



**Brainerd Board of Commissioners Meeting**  
**Wednesday, November 16<sup>th</sup> @ 1:00pm**  
Brainerd HRA Office Conference Room  
324 E River Road, Brainerd, MN

*"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 October 26<sup>th</sup>, 2022
5. UNFINISHED BUSINESS
  - a. Strategic Plan Review (*Attachment 2*) Pg. 9
6. NEW BUSINESS
  - a. Review and Adoption of 2023 Budgets (*Attachment 3*) Pg. 15
    - 2022/23 General Fund Comparative Budget (*Attachment 3a*)
    - 2023 General Fund Consolidated Budget Detail (*attachment 3b*)
    - 2022/23 Housing Choice Voucher Comparative Operating Budget (*Attachment 3c*)
    - 2022/23 Public Housing Comparative Operating Budget (*Attachment 3d*)
    - 2022/23 Bridges Comparative Operating Budget (*Attachment 3e*)
    - PHA Board Resolution No. 2022-08 (*Attachment 3f*)
7. BILLS & COMMUNICATIONS
  - a. Financial Report (*Attachment 4*) Pg. 29
  - b. HCV Report (*Attachment 5*) Pg. 59
  - c. Housing Management Report (*Attachment 6*) Pg. 65
  - d. Rehab Programs Report (*Attachment 7*) Pg. 71
  - e. Executive Director Report (*Attachment 8*) Pg. 73
8. COMMISSIONER COMMENTS
9. NEXT MEETING: Wed. December 21<sup>st</sup>, 2022
10. ADJOURN

Gabe Johnson, Chair, term expiring 12/31/22  
Rebekah Kent-Ehlebracht, Vice Chair, term expiring 12/31/23  
Michael Duval, Secretary/Treasurer, term expiring 12/31/25  
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

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## Brainerd HRA BOARD MEETING MINUTES Wednesday, October 26<sup>th</sup>, 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 Brainerd HRA Board Meeting Room at 1:00 p.m., Wednesday, October 26<sup>th</sup>, 2022.

1. **CALL TO ORDER:** Chair Gabe Johnson called the meeting to order at 1:00 p.m.

2. **ROLL CALL:** Present: President Gabe Johnson, Vice President Rebekah Kent-Ehlebracht Secretary/Treasurer Michael Duval, Wayne Erickson, Kevin Yeager, and Janet Decker. Absent: None

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

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

**Moved and seconded by Commissioners Michael Duval and Wayne Erickson to approve the agenda as presented for the October 26<sup>th</sup>, 2022, board meeting. Through a vote, all commissioners were in favor, and none were opposed. The minutes were approved.**

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

**Moved and seconded by Commissioners Michael Duval and Rebekah Kent-Ehlebracht to approve the minutes from the September 28<sup>th</sup>, 2022, board meeting. Through a vote, all commissioners were in favor, and none were opposed. The minutes were approved.**

5. **UNFINISHED BUSINESS:**

**a. Resolution to Terminate 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.

**Commissioner Rebekah Kent-Ehlebracht moved to approve Resolution No. 2022-07, authorizing the termination of the minimum assessment agreement in the downtown TIF district Commissioner Michael Duval seconded the motion. Upon roll call vote, all commissioners voted in favor of the motion (Chair Gabe Johnson abstained from the Vote), and none were opposed. The motion carried.**

**b. Mainstreet Revitalization Grant Appropriation Recommendation**

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.

**Commissioner Wayne Erickson moved to Approve the Brainerd EDA recommendation to fund an affordable housing build to Lakes Area Habitat for Humanity in the amount of \$20,000. Commissioner Rebekah Kent-Ehlebracht seconded the motion. Upon roll call vote, all commissioners voted in favor of the motion, and none were opposed. The motion carried.**

**c. Strategic Plan Review**

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.

**Discussion: The Strategic Plan Goals and Action Steps were reviewed. Brainerd's HRA Executive Director asked Commissioners to send him their feedback by next Friday, November 4<sup>th</sup> so he can revise and represent the updated plan next meeting Wednesday, November 16, 2022.**

**6. NEW BUSINESS:** Nothing to report

**7. BILLS & COMMUNICATIONS:**

**a. Financial Report**

*Financial information for September 2022 was presented by Karen Young*

**2022 Budget Preparation**

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

**Commissioner Michael Duval moved to approve payments as presented. Commissioner Rebekah Kent-Ehlebracht 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*

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

**Bridges Report**

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

**Family Self-Sufficiency (FSS) 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.

**c. Housing Management Report**

*Presented by Shannon Fortune*

**Vacancy Report for September 2022** Report Presented

**Monthly Property Performance Report for September 2022** Report Presented

**ROSS Program Updates**

- 14 active participants in the ROSS program; 1 newly enrolled participant; 0 exited participant.
- 7 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: 10 residents; 210 frozen meals (10 - 30 each); elderly tenants only
- Activities Recap:
  - o 5 residents attended the "Protect Yourself Against Scams" workshop presented by Humana.
- Facebook Stats:
  - o ROSS Facebook activity is slated to resume in November.
- Other Activities:
  - o 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.

**d. Rehab Programs Report:**

*Presented by John Schommer*

**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.

**Discussion: Commissioners are allowing staff to move forward with the requested loan application. Staff will bring more information on the progress of this application and what other possible applicants are on the horizon.**

**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

**e. 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. Located at the Brainerd HRA Office Conference Room (324 E. River Rd., Brainerd, MN).

## **8. Commissioner Comments:**

Commissioner Wayne Erickson – Nothing at this time.

Commissioner Michael Duval – Nothing at this time.

