



Brainerd Board of Commissioners Meeting

Wednesday, July 27th @ 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=mebcd38759daacb96fe4f1eaeaa00ad86>

Join by phone: 415-655-0001 / Meeting number (access code): 2550 902 6480 / Meeting password pdPM35PGH3K

"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 June 22, 2022**
- 5. UNFINISHED BUSINESS**
- 6. NEW BUSINESS**
 - a. Statement of Capital Fund Significant Amendment** *(Attachment 2) Pg. 11*
- 7. BILLS & COMMUNICATIONS**
 - a. Financial Report** *(Attachment 3) Pg. 15*
 - b. HCV/Section 8 Report** *(Attachment 4) Pg. 43*
 - c. Housing Management Report** *(Attachment 5) Pg. 49*
 - d. Rehab Programs Report** *(Attachment 6) Pg. 55*
 - e. Executive Director Report** *(Attachment 7) Pg. 57*
- 8. COMMISSIONER COMMENTS**
- 9. NEXT MEETING: Wed. August 24th, 2022**
- 10. ADJOURN**

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

This page intentionally left blank.



Brainerd HRA BOARD MEETING MINUTES

Wednesday, June 22nd, 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, June 22nd, 2022.

1. **CALL TO ORDER:** Chair Johnson called the meeting to order at 1:02 p.m.
2. **ROLL CALL:** Present: Commissioners Gabe Johnson, Michael Duval, Wayne Erickson, Kevin Yeager, Marlee Larson, Janet Decker and Rebekah Kent-Ehlebracht.

Others present: Executive Director Eric Charpentier, Housing Manager Shannon Fortune, Rental Assistance Manager Tania Eller, Rehab & Maintenance Director John Schommer, Rehab Administrative Specialist Kristin Miller, Jessica Mulroy Administrative Specialist, and Kris Schubert City of Brainerd HR Director.

3. **REVIEW AND APPROVE AGENDA:**

Moved and seconded by Commissioners Duval and Erickson to approve the agenda as presented for the June 22nd, 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 May 18th, 2022

Moved and seconded by Commissioners Larson and Kent-Ehlebracht to approve the minutes from the May 18th, 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:**

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

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.

We are proposing to increase the payment standards to 110% of the FMRs for July 1, 2022

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.

Commissioner Yeager made a motion to Adopt the revised 2022 payment standards as presented. Commissioner Duval seconded the motion. Through a roll call vote, all commissioners were in favor, and none were opposed. The motion was approved.

b. Approval of Resolution for a Contract for Services between the Brainerd Lakes Chamber of Commerce and the Brainerd HRA

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.

Commissioner Erickson made a motion to Adopt Resolution 2022-03 authorizing the Contract for Services between the Brainerd Lakes Chamber of Commerce. Commissioner Kent-Ehlebracht seconded the motion. Through a roll call vote, all commissioners were in favor, and none were opposed. The motion was approved.

c. Acceptance of the Conveyance of Tax Forfeited Property

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.

Commissioner Duval made a motion to Adopt Resolution 2022-04 accepting conveyance of these three (3) tax forfeited lot(s) from Crow Wing County to the Brainerd Housing and Redevelopment Authority. Commissioner Larson seconded the motion. Through a roll call vote, all commissioners were in favor, and none were opposed. The motion was approved.

d. Board Designated Funding Request

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 1st, 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.

Commissioner Kent-Ehlebracht made a motion to 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. Commissioner Duval seconded the motion. Through a roll call vote, all commissioners were in favor, and none were opposed. The motion was approved.

e. Staff Restructuring Discussion

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.

Commissioner Erickson made a motion to Authorize the restructuring of our caretaking staff with a move to a non-on-site model for property up-keep. Commissioner Larson seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved.

7. BILLS & COMMUNICATIONS:

a. Financial Report:

Charpentier presented the Financial Reports and supporting information.

Crosby HRA Audit

The Crosby HRA audit fieldwork was conducted the week of June 13th 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.

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

b. HCV Report:

Eller presented HCV reports and supporting information.

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.

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.

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.

d. Rehab Programs Report:

Schommer presented his reports and supporting information.

Emily SCDP

8 Owner occupied projects complete

2 Projects are in construction

Garrison SCDP (Owner-Occupied/Commercial Rehab)

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 (Owner-Occupied)

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

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	9
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

Our strategic planning session was held on May 19th. 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.

8. Commissioner Comments:

- Gabe Johnson –
- Michael Duval –
- Wayne Erickson–
- Kevin Yeager–
- Marlee Larson –
- Rebekah Kent-Ehlebracht -
- Janet Decker–

9. ADJOURN:

Commissioner Erickson made a motion to adjourn the meeting. Commissioner Larson seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 2:08 p.m.

This page intentionally left blank.



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: July 19, 2022
Re: Statement of Capital Fund Significant Amendment

As part of the documentation required by HUD for the acceptance of the 2022 Capital Fund Program (CFP) grant, each PHA must submit a written statement defining the criteria used for determining a significant amendment or modification to the CFP 5-Year Action Plan. This statement must include HUD language defining a significant amendment and also the criteria established by the PHA.

Attached is the Statement of Capital Fund Significant Amendment which defines what the Brainerd HRA considers as a significant amendment to the 5-Year Action Plan:

- The addition of non-emergency Public Housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) when dollar amount exceeds 50% of the Capital Fund Budget.

By setting the threshold at 50% of the Capital Fund Budget, this would require the addition of a non-emergency work item greater than this dollar amount to go through a public hearing and public comment. This threshold determines what the board considers to be significant.

Action Requested:

Approval of the Statement of Capital Fund Significant Amendment.

This page intentionally left blank.

Statement of Capital Fund Significant Amendment

Per 24 CFR 905.300(b)(iii) Capital Fund Submission Requirements, of the Capital Fund Program (CFP) 5-Year Action Plan for the Brainerd Housing and Redevelopment Authority, the PHA's definition of Significant Amendment or Modification is defined per the Capital Fund Final Rule.

The following are considered by HUD to be significant amendments to the CFP 5-Year Action Plan:

A proposed demolition, disposition, homeownership, RAD conversion, Capital Fund Financing, development, or mixed finance proposal.

The following is considered by the PHA to be a significant amendment to the CFP 5-Year Action Plan:

The addition of non-emergency Public Housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) when the dollar amount exceeds 50% of the Capital Fund Budget.

Approved: July 27, 2022

Board Chair _____

Executive Director _____

This page intentionally left blank.

To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: July 19, 2022
Re: July Financial Report

Please find attached the financial information for June 2022.

General Fund Tax Levy

Reflected in the June General Fund Financial Statements is the deposit of \$51,210.11 in Property Tax Revenue (levy). The second deposit of \$26,898.90 was deposited in July for total first half deposits of \$78,109.01. The total levy amount for 2022 is \$147,996. The second half property tax settlement will be in December.

Preliminary General Fund Budget

For the August meeting next month, staff will present the preliminary General Fund budget to be approved by the Board and then submitted to the City.

CWC HRA Budget

The 2023 budget for CWC HRA will be presented to the CWC HRA Board at their August 4th special meeting. The CWC Budget Committee meeting is tentatively scheduled for presentation on August 9th.

Crosby HRA Audit

The Crosby HRA audit fieldwork was completed during the week of June 13th. The audit was clean with no findings.

Action Requested: Motion for approval of payments as presented.

This page intentionally left blank.

Brainerd Housing & Redevelopment Authority

2022 Ratios (and December, 2021)

FASS Ratios	Max Pts	Scoring	Dec 2021 After YE JE, B4 audit	Jan	Feb	Mar	Apr	May	June
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	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	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	2.00
Total Points	25		25.00	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	16.00
Tenant Accounts Receivable	5	TAR <20%=5, TAR >40% =0	5.00	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	4.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00
Total of Above Ratios	50		50.00	50	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	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	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0	10.0

This page intentionally left blank.

