



Brainerd Board of Commissioners Meeting
Wednesday, October 26th @ 1:00pm
Brainerd HRA Office Conference Room
324 E. River Road, Brainerd, MN 56401

"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 September 28th, 2022
5. UNFINISHED BUSINESS
 - a. Resolution to Terminate Minimum Assessment Agreement *(Attachment 2) Pg. 9*
 - b. Mainstreet Revitalization Grant Appropriation Recommendation *(Attachment 3) Pg. 29*
 - c. Strategic Plan Review *(Attachment 4) Pg. 31*
6. NEW BUSINESS
7. BILLS & COMMUNICATIONS
 - a. Financial Report *(Attachment 5) Pg.37*
 - b. HCV Report *(Attachment 6) Pg. 65*
 - c. Housing Management Report *(Attachment 7) Pg. 71*
 - d. Rehab Programs Report *(Attachment 8) Pg. 77*
 - e. Executive Director Report *(Attachment 9) Pg. 79*
8. COMMISSIONER COMMENTS
9. NEXT MEETING: Wed. November 16th, 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
Open Term, 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, September 28th, 2022**

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, September 28th, 2022.

1. **CALL TO ORDER:** Vice Chair Rebekah Kent-Ehlebracht called the meeting to order at 1:00 p.m.
2. **ROLL CALL:** Present: Vice President Rebekah Kent-Ehlebracht Secretary/Treasurer Michael Duval, Commissioners Marlee Larson, Wayne Erickson, Kevin Yeager, and Janet Decker. Absent: Gabe Johnson

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

3. **PUBLIC HEARING: Approve the Annual Plan and Adopt Resolution No. 2022-05:**

Vice Chair Kent-Ehlebracht opened the public hearing at 1:01 p.m.

The agency is required to create an Annual Plan every fiscal year and a public hearing must be held prior to the approval of the Annual Plan. The Notice of Public Hearing was posted in the Legal Notice section of the Brainerd Daily Dispatch and a copy of the Annual Plan was provided to the board. After Chair Johnson called for speakers in opposition three times, there was no one speaking in opposition of the Plan. Chair Johnson then called for speakers in favor three times and there was no one speaking in favor of the Plan.

The public hearing was closed at 1:12 p.m.

Commissioner Michael Duval moved to Approve the Annual Plan and Adopt Resolution No. 2022-05. Commissioner Marlee Larson seconded the motion. Upon roll call vote, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

4. **REVIEW AND APPROVAL OF AGENDA:**

Moved and seconded by Commissioners Marlee Larson and Wayne Erickson to approve the agenda as presented for the September 28th, 2022, board meeting. Through a vote, all commissioners were in favor, and none were opposed. The minutes were approved.

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

Moved and seconded by Commissioners Marlee Larson and Wayne Erickson to approve the minutes from the August 24th, 2022, board meeting. Through a vote, all commissioners were in favor, and none were opposed. The minutes were approved.

UNFINISHED BUSINESS: Nothing to report

6. NEW BUSINESS:

Vice Chair Kent-Ehlebracht Closed the Brainerd HRA Board Meeting and opened Public Meeting at 1:14 PM
Kent-Ehlebracht called for any public questions or concerns. There were none.

Vice Chair Kent-Ehlebracht closed the public meeting and Opened back to Brainerd HRA Board Meeting at 1:15 PM

a. Public Hearing: Proposed Sale of Lots to Lakes Area Habitat For Humanity

The board previously approved LAHFH (Lakes Area Habitat for Humanity), a local non-profit organization, acquiring tax forfeited tract(s) through our tax forfeited property policy. In order to sell the properties, we are required to hold a public hearing to allow comments from the public. A Notice of Public Hearing was published in the Brainerd Dispatch on September 10th. (Attachment was provided).

Attachment was provided of the Purchase and Development Agreement and Resolution 2022-06 approving the Purchase and Development Agreement between the Brainerd HRA and LAHFH for the Board's review and approval.

Commissioner Michael Duval moved to approve Resolution No. 2022-06, and the Purchase and Development Agreement with Lakes Area Habitat for Humanity for the sale of this parcel(s). Commissioner Kevin Yeager seconded the motion. Upon roll call vote, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

b. HUD Payment Standard Increase

FY 2023 Fair Market Rents (FMRs) have been published. We are required to have our payment standards fall between 90 and 110 percent of the FMRs.

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

As we discussed in our June 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 Marlee Larson moved to Adopt 2023 Payment Standards. Commissioner Wayne Erickson seconded the motion. Upon roll call vote, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

c. Review and Approve the FSS Grant Renewal Submission to HUD

On September 8th, the FY 2022 Family Self-Sufficiency Program grant was released. Attached is a copy of the grant application. The grant will be submitted on Wednesday, September 28th as it is recommended to submit a few days before the due date. The due date for the grant submission Friday, October 7th, 2022. The grant period is 1/1/23 – 12/31/23, and covers the salary and benefits of a full time position. The NOFO is allowing PHA to request additional dollars to support FSS coordinator trainings and/or other educational expenses. We will be asking for an additional \$3000 in training expense. The total amount we will be asking for is \$85,519. We are anticipating announcement by the end of December, 2022.

Commissioner Michael Duval moved to Approve the submission of the Family Self-Sufficiency Program Grant Application. Commissioner Kevin Yeager seconded the motion. Upon a vote, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

7. BILLS & COMMUNICATIONS:

a. Financial Report

Capital Fund Draws

Reflected in the August Public Housing operating statement is \$74,082 in Capital Fund Program (CFP) revenue. These funds were drawn down to cover the costs of the new furniture for 1st and 2nd floor North

Star common areas and office conference room chairs. The funds were also used to cover the costs of the new washers and dryers in the North Star laundry room.

Commissioner Wayne Erickson moved to approve payments as presented. Commissioner Kevin Yeager seconded the motion. Upon a vote, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

b. HCV Report

Presented by Eric Charpentier

HCV Report

Our Unit Months Leased (UML) through August is 97% and HAP utilization through August is 59%. HUD published a notice on August 26, 2022 regarding new Incremental Housing Choice Vouchers/General Purpose Vouchers. Our agency received notice stating we were awarded four of these vouchers effective October 1, 2022. According to the notice, these vouchers become part of our current UML, and are considered regular vouchers with no special purpose or reporting requirements. In addition to these vouchers, we were also awarded \$750 for each voucher awarded as a special fee to support the anticipated immediate start-up costs that the PHA will incur and to facilitate leasing of these vouchers.

Bridges Report

We have 10 families on our program with a monthly HAP payment of \$5,036

Family Self-Sufficiency (FSS) Report

We have 31 families on our program. We have 15 families currently escrowing a total of \$5,277 per month.

Foster Youth Initiative (FYI) Report

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

c. Housing Management Report

Presented by Shannon Fortune

Vacancy Report for August 2022 Report Presented

Monthly Property Performance Report for August 2022 Report Presented

ROSS Program Updates

- 14 active participants in the ROSS program; 3 newly enrolled participants; 1 exited participant.
- 4 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - o SNAP Food Boxes: 23 residents; shelf-stable box; elderly tenants only.
 - o Catholic Charities: 12 residents; 210 frozen meals (10 - 30 each); elderly tenants only
- Activities Recap:
 - o 15 residents attended a “how to” demonstration on the new coinless laundry machines.
- Facebook Stats:
 - o ROSS Facebook page posts are temporarily on hold while we strategize on our goals for this platform.
- Other Activities:
 - o During this past month Patsy has been very involved with the team responsible for helping North Star tenants navigate the parking lot resurfacing project with minimal negative impact despite some weather-related delays. Both phases of the project have been completed.

d. Rehab Programs Report:

Presented by John Schommer

Garrison SCDP

- 1 Completed Project
- 1 Owner Occupied Rehab project bid
- 1 Commercial Rehab project bid

4 Commercial Application in collection of documents

Jenkins SCDP

2 Owner Occupied Rehab out for Bidding

MHFA

4 Projects are in construction

1 Project bid

1 Scheduling Inspection

2 Applications are in collection process

Housing Trust Fund

1 Down Payment Assistance Closed 7/7/22 1 Owner Occupied Project Completed 9/14/22

1 Owner Occupied Lead Clearance In Process

1 Owner Occupied Loan Signing Scheduled

1 Owner Occupied Rehab Out for Bidding

1 Rental Rehab Application in Review (Collecting documents)

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	19	16	0	3
Dalmar Estates	7	3	3	0	1

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

e. Executive Director Report

Sealcoating of Northstar and Office

Within the last 3 weeks we have worked on some preventative maintenance of our parking lots at Northstar and our office building. We have seal coated, crack sealed and repainted our parking lines. It is always amazing what a difference this makes to the properties and it was much needed preventative maintenance. We also contracted to get the Brainerd South apartment complex parking lot seal coated and crack sealed.

Other Preventative Maintenance

Our maintenance staff has started going around to our scattered site properties to ensure that their furnaces are ready to go for the upcoming heating season. This is a good opportunity for us to get into units prior to completing our annual inspections, which are tentatively scheduled for November. We have also gone out for proposal for our snow removal and shoveling services and expect to have contracts lined up for snow removal by the middle of October.

Update on Downtown TIF District

We continue to work on finalizing the paperwork to accept the bond payment from the investment group that purchased the SEH building. There are a number of steps that we need to complete to ensure that we have terminated the minimum assessment agreement. The Brainerd City Council took action in September to allow the termination. We must do this for the other two taxing districts that are affected by this, which are Crow Wing County and Independent School District 181. We are scheduled to have this in front of Crow Wing County on Tuesday September 27th. I have been attempting to reach the finance director at the school district to keep this moving forward.

Update on 805 Laurel St Redevelopment Project

The developer is still working to finalize the scope of the redevelopment project at the former Thrifty White building as he is looking to maximize the footprint that they have available to them. The developer continues to look for funding sources and they have applied for the DEED main street program grant. They

will be looking at an additional revitalization grant through DEED, potentially a demolition grant through MN housing. They are interested in exploring the viability of a redevelopment TIF district along with utilization of the CWC Housing Trust Fund. I will continue to provide updates as I get them from the developer.

Resignation of Commissioner Larson

It is with appreciation and sadness that I report that Commissioner Larson will be resigning her seat on our board, effective after our meeting on September 28th. Marlee and her husband will be selling their primary household in the City of Brainerd in October, and as such, will no longer meet the criteria to be a commissioner. I would like to personally thank Marlee for her years of service, her measured guidance and valuable insight. We will miss her voice on this commission and wish her nothing but the best as she splits her time between Arizona and the Brainerd Lakes Area for many years to come.

8. Commissioner Comments:

Commissioner Wayne Erickson – Nothing at this time

Commissioner Michael Duval – Thank you to Commissioner Larson for her service & thank you to staff

Commissioner Marlee Larson – She is proud of this organization and how hard staff works.

Commissioner Gabe Johnson – N/A

Commissioner Rebekah Kent-Ehlebracht – Thank you to Commissioner Larson and staff.

Commissioner Kevin Yeager – Congrats to Commissioner Larson. The EDA Sub Committee (River to Rails) Are proud to announce they have granted 33 of the 44 applicants.

Commissioner Janet Decker- Congratulations to Commissioner Larson

9. ADJOURN:

Commissioner Wayne Erickson made a motion to adjourn the meeting. Commissioner Marlee 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 1:53 p.m.

Next Meeting: Wednesday, October 26, 2022

Location will be at the Brainerd HRA Office 324 East River Road, Brainerd, MN 56401

This page intentionally left blank.



To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: October 26th, 2022

Re: Downtown TIF District Minimum Assessment Agreement Termination

Resolution Authorizing the Termination of Minimum Assessment Agreement

At our August board meeting the board approved staff to move forward with the process of terminating the minimum assessment agreement between Nelson Kuepers LLP and the Brainerd HRA. This process involved getting consent from all three taxing districts within this TIF district prior to the termination being signed. Our bond counsel also is requesting that our board take formal action by way of resolution to terminate this agreement. Included in your packet is that formal resolution along with the consent from all the taxing districts as well as the final document that we will have signed between the original developer and the HRA.

Action Requested; Approve Resolution No. 2022-07 authorizing the termination of the minimum assessment agreement in the downtown TIF district

This page intentionally left blank.

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

Resolution No. 2022-07

**RESOLUTION APPROVING FORM OF TERMINATION OF AN ASSESSMENT
AGREEMENT BETWEEN THE HOUSING AND REDEVELOPMENT AUTHORITY IN
AND FOR THE CITY OF BRAINERD, MINNESOTA AND NELSON-KUEPERS, LLP
AND EXECUTION AND DELIVERY OF SUCH AGREEMENT**

BE IT RESOLVED by the Board of Commissioners (the “Board”) of the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota (the “HRA” or “Authority”) as follows:

Section 1. Recitals.