Commissioner Gabe Johnson – Thank you Brainerd HRA Board for approving the \$20,000 helping Habitat utilize funds to construct and affordable housing home on Oak Street within the River to Rail corridor.

Commissioner Rebekah Kent-Ehlebracht – Nothing at this time.

Commissioner Kevin Yeager – Nothing at this time.

Commissioner Janet Decker- Interested in teaming up with Shannon to have a commissioner's corner style newsletter or posting at the North Star Building.

## **9. ADJOURN:**

**Commissioner Kevin Yeager made a motion to adjourn the meeting. Commissioner Rebekah Kent-Ehlebracht seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 2:26 p.m.**

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To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: November 9<sup>th</sup>, 2022

Re: Strategic Planning Update

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In October staff presented a draft of the strategic plan, goals and action steps for the next two year period. After giving the board time to review and add any comments we have the plan sheet as well as the action steps and status report updated with the feedback that we received. On the status report, you will now see some updates to the status column to indicate what we perceive as lower, mid and higher priority initiatives that we will continue to work on. The timeline that we are striving to hit on all of these goals is within the next 2-year cycle but we also recognize that some of the action steps will be continuous throughout the term. The action steps and status report is the working document that we will continue to bring back to the board with updates but this gives us a starting reference point. If the board is in agreement with the updates to this document, we would ask the board to adopt the plan and action steps.

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

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# **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.
  - 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	Priority
Goal 1: Workforce Retention and Development	Maintain stable workforce – focus on retention and additions.		<i>Ongoing and continual</i>
	Support well-trained, competent, and professional workforce.		<i>Ongoing and continual</i>
	Succession planning – transfer of institutional knowledge preserved and applied through cross-training.		<i>Mid Priority</i>
	Monitor staff capacity and well-being while managing 3 HRA's.		<i>High Priority</i>
Goal 2: Intentional Decisions for Properties to be Redeveloped	City acquisition of former state hospital site.		<i>Lower priority and ongoing partnership</i>
	Possible redevelopment in south Brainerd.		<i>Lower priority</i>
	Washington Street redevelopment and SCDP grant.		<i>High priority, scheduled for 2026</i>
	Use available resources to optimize redevelopment success.		<i>Ongoing</i>
	Update housing study and needs.		<i>As needed, lower priority</i>
Goal 3: Engage Developers	Guide and mentor developers to greater successes through our expertise.		<i>High priority</i>
	Identify potential clients within nonprofit organizations.		<i>Mid priority</i>
	Utilize available funding and resources.		<i>Ongoing</i>

	Continually review financial impact on HRA and increase revenue.		<i>High Priority</i>
	Use technology to make programs and opportunities known and easier to access.		<i>Mid Priority</i>
Goal 4: Acquire Lands	Explore capacity to acquire large tract of land and sell smaller parcels to developers.		<i>Mid Priority</i>
	Creation of more housing: especially 1- and 2-bedroom units.		<i>High Priority</i>
	Increase senior level living and meet the needs of increasing boomer retirees.		<i>High Priority</i>
	Explore housing needs and types of housing that are lacking.		<i>Ongoing</i>
Goals 5: Build efficiencies within the 3 – 4 HRA's within Crow Wing County	Discover efficiencies and reduce duplications resulting in possible budget savings.		<i>Ongoing</i>
	Investigate combining to one agency.		<i>Lower priority, as time allows</i>
	Collaborate on more housing available across the HRA's.		<i>Ongoing</i>
	Keep abreast of HUD issues and changes.		<i>Ongoing</i>
	Collaborate and communicate with our elected officials.		<i>High priority</i>



To: Brainerd HRA Board Members

From: Karen Young, Finance Director

Date: November 9, 2022

Re: 2023 Budget Approval

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The 2023 budgets are attached for the General Fund, Housing Choice Voucher, Public Housing and Bridges.

### **Overview**

- Federal program funding for Housing Choice Voucher and Public Housing are not known at this time and are based on estimates.
- Health insurance rates increased by 3%.
- Employee opt-out of health insurance benefit increased to \$400 per month to match City benefit.
- A 5% annual adjustment to wages is included for all permanent full-time positions.
- Payroll allocations adjusted to reflect how staff tracking time.
- Property Insurance increased by about 7% and Liability Insurance increased by about 2%.
- Budgeted additional \$6,000 in legal fees for employee policy manual update.
- Expenses are generally based on three-year averages.

### **General Fund**

- City Tax Levy - .0185% of estimated taxable market value.
- Management Fees – Management Fees for Crosby HRA \$90,000, CWC HRA \$162,770 and Brainerd South \$52,000.
- TIF Revenue – TIF Increment for Downtown District.
- Operating Transfer – Transfer from Bridges Program.
- SCDP Admin Fee - Anticipated admin for SCDP reimbursements for Garrison and Jenkins grants.
- Other Income:
  - \$20,000 Distribution for College Drive and Trail Ridge (2022 budgeted \$10,000).
  - \$204,000 Six MHFA Loans for Housing Rehab (2022 budgeted five loans for \$154,250).
  - \$5,000 Tax Forfeit Property Sale of one lot.
  - \$1,000 Miscellaneous Income (2022 budgeted \$500).

- Loan Interest Revenue – Interest Accrued for DT TIF Interfund Loan. (Offsets expense).

#### Operating Expenses:

- Salaries – Variance due to staff reorganization and payroll allocations.
- Employee Benefits – Variance due to staff reorganization and payroll allocations.
- Other Administrative – Three-year average for Sundry, Publications, Membership, Advertising, Office Supplies, Telephone and Postage.
- Contract Costs – Includes technology contracts for General Fund. Includes six MHFA Loans of \$180,000 for Housing Rehab (Five loans in 2022).