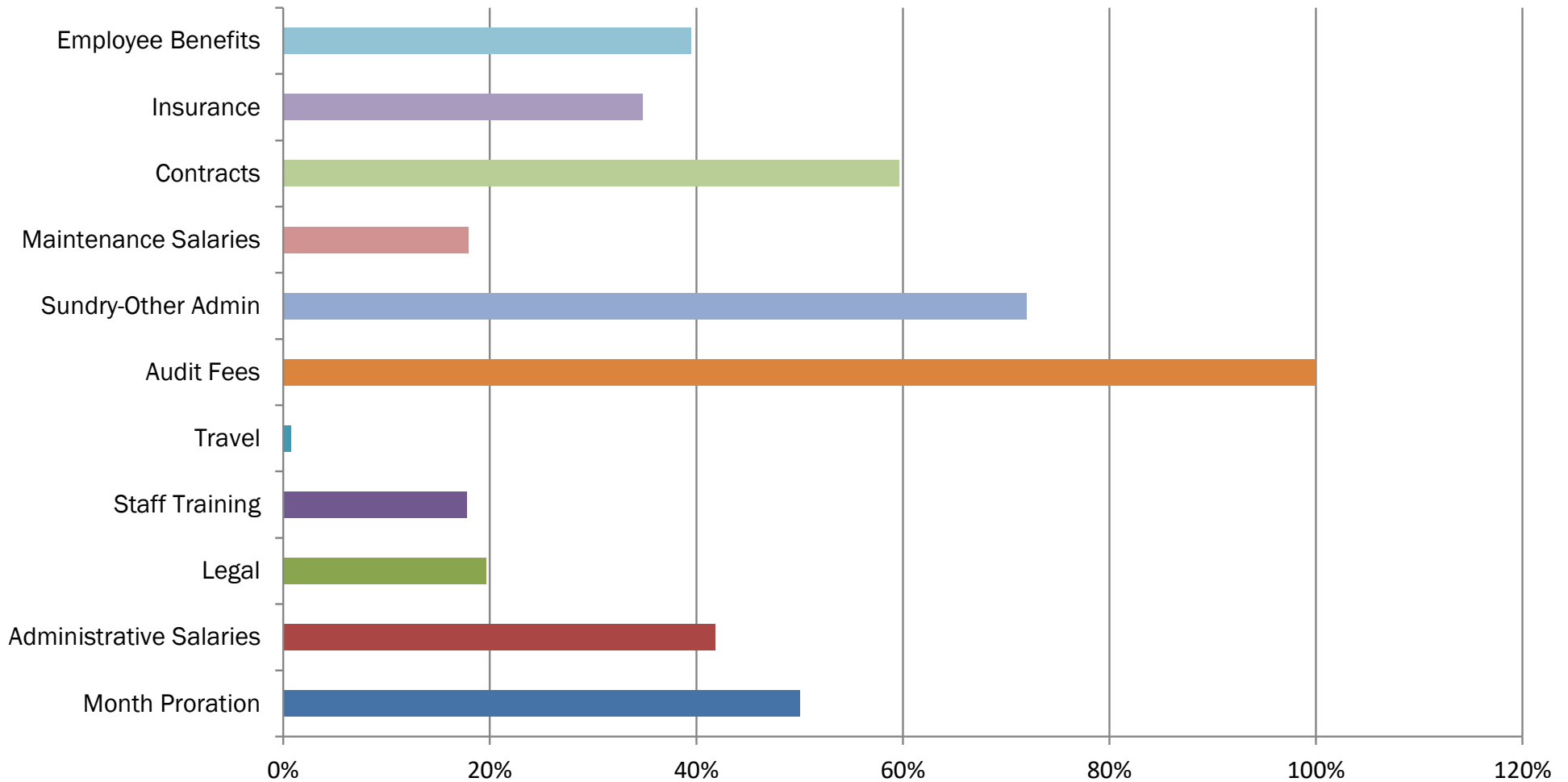
June 2022 Operating Account Balances

Property/Program	June 2021	May 2022	June 2022
General Fund	\$326,255.34	\$389,873.61	\$427,563.58
Housing Rehab Program	\$61,662.55	\$158,461.72	\$143,004.01
Bridges	\$2,602.12	-\$1,054.51	-\$546.27*
Crow Wing County HRA	\$1,235,669.09	\$1,454,481.11	\$1,685,939.46
Public Housing	\$719,687.47	\$766,327.91	\$727,414.03
Brainerd South	\$49,184.62	\$47,724.22	\$52,963.90
Housing Choice Voucher	\$43,080.67	\$42,400.17	\$53,857.06
Total	\$2,438,141.86	\$2,858,214.23	\$3,090,195.77

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

This page intentionally left blank.

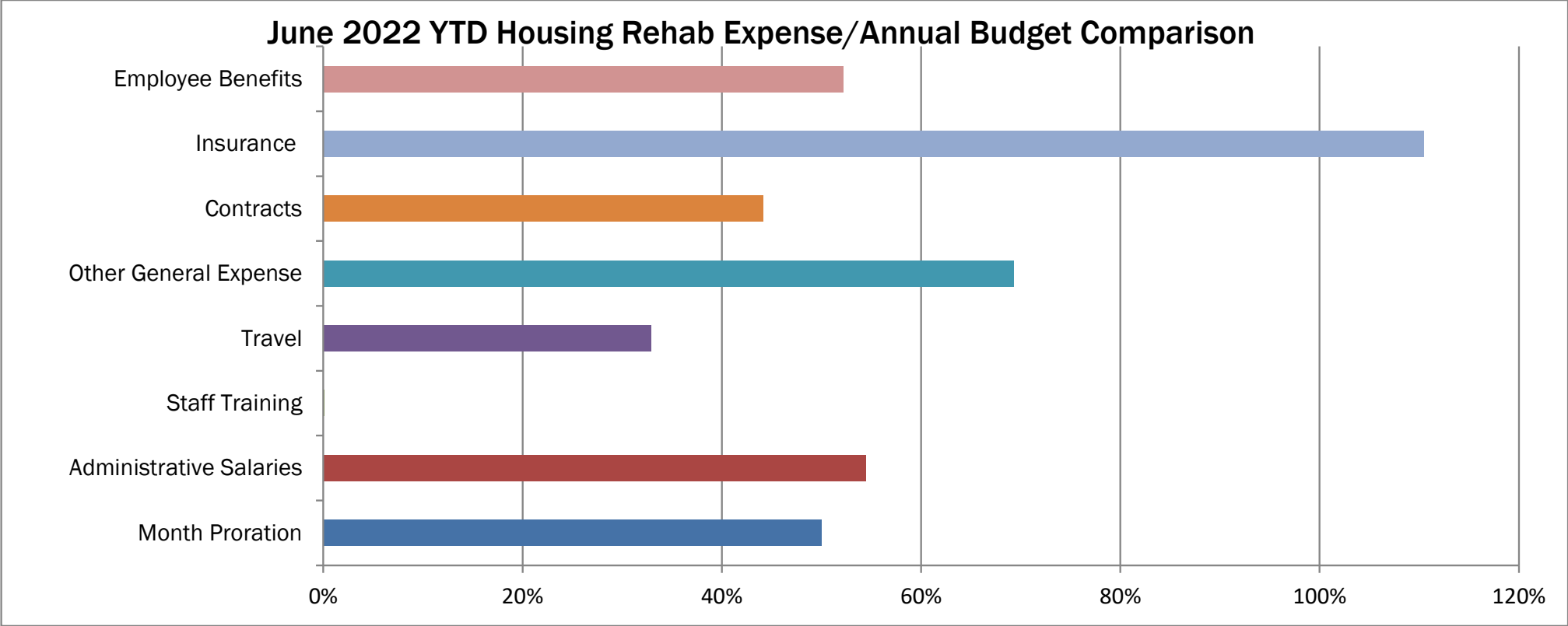
June 2022 YTD General Fund Expense/Annual Budget Comparison



Sundry-Other Admin: Advertising, Office Supplies, BLAHDC Annual Reporting.

Audit Fees: Audit was completed.

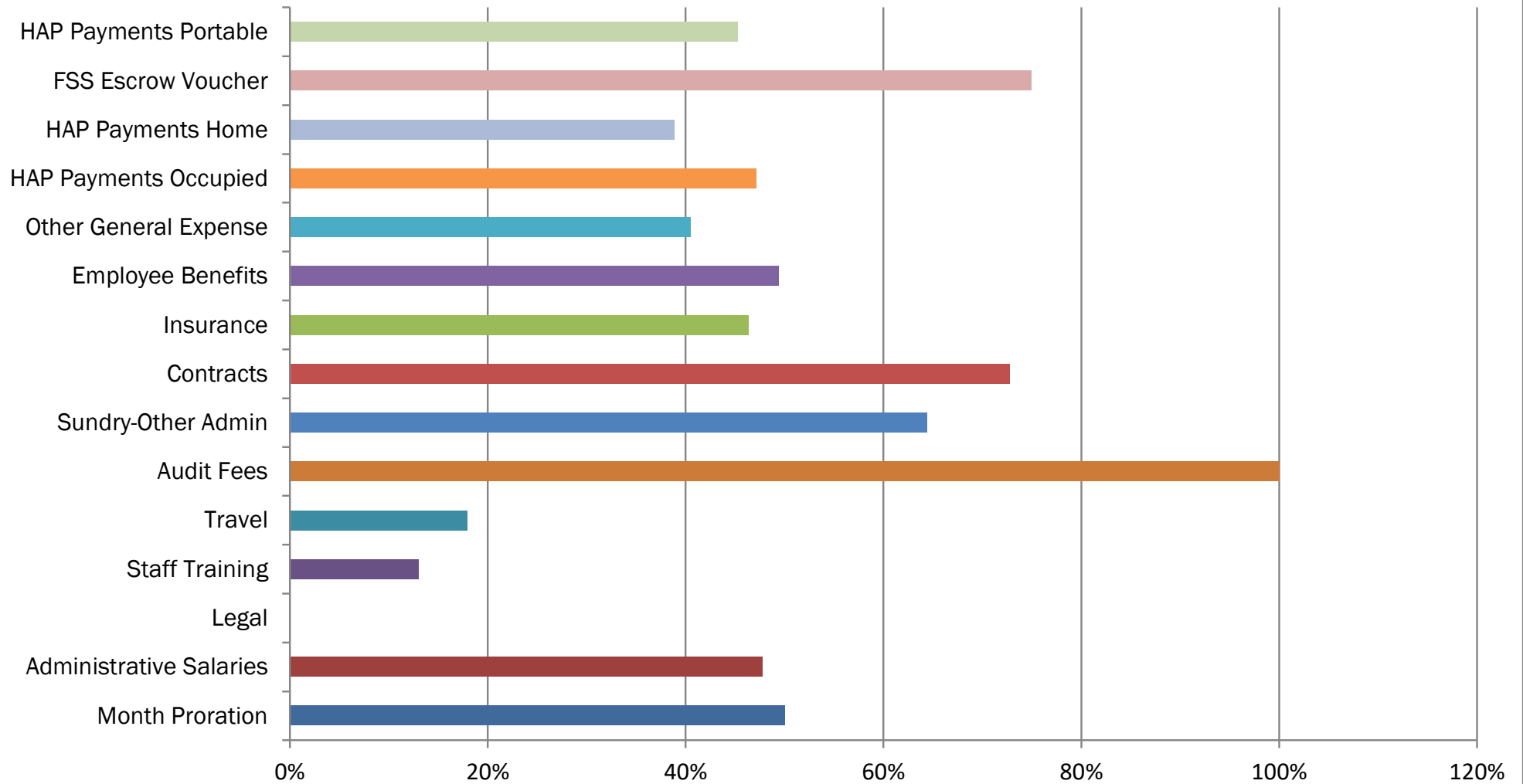
Contracts: Quarterly billing for City HR services.