1.01. The Authority and Nelson-Kuepers, LLP (the “Redeveloper”) entered into that certain Assessment Agreement, dated March 25, 2005 (the “Assessment Agreement”), which established a minimum market value for certain property legally described as:

Lots 9 through 12, inclusive, Block 101 along with the Easterly 10 feet of Lots 13 and 14, Block 101 (P.I.N. 09196101009Z009)

Lot 7, Block 101 (P.I.N. 091961010070009)

All of Lot 8, Block 101, and all of Lots 15 through 18, inclusive, Block 101, and the Northerly 10' of Lot 19 (P.I.N. 09196101008Z889)

North 5 inches of Lot 5, and all of Lot 6, Block 101, (P.I.N. 09196101005Z889)

(the “Property”) and improvements constructed on the Property, pursuant to Minnesota Statutes, Sections 469.174 to 469.1799, as amended, and a Contract for Private Redevelopment, dated March 25, 2005, between the Authority and Redeveloper.

1.02. The Property was sold to 416 S 6th LLC, a Minnesota limited liability company (the “Owner”), and as provided in Minnesota Statutes, Section 469.177, subdivision 8 (the “Act”), the Assessment Agreement is binding upon the Owner. Authority and Owner agree that the minimum market value established for the Property in the Assessment Agreement is greater than the estimated market value resulting from the most recently available assessment of the Property.

1.03. In consideration of payment by the Owner to the HRA of \$266,000, representing the outstanding balance of a tax increment revenue note issued by the HRA in 2005 to facilitate redevelopment of a project on the Property, the Owner has requested that the parties to the

Assessment Agreement terminate the Assessment Agreement by mutual consent, pursuant to the Act.

1.04. The Act requires approval of termination of the Assessment Agreement by the governing body of the City of Brainerd, Minnesota (the “City”). The Act also requires approval of such termination by the governing bodies of Crow Wing County (the “County”) and Independent School District No. 181 (Brainerd Public Schools) (the “School District”) because termination of the Assessment Agreement will result in an estimated market value for the Property as of the most recently available assessment that is less than the minimum market value established for the Property in the Assessment Agreement.

1.05. The City Council of the City on September 6, 2022, the Board of Commissioners of the County on September 27, 2022, and the Board of Education of the School District on October 10, 2022, each approved by resolution the proposed termination of the Assessment Agreement.

1.06. There has been presented to this Board a form of Termination of Assessment Agreement, by and between the Authority and the Redeveloper (the “Termination of Assessment Agreement”), pursuant to which the Assessment Agreement is terminated.

Section 2. Termination Approved; Execution of Termination of Assessment Agreement Ratified.

2.01. The Board hereby approves the termination by the Authority and Redeveloper of the Assessment Agreement.

2.02. The Board hereby approves the form of Termination of Assessment Agreement and execution and delivery thereof by the Chair of the Board of the HRA and the Executive Director of the HRA (the “Executive Director”).

2.03. The Executive Director or his designee is hereby authorized and directed to promptly file for record with the County Recorder of the County the Termination of Assessment Agreement, along with records of the approvals of the City, the County, and the School District.

Approved by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota this 26th day of October, 2022.

Chair

ATTEST:

Executive Director

TERMINATION OF ASSESSMENT AGREEMENT

THIS AGREEMENT is made this ____ day of _____, 2022, by and between HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF BRAINERD, MINNESOTA, a public body corporate and politic under the laws of Minnesota (“Authority”) and NELSON-KUEPERS, LLP, a Minnesota limited liability company (the “Redeveloper”).

WITNESSETH:

WHEREAS, the Authority and the Redeveloper entered into that certain Assessment Agreement, dated March 25, 2005 (the “Assessment Agreement”); and

WHEREAS, although required to be recorded in the office of the Office of the County Recorder/Registrar of Titles of Crow Wing County, Minnesota (the “Office of the County Recorder”), the Office of the County Recorder indicated on or about September 1, 2022 that the Assessment Agreement was not in fact recorded for unknown reasons; and

WHEREAS, the Assessment Agreement was intended to establish a minimum market value for certain property in the City of Brainerd, legally described as provided in Exhibit A attached hereto (the “Property”), and certain improvements to be constructed on the Property pursuant to that certain Contract for Private Redevelopment Agreement, dated March 25, 2005 (the “Contract”), by and between the Authority and the Redeveloper; and

WHEREAS, notwithstanding Section 2 of the Assessment Agreement, the parties have agreed to terminate the Assessment Agreement by mutual consent of the Authority and Redeveloper, pursuant to Minnesota Statutes, Section 469.177, subdivision 8 (the “Act”); and

WHEREAS, pursuant to the Act, it is not necessary to obtain the assessor’s review and certification of the termination of the Assessment Agreement; and

WHEREAS, pursuant to the Act, it is necessary to obtain the approval of the governing body of the City of Brainerd for termination of the Assessment Agreement, and because such termination will result in an estimated market value for the Property as of the most recently

available assessment that is less than the minimum market value established for the Property, the approval of the governing bodies of Crow Wing County and Independent School District No. 181 (Brainerd Public Schools) is also necessary; and

WHEREAS, the City Council of the City of Brainerd approved this Termination of Assessment Agreement by resolution on September 6, 2022; the Board of Commissioners of Crow Wing County approved this Termination of Assessment Agreement by resolution on September 27, 2022; and the Board of Education of Independent School District No. 181 (Brainerd Public Schools) approved this Termination of Assessment Agreement by resolution on October 10, 2022. True and correct copies of the resolutions described in this paragraph are attached hereto at Exhibit B.

NOW, THEREFORE, the parties hereto agree to this Termination of Assessment Agreement do hereby agree as follows:

1. The Assessment Agreement shall be terminated as of the date set forth above and the Minimum Market Value set forth therein shall be of no further force and effect.
2. The Authority shall promptly file for record with the County Recorder of Crow Wing County, Minnesota this Termination of Assessment Agreement, along with records of the approvals of the City of Brainerd, Crow Wing County, and Independent School District No. 181 (Brainerd Public Schools).
3. This Termination of Assessment Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties, shall be governed by and interpreted pursuant to Minnesota law, and may be executed in counterparts, each of which shall constitute an original hereof and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Authority and the Redeveloper have caused this Termination of Assessment Agreement to be executed in their names and on their behalf by their duly authorized representatives all as of the date set forth above.

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

By: _____
Gabe Johnson
Its: Chair

By: _____
Eric Charpentier
Its: Executive Director

STATE OF MINNESOTA)
) ss
COUNTY OF CROW WING)

The foregoing was acknowledged before me this ____ day of _____, 2022, by Gabe Johnson and Eric Charpentier, the Chair and Executive Director, respectively, of the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota, a public body corporate and politic under the laws of Minnesota, on behalf of the public body corporate and politic.

Notary Public

[Signature page for Termination of Assessment Agreement by and between the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota and Nelson-Kuepers, LLP]

By: _____
Name: _____
Its: _____

The foregoing was acknowledged before me this _____ day of _____, 2022, by _____, the _____ of Nelson-Kuepers, LLP, a Minnesota limited liability company, on behalf of the company.

[Signature page for Termination of Assessment Agreement by and between the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota and Nelson-Kuepers, LLP]

ACKNOWLEDGEMENT OF TERMINATION
OF ASSESSMENT AGREEMENT

The undersigned, being legally responsible for the assessment of the property legally described in Exhibit A attached hereto, in Crow Wing County, Minnesota (the "Property") does hereby acknowledge receipt of the termination of the Assessment Agreement by and between the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota and Nelson-Kuepers, LLP. The undersigned agrees that the Assessment Agreement will not be used to determine the market value of the Property for taxes payable in 2023 or thereafter.

Crow Wing County Assessor

STATE OF MINNESOTA)
) ss
COUNTY OF CROW WING)

The foregoing instrument was acknowledged before me this ____ day of _____, 2022, by _____, the County Assessor of Crow Wing County.

Notary Public

This document was drafted by:

KENNEDY & GRAVEN, CHARTERED (SEL)
150 South Fifth Street, Suite 700
Minneapolis, MN 55402-1299
(612) 337-9300

EXHIBIT A

(Legal Description)

The North 5 inches of Lot Five (5) AND All of Lots Six (6), Seven (7), Eight (8), Nine (9), Ten (10), Eleven (11), Twelve (12), Fifteen (15), Sixteen (16), Seventeen (17), Eighteen (18), AND the North 10 feet of Lot Nineteen (19), and the East 10 feet of Lots Thirteen (13) and Fourteen (14), all in Block One Hundred One (101), Town of Brainerd.

“Together with an appurtenant easement for ingress, egress and utilities over the East or “back” end of Lots 1, 2, 3, 4 and 5, Block 101, Town of Brainerd, EXCEPT the North 5 inches of said Lot 5.”

EXHIBIT B

Resolutions of City Council of the City of Brainerd, Board of Commissioners of Crow Wing County, and Board of Education of Independent School District No. 181 (Brainerd Public Schools)

**CITY OF BRAINERD
CROW WING COUNTY
STATE OF MINNESOTA**

RESOLUTION 29:22

**RESOLUTION APPROVING TERMINATION OF AN ASSESSMENT AGREEMENT BETWEEN
THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF BRAINERD,
MINNESOTA AND NELSON-KUEPERS, LLP**

BE IT RESOLVED by the City Council (the "Council") of the City of Brainerd, Minnesota (the "City") as follows:

Section 1. Recitals.

1.01. The Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota (the "Authority") and Nelson-Kuepers, LLP (the "Redeveloper") entered into that certain Assessment Agreement, dated March 25, 2005 (the "Assessment Agreement"), which established a minimum market value for certain property legally described as:

Lots 9 through 12, inclusive, Block 101 along with the Easterly 10 feet of Lots 13 and 14, Block 101 (P.I.N. 09196101009Z009)

Lot 7, Block 101 (P.I.N. 091961010070009)

All of Lot 8, Block 101, and all of Lots 15 through 18, inclusive, Block 101, and the Northerly 10' of Lot 19 (P.I.N. 09196101008Z889)

North 5 inches of Lot 5, and all of Lot 6, Block 101, (P.I.N. 09196101005Z889)

(the "Property") and improvements constructed on the Property, pursuant to Minnesota Statutes, Sections 469.174 to 469.1799, as amended, and a Contract for Private Redevelopment, dated March 25, 2005 (the "Contract"), between the Authority and Redeveloper.

1.02. The Property was sold to 416 S 6th LLC, a Minnesota limited liability company (the "Owner"), and as provided in Minnesota Statutes, Section 469.177, subdivision 8 (the "Act"), the Assessment Agreement is binding upon the Owner. Authority and Owner agree that the minimum market value established for the Property in the Assessment Agreement is greater than the estimated market value resulting from the most recently available assessment of the Property.

1.03. In consideration of payment by the Owner to the HRA of \$266,000, representing the outstanding balance of a tax increment revenue note issued by the HRA in 2005 to facilitate redevelopment of a project on the Property, the parties to the Assessment Agreement have agreed to terminate the Assessment Agreement by mutual consent of the Authority and Redeveloper, pursuant to the Act.

1.04. The Act requires approval of termination of the Assessment Agreement by the governing body of the City of Brainerd. The Act also requires approval of such termination by the governing bodies of Crow Wing County and Independent School District No. 181 (Brainerd Public Schools) because termination of the Assessment Agreement will result in an estimated market value for the Property as of the most recently available assessment that is less than the minimum market value established for the Property in the Assessment Agreement.

Section 2. Termination Approved.

2.01. The Council hereby approves the termination by the Authority and Redeveloper of the Assessment Agreement.

Approved by the City Council of the City of Brainerd this 6th day of September, 2022.

