.

As staff continues to look at our options, we have had to start contracting for specific services such as lawn care, snow removal and cleaning services. We believe that at the properties that we do not currently have an on-site caretaker for, that the properties continue to be looked after and are in satisfactory condition.

Staff is recommending that we do not rehire on-site caretaker staff and ultimately eliminate this position from our hierarchy. Given that at the end of July we would have only one on-site caretaker left, this seems like as good of a time to move toward a new model as any. We would like to move towards a centralized off-site staff member that would be responsible for answering after-hours call-in line as well as minimal scattered

site review to ensure our properties are being maintained by our tenants. Given that as of the end of July we will be down to our last remaining on-site caretaker, we would like this hierarchy change to go into effect at that same time. This would include the layoff of our remaining on-site caretaker at that time.

We do not take this issue lightly and it is a difficult decision to make to move forward with this plan. Given the challenges we have faced in staffing these positions and seeing that our properties can be maintained well through contracted services, we believe this is the best way forward.

**Action Requested: Authorize the restructuring of our caretaking staff with a move to a non-on-site model for property up-keep.**

**Shannon Fortune**

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**From:** [REDACTED]  
**Sent:** Thursday, May 5, 2022 11:14 AM  
**To:** Shannon Fortune  
**Subject:** Notice of Ending Employment

Our time as HRA Caretakers was a great blessing in our lives but it's now time for us to move on.  
This is our notice that we will be done Sunday, July 31, 2022.  
Feel free to call me on my cell if we need to talk through any details.... we will be out raking for the day!

Thanks so much Shannon.

[REDACTED]  
Caretakers  
[REDACTED]

Brainerd HRA

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

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Please find attached the financial information for May 2022.

**Crosby HRA Audit**

The Crosby HRA audit fieldwork was conducted the week of June 13<sup>th</sup> with one day onsite.

**2022 Capital Fund Program (CFP) Grant**

HUD recently announced our 2022 CFP grant funding in the amount of \$481,535. This is the highest annual amount of funding that we have received in the history of this program. These funds will be primarily used for capital improvements to our Public Housing properties.

**Action Requested: Motion for approval of payments as presented.**

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## Brainerd Housing &amp; Redevelopment Authority

## 2022 Ratios (and December, 2021)

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

MASS Ratios	Max Pts	Scoring						
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <20%=5, TAR >40% =0	5.00	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	4.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00
Total of Above Ratios	50		50.00	50	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	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0

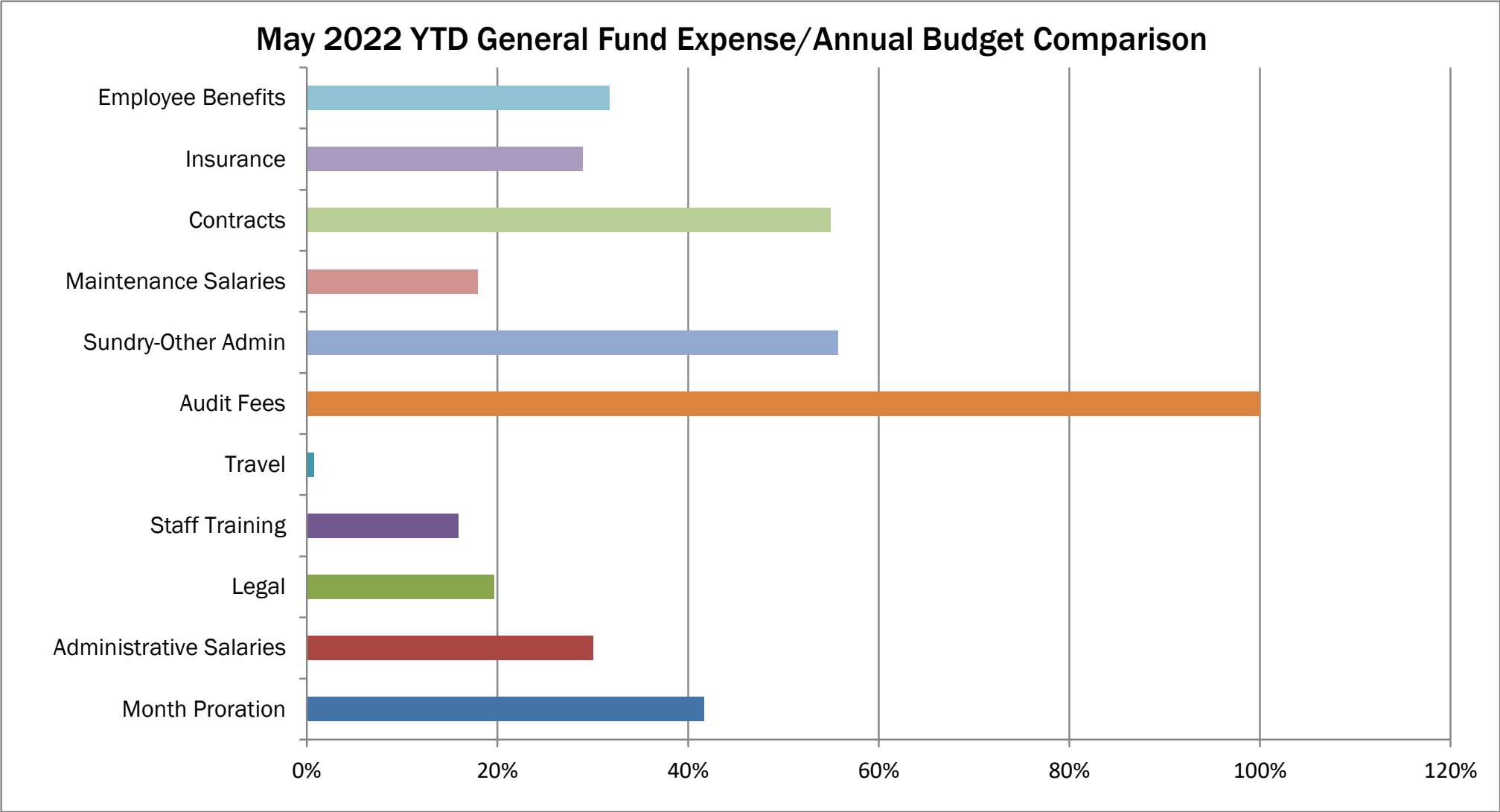
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## May 2022 Operating Account Balances

Property/Program	May 2021	April 2022	May 2022
General Fund	\$258,318.97	\$392,511.54	\$389,873.61
Housing Rehab Program	\$88,488.28	\$169,934.20	\$158,461.72
Bridges	\$2,152.68	\$2,362.12	-\$1,054.51*
Crow Wing County HRA	\$991,342.03	\$1,466,377.14	\$1,454,481.11
Public Housing	\$681,860.05	\$752,970.61	\$766,327.91
Brainerd South	\$43,703.14	\$43,832.07	\$47,724.22
Housing Choice Voucher	\$19,105.41	\$20,228.53	\$42,400.17
<b>Total</b>	<b>\$2,084,970.56</b>	<b>\$2,848,216.21</b>	<b>\$2,858,214.23</b>

\*Negative balance due to state delayed on sending out HAP. May HAP received in June.

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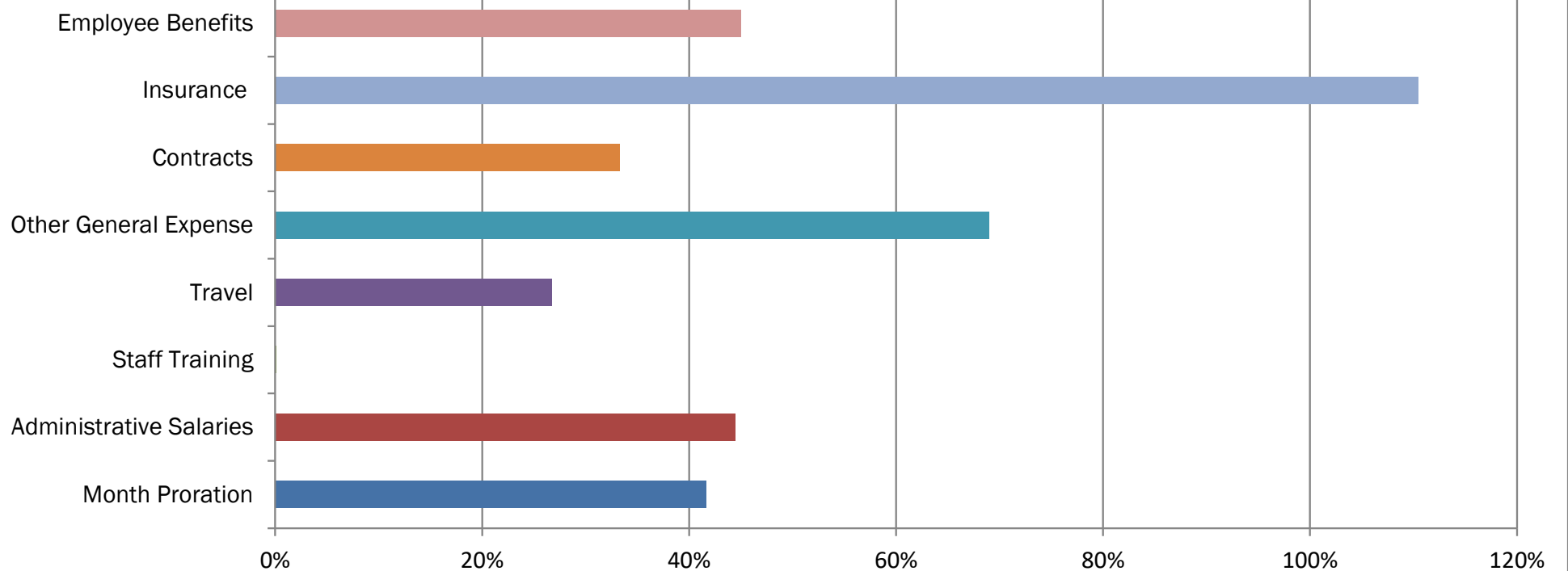