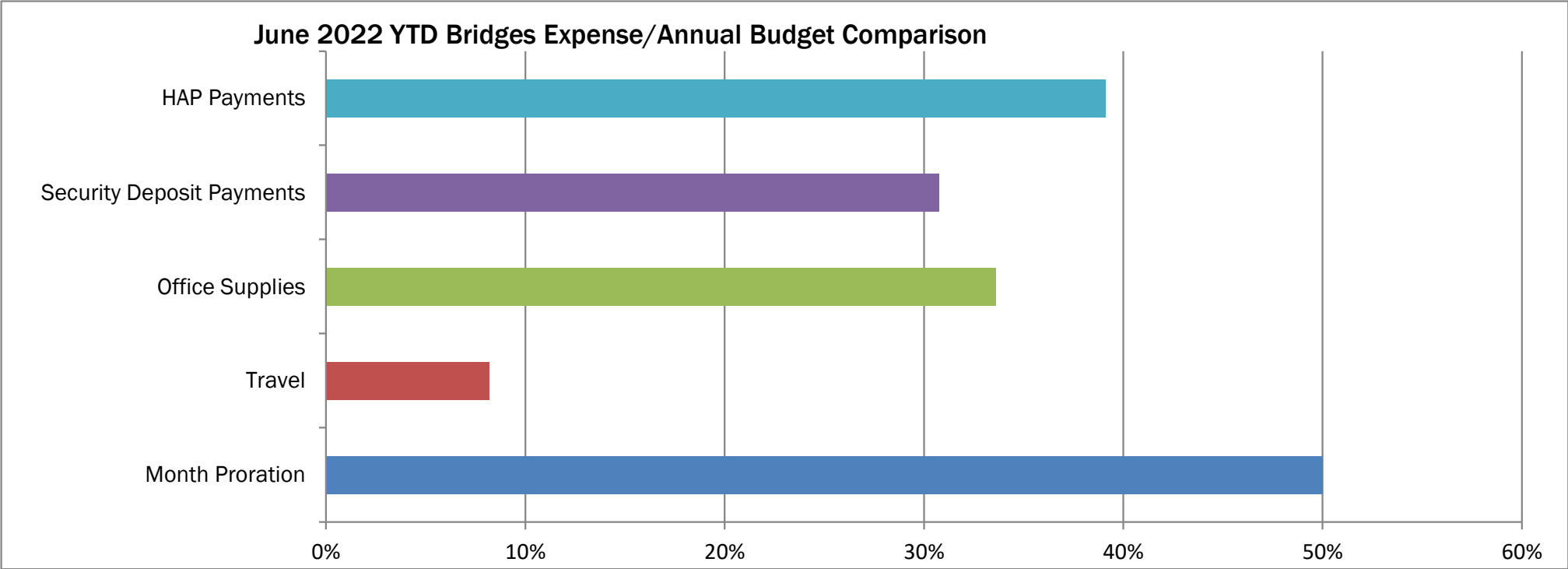
Other General Expense: Happy software purchased for rehab department.

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

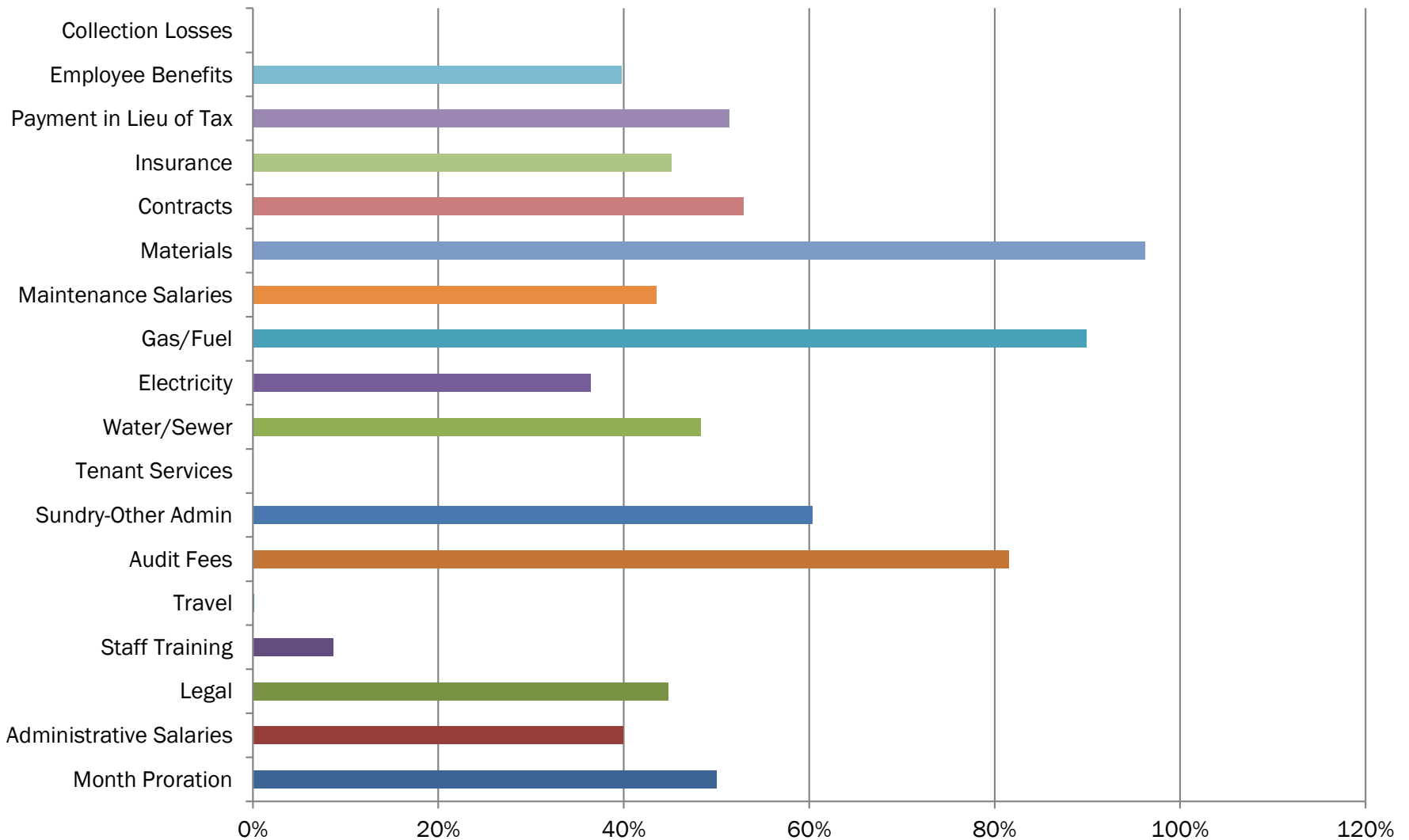
June 2022 YTD Housing Choice Voucher Expense/Annual Budget Comparison



Sundry-Other Admin: Office Supplies, Advertising, Postage
 Contracts: A study was conducted to update utility allowance for 2022.
 Audit Fees: Audit was completed.