Adopted this 6th day of September 2022


KELLY BEVANS
President of the Council

Approved this 7th day of September 2022


DAVE BADEAUX
Mayor

ATTEST:


JENNIFER BERGMAN
City Administrator

BOARD OF COUNTY COMMISSIONERS
Crow Wing County, Minnesota

DATE: September 27, 2022

Resolution 2022-55

OFFERED BY COMMISSIONERS: Barrows and Franzen

AYES: Koering, Brekken, Barrows, Franzen, Houge

**RESOLUTION APPROVING TERMINATION OF AN ASSESSMENT AGREEMENT BETWEEN THE
HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF BRAINERD,
MINNESOTA AND NELSON-KUEPERS, LLP**

WHEREAS, The Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota (the "Authority") and Nelson-Kuepers, LLP (the "Redeveloper"), have previously entered into an Assessment Agreement, dated March 25, 2005 (the "Assessment Agreement"), which established a minimum market value for certain property (the "Property") in the City of Brainerd, Minnesota (the "City") and improvements constructed on the Property, pursuant to Minnesota Statutes, Sections 469.174 to 469.1799, as amended, and a Contract for Private Redevelopment, dated March 25, 2005, between the Authority and Redeveloper, and

WHEREAS, The Property was sold to 416 S 6th LLC, a Minnesota limited liability company (the "Owner"), and as provided in Minnesota Statutes, Section 469.177, subdivision 8 (the "Act"), the Assessment Agreement is binding upon the Owner. Authority and Owner agree that the estimated market value for the Property for the most recently available assessment is less than the minimum market value established by the Assessment Agreement for that or any later year, and

WHEREAS, In consideration of payment by the Owner to the Authority of \$266,000 for the outstanding balance of a tax increment revenue note issued by the Authority in 2005 to facilitate redevelopment of a project on the Property, the parties to the Assessment Agreement have agreed to terminate the Assessment Agreement by mutual consent of the Authority and Redeveloper, pursuant to the Act, and

WHEREAS, The Act requires approval of the termination of the Assessment Agreement by the governing body of the City. The Act also requires approval of the termination of the Assessment Agreement by the governing bodies of the County and Independent School District No. 181 (Brainerd Public Schools) if the estimated market value for the Property for the most recently available assessment is less than the minimum market value established for the Property by the Assessment Agreement for that or any later year and if bond counsel does not conclude that termination of the Assessment Agreement is necessary to preserve the tax exempt status of outstanding bonds or refunding bonds to be issued.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Crow Wing County, Minnesota, as follows:

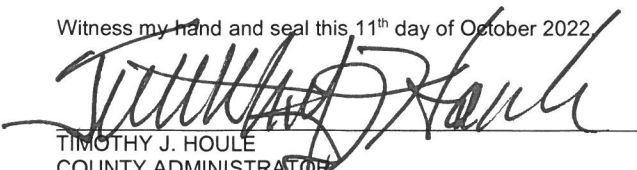
The County Board hereby approves the termination by the Authority and Redeveloper of the Assessment Agreement.

Staff is authorized and directed to transmit a certified copy of this Resolution to the Authority as this Board's approval of the termination of the Assessment Agreement pursuant to the Act.

STATE OF MINNESOTA)
COUNTY OF CROW WING) ss

I, Timothy J. Houle, County Administrator, Crow Wing County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the county board of said county with the original record thereof on file in the Administration Office, Crow Wing County, Minnesota, as stated in the minutes of the proceedings of said board at a meeting duly held on September 27, 2022, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seal this 11th day of October 2022


TIMOTHY J. HOULE
COUNTY ADMINISTRATOR

**INDEPENDENT SCHOOL DISTRICT NO. 181 (BRAINERD PUBLIC SCHOOLS)
CASS, CROW WING, AND MORRISON COUNTIES
STATE OF MINNESOTA**

Resolution No. ____

**RESOLUTION APPROVING TERMINATION OF AN ASSESSMENT AGREEMENT
BETWEEN THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE
CITY OF BRAINERD, MINNESOTA AND NELSON-KUEPERS, LLP**

BE IT RESOLVED by the Board of Education (the "Board") of Independent School District No. 181 (Brainerd Public Schools), Cass, Crow Wing, and Morrison Counties, Minnesota (the "District") as follows:

Section 1. Recitals.

1.01. The Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota (the "Authority") and Nelson-Kuepers, LLP (the "Redeveloper") have previously entered into an Assessment Agreement, dated March 25, 2005 (the "Assessment Agreement"), which established a minimum market value for certain property (the "Property") in the City of Brainerd, Minnesota (the "City") and improvements constructed on the Property, pursuant to Minnesota Statutes, Sections 469.174 to 469.1799, as amended, and a Contract for Private Redevelopment, dated March 25, 2005, between the Authority and Redeveloper.

1.02. The Property was sold to 416 S 6th LLC, a Minnesota limited liability company (the "Owner"), and as provided in Minnesota Statutes, Section 469.177, subdivision 8 (the "Act"), the Assessment Agreement is binding upon the Owner. Authority and Owner agree that the estimated market value for the Property for the most recently available assessment is less than the minimum market value established by the Assessment Agreement for that or any later year.

1.03. In consideration of payment by the Owner to the Authority of \$266,000 for the outstanding balance of a tax increment revenue note issued by the Authority in 2005 to facilitate redevelopment of a project on the Property, the parties to the Assessment Agreement have agreed to terminate the Assessment Agreement by mutual consent of the Authority and Redeveloper, pursuant to the Act.

1.04. The Act requires approval of the termination of the Assessment Agreement by the governing body of the City. The Act also requires approval of the termination of the Assessment Agreement by the governing bodies of the District and Crow Wing County, Minnesota if the estimated market value for the Property for the most recently available assessment is less than the minimum market value established for the Property by the Assessment Agreement for that or any later year and if bond counsel does not conclude that termination of the Assessment Agreement is necessary to preserve the tax exempt status of outstanding bonds or refunding bonds to be issued.

Section 2. Termination Approved.

2.01. The Board of the District hereby approves the termination by the Authority and Redeveloper of the Assessment Agreement.

2.02. Staff is authorized and directed to transmit a certified copy of this resolution to the Authority as this Board's approval of the termination of the Assessment Agreement pursuant to the Act.

Approved this 10th day of October, 2022, by the Board of Education of Independent School District No. 181 (Brainerd Public Schools), Cass, Crow Wing, and Morrison Counties, Minnesota.



Chair

ATTEST:



Clerk



To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: October 26th, 2022

Re: Mainstreet Revitalization Funding Recommendation

Mainstreet Revitalization Program

At our June meeting the board authorized allocating up to \$20,000 of the discretionary funds in our general budget to be added to the funds that have been allocated to the City of Brainerd for the DEED Mainstreet Revitalization program. The board authorized the Brainerd EDA and their selected sub-committee to review the applications for the program and allocate these funds as long as the funding projects met MN state statute 469. On 10/6 the Brainerd EDA reviewed the recommendations from the sub-committee and approved these projects for funding. Our funding has been allocated to one project for the full \$20,000 for the construction of an affordable home to be located on Oak street within the River to Rail corridor. The applicant that has been awarded the funds is Lakes Area Habitat for Humanity for a home to be built on the property we have recently sold through the tax forfeit property policy. This project will meet the state statute guidelines. Staff would recommend approval of this funding amount for this project as recommended by the Brainerd EDA.

Action Requested; Approve the Brainerd EDA recommendation to fund an affordable housing build to Lakes Area Habitat for Humanity in the amount of \$20,000

This page intentionally left blank.



To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: October 26th, 2022

Re: Strategic Planning Update

In May we spent a morning going through chainsaw planning to update and put forward a strategic plan for the agency. Staff has taken the input and ideas from that planning session and crafted a two-year plan with specific goals and action steps that we believe encompass what our board and staff discussed. Also attached to this report is a secondary chart that allows staff to track our progress as we get through these goals. The next steps from the board would be to review these goals and if the board agreed, we would like to have these goals adopted when you are ready. If you all would like some additional time to read through and edit or make suggestions to these goals that would be perfectly acceptable as well. With the chart document, the idea would be to bring this back in front of the board periodically to ensure we are making progress on these initiatives and reassess if we are on the correct path.

Action Requested; Adoption of the strategic plan and goals for the agency for the next two-year period

This page intentionally left blank.



Brainerd HRA 2022–2024 Strategic Plan Goals and Action Steps

Mission

Providing affordable housing and redevelopment opportunities to strengthen our neighborhoods and community.

Five-Year Vision

Become the preeminent development organization:

- Approachable and supportive as an integral part of community success
- Through collaborative efforts with other community partners
- Development in the city of Brainerd
- Redevelopment
- Increase housing availability

Goals and Action Steps

1. Workforce Retention and Development.
 - Maintain stable workforce – focus on retention and additions.
 - Support well-trained, competent, and professional workforce.
 - Succession planning – transfer of institutional knowledge preserved and applied through cross-training.
 - Monitor staff capacity and well-being while managing 3 HRA's.
2. Intentional Decisions for Properties to be Redeveloped.
 - Assist with City acquisition of former state hospital site.
 - Explore possible redevelopment in south Brainerd.
 - Washington Street redevelopment and application for a SCDP grant.
 - Use available resources to optimize redevelopment success.
 - Update housing study and needs.
3. Engage Developers.
 - Guide and mentor developers to greater successes through our expertise.
 - Identify potential clients within nonprofit organizations.
 - Utilize available funding and resources.
 - Continually review financial impact on HRA and increase revenue.
 - Use technology to make programs and opportunities known and easier to access.
4. Acquire Lands.
 - Explore capacity to acquire large tract of land and sell smaller parcels to developers.
 - Creation of more housing: especially 1- and 2-bedroom units.

- Increase senior level living and meet the needs of increasing boomer retirees.
 - Explore housing needs and types of housing that are lacking.
5. Build efficiencies within the 3 – 4 HRA's within Crow Wing County.
- Discover efficiencies and reduce duplications resulting in possible budget savings.
 - Investigate the viability of combining to one agency.
 - Collaborate on more housing available across the HRA's.
 - Monitor staff capacity and well-being.
 - Keep abreast of HUD issues and changes.
 - Collaborate and communicate with our elected officials.

2022 – 2024 Brainerd HRA Goals and Action Steps Status Report		
Goal	Action Steps	Status
Goal 1: Workforce Retention and Development	Maintain stable workforce – focus on retention and additions.	
	Support well-trained, competent, and professional workforce.	
	Succession planning – transfer of institutional knowledge preserved and applied through cross-training.	
	Monitor staff capacity and well-being while managing 3 HRA's.	
Goal 2: Intentional Decisions for Properties to be Redeveloped	City acquisition of former state hospital site.	
	Possible redevelopment in south Brainerd.	
	Washington Street redevelopment and SCDP grant.	
	Use available resources to optimize redevelopment success.	
	Update housing study and needs.	
Goal 3: Engage Developers	Guide and mentor developers to greater successes through our expertise.	
	Identify potential clients within nonprofit organizations.	
	Utilize available funding and resources.	
	Continually review financial impact on HRA and increase revenue.	

	Use technology to make programs and opportunities known and easier to access.	
Goal 4: Acquire Lands	Explore capacity to acquire large tract of land and sell smaller parcels to developers.	
	Creation of more housing: especially 1- and 2-bedroom units.	
	Increase senior level living and meet the needs of increasing boomer retirees.	
	Explore housing needs and types of housing that are lacking.	
Goals 5: Build efficiencies within the 3 – 4 HRA's within Crow Wing County	Discover efficiencies and reduce duplications resulting in possible budget savings.	
	Investigate combining to one agency.	
	Collaborate on more housing available across the HRA's.	
	Monitor staff capacity and well-being.	
	Keep abreast of HUD issues and changes.	
	Collaborate and communicate with our elected officials.	



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

Please find attached the financial information for September 2022.

2022 Budget Preparation

Staff are working on the 2023 budgets, which will be presented at the November board meeting.