#### General Expenses:

- TIF Expense – Downtown TIF District reporting to CWC.
- Debt Service – Downtown TIF District Bonds will be paid off, resulting in no remaining debt service.
- Other Programs - Other initiatives as directed by the Board \$25,000. \$500 TFP closing costs.
- Interfund Loan Interest – Interest Expense for Downtown TIF Interfund Loan (Offsets Revenue).

#### Net Cash Flow:

- Net Cash Flow - Surplus of \$33,741.

#### Budget Stabilization:

- No designated fund balance is needed in 2023. The budgeted revenues in 2023 are sufficient to cover the budgeted expenses.

### **Housing Choice Voucher**

#### Income:

- Housing Assistance Payments (HAP) based on 2022 estimated expenditures.
- Administrative Fees estimated at 89% of eligibility.
- HCV Unit Months Leased (UML) is estimated at 98%.
- Fraud Recovery based on a three-year average repayments from tenants.
- Other Income includes miscellaneous revenue – removed FSS Forfeitures.

#### Operating Expenses:

- Salaries – Variance due to staff reorganization and payroll allocations.
- Employee Benefits – Variance due to staff reorganization and payroll allocations.



- Other Administrative – Three-year average for Sundry, Publications, Membership, Advertising, Office Supplies, Telephone and Postage.
- Contract Costs – Includes annual utility study. Includes \$11,250 for Penmac temporary employee.
- Other General Expense – Admin Fee paid to receiving agency for Port-Out Vouchers.

#### General Expenses:

- Collection Losses – Participant default of repayment agreements. Processed through Revenue Recapture.

#### Other Financial Items:

- Housing Assistance Payments – Estimated HAP expense to lease at 98% UML.

#### Net Cash Flow:

- Net Cash Flow – Operating deficit of (\$23,167) due to increased contract costs and salary/benefit allocation changes to spend down administrative reserves.

### **Public Housing**

#### Income:

- A 2% Dwelling Rent vacancy loss is projected.
- Operating Subsidy funding is estimated at 98% eligibility.
- Other Tenant Charges – Based on three-year average.
- Other Income:
  - \$81,950 ROSS Grant (2022 Grant budgeted at \$80,084).
  - \$107,550 Antenna Revenue.
  - \$19,780 Laundry Revenue.
  - \$6,300 Misc. Revenue.

#### Operating Expenses:

- Salaries – Variance due to staff reorganization and payroll allocations.
- Benefits – Variance due to staff reorganization and payroll allocations.
- Legal – Three-year average (increased due to contract updates) plus Employee Policy Manual Update.
- Other Administrative – Three-year average for Sundry, Publications, Membership, Advertising and Postage.
- Garbage – New garbage contract with additional \$3,000 budgeted.
- Plumbing – Decreased based on three-year average.
- Elevator – Increase due to annual contract increase.
- Decorating – Increased for supply/availability concerns.

- Exterminating – Decreased based on three-year average.
- Other Contract Costs – Contract Costs (based on 2022 estimated costs and increased by \$5,000), Snow Removal and Janitor/Cleaning.
- Water – Increased for anticipated commodity charge.
- Electric – Increased for anticipated rate adjustment.
- Gas – Estimated 2022 expense with 10% rate increase.
- Sewer – Increased for anticipated commodity charge.

Other Financial Items:

- Capital Expenditures - Based on two-year average CFP funding.

Net Cash Flow:

- Net Cash Flow – Surplus of \$51,475. We currently have about 7 months of reserves for PH. Historically we have tried to maintain approximately 6 months of reserves.

**Bridges**

- Bridges Grant Revenue – Bridges MHFA HAP \$55,800 and Admin Fee \$7,200. Based on 10 Unit Months Leased in 2023.
- Operating Transfer Out to General Fund.

**Action Requested: Adopt a motion approving the 2023 General Fund, Housing Choice Voucher and Bridges budgets. Adopt Resolution No. 2022-08 PHA Board Resolution Approving the 2023 Public Housing Operating Budget.**

## General Fund Comparative Budget

Brainerd Housing Authority  
324 E River Rd  
Brainerd, MN 56401

Fiscal Year 12/31/2023

Account Title	2022 Budget	2023 Budget	Difference	% Difference
<b>Revenues:</b>				
City Tax Levy	147,996	155,981	7,985	5%
Investment Interest	50	300	250	500%
Management Fees	292,000	304,770	12,770	4%
TIF Revenue	44,160	47,375	3,215	7%
Operating Transfer	6,750	6,750	0	0%
SCDP Admin Fee	8,000	25,000	17,000	213%
Other Income	169,750	230,000	60,250	35%
Interfund Loan Revenue	5,000	9,660	4,660	93%
<b>Total Revenues</b>	<b>673,706</b>	<b>779,836</b>	<b>106,130</b>	<b>16%</b>
<b>Expenditures:</b>				
<b>Administrative</b>				
Salaries	266,800	330,505	63,705	24%
Employee Benefits	121,840	140,345	18,505	15%
Travel	1,600	1,700	100	6%
Staff Training	10,000	10,000	0	0%
Audit Cost	6,900	7,950	1,050	15%
Legal	7,000	9,000	2,000	29%
Other Administrative Costs	10,720	14,470	3,750	35%
Contract Costs	143,570	189,260	45,690	32%
<b>Total Administrative</b>	<b>568,430</b>	<b>703,230</b>	<b>134,800</b>	<b>24%</b>
<b>General Expenditures</b>				
TIF Expense	230	255	25	11%
Insurance	6,655	7,450	795	12%
Debt Service	55,140	0	(55,140)	-100%
Other Programs	25,500	25,500	0	0%
Interfund Loan Interest	5,000	9,660	4,660	93%
<b>Total General Expenditures</b>	<b>92,525</b>	<b>42,865</b>	<b>(49,660)</b>	<b>-54%</b>
<b>Total Expenditures</b>	<b>660,955</b>	<b>746,095</b>	<b>85,140</b>	<b>13%</b>
<b>Cash Flow</b>	<b>12,751</b>	<b>33,741</b>	<b>20,990</b>	
<b>Designated Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Cash Flow from Operations</b>	<b>12,751</b>	<b>33,741</b>	<b>20,990</b>	