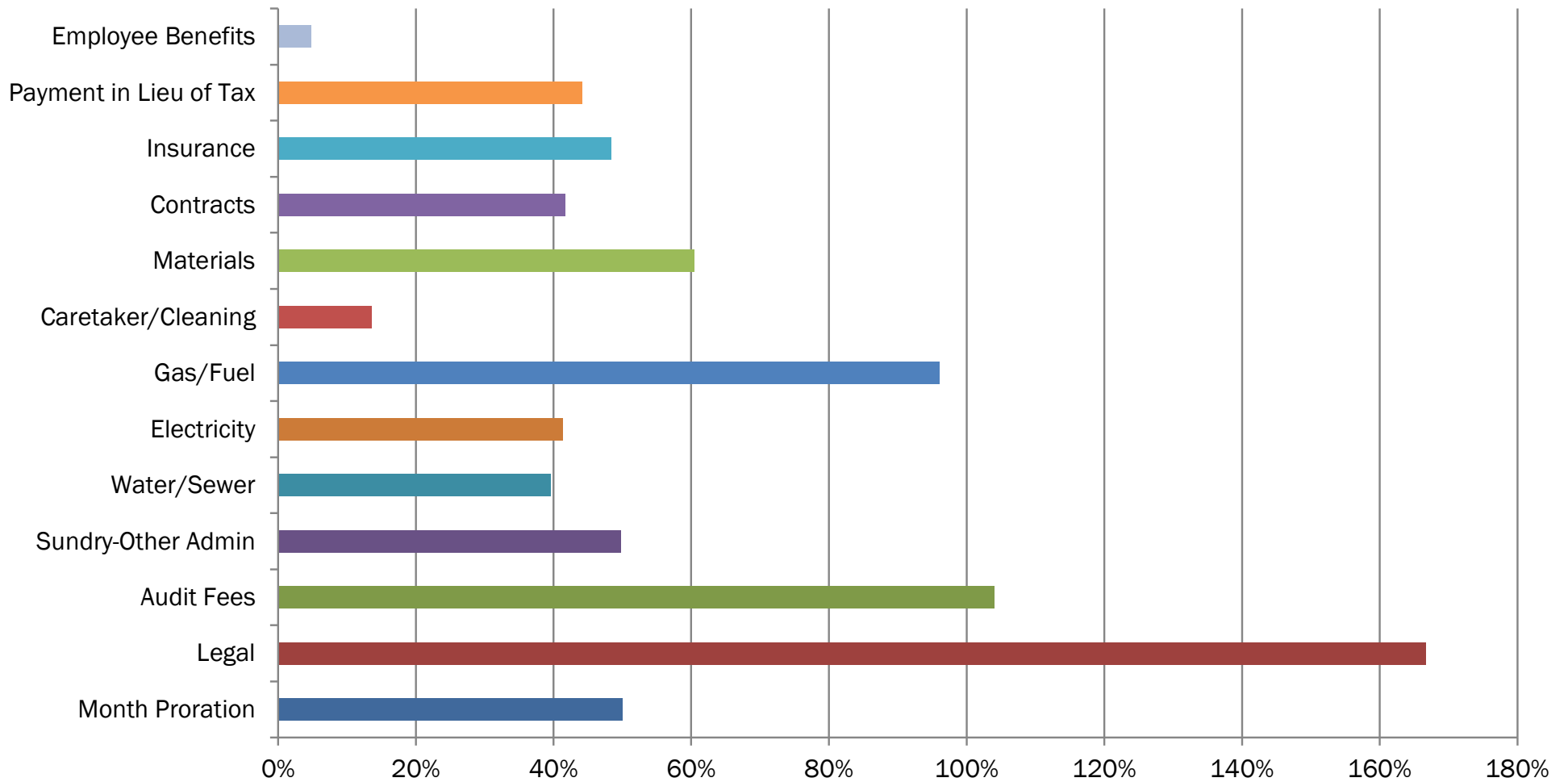
June 2022 YTD Public Housing Expense/Annual Budget Comparison



Materials: Purchase of refrigerators.

Sundry-Other Admin: Advertising, annual NAHRO membership.

June 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
June, 2022**

	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-14,897.11	-87,501.92	-85,999.98	-1,501.94
Interest Income	-8.94	-23.92	-25.02	1.10
Other Income	-51,210.11	-74,391.69	-58,849.96	-15,541.73
TOTAL INCOME	-66,116.16	-161,917.53	-144,874.96	-17,042.57
EXPENSE				
Administrative				
Administrative Salaries	20,540.08	72,878.41	87,032.52	-14,154.11
Legal	0.00	491.05	1,249.98	-758.93
Staff Training	91.36	887.07	2,500.02	-1,612.95
Travel	0.00	4.70	300.00	-295.30
Auditing Fees	0.00	6,900.00	6,900.00	0.00
Sundry-Other Admin	1,146.23	5,075.56	3,724.92	1,350.64
Total Administration	21,777.67	86,236.79	101,707.44	-15,470.65
Maintenance				
Maintenance Salaries	0.00	2,092.65	5,850.00	-3,757.35
Contracts	401.48	5,109.44	4,285.02	824.42
Total Maintenance	401.48	7,202.09	10,135.02	-2,932.93
General				
TIF Expense	0.00	30.00	64.98	-34.98
Insurance	356.61	2,139.66	3,077.46	-937.80
Employee Benefits	6,498.19	33,284.87	42,157.50	-8,872.63
Other General Expense	44.60	1,997.10	12,499.98	-10,502.88
Total General	6,899.40	37,451.63	57,799.92	-20,348.29
TOTAL EXPENSE	29,078.55	130,890.51	169,642.38	-38,751.87
Net Income/Loss	-37,037.61	-31,027.02	24,767.42	-55,794.44

Housing Rehab Operating Statement
June, 2022

	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,000.00	-98,408.60	-137,125.02	38,716.42
Grant Admin Revenue	0.00	0.00	-2,400.00	2,400.00
TOTAL INCOME	-10,000.00	-98,408.60	-139,525.02	41,116.42
EXPENSE				
Administrative				
Administrative Salaries	8,111.14	44,144.92	40,517.52	3,627.40
Legal	0.00	200.00	0.00	200.00
Staff Training	0.00	5.27	2,500.02	-2,494.75
Travel	61.44	328.84	499.98	-171.14
Other Admin Exp	10.50	2,542.09	1,909.96	632.13
Total Administration	8,183.08	47,221.12	45,427.48	1,793.64
Maintenance				
Contracts	14,575.00	59,585.00	67,500.00	-7,915.00
Total Maintenance	14,575.00	59,585.00	67,500.00	-7,915.00
General				
Insurance	0.00	552.29	250.02	302.27
Employee Benefits	2,699.63	19,599.61	18,762.54	837.07
Total General	2,699.63	20,151.90	19,012.56	1,139.34
TOTAL EXPENSE	25,457.71	126,958.02	131,940.04	-4,982.02
Net Income/Loss	15,457.71	28,549.42	-7,584.98	36,134.40

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

	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-71,441.00	-666,876.00	-740,950.02	74,074.02
Admin Fees Earned	-25,737.84	-160,850.20	-141,640.02	-19,210.18
Interest Income	-0.69	-1.35	0.00	-1.35
Other Income	-890.00	-15,130.33	-15,000.00	-130.33
TOTAL INCOME	-98,069.53	-842,857.88	-897,590.04	54,732.16
EXPENSE				
Administrative				
Administrative Salaries	22,918.26	93,604.21	97,890.00	-4,285.79
Legal	0.00	0.00	250.02	-250.02
Staff Training	241.36	649.71	2,500.02	-1,850.31
Travel	94.77	447.54	1,249.98	-802.44
Accounting & Audit Fees	0.00	3,650.00	3,650.00	0.00
Sundry-Other Admin	189.01	3,510.15	3,224.92	285.23
Total Administration	23,443.40	101,861.61	108,764.94	-6,903.33
Maintenance				
Contracts	2,656.48	6,811.74	4,680.00	2,131.74
Total Maintenance	2,656.48	6,811.74	4,680.00	2,131.74
General				
Insurance	509.03	3,054.18	3,292.44	-238.26
Employee Benefits	9,131.76	50,413.09	51,054.96	-641.87
Collection Losses	0.00	1,973.00	0.00	1,973.00
Other General Expense	139.74	648.12	799.98	-151.86
Total General	9,780.53	56,088.39	55,147.38	941.01
HAP Payments				
HAP Payments Occupied	110,410.00	650,052.00	689,085.48	-39,033.48
HAP Payments Home	3,295.00	17,292.00	22,228.02	-4,936.02
FSS Escrow Voucher	3,351.99	22,206.99	14,817.00	7,389.99
HAP Payments Portable	3,144.00	13,412.00	14,819.52	-1,407.52
Total HAP	120,200.99	702,962.99	740,950.02	-37,987.03
TOTAL EXPENSE	156,081.40	867,724.73	909,542.34	-41,817.61
Net Income/Loss	58,011.87	24,866.85	11,952.30	12,914.55

Date: 7/20/2022
Time: 1:23:48 PM
joe

Bridges Program
Bridges Operating Statement
June, 2022

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

	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-3,377.00	-19,397.00	-29,425.02	10,028.02
Admin Revenue	-540.00	-2,880.00	-3,600.00	720.00
Total Income	-3,917.00	-22,277.00	-33,025.02	10,748.02
EXPENSE				
Administrative				
Travel	1.76	32.79	199.98	-167.19
Office Supplies	0.00	16.80	25.02	-8.22
Total Administration	1.76	49.59	225.00	-175.41
General				
Security Deposit Pmts	0.00	790.00	1,285.02	-495.02
HAP Payment to Landlords	3,407.00	22,014.00	28,140.00	-6,126.00
Total General	3,407.00	22,804.00	29,425.02	-6,621.02
TOTAL EXPENSE	3,408.76	22,853.59	29,650.02	-6,796.43
Net Income/Loss	-508.24	576.59	-3,375.00	3,951.59