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	July	Aug	Sept
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00	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	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	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	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	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	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	4.00	4.00	4.00
Total Points	25		25.00	25.00	25.00	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	50	50	50

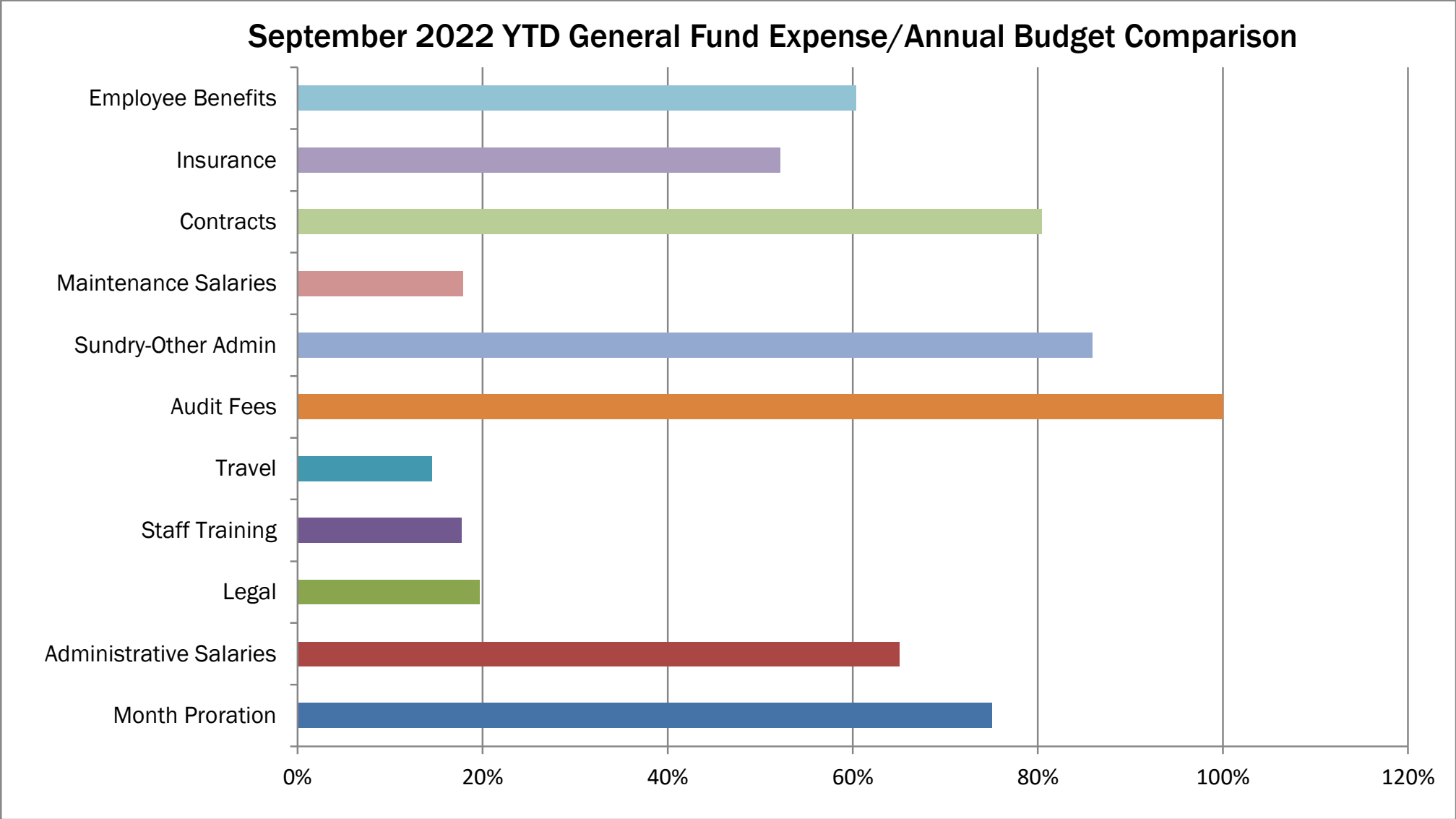
MASS Ratios	Max Pts	Scoring										
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0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

This page intentionally left blank.

September 2022 Operating Account Balances

Property/Program	September 2021	August 2022	September 2022
General Fund	\$363,548.36	\$460,938.21	\$449,362.03
Housing Rehab Program	\$94,699.63	\$170,142.65	\$188,979.49
Bridges	-\$806.60	\$4,417.72	\$5,135.21
Crow Wing County HRA	\$1,312,543.58	\$1,772,315.32	\$1,732,089.64
Public Housing	\$781,153.19	\$782,434.69	\$800,087.62
Brainerd South	\$43,389.21	\$71,145.62	\$47,442.01
Housing Choice Voucher	\$45,247.78	\$92,324.42	\$67,082.76
Total	\$2,639,775.15	\$3,353,718.63	\$3,290,178.76

This page intentionally left blank.

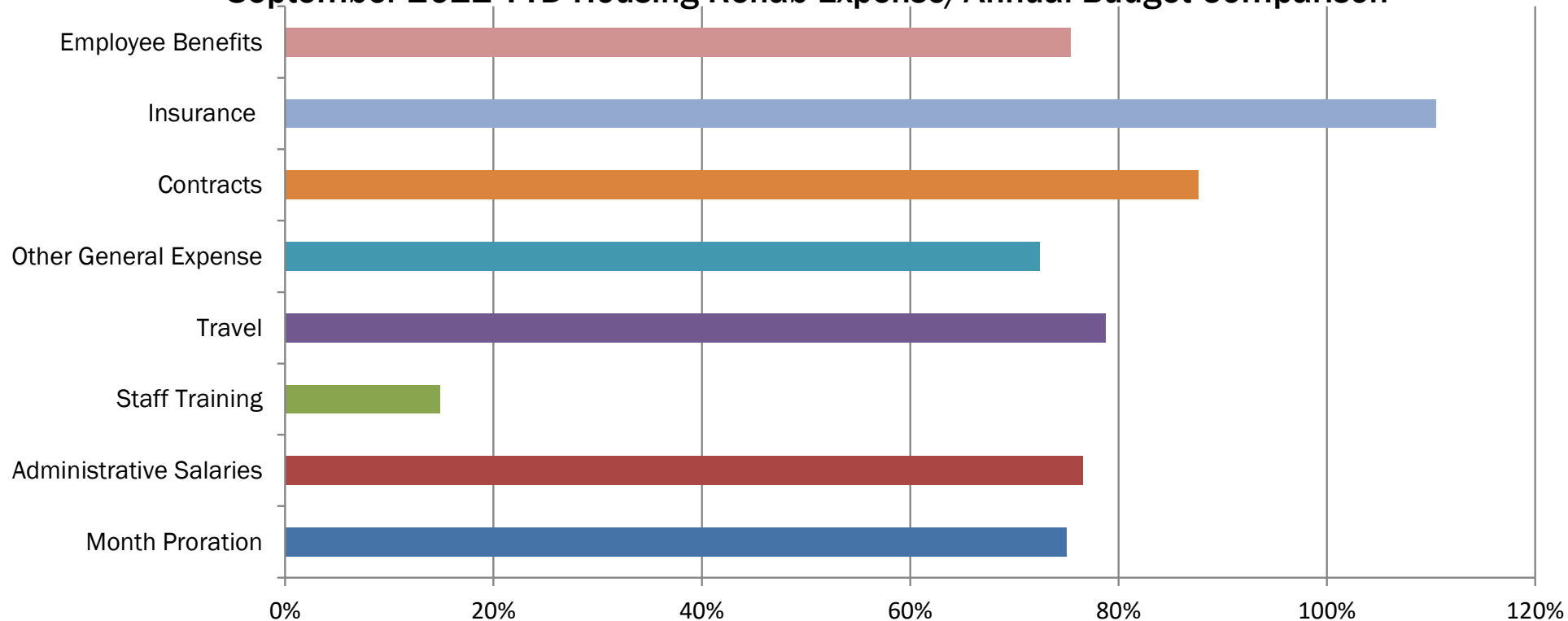


Sundry-Other Admin: Advertising, Office Supplies, BLAHDC Annual Reporting.

Audit Fees: Audit was completed.

Contracts: Quarterly billing for City HR services.

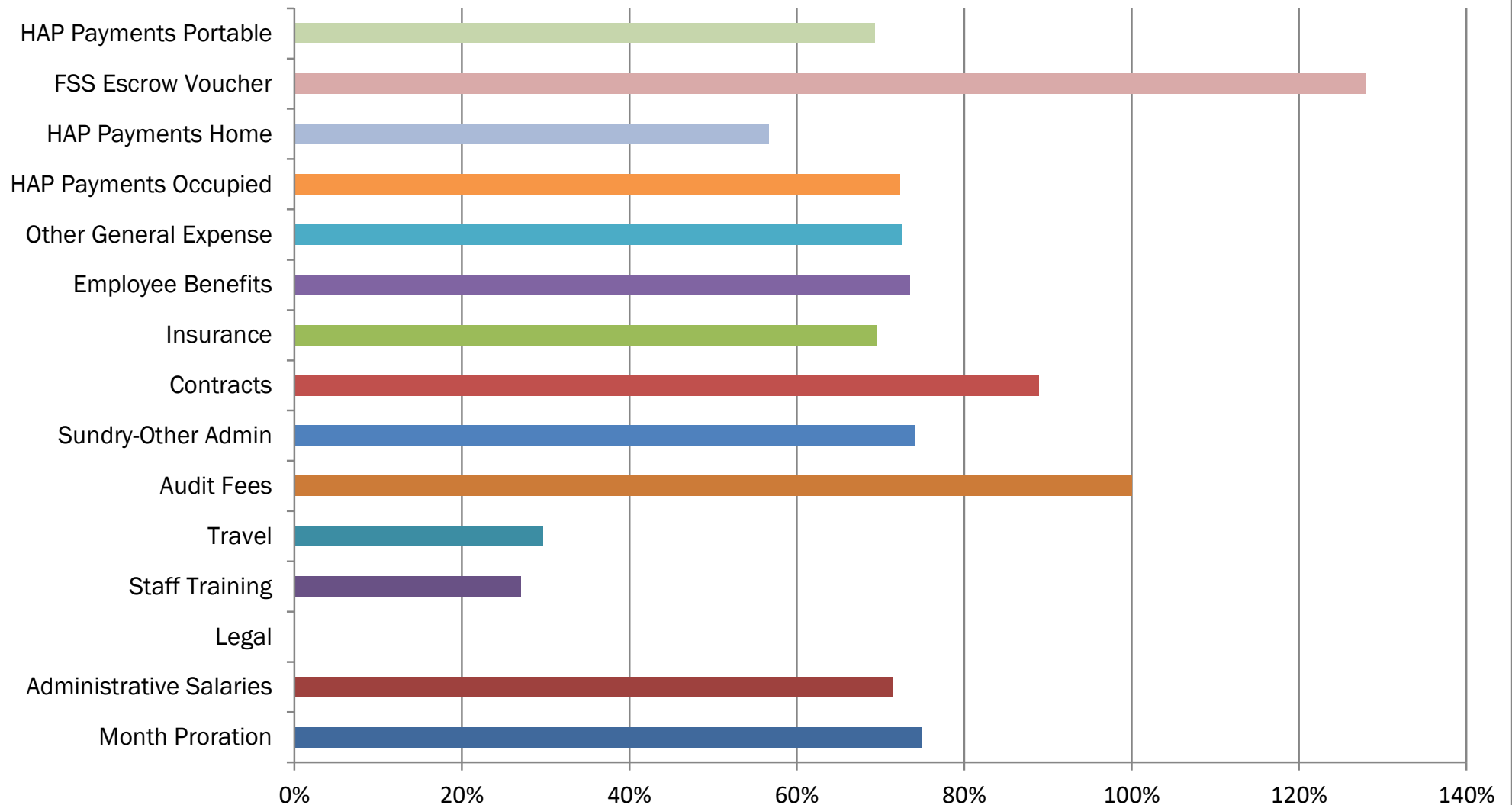
September 2022 YTD Housing Rehab Expense/Annual Budget Comparison



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

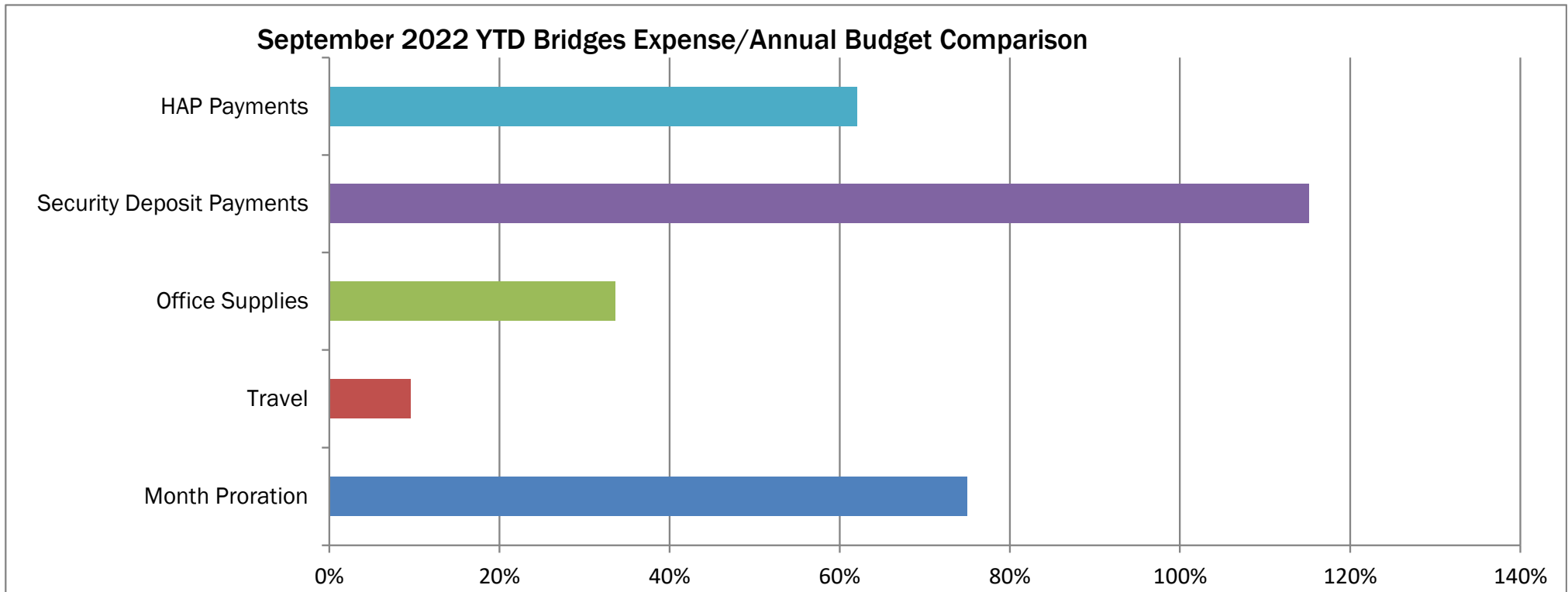
Contracts: Completed more MHFA Loans than budgeted.