**Brainerd HRA**  
**General Fund Consolidated Budget Detail**  
**2023**

	General Fund	TFP	Downtown TIF	Housing Rehab	Total General Fund
Revenue	210	670	620	660	Accounts
Operating Transfer In/Out	6,750	0	0	0	6,750
Other Income	176,481	5,000	0	204,500	385,981
Investment Interest	300	0	0	0	300
Management Fees	184,770	0	0	120,000	304,770
Grant Revenue	6,250	0	0	18,750	25,000
Loan Interest Revenue	9,660	0	0	0	9,660
TIF Revenue	0	0	47,375	0	47,375
<b>Total Revenue</b>	<b>384,211</b>	<b>5,000</b>	<b>47,375</b>	<b>343,250</b>	<b>779,836</b>
<b>Expenses</b>					
<b>Administrative</b>					
Administration Salaries	235,245	0	0	95,260	330,505
Employee Benefits	98,625	0	0	41,720	140,345
Legal	4,300	4,500	0	200	9,000
Staff Training	5,000	0	0	5,000	10,000
Travel	500	0	0	1,200	1,700
Auditing Fees	7,950	0	0	0	7,950
Other Administrative Exp	8,600	0	0	5,870	14,470
Contracts Costs	9,260	0	0	180,000	189,260
<b>Total Administration</b>	<b>369,480</b>	<b>4,500</b>	<b>0</b>	<b>329,250</b>	<b>703,230</b>
<b>General</b>					
TIF Expense	130	0	125	0	255
Insurance	6,850	0	0	600	7,450
Principal / Int Expense	0	0	0	0	0
IF Loan Interest Exp	0	0	9,660	0	9,660
Other General Expense	25,000	500	0	0	25,500
<b>Total General</b>	<b>31,980</b>	<b>500</b>	<b>9,785</b>	<b>600</b>	<b>42,865</b>
<b>Total Expenses</b>	<b>401,460</b>	<b>5,000</b>	<b>9,785</b>	<b>329,850</b>	<b>746,095</b>
<b>Cash Flow from Operations</b>	<b>(17,249)</b>	<b>0</b>	<b>37,590</b>	<b>13,400</b>	<b>33,741</b>

## Housing Choice Voucher Comparative Operating Budget

Brainerd Housing Authority  
324 E River Rd  
Brainerd, MN 56401

Fiscal Year 12/31/2023

Account Title	2022 Budget	2023 Budget	Difference	% Difference
<b>Operating Income:</b>				
Housing Assistance Payments	1,481,900	1,500,000	18,100	1%
Administrative Fees	258,964	282,870	23,906	9%
Less: Non-leased Vouchers	(5,179)	(5,660)	(481)	-9%
Less: Pro-ration	(50,757)	(30,495)	20,262	40%
Total Administrative Fees	203,026	246,715	43,689	22%
FSS Coordinator Grant	80,254	85,519	5,265	7%
Fraud Recovery	28,000	28,000	0	0%
Investment Interest	0	50	50	0%
Other Income	2,000	1,500	(500)	-25%
<b>Total Operating Income</b>	<b>1,795,180</b>	<b>1,861,784</b>	<b>66,604</b>	<b>4%</b>
<b>Operating Expenditures:</b>				
<b>Administrative</b>				
Salaries	195,780	217,230	21,450	11%
Employee Benefits	102,110	115,355	13,245	13%
Travel	2,500	1,500	(1,000)	-40%
Staff Training	5,000	5,000	0	0%
Audit Cost	3,650	5,300	1,650	45%
Legal	500	2,700	2,200	440%
Other Administrative Costs	5,450	5,700	250	5%
Contract Costs	9,360	21,640	12,280	131%
<b>Total Administrative</b>	<b>324,350</b>	<b>374,425</b>	<b>50,075</b>	<b>15%</b>
<b>General Expenses</b>				
Insurance				
Property	700	755	55	8%
General Liability	2,770	2,825	55	2%
Worker's Comp	1,660	1,300	(360)	-22%
Directors & Officials Liability	1,455	1,455	0	0%
Other General Expense	1,600	1,690	90	6%
Collection Losses	0	2,500	2,500	
<b>Total General Expenses</b>	<b>8,185</b>	<b>10,525</b>	<b>2,340</b>	<b>29%</b>
<b>Total Operating Expenditures</b>	<b>332,535</b>	<b>384,950</b>	<b>52,415</b>	<b>16%</b>
<b>Cash Flow from Operations</b>	<b>1,462,645</b>	<b>1,476,833</b>	<b>14,188</b>	<b>1%</b>
<b>Other Financial Items</b>				
Housing Assistance Payments	1,481,900	1,500,000	18,100	1%
<b>Total Other Financial Items</b>	<b>1,481,900</b>	<b>1,500,000</b>	<b>18,100</b>	<b>1%</b>
<b>Net Cash Flow</b>	<b>(19,255)</b>	<b>(23,167)</b>	<b>(3,912)</b>	

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## Public Housing Comparative Operating Budget