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

	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-67,248.00	-393,155.00	-394,195.02	1,040.02
Excess Utilities	-744.00	-1,472.00	-1,440.00	-32.00
Operating Subsidy	-18,319.00	-161,241.00	-165,000.00	3,759.00
Investment Interest	26.63	218.61	0.00	218.61
Other Income	-602.37	-72,237.02	-92,290.02	20,053.00
Other Income Tenants	-878.00	-15,793.93	-9,775.02	-6,018.91
Capital Fund Income	0.00	0.00	-33,000.00	33,000.00
Laundry Income	-2,043.75	-11,427.82	-9,550.02	-1,877.80
TOTAL INCOME	-89,808.49	-655,108.16	-705,250.08	50,141.92
EXPENSE				
Administrative				
Administrative Salaries	26,632.60	133,888.67	167,455.02	-33,566.35
Legal	60.00	1,792.82	1,999.98	-207.16
Staff Training	332.72	1,214.04	7,000.02	-5,785.98
Travel	0.00	1.17	499.98	-498.81
Accounting & Audit Fees	0.00	9,441.51	11,575.00	-2,133.49
Sundry-Other Admin	856.37	12,416.34	11,284.96	1,131.38
Total Administration	27,881.69	158,754.55	199,814.96	-41,060.41
Tenant Services				
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
Utilities				
Water/Sewer				
Electricity	8,482.64	36,669.94	37,969.98	-1,300.04
Gas/Fuel	5,788.24	29,284.99	40,180.02	-10,895.03
Total Utilities	8,341.41	38,186.09	21,232.50	16,953.59
	22,612.29	104,141.02	99,382.50	4,758.52
Maintenance				
Labor	31,689.44	98,190.54	112,870.02	-14,679.48
Materials	7,559.56	28,866.28	15,000.00	13,866.28
Contracts	19,014.46	96,425.95	91,074.96	5,350.99
Total Maintenance	58,263.46	223,482.77	218,944.98	4,537.79
General				
Insurance	8,292.79	49,756.74	55,170.00	-5,413.26
Payment in Lieu of Tax	2,160.44	14,391.68	13,999.98	391.70
Employee Benefits	19,470.73	103,893.95	130,535.04	-26,641.09
Collection Losses	0.00	0.00	2,100.00	-2,100.00
Other General Expense	0.00	1,000.00	0.00	1,000.00
Total General	29,923.96	169,042.37	201,805.02	-32,762.65
TOTAL EXPENSE	138,681.40	655,420.71	722,422.46	-67,001.75
Net Income/Loss	48,872.91	312.55	17,172.38	-16,859.83

Brainerd South Operating Statement
June, 2022

	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-21,228.00	-128,338.00	-122,620.02	-5,717.98
Rental Supplement	-4,702.00	-28,046.00	-25,350.00	-2,696.00
Investment Interest	-16.25	25.86	0.00	25.86
Other Income	-2,460.00	-13,163.54	-13,300.02	136.48
Laundry Income	-502.50	-3,856.75	-4,339.98	483.23
TOTAL INCOME	-28,908.75	-173,378.43	-165,610.02	-7,768.41
EXPENSE				
Administrative				
Legal	930.43	8,333.45	2,500.02	5,833.43
Accounting & Audit Fees	0.00	5,512.50	5,300.00	212.50
Sundry-Other Admin	3,879.12	23,511.59	23,620.02	-108.43
Total Administration	4,809.55	37,357.54	31,420.04	5,937.50
Utilities				
Water	2,566.54	6,472.59	8,170.02	-1,697.43
Electricity	845.68	2,398.00	2,899.98	-501.98
Gas/Fuel	4,493.61	17,141.73	8,920.02	8,221.71
Total Utilities	7,905.83	26,012.32	19,990.02	6,022.30
Maintenance				
Labor	592.62	2,613.86	9,649.98	-7,036.12
Materials	2,668.13	10,933.69	12,350.04	-1,416.35
Contracts	5,293.31	28,548.81	34,249.98	-5,701.17
Total Maintenance	8,554.06	42,096.36	56,250.00	-14,153.64
General				
Insurance	2,883.68	17,301.75	17,899.98	-598.23
Payment in Lieu of Tax	635.40	4,862.80	5,500.02	-637.22
Employee Benefits	0.00	59.63	625.02	-565.39
Total General	3,519.08	22,224.18	24,025.02	-1,800.84
TOTAL EXPENSE	24,788.52	127,690.40	131,685.08	-3,994.68
Net Income/Loss	-4,120.23	-45,688.03	-33,924.94	-11,763.09

June 2022
Prior Year Comparative Operating
Statements

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

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
General Fund Operating INCOME				
Management Fees	-87,501.92	-85,999.98	-87,028.59	-86,373.54
Interest Income	-23.92	-25.02	-15.54	-1,130.96
Other Income	-74,391.69	-58,849.96	-45,658.87	-56,638.15
TOTAL INCOME	-161,917.53	-144,874.96	-135,932.00	-144,142.65
EXPENSE				
Administrative				
Administrative Salaries	72,878.41	87,032.52	78,520.97	73,069.99
Legal	491.05	1,249.98	0.00	321.00
Staff Training	887.07	2,500.02	41.25	238.63
Travel	4.70	300.00	0.56	0.00
Auditing Fees	6,900.00	6,900.00	6,900.00	6,700.00
Sundry-Other Admin	5,075.56	3,724.92	2,844.50	3,795.25
Total Administration	86,236.79	101,707.44	88,307.28	84,124.87
Maintenance				
Maintenance Salaries	2,092.65	5,850.00	1,458.16	5,214.30
Contracts	5,109.44	4,285.02	1,076.03	1,091.24
Total Maintenance	7,202.09	10,135.02	2,534.19	6,349.29
General				
TIF Expense	30.00	64.98	30.00	0.00
Insurance	2,139.66	3,077.46	3,137.85	2,304.02
Employee Benefits	33,284.87	42,157.50	37,609.21	40,848.52
Other General Expense	1,997.10	12,499.98	3,750.00	8,900.00
Total General	37,451.63	57,799.92	44,527.06	52,052.54
TOTAL EXPENSE	130,890.51	169,642.38	135,368.53	142,526.70
Net Income/Loss	-31,027.02	24,767.42	-563.47	-1,615.95

Date: 7/20/2022
Time: 1:24:37 PM
joe

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

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

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Housing Rehab Operating INCOME				
Other Income	-98,408.60	-137,125.02	-60,187.50	-99,560.49
Grant Admin Revenue	0.00	-2,400.00	0.00	-2,045.93
TOTAL INCOME	-98,408.60	-139,525.02	-60,187.50	-101,606.42
EXPENSE				
Administrative				
Administrative Salaries	44,144.92	40,517.52	43,101.80	41,817.67
Legal	200.00	0.00	0.00	0.00
Staff Training	5.27	2,500.02	0.00	154.80
Travel	328.84	499.98	243.60	370.93
Other Admin Exp	2,542.09	1,909.96	2,435.49	4,229.46
Total Administration	47,221.12	45,427.48	45,780.89	46,572.86
Maintenance				
Contracts	59,585.00	67,500.00	39,579.88	111,487.06
Total Maintenance	59,585.00	67,500.00	39,579.88	111,487.06
General				
Insurance	552.29	250.02	507.32	496.47
Employee Benefits	19,599.61	18,762.54	16,692.06	14,949.23
Total General	20,151.90	19,012.56	17,199.38	15,445.70
TOTAL EXPENSE	126,958.02	131,940.04	102,560.15	173,505.62
Net Income/Loss	28,549.42	-7,584.98	42,372.65	71,899.20

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

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-666,876.00	-740,950.02	-750,402.00	-736,411.00
Admin Fees Earned	-160,850.20	-141,640.02	-137,191.35	-169,008.02
Interest Income	-1.35	0.00	-1.14	-90.37
Other Income	-15,130.33	-15,000.00	-19,803.52	-10,508.55
TOTAL INCOME	-842,857.88	-897,590.04	-907,398.01	-916,017.94
EXPENSE				
Administrative				
Administrative Salaries	93,604.21	97,890.00	77,083.10	62,654.96
Legal	0.00	250.02	0.00	321.00
Staff Training	649.71	2,500.02	404.00	674.00
Travel	447.54	1,249.98	2.24	324.88
Accounting & Audit Fees	3,650.00	3,650.00	3,650.00	3,500.00
Sundry-Other Admin	3,510.15	3,224.92	2,193.90	3,555.75
Total Administration	101,861.61	108,764.94	83,333.24	71,030.59
Maintenance				
Contracts	6,811.74	4,680.00	4,079.57	1,179.36
Total Maintenance	6,811.74	4,680.00	4,079.57	1,223.11
General				
Insurance	3,054.18	3,292.44	3,131.56	2,800.14
Employee Benefits	50,413.09	51,054.96	44,891.86	41,446.92
Collection Losses	1,973.00	0.00	2,174.00	2,302.00
Other General Expense	648.12	799.98	579.78	618.59
Total General	56,088.39	55,147.38	50,777.20	47,167.65
HAP Payments				
HAP Payments Occupied	650,052.00	689,085.48	689,425.00	658,486.00
HAP Payments Home	17,292.00	22,228.02	19,001.00	23,086.00
FSS Escrow Voucher	22,206.99	14,817.00	12,369.00	10,631.00
HAP Payments Portable	13,412.00	14,819.52	15,456.00	11,389.00
Total HAP	702,962.99	740,950.02	736,251.00	703,592.00
TOTAL EXPENSE	867,724.73	909,542.34	874,441.01	823,013.35
Net Income/Loss	24,866.85	11,952.30	-32,957.00	-93,004.59