September 2022 YTD Housing Choice Voucher Expense/Annual Budget Comparison

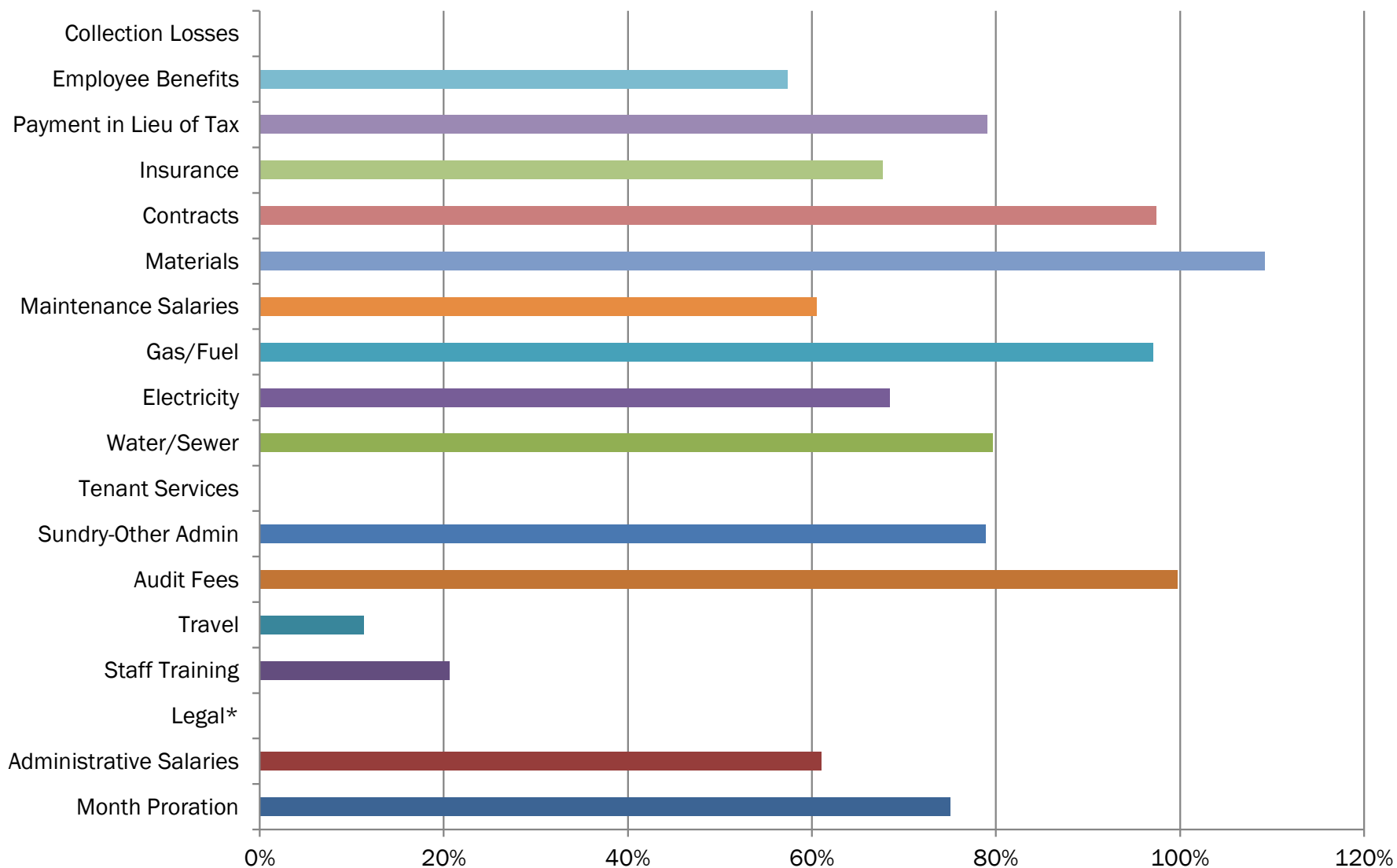


Contracts: A study was conducted to update utility allowance for 2022. Quarterly billing for City HR services.

Audit Fees: Audit was completed.



September 2022 YTD Public Housing Expense/Annual Budget Comparison



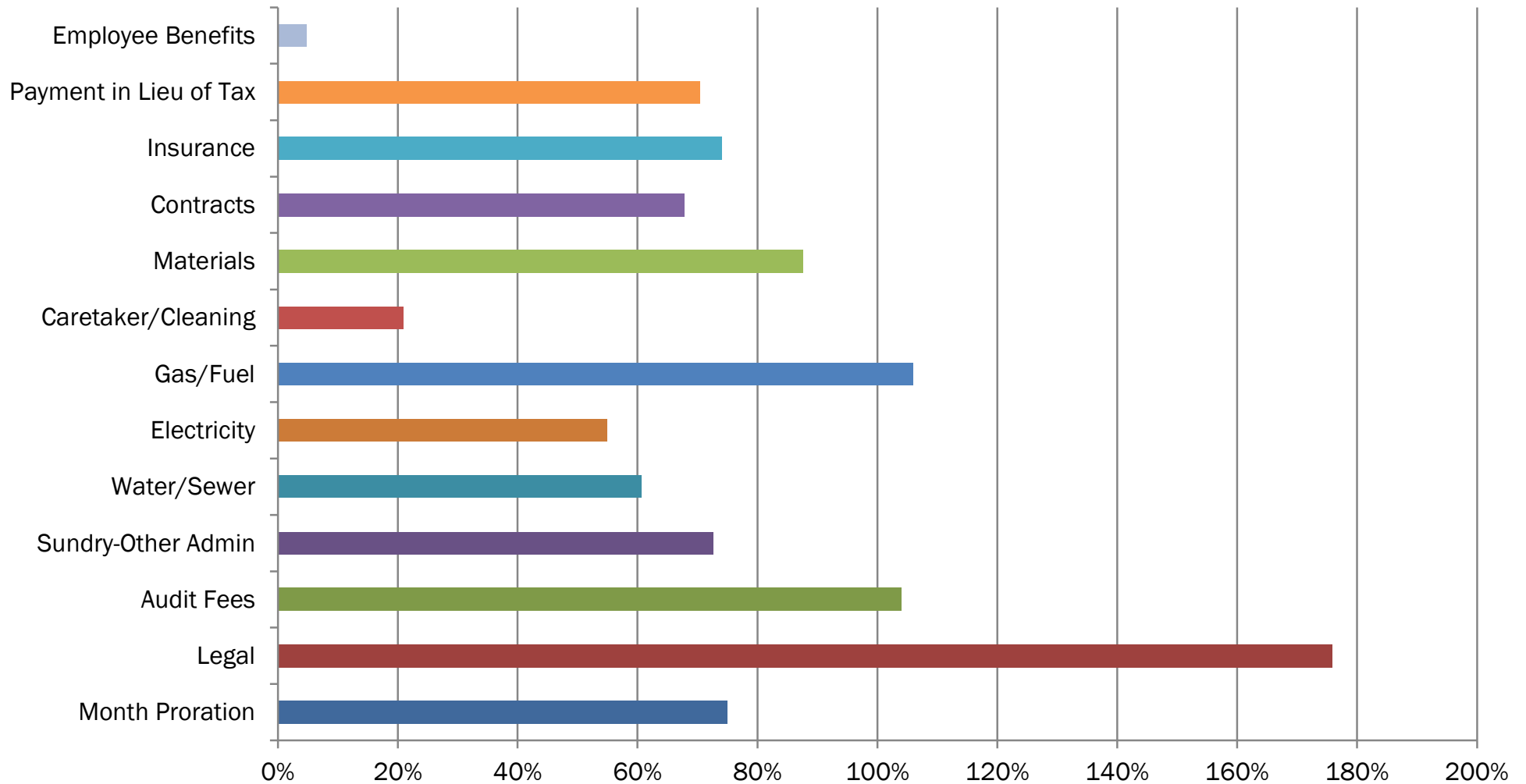
Materials: Purchase of refrigerators.

Sundry-Other Admin: Advertising, annual NAHRO membership.

Legal*: \$10,671 Total. Service and construction contracts.

Contracts: Unit with mold and relocation costs. Housekeeping equipment. Valley Trail Fire Unit.

September 2022 YTD Brainerd South Expense/Annual Budget Comparison



Audit Fees: Audit was completed.

Legal: Assistance with human resource issues.

Date: 10/17/2022
 Time: 11:12:37 AM
 joe

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

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

	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-14,481.36	-131,238.27	-128,999.97	-2,238.30
Interest Income	-114.97	-226.46	-37.53	-188.93
Other Income	0.00	-103,742.81	-91,674.94	-12,067.87
TOTAL INCOME	-14,596.33	-235,207.54	-220,712.44	-14,495.10
EXPENSE				
Administrative				
Administrative Salaries	13,688.71	113,269.49	130,548.78	-17,279.29
Legal	0.00	491.05	1,874.97	-1,383.92
Staff Training	0.00	887.07	3,750.03	-2,862.96
Travel	25.26	87.30	450.00	-362.70
Auditing Fees	0.00	6,900.00	6,900.00	0.00
Sundry-Other Admin	487.43	6,056.82	5,362.38	694.44
Total Administration	14,201.40	127,691.73	148,886.16	-21,194.43
Maintenance				
Maintenance Salaries	0.00	2,092.65	8,775.00	-6,682.35
Contracts	1,467.92	6,891.68	6,427.53	464.15
Total Maintenance	1,467.92	8,984.33	15,202.53	-6,218.20
General				
TIF Expense	0.00	85.60	97.47	-11.87
Insurance	356.61	3,209.49	4,616.19	-1,406.70
Employee Benefits	5,882.89	50,911.12	63,236.25	-12,325.13
Other General Expense	0.00	3,949.60	18,749.97	-14,800.37
Total General	6,239.50	58,155.81	86,699.88	-28,544.07
TOTAL EXPENSE	21,908.82	194,831.87	250,788.57	-55,956.70
Net Income/Loss	7,312.49	-40,375.67	30,076.13	-70,451.80

Date: 10/17/2022
 Time: 11:12:43 AM
 joe

Housing Rehab Operating Statement
September, 2022

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

	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-34,321.10	-229,701.92	-205,687.53	-24,014.39
Grant Admin Revenue	0.00	0.00	-3,600.00	3,600.00
TOTAL INCOME	-34,321.10	-229,701.92	-209,287.53	-20,414.39
EXPENSE				
Administrative				
Administrative Salaries	5,962.88	62,033.56	60,776.28	1,257.28
Legal	0.00	200.00	0.00	200.00
Staff Training	740.00	745.27	3,750.03	-3,004.76
Travel	217.53	787.39	749.97	37.42
Other Admin Exp	10.50	2,657.57	2,777.44	-119.87
Total Administration	6,930.91	66,423.79	68,053.72	-1,629.93
Maintenance				
Contracts	7,049.00	118,384.00	101,250.00	17,134.00
Total Maintenance	7,049.00	118,384.00	101,250.00	17,134.00
General				
Insurance	0.00	552.29	375.03	177.26
Employee Benefits	2,898.00	28,309.43	28,143.81	165.62
Total General	2,898.00	28,861.72	28,518.84	342.88
TOTAL EXPENSE	16,877.91	213,669.51	197,822.56	15,846.95
Net Income/Loss	-17,443.19	-16,032.41	-11,464.97	-4,567.44