Sundry-Other Admin: Purchased postage annually for agency in January. Purchased new switch for the IT Room.

Audit Fees: Audit was completed.

Contracts: Quarterly billing for City HR services.

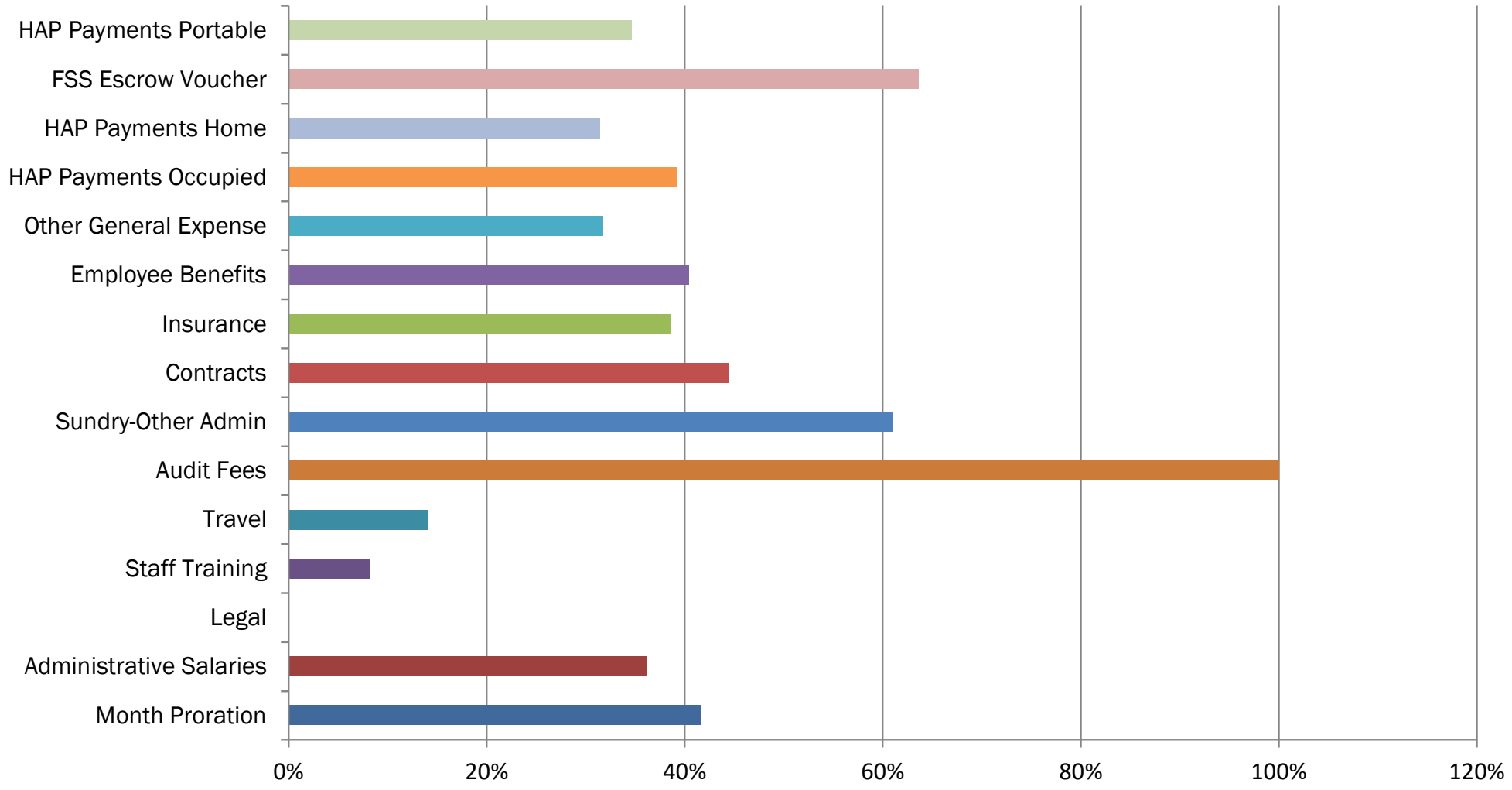
### May 2022 YTD Housing Rehab Expense/Annual Budget Comparison



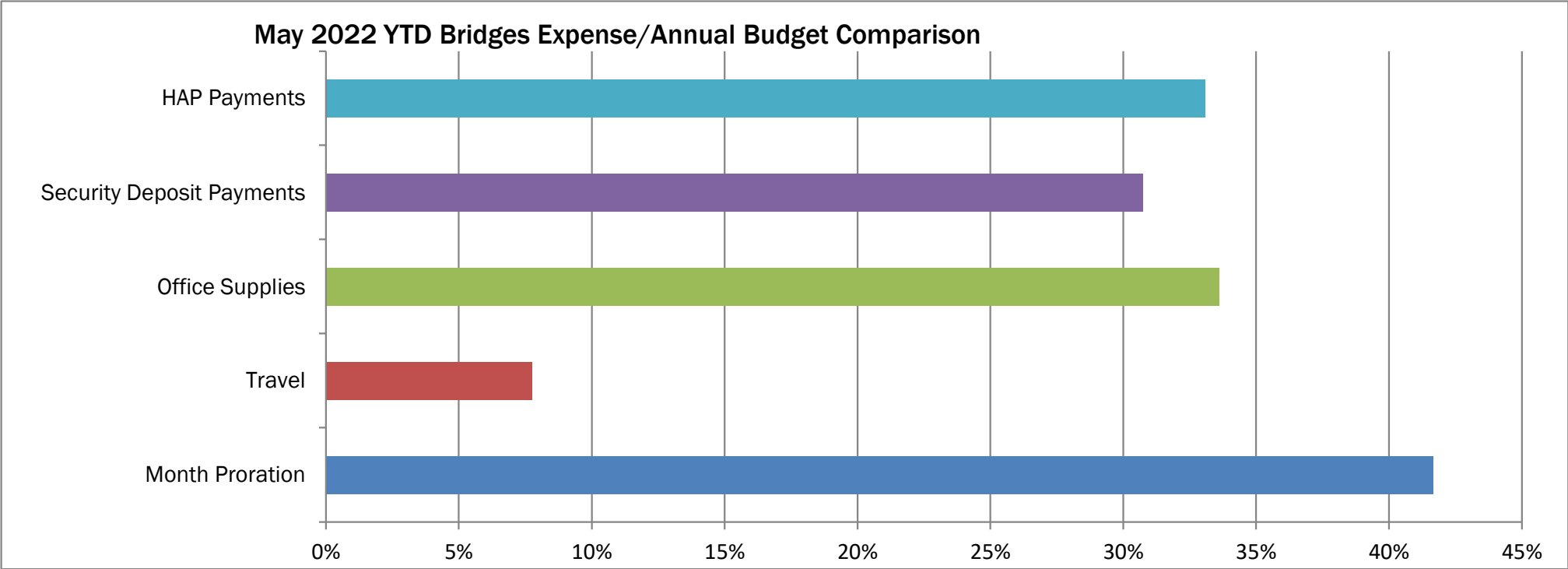
Other General Expense: Happy software purchased for rehab department.