Date: 7/20/2022
Time: 1:24:42 PM
joe

Bridges Program PY
Bridges Operating Statement
June, 2022

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

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Bridges Operating INCOME				
HAP Received MHFA	-19,397.00	-29,425.02	-24,762.00	-28,215.00
Admin Revenue	-2,880.00	-3,600.00	-2,550.00	-3,250.00
Total Income	-22,277.00	-33,025.02	-24,083.00	-31,465.00
EXPENSE				
Administrative				
Travel	32.79	199.98	0.56	59.23
Office Supplies	16.80	25.02	0.00	0.00
Total Administration	49.59	225.00	0.56	59.23
General				
Security Deposit Pmts	790.00	1,285.02	500.00	0.00
HAP Payment to Landlords	22,014.00	28,140.00	24,262.00	27,991.00
Total General	22,804.00	29,425.02	24,762.00	27,991.00
TOTAL EXPENSE	22,853.59	29,650.02	24,762.56	28,050.23
Net Income/Loss	576.59	-3,375.00	679.56	-3,414.77

Brainerd HRA
Public Housing Operating Statement
June, 2022

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Public Housing Operating INCOME				
Dwelling Rental	-393,155.00	-394,195.02	-372,715.00	-366,292.00
Excess Utilities	-1,472.00	-1,440.00	-1,440.00	-1,356.48
Operating Subsidy	-161,241.00	-165,000.00	-187,242.00	-136,041.00
Investment Interest	218.61	0.00	304.71	-1,448.90
Other Income	-72,237.02	-92,290.02	-72,401.73	-83,068.05
Other Income Tenants	-15,793.93	-9,775.02	-8,157.75	-9,364.58
Capital Fund Income	0.00	-33,000.00	-47,872.80	-24,408.36
Laundry Income	-11,427.82	-9,550.02	-9,306.75	-8,762.25
TOTAL INCOME	-655,108.16	-705,250.08	-698,831.32	-630,741.62
EXPENSE				
Administrative				
Administrative Salaries	133,888.67	167,455.02	138,351.33	110,432.75
Legal	1,792.82	1,999.98	3,157.24	795.50
Staff Training	1,214.04	7,000.02	866.75	1,223.32
Travel	1.17	499.98	7.84	164.23
Accounting & Audit Fees	9,441.51	11,575.00	9,212.50	8,700.00
Sundry-Other Admin	12,416.34	11,284.96	10,672.55	12,570.40
Total Administration	158,754.55	199,814.96	162,268.21	133,886.20
Tenant Services				
Rec Public and Other	0.00	2,475.00	0.00	0.00
Total Tenant Services	0.00	2,475.00	0.00	0.00
Utilities				
Water/Sewer	36,669.94	37,969.98	31,391.82	28,295.22
Electricity	29,284.99	40,180.02	27,307.73	28,829.60
Gas/Fuel	38,186.09	21,232.50	24,544.76	20,664.90
Total Utilities	104,141.02	99,382.50	83,244.31	77,789.72
Maintenance				
Labor	98,190.54	112,870.02	74,279.66	90,593.07
Materials	28,866.28	15,000.00	4,644.81	6,222.46
Contracts	96,425.95	91,074.96	88,816.11	64,731.96
Total Maintenance	223,482.77	218,944.98	167,740.58	161,547.49
General				
Insurance	49,756.74	55,170.00	51,986.89	45,506.55
Payment in Lieu of Tax	14,391.68	13,999.98	14,227.88	14,279.03
Employee Benefits	103,893.95	130,535.04	106,551.78	106,421.79
Collection Losses	0.00	2,100.00	0.00	0.00
Other General Expense	1,000.00	0.00	1,000.00	1,000.00
Total General	169,042.37	201,805.02	173,766.55	167,207.37
TOTAL EXPENSE	655,420.71	722,422.46	587,019.65	540,430.78
Net Income/Loss	312.55	17,172.38	-111,811.67	-90,310.84

**Brainerd South Operating Statement
June, 2022**

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Brainerd South Operating				
INCOME				
Dwelling Rental	-128,338.00	-122,620.02	-125,494.00	-123,404.00
Rental Supplement	-28,046.00	-25,350.00	-25,427.00	-24,204.00
Investment Interest	25.86	0.00	57.95	-2,011.14
Other Income	-13,163.54	-13,300.02	-13,222.07	-12,231.83
Laundry Income	-3,856.75	-4,339.98	-3,535.25	-4,209.25
TOTAL INCOME	-173,378.43	-165,610.02	-167,620.37	-166,065.32
EXPENSE				
Administrative				
Legal	8,333.45	2,500.02	8,552.24	0.00
Accounting & Audit Fees	5,512.50	5,300.00	5,250.00	4,961.25
Sundry-Other Admin	23,511.59	23,620.02	26,013.11	24,913.14
Total Administration	37,357.54	31,420.04	39,815.35	29,874.39
Utilities				
Water	6,472.59	8,170.02	5,091.04	4,597.90
Electricity	2,398.00	2,899.98	1,913.14	1,820.20
Gas/Fuel	17,141.73	8,920.02	10,132.37	8,553.23
Total Utilities	26,012.32	19,990.02	17,136.55	14,971.33
Maintenance				
Labor	2,613.86	9,649.98	7,760.40	4,038.50
Materials	10,933.69	12,350.04	11,639.67	12,220.47
Contracts	28,548.81	34,249.98	25,678.30	22,738.82
Total Maintenance	42,096.36	56,250.00	45,078.37	38,997.79
General				
Insurance	17,301.75	17,899.98	17,141.17	16,573.13
Payment in Lieu of Tax	4,862.80	5,500.02	5,195.43	5,222.45
Employee Benefits	59.63	625.02	762.05	416.64
Total General	22,224.18	24,025.02	23,098.65	22,212.22
TOTAL EXPENSE	127,690.40	131,685.08	125,128.92	106,055.73
Net Income/Loss	-45,688.03	-33,924.94	-42,491.45	-60,009.59

This page intentionally left blank.

Brainerd Housing and Redevelopment Authority
Payment Summary Report
June 2022

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
6/3/2022	899	Nancy Thull	\$8.78
6/3/2022	900	Patrick Waltman	\$126.95
6/3/2022	901	Shannon Fortune	\$40.23
6/17/2022	902	Carrie Burrell	\$24.59
6/17/2022	903	John Schommer	\$84.85
6/17/2022	904	Keri Woitalla	\$36.88
6/17/2022	905	Ryan Barnett	\$76.05
6/30/2022	906	Karen Young	\$37.44
6/30/2022	907	Patrick Waltman	\$31.59
6/2/2022	1999	Harpers Payroll Service	\$111.00
6/2/2022	2000	Minnesota State Retirement System	\$832.80
6/2/2022	2001	Harpers Payroll Service	\$9,473.79
6/2/2022	2002	Health Savings Accounts	\$3,502.09
6/2/2022	2003	Security Benefit	\$4,228.85
6/2/2022	2004	90 Degree Benefits Inc.	\$20,311.08
6/16/2022	2005	Harpers Payroll Service	\$88.53
6/16/2022	2006	Harpers Payroll Service	\$9,377.51
6/16/2022	2007	Health Savings Accounts	\$960.41
6/16/2022	2008	Minnesota State Retirement System	\$1,055.14
6/16/2022	2009	Security Benefit	\$4,233.79
6/30/2022	2010	Harpers Payroll Service	\$109.13
6/30/2022	2011	Minnesota State Retirement System	\$1,069.18
6/30/2022	2012	Harpers Payroll Service	\$10,528.70
6/30/2022	2013	Health Savings Accounts	\$960.41
6/30/2022	2014	Security Benefit	\$4,372.40
6/2/2022	24666	Ace Hardware	\$52.98
6/2/2022	24667	Big River Group, LLC	\$3,905.00
6/2/2022	24668	Brainerd Public Utilities	\$11,804.23
6/2/2022	24669	CenterPoint Energy	\$7,496.39
6/2/2022	24670	Delta Dental	\$697.54
6/2/2022	24671	Granite Pest Control, LLC	\$398.00
6/2/2022	24672	HDS, LLC DBA Kanto Software	\$4,835.97
6/2/2022	24673	Holden Electric Company Inc	\$340.25
6/2/2022	24674	Home Depot Credit Services	\$349.17
6/2/2022	24675	Kennedy & Graven, Chartered	\$2,729.00
6/2/2022	24676	MN Elevator, Inc.	\$826.64
6/2/2022	24677	Mickey's Pizza & Subs	\$89.19
6/2/2022	24678	Mike Jones	\$62.60
6/2/2022	24679	Miller Testing & Consulting LLC	\$450.00
6/2/2022	24680	Pike Plumbing & Heating, Inc	\$171.88
6/2/2022	24681	Ratwik, Roszak & Maloney, P.A.	\$294.50
6/2/2022	24682	Storage Boxes Etc.	\$240.00
6/2/2022	24683	T-Mobile	\$234.07
6/2/2022	24684	The Nelrod Company	\$2,337.00
6/2/2022	24685	Yde's Major Appliance	\$82.90
6/16/2022	24686	Aramark Uniform Services	\$354.95
6/16/2022	24687	Baker Tilly Municipal Advisors, LLC	\$850.00
6/16/2022	24688	Borden Steinbauer Krueger & Knudson, PA	\$695.93
6/16/2022	24689	Brainerd Glass Company	\$241.86
6/16/2022	24690	Brainerd Public Utilities	\$2,843.18
6/16/2022	24691	CTCIT	\$720.00
6/16/2022	24692	CTC	\$2,475.72
6/16/2022	24693	Capital One Commercial	\$609.42
6/16/2022	24694	CenturyLink	\$54.78
6/16/2022	24695	Crow Wing County Landfill	\$56.00
6/16/2022	24696	Culligan	\$110.00
6/16/2022	24697	Dacotah Paper Co	\$448.51
6/16/2022	24698	Tenant Refund	\$395.16
6/16/2022	24699	Dearborn National	\$171.98
6/16/2022	24700	Deerwood Furniture, Inc.	\$5,432.00
6/16/2022	24701	Delta Dental	\$697.54
6/16/2022	24702	Forum Communications Company	\$600.00
6/16/2022	24703	Handyman's, Inc.	\$427.57
6/16/2022	24704	Void	\$0.00