Date: 10/17/2022
Time: 11:12:45 AM
joe

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

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

	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-119,991.00	-1,022,110.00	-1,111,425.03	89,315.03
Admin Fees Earned	-21,544.00	-227,182.04	-212,460.03	-14,722.01
Interest Income	-16.70	-27.77	0.00	-27.77
Other Income	0.00	-17,663.93	-22,500.00	4,836.07
TOTAL INCOME	-141,551.70	-1,266,983.74	-1,346,385.06	79,401.32
EXPENSE				
Administrative				
Administrative Salaries	15,463.93	139,996.11	146,835.00	-6,838.89
Legal	0.00	0.00	375.03	-375.03
Staff Training	0.00	1,349.71	3,750.03	-2,400.32
Travel	177.64	741.18	1,874.97	-1,133.79
Accounting & Audit Fees	0.00	3,650.00	3,650.00	0.00
Sundry-Other Admin	218.91	4,039.21	4,262.38	-223.17
Total Administration	15,860.48	149,776.21	160,747.41	-10,971.20
Maintenance				
Contracts	1,198.81	8,324.88	7,020.00	1,304.88
Total Maintenance	1,198.81	8,324.88	7,020.00	1,304.88
General				
Insurance	509.03	4,581.27	4,938.66	-357.39
Employee Benefits	8,199.07	75,043.51	76,582.44	-1,538.93
Collection Losses	0.00	1,973.00	0.00	1,973.00
Other General Expense	139.74	1,160.50	1,199.97	-39.47
Total General	8,847.84	82,758.28	82,721.07	37.21
HAP Payments				
HAP Payments Occupied	120,387.00	997,320.00	1,033,628.22	-36,308.22
HAP Payments Home	2,352.00	25,189.00	33,342.03	-8,153.03
FSS Escrow Voucher	5,502.00	37,941.99	22,225.50	15,716.49
HAP Payments Portable	1,892.00	20,532.00	22,229.28	-1,697.28
Total HAP	130,133.00	1,080,982.99	1,111,425.03	-30,442.04
TOTAL EXPENSE	156,040.13	1,321,842.36	1,361,913.51	-40,071.15
Net Income/Loss	14,488.43	54,858.62	15,528.45	39,330.17

Date: 10/17/2022
 Time: 11:12:48 AM
 joe

Bridges Program
Bridges Operating Statement
September, 2022

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

	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-6,529.00	-37,867.00	-44,137.53	6,270.53
Admin Revenue	-720.00	-5,160.00	-5,400.00	240.00
Total Income	-7,249.00	-43,027.00	-49,537.53	6,510.53
EXPENSE				
Administrative				
Travel	2.51	38.31	299.97	-261.66
Office Supplies	0.00	16.80	37.53	-20.73
Total Administration	2.51	55.11	337.50	-282.39
General				
Security Deposit Pmts	1,430.00	2,960.00	1,927.53	1,032.47
HAP Payment to Landlords	5,099.00	34,907.00	42,210.00	-7,303.00
Total General	6,529.00	37,867.00	44,137.53	-6,270.53
TOTAL EXPENSE	6,531.51	37,922.11	44,475.03	-6,552.92
Net Income/Loss	-717.49	-5,104.89	-5,062.50	-42.39

Date: 10/17/2022
Time: 11:12:53 AM
joe

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

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

	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-69,218.00	-603,095.00	-591,292.53	-11,802.47
Excess Utilities	-776.00	-3,870.99	-3,600.00	-270.99
Operating Subsidy	-28,065.00	-243,431.00	-247,500.00	4,069.00
Investment Interest	-115.82	77.82	0.00	77.82
Other Income	-14,862.48	-118,260.25	-138,435.03	20,174.78
Other Income Tenants	-3,041.50	-22,254.05	-14,662.53	-7,591.52
Capital Fund Income	0.00	-74,082.03	-49,500.00	-24,582.03
Laundry Income	-1,555.75	-16,144.32	-14,325.03	-1,819.29
TOTAL INCOME	-117,634.55	-1,081,059.82	-1,059,315.12	-21,744.70
EXPENSE				
Administrative				
Administrative Salaries	24,321.48	204,438.05	251,182.53	-46,744.48
Legal	357.00	10,670.95	2,999.97	7,670.98
Staff Training	0.00	2,889.04	10,500.03	-7,610.99
Travel	84.00	113.25	749.97	-636.72
Accounting & Audit Fees	0.00	11,541.51	11,575.00	-33.49
Sundry-Other Admin	853.45	16,226.13	15,877.44	348.69
Total Administration	25,615.93	245,878.93	292,884.94	-47,006.01
Tenant Services				
Rec Public and Other	0.00	0.00	3,712.50	-3,712.50
Total Tenant Services	0.00	0.00	3,712.50	-3,712.50
Utilities				
Water/Sewer	8,223.31	60,519.34	56,954.97	-3,564.37
Electricity	9,197.49	55,017.66	60,270.03	-5,252.37
Gas/Fuel	0.00	41,220.34	31,848.75	9,371.59
Total Utilities	17,420.80	156,757.34	149,073.75	7,683.59
Maintenance				
Labor	13,428.56	136,606.48	169,305.03	-32,698.55
Materials	1,780.33	32,773.53	22,500.00	10,273.53
Contracts	23,555.17	177,397.84	136,612.44	40,785.40
Total Maintenance	38,764.06	346,777.85	328,417.47	18,360.38
General				
Insurance	8,292.79	74,635.11	82,755.00	-8,119.89
Payment in Lieu of Tax	2,508.21	22,140.52	20,999.97	1,140.55
Employee Benefits	16,027.40	149,746.34	195,802.56	-46,056.22
Collection Losses	0.00	0.00	3,150.00	-3,150.00
Other General Expense	0.00	1,000.00	0.00	1,000.00
Total General	26,828.40	247,521.97	302,707.53	-55,185.56
TOTAL EXPENSE	108,629.19	996,936.09	1,076,796.19	-79,860.10
Net Income/Loss	-9,005.36	-84,123.73	17,481.07	-101,604.80

Date: 10/17/2022
 Time: 11:12:56 AM
 joe

Brainerd South Operating Statement
September, 2022

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

	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-21,466.00	-193,301.00	-183,930.03	-9,370.97
Rental Supplement	-4,674.00	-42,048.00	-38,025.00	-4,023.00
Investment Interest	-188.62	-365.87	0.00	-365.87
Other Income	-2,366.25	-19,474.79	-19,950.03	475.24
Laundry Income	-653.75	-5,707.25	-6,509.97	802.72
TOTAL INCOME	-29,348.62	-260,896.91	-248,415.03	-12,481.88
EXPENSE				
Administrative				
Legal	0.00	8,792.45	3,750.03	5,042.42
Accounting & Audit Fees	0.00	5,512.50	5,300.00	212.50
Sundry-Other Admin	3,596.04	34,299.48	35,430.03	-1,130.55
Total Administration	3,596.04	48,604.43	44,480.06	4,124.37
Utilities				
Water	1,449.96	9,904.67	12,255.03	-2,350.36
Electricity	432.39	3,184.18	4,349.97	-1,165.79
Gas/Fuel	0.00	18,900.47	13,380.03	5,520.44
Total Utilities	1,882.35	31,989.32	29,985.03	2,004.29
Maintenance				
Labor	138.93	4,033.06	14,474.97	-10,441.91
Materials	1,446.93	15,862.13	18,525.06	-2,662.93
Contracts	7,938.93	46,397.81	51,374.97	-4,977.16
Total Maintenance	9,524.79	66,293.00	84,375.00	-18,082.00
General				
Insurance	2,963.74	26,496.33	26,849.97	-353.64
Payment in Lieu of Tax	949.28	7,745.99	8,250.03	-504.04
Employee Benefits	0.00	59.63	937.53	-877.90
Total General	3,913.02	34,301.95	36,037.53	-1,735.58
TOTAL EXPENSE	18,916.20	181,188.70	194,877.62	-13,688.92
Net Income/Loss	-10,432.42	-79,708.21	-53,537.41	-26,170.80

September 2022
Prior Year Comparative Operating
Statements

Date: 10/17/2022
Time: 11:13:47 AM
joe

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

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

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
General Fund Operating INCOME				
Management Fees	-131,238.27	-128,999.97	-129,994.49	-129,750.84
Interest Income	-226.46	-37.53	-40.50	-1,191.06
Other Income	-103,742.81	-91,674.94	-107,577.64	-101,987.58
TOTAL INCOME	-235,207.54	-220,712.44	-240,841.63	-232,929.48
EXPENSE				
Administrative				
Administrative Salaries	113,269.49	130,548.78	111,819.03	136,015.84
Legal	491.05	1,874.97	0.00	8,608.50
Staff Training	887.07	3,750.03	96.25	238.63
Travel	87.30	450.00	14.56	1.15
Auditing Fees	6,900.00	6,900.00	6,900.00	6,700.00
Sundry-Other Admin	6,056.82	5,362.38	4,411.17	5,006.97
Total Administration	127,691.73	148,886.16	123,241.01	156,571.09
Maintenance				
Maintenance Salaries	2,092.65	8,775.00	4,146.41	8,363.26
Contracts	6,891.68	6,427.53	1,482.05	1,523.18
Total Maintenance	8,984.33	15,202.53	5,628.46	9,886.44
General				
TIF Expense	85.60	97.47	88.40	54.75
Insurance	3,209.49	4,616.19	4,594.08	4,165.18
Employee Benefits	50,911.12	63,236.25	51,936.72	64,478.22
Other General Expense	3,949.60	18,749.97	3,750.00	23,100.00
Total General	58,155.81	86,699.88	60,369.20	91,798.15
TOTAL EXPENSE	194,831.87	250,788.57	189,238.67	258,255.68
Net Income/Loss	-40,375.67	30,076.13	-51,602.96	25,326.20

Date: 10/17/2022
Time: 11:13:50 AM
joe

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

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

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Housing Rehab Operating INCOME				
Other Income	-229,701.92	-205,687.53	-121,037.50	-127,110.49
Grant Admin Revenue	0.00	-3,600.00	-5,172.01	-4,707.34
TOTAL INCOME	-229,701.92	-209,287.53	-126,209.51	-131,817.83
EXPENSE				
Administrative				
Administrative Salaries	62,033.56	60,776.28	60,051.43	66,130.06
Legal	200.00	0.00	105.00	0.00
Staff Training	745.27	3,750.03	0.00	154.80
Travel	787.39	749.97	482.72	602.09
Other Admin Exp	2,657.57	2,777.44	3,863.24	4,308.21
Total Administration	66,423.79	68,053.72	64,502.39	71,195.16
Maintenance				
Contracts	118,384.00	101,250.00	47,444.40	115,843.55
Total Maintenance	118,384.00	101,250.00	47,444.40	115,843.55
General				
Insurance	552.29	375.03	507.32	496.47
Employee Benefits	28,309.43	28,143.81	23,090.97	23,396.50
Total General	28,861.72	28,518.84	23,598.29	23,892.97
TOTAL EXPENSE	213,669.51	197,822.56	135,545.08	210,931.68
Net Income/Loss	-16,032.41	-11,464.97	9,335.57	79,113.85