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

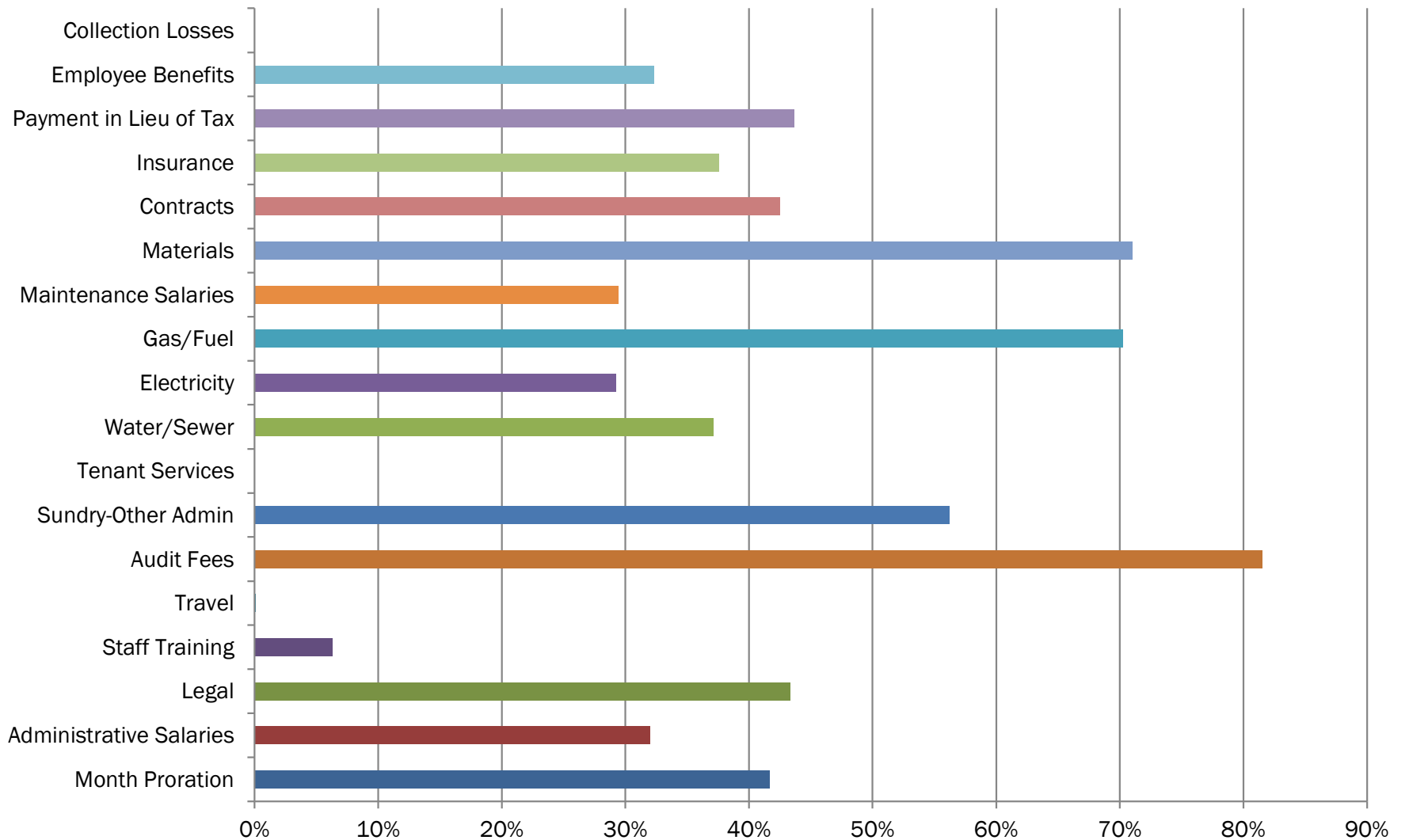
### May 2022 YTD Housing Choice Voucher Expense/Annual Budget Comparison



Sundry-Other Admin: Purchased postage annually for agency in January  
Audit Fees: Audit was completed.



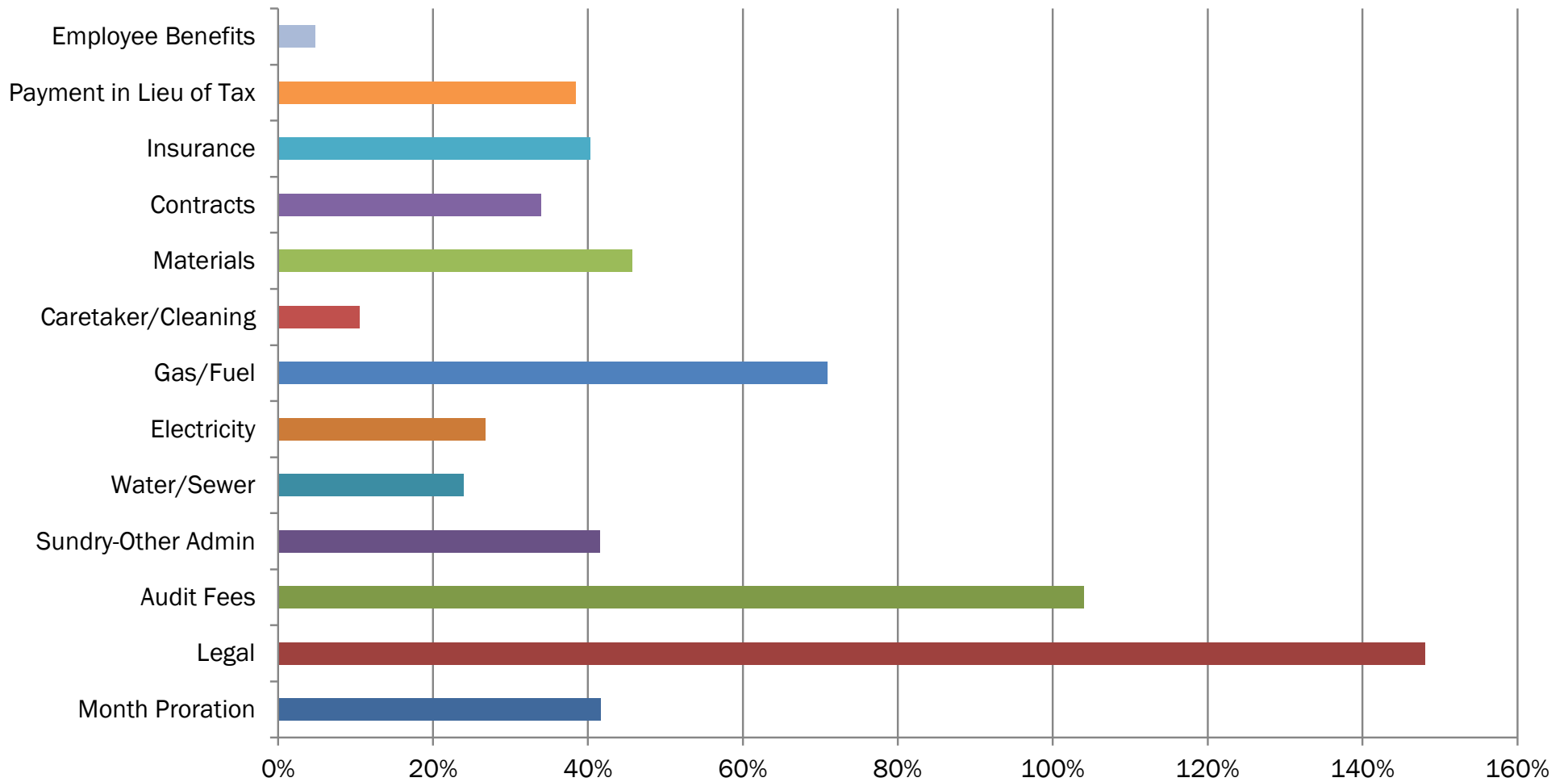
### May 2022 YTD Public Housing Expense/Annual Budget Comparison



Materials: Purchase of refrigerators.

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

### May 2022 YTD Brainerd South Expense/Annual Budget Comparison



Audit Fees: Audit was completed.  
Legal: Assistance with human resource issues.