Brainerd Housing and Redevelopment Authority
Payment Summary Report
June 2022

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
6/16/2022	24705	Kennedy & Graven, Chartered	\$108.00
6/16/2022	24706	Lakes Area Habitat for Humanity	\$1,000.00
6/16/2022	24707	Life Insurance Company of North America	\$41.35
6/16/2022	24708	Mahoney Ulbrich Christiansen Russ	\$600.00
6/16/2022	24709	Nan McKay & Associates Inc	\$150.00
6/16/2022	24710	Nisswa Sanitation	\$2,715.96
6/16/2022	24711	Office Shop	\$865.16
6/16/2022	24712	Paper Storm	\$26.00
6/16/2022	24713	Performance Film LLC	\$525.00
6/16/2022	24714	ServiceMaster of Brainerd	\$350.00
6/16/2022	24715	Storage Boxes Etc.	\$240.00
6/16/2022	24716	Strike Painting & Finishing	\$150.00
6/16/2022	24717	Synchrony Bank (Mills Fleet Farm)	\$75.02
6/16/2022	24718	The Hartford	\$295.90
6/16/2022	24719	VSP	\$48.80
6/16/2022	24720	West Central Flooring	\$120.00
6/16/2022	24721	Wex Health	\$7.50
6/16/2022	24722	Home Depot Supply	\$220.01
6/30/2022	24723	Brainerd Chamber of Commerce	\$252.00
6/30/2022	24724	Brainerd Public Utilities	\$3,133.69
6/30/2022	24725	Bremer Bank Credit Card	\$6,281.67
6/30/2022	24726	CenterPoint Energy	\$5,338.63
6/30/2022	24727	CenturyLink	\$54.78
6/30/2022	24728	Crescent Electric Supply Company	\$177.41
6/30/2022	24729	Crow Wing County Land Services Dept	\$296.04
6/30/2022	24730	Dacotah Paper Co	\$235.36
6/30/2022	24731	Edina Realty Title	\$20,000.00
6/30/2022	24732	Footings To Trim Inc.	\$14,575.00
6/30/2022	24733	Granite Pest Control, LLC	\$377.00
6/30/2022	24734	HDS, LLC DBA Kanzo Software	\$340.00
6/30/2022	24735	Home Depot Credit Services	\$24.44
6/30/2022	24736	Home Depot Supply	\$468.35
6/30/2022	24737	Housing Insurance Services Inc.	\$1,000.00
6/30/2022	24738	Life Insurance Company of North America	\$16.10
6/30/2022	24739	Midwest Energy Efficiency Alliance	\$150.00
6/30/2022	24740	Northland Fire Protection	\$855.20
6/30/2022	24741	Rasinski Total Door Service, LLC	\$562.40
6/30/2022	24742	ServiceMaster of Brainerd	\$150.00
6/30/2022	24743	Strike Painting & Finishing	\$650.00
6/30/2022	24744	T-Mobile	\$217.62
6/30/2022	24745	Yde's Major Appliance	\$96.00
		Report Total	\$189,054.47



To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: July 20, 2022
RE: Housing Choice Voucher Programs Report

HCV Report

Please see the attached reports.

Our Unit Months Leased (UML) through June is 96% and HAP utilization through June is 44%.

Bridges Report

Please see the attached report.

We have 8 families on our program with a monthly HAP payment of \$3,407.

Family Self-Sufficiency (FSS) Report

Please see the attached report.

We have 30 families on our program. We have 11 families currently escrowing a total of \$3,352 per month.

HUD is updating the regulations for the FSS program and is requiring all agencies to update their FSS Action Plans. We are unable to enroll any new participants until the plan has been approved. The deadline to submit the FSS Action Plan to HUD is September 22, 2022. We are waiting on additional guidance that HUD intends to share with agencies to assist with drafting a new Action Plan.

Foster Youth Initiative (FYI) Report

Please see the attached report.

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

.

No Action Requested; Discussion Items

This page intentionally left blank.

June Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	324
June Move-ins	10
June Move-outs	3
June Vouchers - looking for housing	35
June Vouchers - first day of month	308
Average Vouchers to date	310
Unit Months Leased	96%
HAP Utilization through 6/30/2022	44%

Reasons For Leaving Program

Voluntarily Left	3
Terminated	0

Payments

Housing Assistance Payment (HAP)	\$120,659
June HUD Administrative Fee	\$19,050

Port Out Vouchers

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

Homeownership

	8
Homeownership HAP	\$3,295

FYI Vouchers

	2
FYI Vouchers HAP	\$480

Length of Time on Program

< 1 year	22%
< 2 years	11%
< 3 years	12%
< 4 years	8%
< 5 years	8%
> 5 years	40%

Demographics

Elderly Households	103
Disabled/Handicapped Households	160
Families with Children	108
Average Annual Income	\$15,014
Average HAP	\$367

Waiting List Total

	109
Crow Wing County Preference	31
Non Preference	78

HUD-52681-B Report

Attachment 4b

Vouchers

Apr 2022

May 2022

Jun 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	3	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	295	293	295
Total Under lease as of first of month	308	306	308
Total Under lease as of end of month	307	306	309
Total Issued as of end of month	47	52	36
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	2,796	2,671	3,295
Moving To Work HAP	0	0	0
One Year Mainstream - MTW HAP	0	0	0
Family Unification - Non MTW HAP	675	480	480
Non-Elderly Disabled - Non MTW HAP	0	0	0
Portable Voucher Paid HAP	2,039	3,144	3,144
HOPE VI HAP	0	0	0
Tenant Protection HAP	0	0	0
VASH HAP	0	0	0
All Other Vouchers HAP	107,263	108,251	110,388
Abated HAP	0	0	0
Total All Voucher HAP Expense for 1st of month	112,773	114,546	117,307
FSS Escrow Deposits	4,297	4,276	3,640
FSS Escrow Forfeitures	0	0	0
All Voucher HAP Expense After 1st of Month	0	0	85
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	1	0	0
Number of Vouchers Covered by Project-Based HAPs	0	0	0

Bridges Program June 2022

Summary

- Tenants leased up in units: 8
- Participants issued a Voucher & searching for a unit: 7
- Notified: 2
- Participants receiving HCV voucher: 0
- Participants giving up Bridges voucher: 1
- Tenants' Residing Counties:
 - Cass County: 0
 - Morrison: 0
 - Aitkin: 0
 - Crow Wing: 8
 - Todd:
 - Wadena:

Total HAP Payment: \$3,407.00

Additional Info: Continue to notify, applicants struggling to lease up due to no housing and background barriers.

Family Self-Sufficiency Program June 2022

Summary

- Active FSS participants: 30
- Tenants going OFF for month: 1
- Tenants going ON for month: 1
- Tenants start ESCROWING: 0
- Total number of FSS participants escrowing monthly: 11
- Total amount of escrow: \$3,351.99
- Total combined amount of monthly escrow: \$ 61,841.40

Update: HUD came out with new guidance regarding FSS program regulations. I will be updating the Action Plan to include new regulations and submitting to HUD for approval. We can not enroll new FSS participants until HUD approves the Action Plan. The Action Plan will also be submitted for Board approval. Deadline to submit the Action Plan to HUD is September 22nd, 2022.