PHA Name	Brainerd Housing Authority	Project Name	North Star Apartments
Address	324 E River Rd Brainerd, MN 56401		Scattered Sites Townhomes Valley Trail Townhomes
Fiscal Year	12/31/2023		
ACC Units	203	Recently Renovated	2009
Built Date	North Star Apartments - 1969	Estimated Occupancy Rate:	98.00%
	Scattered Sites Townhomes - 1987	Average Bedroom Size	1
	Valley Trail Townhomes - 1995	Anticipated Number of Turnovers	45
Type of Site (eld., family, etc.)	Mixed	Estimated Unit Months Leased	2387

FDS Line #	Account Title	2022 Budget	2023 Budget	Difference	% Difference
<b>Operating Income:</b>					
703	Gross Potential Rent	804,480	854,470	49,990	6%
	Less: Vacancy Loss	(16,090)	(17,090)	(1,001)	-6%
	Net Dwelling Rent	788,390	837,380	48,990	6%
706	HUD Operating Grant Income	347,370	330,920	(16,450)	-5%
	Less: Proration Amount	(17,370)	(6,620)	10,749	62%
	Net Operating Grant Income	330,000	324,300	(5,700)	-2%
704	Other Tenant Charges	19,550	23,750	4,200	21%
704	Excess Utilities	3,600	3,900	300	8%
715	Other Income	203,680	215,580	11,900	6%
	<b>Total Operating Income</b>	<b>1,345,220</b>	<b>1,404,910</b>	<b>59,690</b>	<b>4%</b>

### Operating Expenditures:

#### Administrative

911	Salaries	334,910	328,020	(6,890)	-2%
915	Employee Benefits	148,075	152,505	4,430	3%
916	Travel	1,000	1,000	0	0%
916	Staff Training	14,000	14,000	0	0%
912	Audit Cost	11,575	13,250	1,675	14%
916	Legal	4,000	13,000	9,000	225%
916	Telephone	5,470	5,470	0	0%
916	Office Supplies	8,100	8,500	400	5%
916	Other Administrative Costs	7,000	8,450	1,450	21%
	<b>Total Administrative</b>	<b>534,130</b>	<b>544,195</b>	<b>10,065</b>	<b>2%</b>

#### Maintenance

941	Labor	225,740	169,360	(56,380)	-25%
945	Employee Benefits	112,995	73,750	(39,245)	-35%
942	Maintenance Materials	30,000	30,000	0	0%
943	Maintenance Contract:				
943	Garbage	24,250	27,910	3,660	15%
943	Grounds	5,000	5,000	0	0%
943	Plumbing	10,000	5,000	(5,000)	-50%
943	Elevator	12,920	13,320	400	3%
943	Decorating	25,000	30,000	5,000	20%
943	Exterminating	4,000	3,000	(1,000)	-25%
943	Other Contract Costs	100,980	132,935	31,955	32%
	<b>Total Maintenance</b>	<b>550,884</b>	<b>490,275</b>	<b>(60,610)</b>	<b>-11%</b>

FDS Line #	Account Title	2022 Budget	2023 Budget	Difference	% Difference
<b>Utilities</b>					
931	Water	33,790	38,015	4,225	13%
932	Electricity	80,360	85,650	5,291	7%
933	Gas	42,465	60,450	17,985	42%
936	Sewer	42,150	46,150	4,000	9%
	<b>Total Utilities</b>	198,765	230,265	31,499	16%
<b>Tenant Services</b>					
924	Tenant Services-Other	4,950	4,950	0	0%
	<b>Total Protective Services</b>	4,950	4,950	0	0%
<b>General Expenses</b>					
961	Insurance				
961.1	Property	65,250	70,080	4,830	7%
961.2	General Liability	13,290	13,560	270	2%
961.3	Boiler	3,100	3,100	0	0%
961.4	Fidelity Bond	600	600	0	0%
961.5	Worker's Comp	25,190	20,000	(5,190)	-21%
961.6	Directors & Officials Liability	2,910	2,910	0	0%
963	Payments in Lieu of Taxes	28,000	29,000	1,000	4%
962	Other General Expense	0	4,000	4,000	0%
966	Collection Losses	4,200	6,500	2,300	55%
	<b>Total General Expenses</b>	142,540	149,750	7,210	5%
	<b>Total Operating Expenditures</b>	1,431,270	1,419,435	(11,835)	-1%
	<b>Cash Flow from Operations</b>	(86,050)	(14,525)	71,525	
<b>Other Financial Items</b>					
	Transfer of Operations (BLI Acct. 1406)	66,000	66,000	0	0%
706.1	HUD Grants-Capital Contributions	280,000	350,000	70,000	25%
	Capital Expenditures	(280,000)	(350,000)	(70,000)	25%
	<b>Total Other Financial Items</b>	66,000	66,000	0	0%
	<b>Net Cash Flow</b>	-20,050	51,475	71,525	



## Bridges Comparative Operating Budget

Brainerd Housing Authority  
324 E River Rd  
Brainerd, MN 56401

Fiscal Year 12/31/2023

Account Title	2022 Budget	2023 Budget	Difference	% Difference
<b>Operating Income:</b>				
HAP Revenue	58,850	55,800	(3,050)	-5%
Admin Fee Revenue	7,200	7,200	0	0%
Other Income	0	0	0	0%
Operating Transfer In/Out	(6,750)	(6,750)	0	0%
<b>Total Operating Income</b>	<b>59,300</b>	<b>56,250</b>	<b>(3,050)</b>	<b>-5%</b>
<b>Operating Expenditures:</b>				
<b>Administrative</b>				
Travel	400	400	0	0%
Office Supplies	50	50	0	0%
Contract Costs	0	0	0	0%
<b>Total Administrative</b>	<b>450</b>	<b>450</b>	<b>0</b>	<b>0%</b>
<b>General Expenses</b>				
HAP Payments to Landlords	56,280	52,800	(3,480)	-6%
Security Deposit Payments	2,570	3,000	430	17%
Other General Expense	0	0	0	0%
<b>Total General Expenses</b>	<b>58,850</b>	<b>55,800</b>	<b>(3,050)</b>	<b>-5%</b>
<b>Total Expenditures</b>	<b>59,300</b>	<b>56,250</b>	<b>(3,050)</b>	<b>-5%</b>
<b>Net Cash Flow</b>	<b>0</b>	<b>0</b>	<b>0</b>	