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

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	Current Period	Current Year	Year To Date Budget	Variance
<b>General Fund Operating INCOME</b>				
Management Fees	-14,539.70	-72,604.81	-71,666.65	-938.16
Interest Income	-3.01	-14.98	-20.85	5.87
Other Income	0.00	-23,181.58	-5,708.30	-17,473.28
<b>TOTAL INCOME</b>	<b>-14,542.71</b>	<b>-95,801.37</b>	<b>-77,395.80</b>	<b>-18,405.57</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	11,672.70	52,338.33	72,527.10	-20,188.77
Legal	319.30	491.05	1,041.65	-550.60
Staff Training	57.33	795.71	2,083.35	-1,287.64
Travel	0.59	4.70	250.00	-245.30
Auditing Fees	0.00	6,900.00	6,900.00	0.00
Sundry-Other Admin	1,002.61	3,929.33	3,079.10	850.23
<b>Total Administration</b>	<b>13,052.53</b>	<b>64,459.12</b>	<b>85,881.20</b>	<b>-21,422.08</b>
<b>Maintenance</b>				
Maintenance Salaries	0.00	2,092.65	4,875.00	-2,782.35
Contracts	662.33	4,707.96	3,570.85	1,137.11
<b>Total Maintenance</b>	<b>662.33</b>	<b>6,800.61</b>	<b>8,445.85</b>	<b>-1,645.24</b>
<b>General</b>				
TIF Expense	0.00	30.00	54.15	-24.15
Insurance	356.61	1,783.05	2,564.55	-781.50
Employee Benefits	4,913.35	26,786.68	35,131.25	-8,344.57
Other General Expense	0.00	1,952.50	10,416.65	-8,464.15
<b>Total General</b>	<b>5,269.96</b>	<b>30,552.23</b>	<b>48,166.60</b>	<b>-17,614.37</b>
<b>TOTAL EXPENSE</b>	<b>18,984.82</b>	<b>101,811.96</b>	<b>142,493.65</b>	<b>-40,681.69</b>
<b>Net Income/Loss</b>	<b>4,442.11</b>	<b>6,010.59</b>	<b>65,097.85</b>	<b>-59,087.26</b>

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**Housing Rehab Operating Statement**  
**May, 2022**

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Housing Rehab Operating INCOME</b>				
Other Income	-10,000.00	-88,408.60	-114,270.85	25,862.25
Grant Admin Revenue	0.00	0.00	-1,200.00	1,200.00
<b>TOTAL INCOME</b>	<b>-10,000.00</b>	<b>-88,408.60</b>	<b>-115,470.85</b>	<b>27,062.25</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	7,738.88	36,033.78	33,764.60	2,269.18
Legal	0.00	200.00	0.00	200.00
Staff Training	0.00	5.27	2,083.35	-2,078.08
Travel	36.28	267.40	416.65	-149.25
Other Admin Exp	269.59	2,531.59	1,595.80	935.79
<b>Total Administration</b>	<b>8,044.75</b>	<b>39,038.04</b>	<b>37,860.40</b>	<b>1,177.64</b>
<b>Maintenance</b>				
Contracts	9,910.00	45,010.00	56,250.00	-11,240.00
<b>Total Maintenance</b>	<b>9,910.00</b>	<b>45,010.00</b>	<b>56,250.00</b>	<b>-11,240.00</b>
<b>General</b>				
Insurance	0.00	552.29	208.35	343.94
Employee Benefits	3,517.73	16,899.98	15,635.45	1,264.53
<b>Total General</b>	<b>3,517.73</b>	<b>17,452.27</b>	<b>15,843.80</b>	<b>1,608.47</b>
<b>TOTAL EXPENSE</b>	<b>21,472.48</b>	<b>101,500.31</b>	<b>109,954.20</b>	<b>-8,453.89</b>
<b>Net Income/Loss</b>	<b>11,472.48</b>	<b>13,091.71</b>	<b>-5,516.65</b>	<b>18,608.36</b>

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

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Housing Choice Voucher Operating INCOME</b>				
HUD HAP Received	-119,119.00	-595,435.00	-617,458.35	22,023.35
Admin Fees Earned	-36,370.84	-135,112.36	-118,033.35	-17,079.01
Interest Income	-0.11	-0.66	0.00	-0.66
Other Income	-201.00	-14,240.33	-12,500.00	-1,740.33
<b>TOTAL INCOME</b>	<b>-155,690.95</b>	<b>-744,788.35</b>	<b>-747,991.70</b>	<b>3,203.35</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	15,095.96	70,685.95	81,575.00	-10,889.05
Legal	0.00	0.00	208.35	-208.35
Staff Training	296.33	408.35	2,083.35	-1,675.00
Travel	102.96	352.77	1,041.65	-688.88
Accounting & Audit Fees	0.00	3,650.00	3,650.00	0.00
Sundry-Other Admin	630.92	3,321.14	2,729.10	592.04
<b>Total Administration</b>	<b>16,126.17</b>	<b>78,418.21</b>	<b>91,287.45</b>	<b>-12,869.24</b>
<b>Maintenance</b>				
Contracts	399.66	4,155.26	3,900.00	255.26
<b>Total Maintenance</b>	<b>399.66</b>	<b>4,155.26</b>	<b>3,900.00</b>	<b>255.26</b>
<b>General</b>				
Insurance	509.03	2,545.15	2,743.70	-198.55
Employee Benefits	7,990.48	41,281.33	42,545.80	-1,264.47
Collection Losses	1,485.00	1,973.00	0.00	1,973.00
Other General Expense	139.74	508.38	666.65	-158.27
<b>Total General</b>	<b>10,124.25</b>	<b>46,307.86</b>	<b>45,956.15</b>	<b>351.71</b>
<b>HAP Payments</b>				
HAP Payments Occupied	108,316.00	539,642.00	574,237.90	-34,595.90
HAP Payments Home	2,671.00	13,997.00	18,523.35	-4,526.35
FSS Escrow Voucher	3,988.00	18,855.00	12,347.50	6,507.50
HAP Payments Portable	2,544.00	10,268.00	12,349.60	-2,081.60
<b>Total HAP</b>	<b>117,519.00</b>	<b>582,762.00</b>	<b>617,458.35</b>	<b>-34,696.35</b>
<b>TOTAL EXPENSE</b>	<b>144,169.08</b>	<b>711,643.33</b>	<b>758,601.95</b>	<b>-46,958.62</b>
<b>Net Income/Loss</b>	<b>-11,521.87</b>	<b>-33,145.02</b>	<b>10,610.25</b>	<b>-43,755.27</b>

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**Bridges Program**  
**Bridges Operating Statement**  
**May, 2022**

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Bridges Operating INCOME</b>				
HAP Received MHFA	0.00	-16,020.00	-24,520.85	8,500.85
Admin Revenue	0.00	-2,340.00	-3,000.00	660.00
<b>Total Income</b>	<b>0.00</b>	<b>-18,360.00</b>	<b>-27,520.85</b>	<b>9,160.85</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Travel	22.83	31.03	166.65	-135.62
Office Supplies	16.80	16.80	20.85	-4.05
<b>Total Administration</b>	<b>39.63</b>	<b>47.83</b>	<b>187.50</b>	<b>-139.67</b>
<b>General</b>				
Security Deposit Pmts	0.00	790.00	1,070.85	-280.85
HAP Payment to Landlords	3,377.00	18,607.00	23,450.00	-4,843.00
<b>Total General</b>	<b>3,377.00</b>	<b>19,397.00</b>	<b>24,520.85</b>	<b>-5,123.85</b>
<b>TOTAL EXPENSE</b>	<b>3,416.63</b>	<b>19,444.83</b>	<b>24,708.35</b>	<b>-5,263.52</b>
<b>Net Income/Loss</b>	<b>3,416.63</b>	<b>1,084.83</b>	<b>-2,812.50</b>	<b>3,897.33</b>

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

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Public Housing Operating INCOME</b>				
Dwelling Rental	-66,787.00	-325,907.00	-328,495.85	2,588.85
Excess Utilities	-728.00	-728.00	-720.00	-8.00
Operating Subsidy	-18,319.00	-142,922.00	-137,500.00	-5,422.00
Investment Interest	38.99	191.98	0.00	191.98
Other Income	-18,889.54	-71,634.65	-76,908.35	5,273.70
Other Income Tenants	-1,542.83	-14,915.93	-8,145.85	-6,770.08
Capital Fund Income	0.00	0.00	-27,500.00	27,500.00
Laundry Income	-1,625.75	-9,384.07	-7,958.35	-1,425.72
<b>TOTAL INCOME</b>	<b>-107,853.13</b>	<b>-565,299.67</b>	<b>-587,228.40</b>	<b>21,928.73</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	22,791.87	107,256.07	139,545.85	-32,289.78
Legal	266.00	1,732.82	1,666.65	66.17
Staff Training	296.33	881.32	5,833.35	-4,952.03
Travel	0.00	1.17	416.65	-415.48
Accounting & Audit Fees	2,730.00	9,441.51	11,575.00	-2,133.49
Sundry-Other Admin	1,823.54	11,559.97	9,370.80	2,189.17
Total Administration	27,907.74	130,872.86	168,408.30	-37,535.44
<b>Tenant Services</b>				
Rec Public and Other	0.00	0.00	2,062.50	-2,062.50
Total Tenant Services	0.00	0.00	2,062.50	-2,062.50
<b>Utilities</b>				
Water/Sewer	7,461.85	28,187.30	31,641.65	-3,454.35
Electricity	5,777.17	23,496.75	33,483.35	-9,986.60
Gas/Fuel	5,276.64	29,844.68	17,693.75	12,150.93
Total Utilities	18,515.66	81,528.73	82,818.75	-1,290.02
<b>Maintenance</b>				
Labor	13,438.15	66,501.10	94,058.35	-27,557.25
Materials	2,141.15	21,306.72	12,500.00	8,806.72
Contracts	17,320.39	77,411.49	75,895.80	1,515.69
Total Maintenance	32,899.69	165,219.31	182,454.15	-17,234.84
<b>General</b>				
Insurance	8,292.79	41,463.95	45,975.00	-4,511.05
Payment in Lieu of Tax	2,343.26	12,231.24	11,666.65	564.59
Employee Benefits	15,931.40	84,423.22	108,779.20	-24,355.98
Collection Losses	0.00	0.00	1,750.00	-1,750.00
Other General Expense	0.00	1,000.00	0.00	1,000.00
Total General	26,567.45	139,118.41	168,170.85	-29,052.44
<b>TOTAL EXPENSE</b>	<b>105,890.54</b>	<b>516,739.31</b>	<b>603,914.55</b>	<b>-87,175.24</b>
Net Income/Loss	-1,962.59	-48,560.36	16,686.15	-65,246.51