Date: 10/17/2022
Time: 11:13:52 AM
joe

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

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

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-1,022,110.00	-1,111,425.03	-1,128,051.00	-1,102,028.00
Admin Fees Earned	-227,182.04	-212,460.03	-205,546.36	-286,178.03
Interest Income	-27.77	0.00	-1.49	-94.91
Other Income	-17,663.93	-22,500.00	-32,085.86	-12,885.55
TOTAL INCOME	-1,266,983.74	-1,346,385.06	-1,365,684.71	-1,401,186.49
EXPENSE				
Administrative				
Administrative Salaries	139,996.11	146,835.00	121,832.16	100,430.65
Legal	0.00	375.03	0.00	366.00
Staff Training	1,349.71	3,750.03	404.00	674.00
Travel	741.18	1,874.97	194.32	331.78
Accounting & Audit Fees	3,650.00	3,650.00	3,650.00	3,500.00
Sundry-Other Admin	4,039.21	4,262.38	2,582.07	4,671.19
Total Administration	149,776.21	160,747.41	128,662.55	109,973.62
Maintenance				
Contracts	8,324.88	7,020.00	4,303.99	3,638.65
Total Maintenance	8,324.88	7,020.00	4,303.99	3,638.65
General				
Insurance	4,581.27	4,938.66	4,670.98	4,663.59
Employee Benefits	75,043.51	76,582.44	67,068.88	62,149.76
Collection Losses	1,973.00	0.00	2,174.00	2,302.00
Other General Expense	1,160.50	1,199.97	899.62	886.83
Total General	82,758.28	82,721.07	74,813.48	70,002.18
HAP Payments				
HAP Payments Occupied	997,320.00	1,033,628.22	1,023,538.00	1,000,549.00
HAP Payments Home	25,189.00	33,342.03	26,736.00	33,068.00
FSS Escrow Voucher	37,941.99	22,225.50	19,925.00	14,712.00
HAP Payments Portable	20,532.00	22,229.28	24,425.00	16,605.00
Total HAP	1,080,982.99	1,111,425.03	1,094,624.00	1,064,934.00
TOTAL EXPENSE	1,321,842.36	1,361,913.51	1,302,404.02	1,248,548.45
Net Income/Loss	54,858.62	15,528.45	-63,280.69	-152,638.04

Date: 10/17/2022
 Time: 11:13:55 AM
 joe

Bridges Program PY
Bridges Operating Statement
September, 2022

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

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Bridges Operating INCOME				
HAP Received MHFA	-37,867.00	-44,137.53	-31,850.00	-38,551.00
Admin Revenue	-5,160.00	-5,400.00	-3,510.00	-4,500.00
Total Income	-43,027.00	-49,537.53	-32,131.00	-43,051.00
EXPENSE				
Administrative				
Travel	38.31	299.97	63.28	59.23
Office Supplies	16.80	37.53	13.00	0.00
Total Administration	55.11	337.50	76.28	59.23
General				
Security Deposit Pmts	2,960.00	1,927.53	500.00	0.00
HAP Payment to Landlords	34,907.00	42,210.00	35,643.00	38,327.00
Total General	37,867.00	44,137.53	36,143.00	38,327.00
TOTAL EXPENSE	37,922.11	44,475.03	36,219.28	38,386.23
Net Income/Loss	-5,104.89	-5,062.50	4,088.28	-4,664.77

Date: 10/17/2022
Time: 11:13:58 AM
joe

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

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

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Public Housing Operating INCOME				
Dwelling Rental	-603,095.00	-591,292.53	-569,134.00	-555,279.00
Excess Utilities	-3,870.99	-3,600.00	-3,680.00	-3,645.48
Operating Subsidy	-243,431.00	-247,500.00	-279,643.00	-235,037.00
Investment Interest	77.82	0.00	425.60	-1,480.05
Other Income	-118,260.25	-138,435.03	-110,567.74	-122,719.34
Other Income Tenants	-22,254.05	-14,662.53	-12,470.65	-12,982.56
Capital Fund Income	-74,082.03	-49,500.00	-364,892.80	-223,953.44
Laundry Income	-16,144.32	-14,325.03	-14,707.75	-13,421.25
TOTAL INCOME	-1,081,059.82	-1,059,315.12	-1,354,670.34	-1,168,518.12
EXPENSE				
Administrative				
Administrative Salaries	204,438.05	251,182.53	210,365.61	199,300.13
Legal	10,670.95	2,999.97	5,069.74	915.50
Staff Training	2,889.04	10,500.03	1,786.75	1,373.32
Travel	113.25	749.97	8.40	209.66
Accounting & Audit Fees	11,541.51	11,575.00	9,212.50	8,700.00
Sundry-Other Admin	16,226.13	15,877.44	13,350.74	16,504.30
Total Administration	245,878.93	292,884.94	239,793.74	227,002.91
Tenant Services				
Rec Public and Other	0.00	3,712.50	0.00	0.00
Total Tenant Services	0.00	3,712.50	0.00	0.00
Utilities				
Water/Sewer	60,519.34	56,954.97	53,318.06	47,571.74
Electricity	55,017.66	60,270.03	52,187.93	54,332.48
Gas/Fuel	41,220.34	31,848.75	26,442.28	22,543.67
Total Utilities	156,757.34	149,073.75	131,948.27	124,447.89
Maintenance				
Labor	136,606.48	169,305.03	127,043.28	148,653.32
Materials	32,773.53	22,500.00	10,760.35	9,230.50
Contracts	177,397.84	136,612.44	117,135.27	107,471.11
Total Maintenance	346,777.85	328,417.47	254,938.90	265,354.93
General				
Insurance	74,635.11	82,755.00	77,456.56	68,286.06
Payment in Lieu of Tax	22,140.52	20,999.97	21,518.19	21,237.28
Employee Benefits	149,746.34	195,802.56	161,073.10	163,927.48
Collection Losses	0.00	3,150.00	0.00	0.00
Other General Expense	1,000.00	0.00	1,000.00	2,000.00
Total General	247,521.97	302,707.53	261,047.85	255,450.82
TOTAL EXPENSE	996,936.09	1,076,796.19	887,728.76	872,256.55
Net Income/Loss	-84,123.73	17,481.07	-466,941.58	-296,261.57

Date: 10/17/2022
 Time: 11:14:01 AM
 joe

**Brainerd South Operating Statement
 September, 2022**

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

	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
Brainerd South Operating				
INCOME				
Dwelling Rental	-193,301.00	-183,930.03	-189,677.00	-184,571.00
Rental Supplement	-42,048.00	-38,025.00	-38,014.00	-37,791.00
Investment Interest	-365.87	0.00	85.95	-2,162.34
Other Income	-19,474.79	-19,950.03	-18,884.57	-18,025.83
Laundry Income	-5,707.25	-6,509.97	-5,519.75	-6,353.25
TOTAL INCOME	-260,896.91	-248,415.03	-252,009.37	-248,903.42
EXPENSE				
Administrative				
Legal	8,792.45	3,750.03	12,624.74	0.00
Accounting & Audit Fees	5,512.50	5,300.00	5,250.00	4,961.25
Sundry-Other Admin	34,299.48	35,430.03	37,251.58	36,535.45
Total Administration	48,604.43	44,480.06	55,126.32	41,496.70
Utilities				
Water	9,904.67	12,255.03	9,840.77	9,638.64
Electricity	3,184.18	4,349.97	2,982.52	2,977.09
Gas/Fuel	18,900.47	13,380.03	11,487.79	9,930.55
Total Utilities	31,989.32	29,985.03	24,311.08	22,546.28
Maintenance				
Labor	4,033.06	14,474.97	11,249.35	12,001.46
Materials	15,862.13	18,525.06	15,581.58	21,212.73
Contracts	46,397.81	51,374.97	33,738.50	36,356.27
Total Maintenance	66,293.00	84,375.00	60,569.43	69,570.46
General				
Insurance	26,496.33	26,849.97	25,630.65	24,760.35
Payment in Lieu of Tax	7,745.99	8,250.03	7,977.48	7,838.62
Employee Benefits	59.63	937.53	1,121.92	776.18
Total General	34,301.95	36,037.53	34,730.05	33,375.15
TOTAL EXPENSE	181,188.70	194,877.62	174,736.88	166,988.59
Net Income/Loss	-79,708.21	-53,537.41	-77,272.49	-81,914.83

This page intentionally left blank.

Brainerd Housing and Redevelopment Authority
Payment Summary Report
September 2022

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/9/2022	924	Carrie Burrell	\$18.77
9/9/2022	925	Creo Block	\$80.63
9/9/2022	926	Eric Charpentier	\$350.14
9/9/2022	927	John Schommer	\$250.65
9/9/2022	928	Nancy Thull	\$27.50
9/9/2022	929	Ryan Barnett	\$151.88
9/9/2022	930	Shannon Fortune	\$79.74
9/2/2022	2037	90 Degree Benefits Inc.	\$25,006.92
9/8/2022	2038	Health Savings Accounts	\$3,557.72
9/8/2022	2039	Payroc LLC	\$236.86
9/8/2022	2040	Harpers Payroll Service	\$9,222.87
9/8/2022	2041	Harpers Payroll Service	\$102.88
9/8/2022	2042	Security Benefit	\$4,024.59
9/8/2022	2043	Minnesota State Retirement System	\$561.00
9/22/2022	2044	Health Savings Accounts	\$932.72
9/22/2022	2045	Harpers Payroll Service	\$9,113.01
9/22/2022	2046	Harpers Payroll Service	\$83.32
9/22/2022	2047	Security Benefit	\$4,024.59
9/22/2022	2048	Minnesota State Retirement System	\$561.00
9/8/2022	24867	Ace Hardware	\$133.38
9/8/2022	24868	Aramark Uniform Services	\$453.79
9/8/2022	24869	Borden Steinbauer Krueger & Knudson, PA	\$264.00
9/8/2022	24870	Brainerd Public Utilities	\$18,173.76
9/8/2022	24871	CTCIT	\$720.00
9/8/2022	24872	Capital One Commercial	\$832.61
9/8/2022	24873	Crow Wing County Landfill	\$140.00
9/8/2022	24874	Crow Wing Cty Recorder's Office	\$46.00
9/8/2022	24875	Crow Wing Cty Recorder's Office	\$46.00
9/8/2022	24876	Crow Wing Cty Recorder's Office	\$92.00
9/8/2022	24877	Crow Wing Cty Recorder's Office	\$92.00
9/8/2022	24878	Culligan	\$154.75
9/8/2022	24879	Faster Solutions, Inc.	\$95.00
9/8/2022	24880	Forum Communications Company	\$21.63
9/8/2022	24881	Granite Pest Control, LLC	\$49.00
9/8/2022	24882	HRdirect	\$84.99
9/8/2022	24883	Handyman's, Inc.	\$432.57
9/8/2022	24884	Harpers Time & Attendance Division	\$55.25
9/8/2022	24885	Home Depot Credit Services	\$141.30
9/8/2022	24886	Housing Insurance Services Inc.	\$30,832.44
9/8/2022	24887	Integrity Woodwork LLC	\$1,010.00
9/8/2022	24888	International eProcuremnet	\$1,000.00
9/8/2022	24889	Kennedy & Graven, Chartered	\$1,128.00
9/8/2022	24890	Kristin Miller	\$47.54
9/8/2022	24891	Lakes Area Professional Services	\$6,765.00
9/8/2022	24892	Life Insurance Company of North America	\$57.45
9/8/2022	24893	MN Chapter NAHRO	\$740.00
9/8/2022	24894	MN Elevator, Inc.	\$826.64
9/8/2022	24895	MRI Software LLC	\$175.00
9/8/2022	24896	Mike Jones	\$124.07
9/8/2022	24897	Office Shop	\$1,020.91
9/8/2022	24898	Paper Storm	\$26.00
9/8/2022	24899	Synchrony Bank (Mills Fleet Farm)	\$62.99
9/8/2022	24900	T-Mobile	\$182.93
9/8/2022	24901	The Hartford	\$309.43
9/8/2022	24902	Trail Ridge Townhomes	\$831.00
9/8/2022	24903	Waste Partners, Inc.	\$2,853.94
9/8/2022	24904	Widseth Smith Nolting	\$5,000.00
9/8/2022	24905	Yde's Major Appliance	\$42.95
9/21/2022	24906	Tenant Refund	\$492.61
9/22/2022	24907	Atlas Abstract & Title	\$100.00
9/22/2022	24908	Brainerd Public Utilities	\$1,182.39
9/22/2022	24909	CTC	\$2,499.58
9/22/2022	24910	CenturyLink	\$118.55
9/22/2022	24911	City of Brainerd	\$93.00

Brainerd Housing and Redevelopment Authority
Payment Summary Report
September 2022

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/22/2022	24912	City of Brainerd	\$5,477.25
9/22/2022	24913	Dearborn National	\$192.61
9/22/2022	24914	Delta Dental	\$729.36
9/22/2022	24915	Forum Communications Company	\$91.89
9/22/2022	24916	Gelded Acres LLC	\$2,460.00
9/22/2022	24917	Granite Pest Control, LLC	\$524.00
9/22/2022	24918	Holden Electric Company Inc	\$2,297.78
9/22/2022	24919	Home Depot Supply	\$1,041.41
9/22/2022	24920	Lakes Printing Inc.	\$334.45
9/22/2022	24921	Life Insurance Company of North America	\$57.45
9/22/2022	24922	R and R Landscaping and Construction In	\$24,290.00
9/22/2022	24923	ServiceMaster of Brainerd	\$5,010.59
9/22/2022	24924	Siemens Industry, Inc.	\$3,764.00
9/22/2022	24925	Strike Painting & Finishing	\$900.00
9/22/2022	24926	The Hartford	\$309.43
9/22/2022	24927	Turf & More	\$525.00
9/22/2022	24928	VSP	\$48.80
9/22/2022	24929	Wex Health	\$8.00
9/22/2022	24930	JM Operations LLC	\$1,750.00
		Report Total	\$187,749.26



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

HCV Report

Please see the attached reports.