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**Public reporting burden** for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Brainerd Housing and Redevelopment Authority PHA Code: MN032

PHA Fiscal Year Beginning: January 1, 2023 Board Resolution Number: 2022-08

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: 11/16/2022
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Gabe Johnson	Signature:	Date: 11/16/2022
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To: Brainerd HRA Board Members  
From: Karen Young, Finance Director  
Date: November 9, 2022  
Re: November Financial Report

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Please find attached the financial information for October 2022.

**Sealcoating**

In October, we processed payment to Anderson Brothers in the amount of \$23,381.23 for sealcoating at the Brainerd HRA office, North Star Apartments and Brainerd South Apartments.

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

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## Brainerd Housing &amp; Redevelopment Authority

## 2022 Ratios (and December, 2021)

FASS Ratios	Max Pts	Scoring	Dec 2021 After YE JE, B4 audit	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
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	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	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	2.00
<b>Total Points</b>	<b>25</b>		<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>

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	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	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	4.00
<b>Total Points</b>	<b>25</b>		<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>
<b>Total of Above Ratios</b>	<b>50</b>		<b>50.00</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>

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	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or Capital Fund Troubled	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
<b>Total Points</b>	<b>10</b>		<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>

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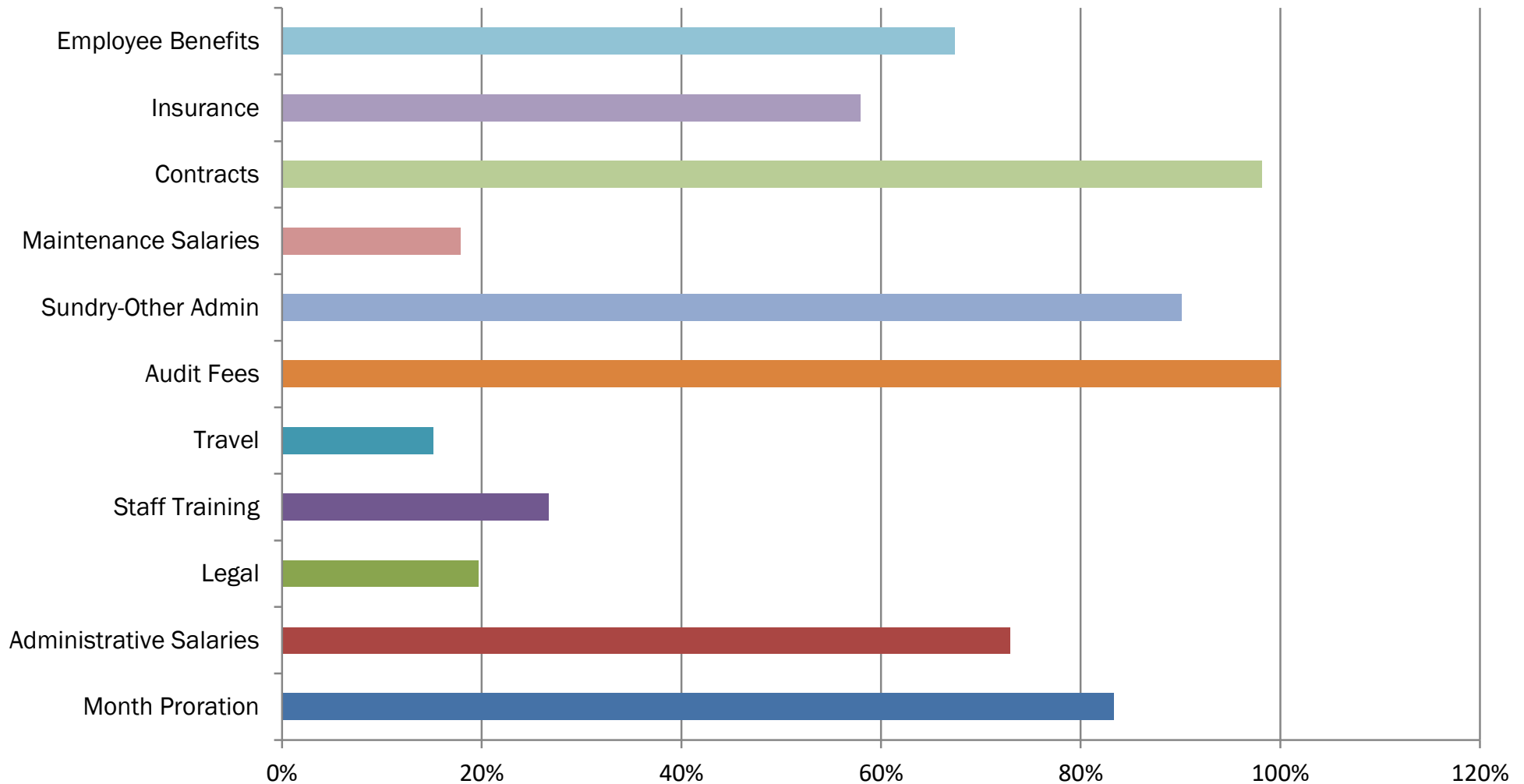