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**Brainerd South Operating Statement**  
**May, 2022**

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Brainerd South Operating</b>				
<b>INCOME</b>				
Dwelling Rental	-21,781.00	-107,110.00	-102,183.35	-4,926.65
Rental Supplement	-4,850.00	-23,344.00	-21,125.00	-2,219.00
Investment Interest	8.92	42.11	0.00	42.11
Other Income	-2,548.00	-10,703.54	-11,083.35	379.81
Laundry Income	-573.50	-3,354.25	-3,616.65	262.40
<b>TOTAL INCOME</b>	<b>-29,743.58</b>	<b>-144,469.68</b>	<b>-138,008.35</b>	<b>-6,461.33</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Legal	4,478.02	7,403.02	2,083.35	5,319.67
Accounting & Audit Fees	1,732.50	5,512.50	5,300.00	212.50
Sundry-Other Admin	5,418.41	19,632.47	19,683.35	-50.88
Total Administration	11,628.93	32,547.99	27,066.70	5,481.29
<b>Utilities</b>				
Water	0.00	3,906.05	6,808.35	-2,902.30
Electricity	0.00	1,552.32	2,416.65	-864.33
Gas/Fuel	2,513.11	12,648.12	7,433.35	5,214.77
Total Utilities	2,513.11	18,106.49	16,658.35	1,448.14
<b>Maintenance</b>				
Labor	92.62	2,021.24	8,041.65	-6,020.41
Materials	1,573.31	8,265.56	10,291.70	-2,026.14
Contracts	3,705.25	23,255.50	28,541.65	-5,286.15
Total Maintenance	5,371.18	33,542.30	46,875.00	-13,332.70
<b>General</b>				
Insurance	2,883.68	14,418.07	14,916.65	-498.58
Payment in Lieu of Tax	910.45	4,227.40	4,583.35	-355.95
Employee Benefits	0.00	59.63	520.85	-461.22
Total General	3,794.13	18,705.10	20,020.85	-1,315.75
<b>TOTAL EXPENSE</b>	<b>23,307.35</b>	<b>102,901.88</b>	<b>110,620.90</b>	<b>-7,719.02</b>
Net Income/Loss	-6,436.23	-41,567.80	-27,387.45	-14,180.35

**May 2022**  
**Prior Year Comparative Operating**  
**Statements**

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

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	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
<b>General Fund Operating INCOME</b>				
Management Fees	-72,604.81	-71,666.65	-72,330.17	-71,996.76
Interest Income	-14.98	-20.85	-13.08	-1,101.30
Other Income	-23,181.58	-5,708.30	-476.15	-13,152.36
<b>TOTAL INCOME</b>	<b>-95,801.37</b>	<b>-77,395.80</b>	<b>-76,048.40</b>	<b>-86,250.42</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	52,338.33	72,527.10	59,522.36	60,158.65
Legal	491.05	1,041.65	0.00	321.00
Staff Training	795.71	2,083.35	41.25	238.63
Travel	4.70	250.00	0.56	0.00
Auditing Fees	6,900.00	6,900.00	6,900.00	6,700.00
Sundry-Other Admin	3,929.33	3,079.10	1,918.19	3,508.88
<b>Total Administration</b>	<b>64,459.12</b>	<b>85,881.20</b>	<b>68,382.36</b>	<b>70,927.16</b>
<b>Maintenance</b>				
Maintenance Salaries	2,092.65	4,875.00	1,063.66	4,311.74
Contracts	4,707.96	3,570.85	1,009.52	1,066.83
<b>Total Maintenance</b>	<b>6,800.61</b>	<b>8,445.85</b>	<b>2,073.18</b>	<b>5,378.57</b>
<b>General</b>				
TIF Expense	30.00	54.15	30.00	0.00
Insurance	1,783.05	2,564.55	2,652.44	2,304.02
Employee Benefits	26,786.68	35,131.25	31,815.79	34,758.50
Other General Expense	1,952.50	10,416.65	3,750.00	6,500.00
<b>Total General</b>	<b>30,552.23</b>	<b>48,166.60</b>	<b>38,248.23</b>	<b>43,562.52</b>
<b>TOTAL EXPENSE</b>	<b>101,811.96</b>	<b>142,493.65</b>	<b>108,703.77</b>	<b>119,868.25</b>
<b>Net Income/Loss</b>	<b>6,010.59</b>	<b>65,097.85</b>	<b>32,655.37</b>	<b>33,617.83</b>

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**Housing Rehab Proj Operating PY**  
**Housing Rehab Operating Statement**  
**May, 2022**

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	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
<b>Housing Rehab Operating INCOME</b>				
Other Income	-88,408.60	-114,270.85	-50,187.50	-89,558.76
Grant Admin Revenue	0.00	-1,200.00	0.00	-2,045.93
<b>TOTAL INCOME</b>	<b>-88,408.60</b>	<b>-115,470.85</b>	<b>-50,187.50</b>	<b>-91,604.69</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	36,033.78	33,764.60	35,871.60	35,008.47
Legal	200.00	0.00	0.00	0.00
Staff Training	5.27	2,083.35	0.00	154.80
Travel	267.40	416.65	238.56	293.87
Other Admin Exp	2,531.59	1,595.80	2,393.04	4,178.52
<b>Total Administration</b>	<b>39,038.04</b>	<b>37,860.40</b>	<b>38,503.20</b>	<b>39,635.66</b>
<b>Maintenance</b>				
Contracts	45,010.00	56,250.00	12,625.88	111,487.06
<b>Total Maintenance</b>	<b>45,010.00</b>	<b>56,250.00</b>	<b>12,625.88</b>	<b>111,487.06</b>
<b>General</b>				
Insurance	552.29	208.35	507.32	496.47
Employee Benefits	16,899.98	15,635.45	14,098.02	12,599.05
<b>Total General</b>	<b>17,452.27</b>	<b>15,843.80</b>	<b>14,605.34</b>	<b>13,095.52</b>
<b>TOTAL EXPENSE</b>	<b>101,500.31</b>	<b>109,954.20</b>	<b>65,734.42</b>	<b>164,218.24</b>
<b>Net Income/Loss</b>	<b>13,091.71</b>	<b>-5,516.65</b>	<b>15,546.92</b>	<b>72,613.55</b>

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

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	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
<b>Housing Choice Voucher Operating INCOME</b>				
HUD HAP Received	-595,435.00	-617,458.35	-621,546.00	-615,224.00
Admin Fees Earned	-135,112.36	-118,033.35	-114,954.68	-147,706.35
Interest Income	-0.66	0.00	-1.00	-87.50
Other Income	-14,240.33	-12,500.00	-19,165.46	-9,987.44
<b>TOTAL INCOME</b>	<b>-744,788.35</b>	<b>-747,991.70</b>	<b>-755,667.14</b>	<b>-773,005.29</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	70,685.95	81,575.00	63,269.62	51,861.92
Legal	0.00	208.35	0.00	321.00
Staff Training	408.35	2,083.35	404.00	674.00
Travel	352.77	1,041.65	0.00	324.88
Accounting & Audit Fees	3,650.00	3,650.00	3,650.00	3,500.00
Sundry-Other Admin	3,321.14	2,729.10	1,878.09	3,338.48
<b>Total Administration</b>	<b>78,418.21</b>	<b>91,287.45</b>	<b>69,201.71</b>	<b>60,020.28</b>
<b>Maintenance</b>				
Contracts	4,155.26	3,900.00	1,708.07	1,178.04
<b>Total Maintenance</b>	<b>4,155.26</b>	<b>3,900.00</b>	<b>1,708.07</b>	<b>1,178.04</b>
<b>General</b>				
Insurance	2,545.15	2,743.70	2,618.42	2,334.27
Employee Benefits	41,281.33	42,545.80	38,123.28	35,388.01
Collection Losses	1,973.00	0.00	2,174.00	2,302.00
Other General Expense	508.38	666.65	459.84	541.95
<b>Total General</b>	<b>46,307.86</b>	<b>45,956.15</b>	<b>43,375.54</b>	<b>40,566.23</b>
<b>HAP Payments</b>				
HAP Payments Occupied	539,642.00	574,237.90	578,426.00	547,254.00
HAP Payments Home	13,997.00	18,523.35	16,138.00	19,581.00
FSS Escrow Voucher	18,855.00	12,347.50	9,843.00	8,917.00
HAP Payments Portable	10,268.00	12,349.60	12,413.00	10,113.00
<b>Total HAP</b>	<b>582,762.00</b>	<b>617,458.35</b>	<b>616,820.00</b>	<b>585,865.00</b>
<b>TOTAL EXPENSE</b>	<b>711,643.33</b>	<b>758,601.95</b>	<b>731,105.32</b>	<b>687,629.55</b>
<b>Net Income/Loss</b>	<b>-33,145.02</b>	<b>10,610.25</b>	<b>-24,561.82</b>	<b>-85,375.74</b>