Our Unit Months Leased (UML) through September is 97% and HAP utilization through September is 67%.

Bridges Report

Please see the attached report.

We have 11 families on our program with a monthly HAP payment of \$5,099.

Family Self-Sufficiency (FSS) Report

Please see the attached report.

We have 30 families on our program. We have 15 families currently escrowing a total of \$5,502 per month.

On October 4, 2022, we receive notice that HUD has approved our Action Plan. The Action Plan becomes part of our HCV Administrative Plan. We will be presenting the Administrative Plan to the Board after all revisions have been made.

No Action Requested; Discussion Items

This page intentionally left blank.

September Housing Choice Voucher Programs (HCV)

Attachment 6a

<u>Voucher Allocation</u>	326
September Move-ins	11
September Move-outs	4
September Vouchers - looking for housing	49
September Vouchers - first day of month	318
Average Vouchers to date	313
Unit Months Leased	97%
HAP Utilization through 9/30/2022	67%

Reasons For Leaving Program

Voluntarily Left	3
Terminated	1

Payments

Housing Assistance Payment (HAP)	\$131,188
September HUD Administrative Fee	\$19,050

Port Out Vouchers

	3
St. Cloud HRA (3)	\$1,892

Homeownership

	8
Homeownership HAP	\$2,352

FYI Vouchers

	2
FYI Vouchers HAP	\$481

Length of Time on Program

< 1 year	26%
< 2 years	10%
< 3 years	11%
< 4 years	8%
< 5 years	6%
> 5 years	38%

Demographics

Elderly Households	105
Disabled/Handicapped Households	160
Families with Children	118
Average Annual Income	\$15,399
Average HAP	\$394

Waiting List Total

	0
Crow Wing County Preference	0
Non Preference	0

HUD-52681-B Report

Date: 10/19/2022

Time: 09:01:21

Vouchers

Page: 1

Jul 2022

Aug 2022

Sep 2022

TAB 1: Voucher UML and HAP

Homeownership (UML)	8	8	8
Homeownership (HAP)	3,265	2,280	2,352
Portable Vouchers Paid (UML)	4	3	3
Portable Vouchers Paid (HAP)	3,338	1,696	1,892
Foster Youth To Independence (UML)	2	2	2
Foster Youth To Independence (HAP)	480	480	481
All Other Vouchers (UML)	298	303	305
All Other Vouchers (HAP)	110,409	115,512	120,961
HCV-FSS Escrow Deposits	4,956	5,277	5,502

TAB 1: Other Voucher Reporting Requirements

HCV-Number of vouchers under Lease on the last day of Month	312	316	318
HCV-Number of vouchers issued but not under contract as of last day of Month	37	57	50

TAB 2: Other Income and Expense - Memorandum Reporting

Number of Hard to House Families Leased	0	1	0
---	---	---	---

Bridges Program September 2022

Summary

- Tenants leased up in units: 11
- Participants issued a Voucher & searching for a unit: 5
- Notified: 6
- Participants receiving HCV voucher: 0
- Participants giving up Bridges voucher: 1
- Tenants Residing Counties:
 - Cass County: 0
 - Morrison: 0
 - Aitkin: 0
 - Crow Wing: 11
 - Todd:
 - Wadena:

Total HAP Payment: \$5,099.00

Additional Info: One Bridges gave up voucher, moved out of area. Two individuals leased up for September 1st. Paid security deposits on both participants.

Family Self-Sufficiency Program September 2022

Summary

- Active FSS participants: 30
- Tenants going OFF for month: 0
- Tenants going ON for month: 0
- New tenants ESCROWING: 0
- Total number of FSS participants escrowing monthly: 15
- Total amount of escrow: \$5,502.00
- Total combined amount of monthly escrow: \$76,277.84

Update: HUD approved the new FSS Final Rule Action plan. It will be submitted with the HCV action plan. FSS FY2023 application has been submitted. Hope is to hear by December if approved.

This page intentionally left blank.



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Oct-19-- 2022
Re: Housing Management Report

Vacancy Report for September 2022

Please see attachment.

Monthly Property Performance Report for September 2022

Please see attachment.

ROSS Program Updates

- 14 active participants in the ROSS program; 1 newly enrolled participant; 0 exited participants.
- 7 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - SNAP Food Boxes: 23 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 10 residents; 210 frozen meals (10 - 30 each); elderly tenants only
- Activities Recap:
 - 5 residents attended the "Protect Yourself Against Scams" workshop presented by Humana.
- Facebook Stats:
 - ROSS Facebook activity is slated to resume in November.
- Other Activities:
 - Patsy completed a targeted mailing campaign for scattered site tenants to introduce herself and market for her upcoming "Meet Your ROSS Coordinator" event.

Public Housing Staff Relocation

The two Public Housing staff currently housed in the admin office (Kathy & Shannon) will be moving their office space to the North Star building. This move is anticipated to alleviate space constraints, consolidate program staff in one location, increase program efficiency, and deter some behavioral concerns that have been occurring recently in common areas.

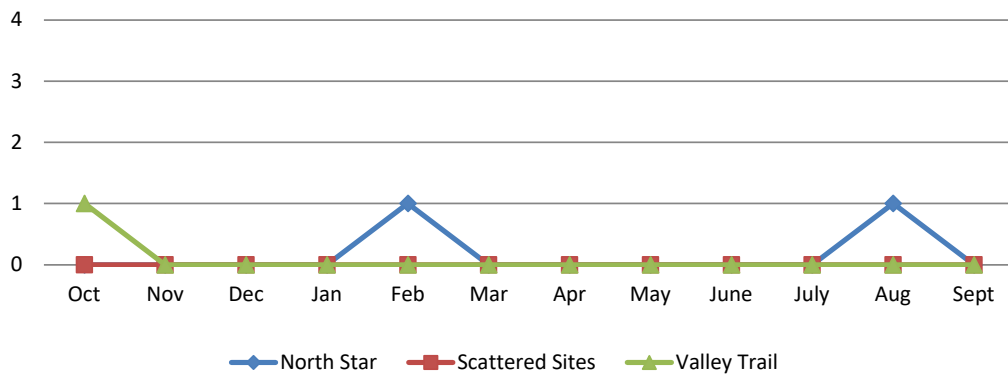
No Action Requested; Discussion Items

This page intentionally left blank.

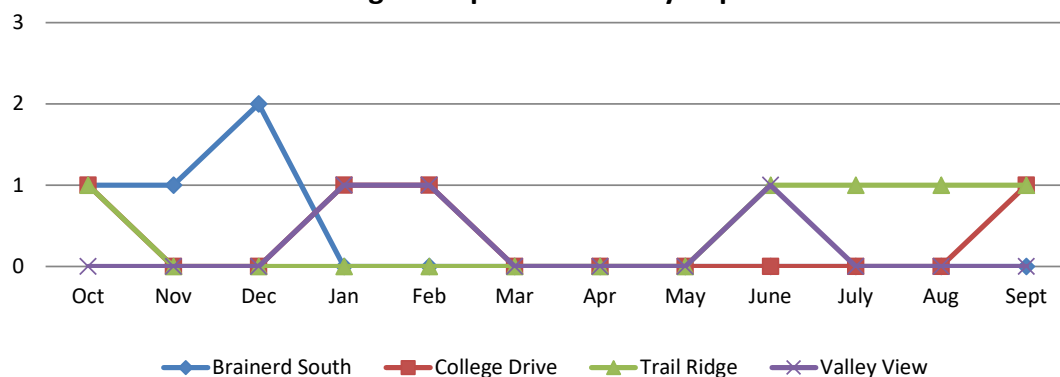
Brainerd HRA 2022 Vacancy Report

	Public Housing				Section 236	Tax Credit - DW Jones		
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%		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	0	0	0	0	0	0	1	0
July %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.56%	0.00%
Aug 31	1	0	0	1	0	0	1	0
Aug %	0.62%	0.00%	0.00%	0.49%	0.00%	0.00%	5.56%	0.00%
Sept 30	0	0	0	0	0	1	1	0
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	5.56%	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								
Total	2	0	0	2	0	3	4	3
%	0.14%	0.00%	0.00%	0.11%	0.00%	1.39%	2.47%	1.67%

Public Housing Vacancy Report



Managed Properties Vacancy Report



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report September 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	42
Applications Placed on PH Wait List	18
Applications Denied on PH Wait List	5

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	84	2	1	0
2 bdrm	14	21	3	2	0
3 bdrm	24	15	0	0	0
4 bdrm	5	3	1	1	0
TOTAL	203	150	6	4	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	12
Move-Outs	2	11

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	12
Annual Recertifications	4
Completed for this month	16

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	10
30-day lease terminations	2

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	9
Received	124
Closed	127
Ending Balance	6
Total Completed Work Orders for Year	815

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	5	13
Completed within 24 hours	5	13
Percent completed within 24 hours	n/a	n/a

13. Rent Collection

	This Month
Rent Charges	69,379
Other Charges	1,966
Total New Charges	71,345
Arrears, tenants in possession	516

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	4
Current Rent Charges	69,379
Current Rent Collections	69,375
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	3,492
Prior Rent Charges	796,133
Collection Rate	100%



To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: October 19, 2022
 Re: Rehab Programs Report

Garrison SCDP

- 1 Completed Project
- 1 Owner Occupied Rehab project bid extension
- 1 Commercial Rehab project scheduling paperwork
- 4 Commercial Application in collection of documents

Jenkins SCDP

- 2 Owner Occupied Rehab out for bid extension

Housing Trust Fund

- 1 Down Payment Assistance Closed
- 2 Owner Occupied Project Completed
- 1 Owner Occupied Under Construction
- 1 Owner Occupied Scheduling Loan Signing
- 1 Owner Occupied in Paperwork Collection
- 1 Rental Rehab Application in Review (Collecting documents)

MHFA

- 4 Projects are in construction
- 1 Project submitted to underwriting
- 1 Scheduling Lead Assessment
- 2 Applications are in collection process

We received an inquiry for a MHFA RLP loan from a resident in Morrison County. The prior servicer for these loans in Morrison County is no longer administering them throughout the county, they are only servicing loans within the city limits of Little Falls. In speaking with the person Kristin was able to determine that they would likely qualify for the loan, applying for the loan would be a prerequisite for them to obtain a grant through the veteran's service office. The board did authorize administering MHFA loans in Morrison County but did limit our service area to the northern part of the county, this property is located on the south edge of Little Falls.

No Action Requested; Discussion Item

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	6
Serene Pines	23	19	16	0	3
Dalmar Estates	7	3	3	0	0

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



To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: October 26th, 2022

Re: Executive Director Report

Staff Relocations

We are currently doing some shifting of our staff to create additional work spaces in our main office building. Our public housing team will be relocating to office space that we have within the Northstar building. We will also be relocating our maintenance staff within the Northstar building to better utilize our space. We are excited about the opportunity for the public housing staff to be on site where a majority of our public housing is located and think that this will be a benefit for our tenants as well. I want to thank our staff for being flexible and open to these shifts and changes as we look to the future and potential staffing needs in the coming years.

Brainerd Oaks/Serene Pines/Dal Mar Estate Update:

We have recently had some larger engineering fees that were paid out to a local engineering firm. This was due to stormwater permitting that was required by the Minnesota Pollution Control Agency for the three developments that we are the owners of. We have been in contact with the MPCA, the City of Brainerd and the developer on these three developments due to concerns that the MPCA raised earlier in the spring. To keep these developments moving forward and to comply with what the MPCA was requiring, we had a local engineering firm complete a stormwater plan for these three developments. This work was originally done by the individual developers circa 2010, once each of these developments went into tax forfeit the stormwater plans and permits were closed out in error. The MPCA has also started enforcement action on development across the state regarding stormwater and runoff and have been paying attention to these three developments in particular. We are working to try and bridge the gap between the developer, the City and the MPCA to ensure that the buildout of the rest of the developments occurs in a timely manner.

November Meeting Date:

As a reminder, we will be meeting a week earlier in November to account for the Thanksgiving holiday. Our meeting will be held on Wednesday November 16th.

No Action Requested; Discussion Items

This page intentionally left blank.