## October 2022 Operating Account Balances

Property/Program	October 2021	September 2022	October 2022
General Fund	\$367,894.25	\$449,362.03	\$451,508.78
Housing Rehab Program	\$132,845.66	\$188,979.49	\$192,197.66
Bridges	-\$2,673.20	\$5,135.21	\$5,734.58
Crow Wing County HRA	\$1,316,819.36	\$1,732,089.64	\$1,691,808.15
Public Housing	\$792,181.77	\$800,087.62	\$789,251.44
Brainerd South	\$42,774.98	\$47,442.01	\$47,815.78
Housing Choice Voucher	\$17,099.95	\$67,082.76	\$37,843.40
<b>Total</b>	<b>\$2,666,942.77</b>	<b>\$3,290,178.76</b>	<b>\$3,216,159.79</b>

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### October 2022 YTD General Fund Expense/Annual Budget Comparison

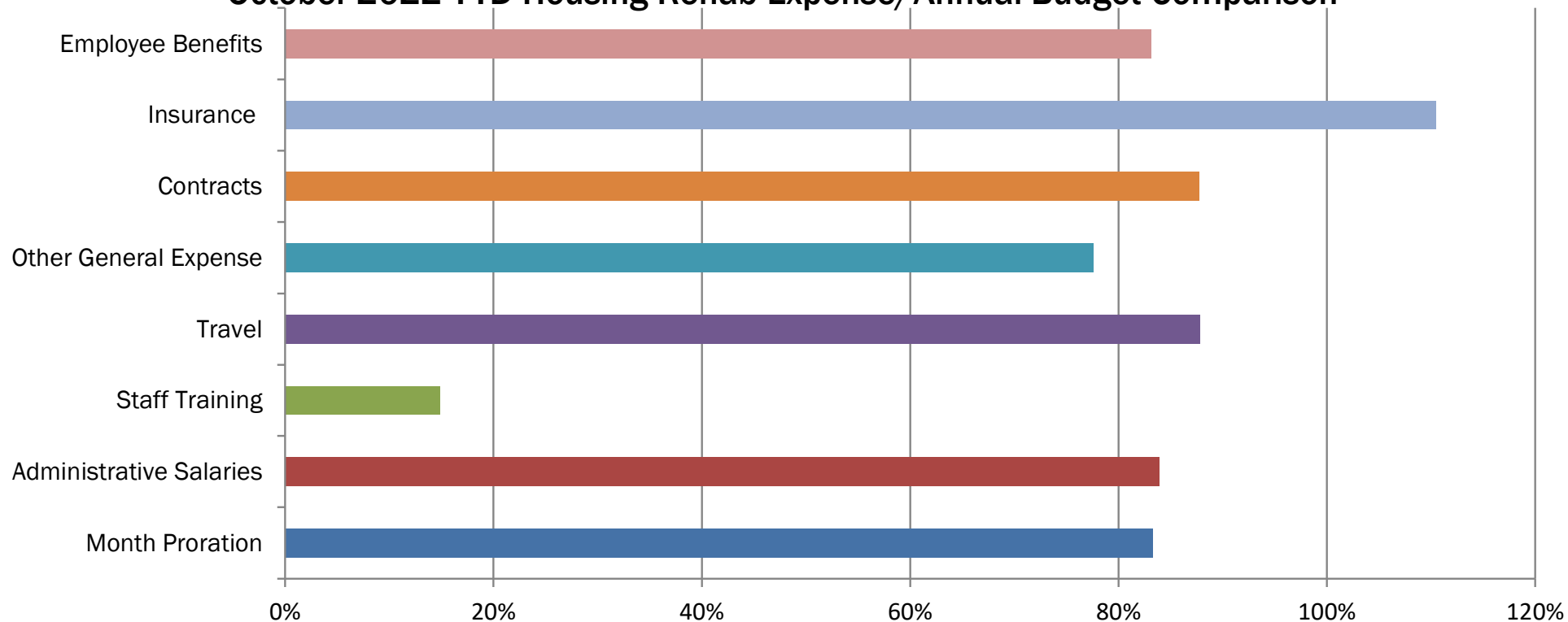


Sundry-Other Admin: Advertising, Office Supplies, BLAHDC Annual Reporting.

Audit Fees: Audit was completed.

Contracts: Quarterly billing for City HR services.