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**Bridges Program PY**  
**Bridges Operating Statement**  
**May, 2022**

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	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
<b>Bridges Operating INCOME</b>				
HAP Received MHFA	-16,020.00	-24,520.85	-20,358.00	-24,764.00
Admin Revenue	-2,340.00	-3,000.00	-2,100.00	-2,850.00
<b>Total Income</b>	<b>-18,360.00</b>	<b>-27,520.85</b>	<b>-19,229.00</b>	<b>-27,614.00</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Travel	31.03	166.65	0.00	59.23
Office Supplies	16.80	20.85	0.00	0.00
<b>Total Administration</b>	<b>47.83</b>	<b>187.50</b>	<b>0.00</b>	<b>59.23</b>
<b>General</b>				
Security Deposit Pmts	790.00	1,070.85	500.00	0.00
HAP Payment to Landlords	18,607.00	23,450.00	19,858.00	24,540.00
<b>Total General</b>	<b>19,397.00</b>	<b>24,520.85</b>	<b>20,358.00</b>	<b>24,540.00</b>
<b>TOTAL EXPENSE</b>	<b>19,444.83</b>	<b>24,708.35</b>	<b>20,358.00</b>	<b>24,599.23</b>
<b>Net Income/Loss</b>	<b>1,084.83</b>	<b>-2,812.50</b>	<b>1,129.00</b>	<b>-3,014.77</b>

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

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	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
<b>Public Housing Operating INCOME</b>				
Dwelling Rental	-325,907.00	-328,495.85	-311,053.00	-305,053.00
Excess Utilities	-728.00	-720.00	-720.00	-656.00
Operating Subsidy	-142,922.00	-137,500.00	-138,667.00	-110,243.00
Investment Interest	191.98	0.00	195.79	-1,401.40
Other Income	-71,634.65	-76,908.35	-58,694.75	-63,593.37
Other Income Tenants	-14,915.93	-8,145.85	-7,367.75	-8,599.58
Capital Fund Income	0.00	-27,500.00	-47,872.80	-24,408.36
Laundry Income	-9,384.07	-7,958.35	-8,076.75	-7,078.25
<b>TOTAL INCOME</b>	<b>-565,299.67</b>	<b>-587,228.40</b>	<b>-572,256.26</b>	<b>-521,032.96</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	107,256.07	139,545.85	110,727.41	92,402.70
Legal	1,732.82	1,666.65	3,157.24	795.50
Staff Training	881.32	5,833.35	656.75	1,223.32
Travel	1.17	416.65	7.84	164.23
Accounting & Audit Fees	9,441.51	11,575.00	7,900.00	8,200.00
Sundry-Other Admin	11,559.97	9,370.80	9,835.16	11,911.79
<b>Total Administration</b>	<b>130,872.86</b>	<b>168,408.30</b>	<b>132,284.40</b>	<b>114,697.54</b>
<b>Tenant Services</b>				
Rec Public and Other	0.00	2,062.50	0.00	0.00
<b>Total Tenant Services</b>	<b>0.00</b>	<b>2,062.50</b>	<b>0.00</b>	<b>0.00</b>
<b>Utilities</b>				
Water/Sewer	28,187.30	31,641.65	24,752.32	22,474.46
Electricity	23,496.75	33,483.35	22,078.16	23,291.35
Gas/Fuel	29,844.68	17,693.75	21,931.19	18,633.43
<b>Total Utilities</b>	<b>81,528.73</b>	<b>82,818.75</b>	<b>68,761.67</b>	<b>64,399.24</b>
<b>Maintenance</b>				
Labor	66,501.10	94,058.35	59,820.41	74,180.60
Materials	21,306.72	12,500.00	4,130.32	3,426.25
Contracts	77,411.49	75,895.80	76,448.52	51,429.30
<b>Total Maintenance</b>	<b>165,219.31</b>	<b>182,454.15</b>	<b>140,399.25</b>	<b>129,036.15</b>
<b>General</b>				
Insurance	41,463.95	45,975.00	43,497.00	37,913.38
Payment in Lieu of Tax	12,231.24	11,666.65	11,891.47	11,946.40
Employee Benefits	84,423.22	108,779.20	89,371.87	90,879.76
Collection Losses	0.00	1,750.00	0.00	0.00
Other General Expense	1,000.00	0.00	755.00	0.00
<b>Total General</b>	<b>139,118.41</b>	<b>168,170.85</b>	<b>145,515.34</b>	<b>140,739.54</b>
<b>TOTAL EXPENSE</b>	<b>516,739.31</b>	<b>603,914.55</b>	<b>486,960.66</b>	<b>448,872.47</b>
<b>Net Income/Loss</b>	<b>-48,560.36</b>	<b>16,686.15</b>	<b>-85,295.60</b>	<b>-72,160.49</b>

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**Brainerd South Operating Statement**  
**May, 2022**

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	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
<b>Brainerd South Operating</b>				
<b>INCOME</b>				
Dwelling Rental	-107,110.00	-102,183.35	-103,790.00	-102,690.00
Rental Supplement	-23,344.00	-21,125.00	-21,210.00	-19,913.00
Investment Interest	42.11	0.00	48.38	-1,935.70
Other Income	-10,703.54	-11,083.35	-11,248.71	-10,186.83
Laundry Income	-3,354.25	-3,616.65	-2,803.75	-3,291.00
<b>TOTAL INCOME</b>	<b>-144,469.68</b>	<b>-138,008.35</b>	<b>-139,004.08</b>	<b>-138,016.53</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Legal	7,403.02	2,083.35	5,702.24	0.00
Accounting & Audit Fees	5,512.50	5,300.00	5,250.00	3,465.00
Sundry-Other Admin	19,632.47	19,683.35	21,851.04	21,074.35
Total Administration	32,547.99	27,066.70	32,803.28	24,539.35
<b>Utilities</b>				
Water	3,906.05	6,808.35	3,801.64	4,597.90
Electricity	1,552.32	2,416.65	1,483.64	1,820.20
Gas/Fuel	12,648.12	7,433.35	8,681.53	7,318.98
Total Utilities	18,106.49	16,658.35	13,966.81	13,737.08
<b>Maintenance</b>				
Labor	2,021.24	8,041.65	5,893.34	2,920.46
Materials	8,265.56	10,291.70	9,664.09	9,352.28
Contracts	23,255.50	28,541.65	20,091.64	16,955.95
Total Maintenance	33,542.30	46,875.00	35,649.07	29,228.69
<b>General</b>				
Insurance	14,418.07	14,916.65	14,352.25	13,854.76
Payment in Lieu of Tax	4,227.40	4,583.35	4,294.10	4,488.90
Employee Benefits	59.63	520.85	597.47	297.61
Total General	18,705.10	20,020.85	19,243.82	18,641.27
<b>TOTAL EXPENSE</b>	<b>102,901.88</b>	<b>110,620.90</b>	<b>101,662.98</b>	<b>86,146.39</b>
<b>Net Income/Loss</b>	<b>-41,567.80</b>	<b>-27,387.45</b>	<b>-37,341.10</b>	<b>-51,870.14</b>