Foster Youth to Independence Program

June 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: Jul-20-2022
 Re: Housing Management Report

Vacancy Report for June 2022

Please see attachment.

Monthly Property Performance Report for June 2022

Please see attachment.

Emergency Safety & Security Grant Application

We submitted an application for HUD Emergency Safety & Security Grant (ESSG) funds to put toward updated exterior and interior doors. We currently have a blend of physical locks and keyless entry systems, which are reaching end-of-useable life resulting in frequent service calls and loss of functionality. The funds are expected to be awarded later in 2022.

Valley Trail (Public Housing) Garage Fire

There was a small fire, contained to the garage, in one of the Valley Trail townhomes. There were no injuries and fire damage was localized to the garage, with minimal smoke/soot in the front areas of the house. The family was relocated to a hotel for two nights while we worked to get the unit secured. Service Master has completed the clean-up inside the house and the RFP process for the garage rebuild has begun.

ROSS Program Updates

- Patsy Rajala started as our new ROSS Coordinator on Jul-18th. She will be spending the first few weeks familiarizing herself with the ROSS program and identifying training that will be helpful to her in this new position.
- The ROSS annual data and the FY18 3-year grant close out documents were both submitted timely in June.
- 11 active participants in the ROSS program; 0 newly enrolled participants; 0 exited participants.
- 0 new contact 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:
 - There was no nutrition seminar in June.
- Facebook Stats:
 - There were no new posts on the ROSS Facebook page this past month.

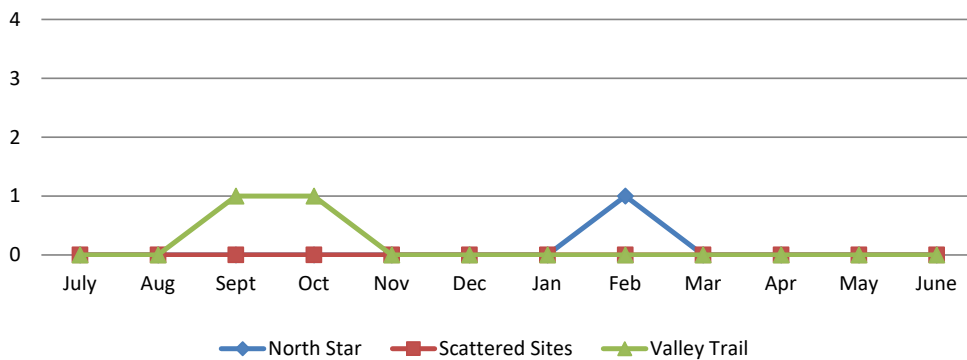
No Action Requested; Discussion Items

This page intentionally left blank.

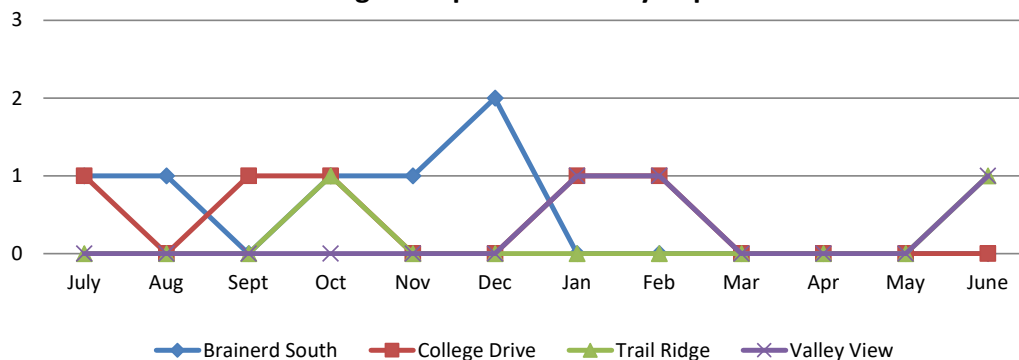
Brainerd HRA 2022 Vacancy Report

	Public Housing				Section 236	Tax Credit - DW Jones		
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%	Brainerd South	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	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%
June 30	0	0	0	0	0	0	1	1
June %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.56%	5.00%
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	1	3
%	0.10%	0.00%	0.00%	0.08%	0.00%	1.39%	0.93%	2.50%

Public Housing Vacancy Report



Managed Properties Vacancy Report



This page intentionally left blank.

Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report June 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	53
Applications Placed on PH Wait List	24
Applications Denied on PH Wait List	12

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	83	0	0	0
2 bdrm	14	14	0	0	0
3 bdrm	24	12	0	0	0
4 bdrm	5	1	2	2	0
TOTAL	203	110	2	2	0

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	7
Annual Recertifications	5
Completed for this month	12

8. Annual Unit Inspections

Total units to be inspected this year	203
Number completed start of month	162
Number inspected for the month	0
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	6
30-day lease terminations	4

10. Evictions

Resident	Reason	Summons Date	Judgment Action
NS#702	Smoking	7/20/2022	TBD
NS#809	Program fraud	7/20/2022	TBD

11. Non-Emergency Work Orders

Beginning Balance	8
Received	71
Closed	75
Ending Balance	4
Total Completed Work Orders for Year	530

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	3
Completed within 24 hours	0	3
Percent completed within 24 hours	n/a	100%

13. Rent Collection

	This Month
Rent Charges	66,351
Other Charges	1,468
Total New Charges	67,819
Arrears, tenants in possession	1,308

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	1,147
Current Rent Charges	66,351
Current Rent Collections	65,204
Accounts Receivable Rate	2%
Collection Rate	98%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	5,221
Prior Rent Charges	772,140
Collection Rate	99%

This page intentionally left blank.



To: Brainerd HRA Board Members
From: Kristin A. Miller, Rehab Administrative Specialist
Date: July 18, 2022
Re: Rehab Programs Report

Emily SCDP

8 Owner occupied projects are complete
2 Project are in construction

Garrison SCDP

1 Owner Occupied Rehab Project paperwork signing scheduled
1 Owner Occupied Rehab project out for bid
1 Owner Occupied Application is in process
1 Commercial Rehab project is waiting for asbestos test 7/15/22
4 Commercial Application in collection of documents

Jenkins SCDP

1 Owner Occupied Rehab out for Bidding
1 Owner Occupied Rehab Scope of Work Write-up Process
4 Owner Occupied Rehab Applications mailed

MHFA

1 Project completing this week
4 Projects are in construction
2 Completed Paperwork Signing
3 Applications are in process
2 Applications mailed out

Housing Trust Fund

1 Down Payment Assistance Closed 7/7/22
1 Owner Occupied Rehab Scheduling Paperwork Signing
2 Owner Occupied Rehab Out for Bidding
1 Owner Occupied Rehab Scheduled for Lead Assessment
2 Owner Occupied Rehab Applications Mailed
1 Rental Rehab Application in Review (Collecting documents)
3 Rental Rehab Applications Mailed

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	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*



To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: July 21st, 2022

Re: Executive Director Report

DEED Mainstreet Revitalization Program - Update

At our June meeting the board approved the use of up to \$20,000 of board designated funds to go towards matching grants for allowable projects within the River to Rail corridor. I had the opportunity to sit in on the EDA sub-committee meeting in late June to discuss how our funding will fit into this initiative. The Initiative Foundation and DEED were scheduled to have their contract signed the week of July 18th which will allow the applications to be opened as soon as the week of July 25th with an approximate 45-day window for applications to be submitted. I will keep the board updated as to what projects we are able to help with the matching dollars, which will become clearer in September.

Tax Forfeit Property Purchase

The Crow Wing County board authorized the transfer of 3 parcels to the Brainerd HRA at their board meeting on July 12th. We are still working with City staff to clarify the large assessment on the property and the purchaser will then likely be approaching the City to request that the assessments on these parcels be waived.

Scattered Site Garage Fire

As Shannon mentioned in her report, there was a structure fire on July 6th at one of our scattered site homes. The fire was contained to the garage only and the Brainerd Fire Department was on scene within 3 minutes of the call coming in to 911. Thank you to Shannon and John for being on site right away and to Shannon for coordinating accommodations for the family while they needed to be displaced. We are very thankful for the quick response from the fire department as well as the construction of the firewall between the garage and the main living structure.

Update on Downtown TIF District

In February I spoke to the board about the possibility of a new purchaser of the building in our downtown TIF district and that they would be interested in potentially paying off our outstanding bond debt if the board would consider eliminating the tax assessment agreement that was entered into by the HRA and the initial developer. This board had instructed us to have the purchaser fill out a TIF application along with the fee so that we could enlist the help of our financial advisors to analyze if this was fiscally prudent. The purchaser did move forward with purchasing this building in Mid-July prior to submitting the TIF application, and has included the bond debt payment in that transaction. We did receive a check to pay off the remaining bond debt on July 20th, we are currently holding that check in escrow. Our legal bond counsel has advised that we hold the check in escrow until we have received the TIF application and fee and have had the financial analysis completed and brought back to this board to discuss this proposed agreement. I am currently working with the new purchaser of the building to move this to the next step and will have another update at the board meeting.

No Action Requested; Discussion Items