**Brainerd Housing and Redevelopment Authority**  
**Payment Summary Report**  
**May 2022**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
5/11/2022	892	Carrie Burrell	\$26.94
5/11/2022	893	Eric Charpentier	\$171.99
5/11/2022	894	John Schommer	\$60.27
5/11/2022	895	Keri Weitalla	\$71.04
5/11/2022	896	Nancy Thull	\$10.53
5/11/2022	897	Patrick Waltman	\$95.94
5/11/2022	898	Ryan Barnett	\$102.96
4/21/2022	1987	Health Savings Accounts	\$960.41
5/5/2022	1988	Harpers Payroll Service	\$9,383.53
5/5/2022	1989	Harpers Payroll Service	\$104.76
5/5/2022	1990	Health Savings Accounts	\$3,502.09
5/5/2022	1991	Minnesota State Retirement System	\$832.80
5/5/2022	1992	Security Benefit	\$4,233.15
5/2/2022	1993	90 Degree Benefits Inc.	\$18,909.84
5/19/2022	1994	Harpers Payroll Service	\$92.69
5/19/2022	1995	Minnesota State Retirement System	\$832.80
5/19/2022	1996	Harpers Payroll Service	\$9,338.86
5/19/2022	1997	Health Savings Accounts	\$960.41
5/19/2022	1998	Security Benefit	\$4,228.85
5/10/2022	24609	Ace Hardware	\$65.95
5/10/2022	24610	American Association of Service Coordina	\$220.00
5/10/2022	24611	Aramark Uniform Services	\$325.26
5/10/2022	24612	Brainerd Public Utilities	\$12,340.57
5/10/2022	24613	Tenant Deposit	\$238.36
5/10/2022	24614	CTCIT	\$720.00
5/10/2022	24615	Capital One Commercial	\$238.09
5/10/2022	24616	Cash	\$49.05
5/10/2022	24617	CenterPoint Energy	\$7,789.75
5/10/2022	24618	City of Brainerd	\$359.60
5/10/2022	24619	City of Brainerd	\$1,920.00
5/10/2022	24620	CliftonLarsonAllen LLP	\$4,462.50
5/10/2022	24621	College Drive Townhouses	\$2,647.00
5/10/2022	24622	Culligan	\$90.80
5/10/2022	24623	Dacotah Paper Co	\$558.88
5/10/2022	24624	Delta Dental	\$697.54
5/10/2022	24625	Fireline Sprinkler Corp	\$1,080.00
5/10/2022	24626	Forum Communications Company	\$1,173.32
5/10/2022	24627	Granite Pest Control, LLC	\$149.00
5/10/2022	24628	Handyman's, Inc.	\$371.50
5/10/2022	24629	Home Depot Credit Services	\$100.06
5/10/2022	24630	Home Depot Supply	\$353.25
5/10/2022	24631	Kristin Miller	\$19.90
5/10/2022	24632	Lakes Printing Inc.	\$86.45
5/10/2022	24633	MN Elevator, Inc.	\$826.64
5/10/2022	24634	MRI Software LLC	\$50.00
5/10/2022	24635	Mike Jones	\$64.35
5/10/2022	24636	Mike's Tree Company LLC	\$800.00
5/10/2022	24637	Nan McKay & Associates Inc	\$478.00
5/10/2022	24638	Nisswa Sanitation	\$3,167.33
5/10/2022	24639	Office Shop	\$373.26
5/10/2022	24640	Paper Storm	\$25.75
5/10/2022	24641	Pike Plumbing & Heating, Inc	\$702.78
5/10/2022	24642	Ratwik, Roszak & Maloney, P.A.	\$4,437.72
5/10/2022	24643	State of Minnesota	\$25.00
5/10/2022	24644	Storage Boxes Etc.	\$360.00
5/10/2022	24645	Synchrony Bank (Mills Fleet Farm)	\$149.99
5/10/2022	24646	T-Mobile	\$234.07
5/10/2022	24647	Trail Ridge Townhomes	\$1,484.89
5/10/2022	24648	VSP	\$36.60
5/10/2022	24649	Wex Health	\$7.50
5/10/2022	24650	Yde's Major Appliance	\$461.65
5/19/2022	24651	Borden Steinbauer Krueger & Knudson, PA	\$266.00
5/19/2022	24652	Brainerd Public Utilities	\$996.45
5/19/2022	24653	CTC	\$2,538.35

**Brainerd Housing and Redevelopment Authority**  
**Payment Summary Report**  
**May 2022**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
5/19/2022	24654	Crow Wing County Land Services Dept	\$100.00
5/19/2022	24655	Dearborn National	\$171.98
5/19/2022	24656	Handyman's, Inc.	\$427.57
5/19/2022	24657	Holden Electric Company Inc	\$4,763.00
5/19/2022	24658	Kennedy & Graven, Chartered	\$2,536.00
5/19/2022	24659	Lakes Area Professional Services	\$10,000.00
5/19/2022	24660	Life Insurance Company of North America	\$41.35
5/19/2022	24661	Miller Testing & Consulting LLC	\$450.00
5/19/2022	24662	Paper Storm	\$25.75
5/19/2022	24663	SHI International Corp	\$1,050.66
5/19/2022	24664	The Hartford	\$295.90
5/23/2022	24665	Bremer Bank Credit Card	\$7,419.38
		<b>Report Total</b>	<b>\$134,744.61</b>



**To:** Brainerd HRA Board Members  
**From:** Tania Eller, Rental Assistance Manager  
**Date:** June 14, 2022  
**RE:** Housing Choice Voucher Programs Report

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**HCV Report**

Please see the attached reports.

Our Unit Months Leased (UML) through May is 96% and HAP utilization through May is 36%.

**Bridges Report**

Please see the attached report.

We have 9 families on our program with a monthly HAP payment of \$3,377.

**Family Self-Sufficiency (FSS) Report**

Please see the attached report.

We have 31 families on our program. We have 12 families currently escrowing a total of \$3,988 per month.

**Foster Youth Initiative (FYI) Report**

Please see the attached report.

We have 2 families leased up with a total HAP payment of \$480.

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**No Action Requested; Discussion Items**

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## May Housing Choice Voucher Programs (HCV)

Attachment 8a

<b><u>Voucher Allocation</u></b>	324
May Move-ins	7
May Move-outs	5
May Vouchers - looking for housing	51
May Vouchers - first day of month	307
Average Vouchers to date	311
Unit Months Leased	96%
HAP Utilization through 5/31/2022	36%

### **Reasons For Leaving Program**

Voluntarily Left	4
Terminated	1
Over Income	0

### **Payments**

Housing Assistance Payment (HAP)	\$118,552
May HUD Administrative Fee	\$18,504

### **Port Out Vouchers**

	3
MPLS PHA (1) Montgomery County, TX (1)	\$3,144

### **Homeownership**

	8
Homeownership HAP	\$2,671

### **FYI Vouchers**

	2
FYI Vouchers HAP	\$480

### **Length of Time on Program**

< 1 year	21%
< 2 years	10%
< 3 years	12%
< 4 years	8%
< 5 years	8%
> 5 years	41%

### **Demographics**

Elderly Households	101
Disabled/Handicapped Households	162
Families with Children	108
Average Annual Income	\$14,787
Average HAP	\$368

### **Waiting List Total**

	112
Crow Wing County Preference	31
Non Preference	81

# HUD-52681-B Report

Attachment 8b

## Vouchers

	Mar 2022	Apr 2022	May 2022
<b>Voucher Units - First of the Month</b>			
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	3	3
HOPE VI	0	0	0
Tenant Protection	0	0	0
Enhanced Vouchers	0	0	0
VASH Vouchers	0	0	0
All Other Vouchers	299	296	294
Total Under lease as of first of month	311	309	307
Total Under lease as of end of month	311	308	307
Total Issued as of end of month	33	47	52
5 Year Mainstream	0	0	0
<b>Voucher HAP Expenses - First of the Month</b>			
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	2,834	2,796	2,671
Moving To Work HAP	0	0	0
One Year Mainstream - MTW HAP	0	0	0
Family Unification - Non MTW HAP	675	675	480
Non-Elderly Disabled - Non MTW HAP	0	0	0
Portable Voucher Paid HAP	1,495	2,039	3,144
HOPE VI HAP	0	0	0
Tenant Protection HAP	0	0	0
VASH HAP	0	0	0
All Other Vouchers HAP	106,395	107,281	108,269
Abated HAP	0	0	0
Total All Voucher HAP Expense for 1st of month	111,399	112,791	114,564
FSS Escrow Deposits	4,441	4,297	4,276
FSS Escrow Forfeitures	0	0	0
All Voucher HAP Expense After 1st of Month	0	0	0
5 Year Mainstream HAP	0	0	0
<b>Regular Portable Administered</b>			
Portable Units Administered	0	0	0
Portable HAP	0	0	0
<b>Other Activities</b>			
Number of Hard to House Families Leased	0	1	0
Number of Vouchers Covered by Project-Based HAPs	0	0	0

## **Bridges Program May 2022**

### **Summary**

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

**Total HAP Payment: \$3,377.00**

**Additional Info: no additional information to report**

## **Family Self-Sufficiency Program May 2022**

### **Summary**

- Active FSS participants: 31
- Tenants going OFF for month: 1
- Tenants going ON for month: 2
- Tenants start ESCROWING: 0
- Total number of FSS participants escrowing monthly: 12
- Total amount of escrow: \$3,988.00
- Total combined amount of monthly escrow: \$ 60,696.52

Update: no additional information to report

## Foster Youth to Independence Program

### May 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: Jun-16-2022  
 Re: Housing Management Report

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#### **Vacancy Report for May 2022**

Please see attachment.

#### **Monthly Property Performance Report for May 2022**

Please see attachment.

#### **North Star Furniture**

New lounge and waiting area furniture has been ordered to replace items that have become damaged with age and use.

#### **Scattered Site Mold Remediation**

In March we started working on a mold remediation project in one of our four-bedroom Scattered Site units. The family of 6 had to be displaced throughout the project and has just recently been allowed to move back into their unit. Maintenance staff worked closely with ServPro of St Cloud for the remediation and repair work. The final step in the project was a very thorough air quality test to confirm the safety of the home prior to allowing the family to return. We will be doing frequent follow-ups to ensure there is no new mold growth.

#### **ROSS Program Updates**

- Erik Warner's last day as the ROSS Service Coordinator is 6/24/2022. Erik has spent the last several weeks wrapping up reporting and creating various "how to" guides related to the position which will be immensely helpful to the new coordinator. To fill the position, we were fortunate to be able to draw from a pool of candidates for a previously posted position and quickly identified a very well-qualified individual. We are looking forward to Patsy Rajala starting in July.
- 11 active participants in the ROSS program; 2 newly enrolled participants; 0 exited participants.
- 1 new contact with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
  - SNAP Food Boxes: 28 residents; shelf-stable box; elderly tenants only.
  - Catholic Charities: 11 residents; 180 frozen meals (10 - 30 each); elderly tenants only.
- Activities Recap:
  - 3 residents participated in a nutrition seminar, "How Nutrition Changes With Age", hosted by Humana.
- Facebook Stats:
  - 2 new posts on the ROSS Facebook page this past month which reached 6 individuals, with no additional likes, shares, comments, or viewers clicking through posts for more information.

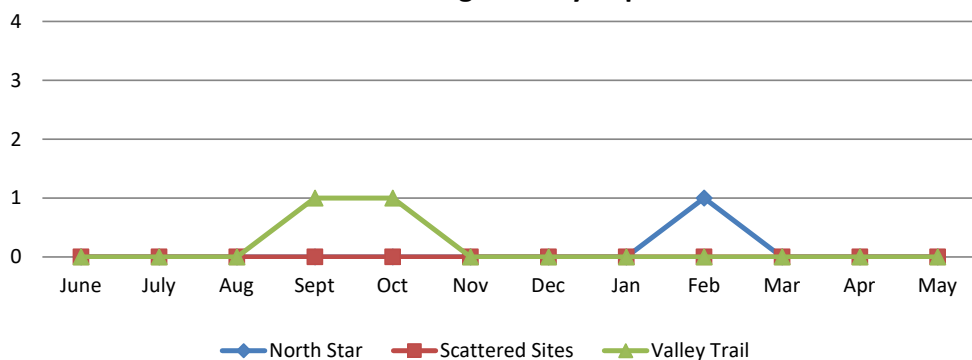
**No Action Requested; Discussion Items**

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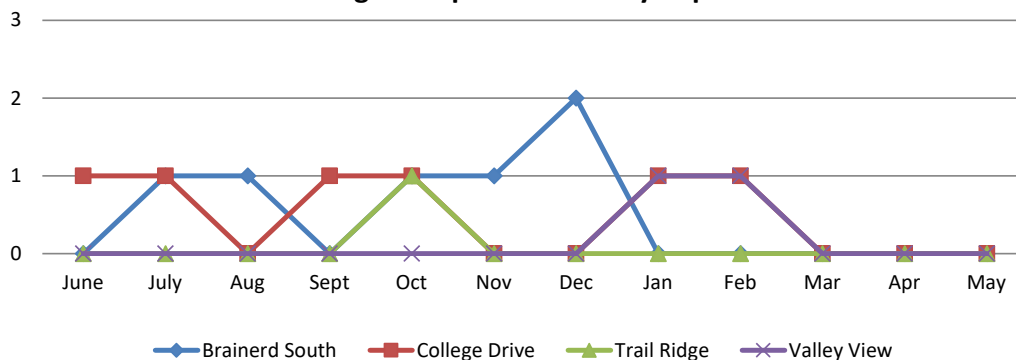
## Brainerd HRA 2022 Vacancy Report

	Public Housing				Section 236	Tax Credit - DW Jones		
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%		College Drive	Trail Ridge	Valley View
# units	162	16	25	203	60	24	18	20
<b>Jan 31</b>	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%
<b>Feb 28</b>	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%
<b>March 31</b>	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%
<b>April 30</b>	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%
<b>May 31</b>	0	0	0	0	0	0	0	0
May %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>June 30</b>								
June %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>July 31</b>								
July %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Aug 31</b>								
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Sept 30</b>								
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Oct 31</b>								
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Nov 30</b>								
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Dec 31</b>								
<b>Vacancies</b>	1	0	0	1	0	2	0	2
%	0.12%	0.00%	0.00%	0.10%	0.00%	1.67%	0.00%	2.00%

### Public Housing Vacancy Report



### Managed Properties Vacancy Report



# Brainerd Housing and Redevelopment Authority

## Monthly Property Performance Report May 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%
<b>TOTAL</b>	<b>203</b>	<b>203</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100%</b>

### 3. Customer Traffic

Applications Requested	53
Applications Placed on PH Wait List	16
Applications Denied on PH Wait List	5

### 4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	67 (Pref: 41)	0	0	0
2 bdrm	14	34 (Pref: 10)	0	0	0
3 bdrm	24	28 (Pref: 11)	0	0	0
4 bdrm	5	8 (Pref: 7)	0	0	0
<b>TOTAL</b>	<b>203</b>	<b>137 (Pref: 69)</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	0	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	9
Annual Recertifications	2
Completed for this month	11

8. Annual Unit Inspections

Total units to be inspected this year	203
Number completed start of month	0
Number inspected for the month	162
Number completed year-to-date	162
Total left to be inspected this year	41
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

9. Lease Enforcements

Lease warnings/violations issued	31
30-day lease terminations	2

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	7
Received	165
Closed	164
Ending Balance	8
Total Completed Work Orders for Year	455

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	2	3
Completed within 24 hours	2	3
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	60,066
Other Charges	1,106
<b>Total New Charges</b>	61,172
Arrears, tenants in possession	461

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	651
Current Rent Charges	60,066
Current Rent Collections	59,451
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	2,678
Prior Rent Charges	739,461
Collection Rate	100%



To: Brainerd HRA Board Members  
From: Kristin A. Miller, Rehab Administrative Specialist  
Date: June 7, 2022  
Re: Rehab Programs Report

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**Emily SCDP**

8 Owner occupied projects are complete  
2 Projects are in construction

**Garrison SCDP**

1 Owner Occupied Rehab project out for bid  
1 Owner Occupied Rehab reviewing Work Write Up/Contractors for Bidding  
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  
3 Commercial Application in collection of documents  
1 Commercial Application Requested and Mailed

**Jenkins SCDP**

1 Owner Occupied Rehab reviewing Work Write Up/Contractors for Bidding  
4 Owner Occupied Rehab Applications mailed

**MHFA**

4 Projects are in construction  
1 Scheduled to sign  
1 Out for Bid  
4 Applications are in process  
7 Applications mailed out

**Housing Trust Fund**

1 Down Payment Assistance Application in process  
7 Owner Occupied Rehab Applications Mailed  
1 Owner Occupied Rehab reviewing Work Write Up/Contractors for Bidding  
2 Owner Occupied Rehab Out for Bid  
4 Rental Rehab Applications Mailed

**Brainerd Oaks/Serene Pines/Dalmar Estates**

<b>Development</b>	<b>Total</b>	<b># Sold to Developer</b>	<b># Sold to End Buyer</b>	<b>For Sale</b>	<b>In Construction</b>
Brainerd Oaks	81*	64	57	0	9
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*



To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: June 22<sup>nd</sup>, 2022

Re: Executive Director Report

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**Goal Setting / Strategic Planning Update**

Our strategic planning session was held on May 19<sup>th</sup>. Thank you to our commissioners and staff that sat in on the session. There were several great ideas and I think the goals that will come out of the session are all things that we can work towards in the coming year and beyond. I am continuing to work with Bruce Miles to put together a goal sheet and will then work with staff to finalize that. I plan on presenting that at our regular meeting in July or August.

**Tax Forfeit Property Purchase**

We continue to move toward the acquisition and future sale of 3 tax forfeited parcels in the City of Brainerd. We are currently doing more research on one of the parcels that has an outstanding assessment from 1983 which we believe will likely be able to be removed. We are working with the City Finance Director as well as the County to determine what documentation was filed for that assessment and what process will need to be ultimately taken to get the assessment satisfied or dismissed. Our next step will be to get these parcels conveyed to the Brainerd HRA which is the resolution that we spoke about under new business.

**No Action Requested; Discussion Items**

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