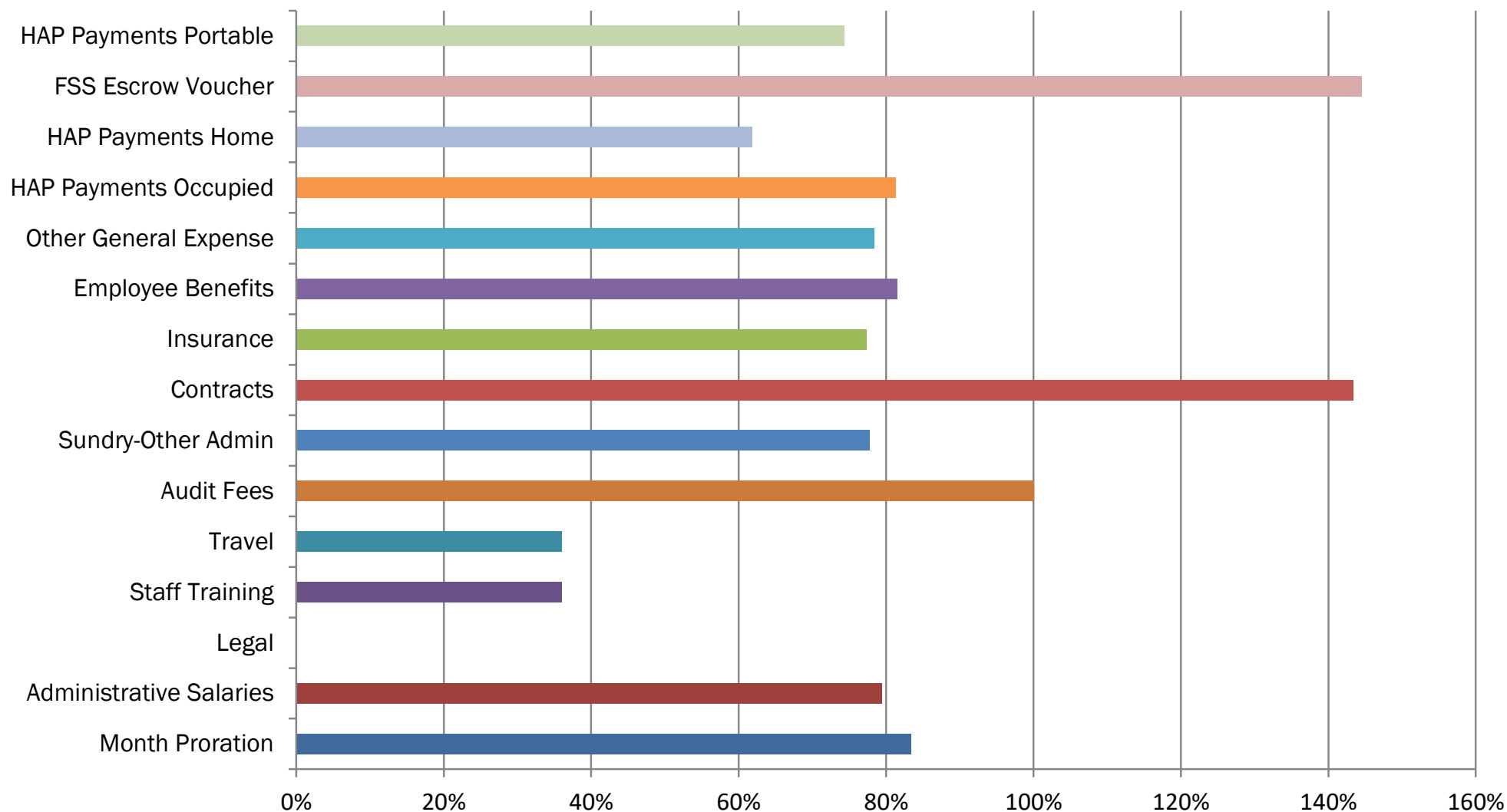
### October 2022 YTD Housing Rehab Expense/Annual Budget Comparison



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

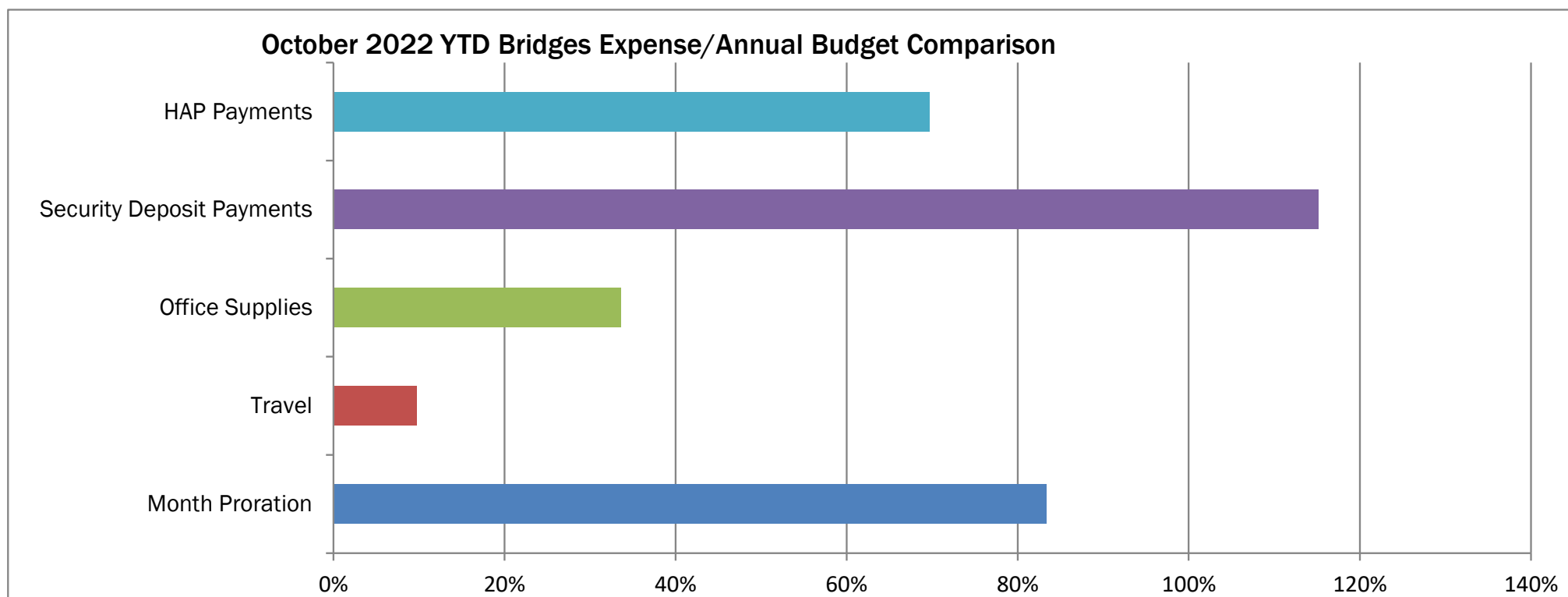
Contracts: Completed more MHFA Loans than budgeted.

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

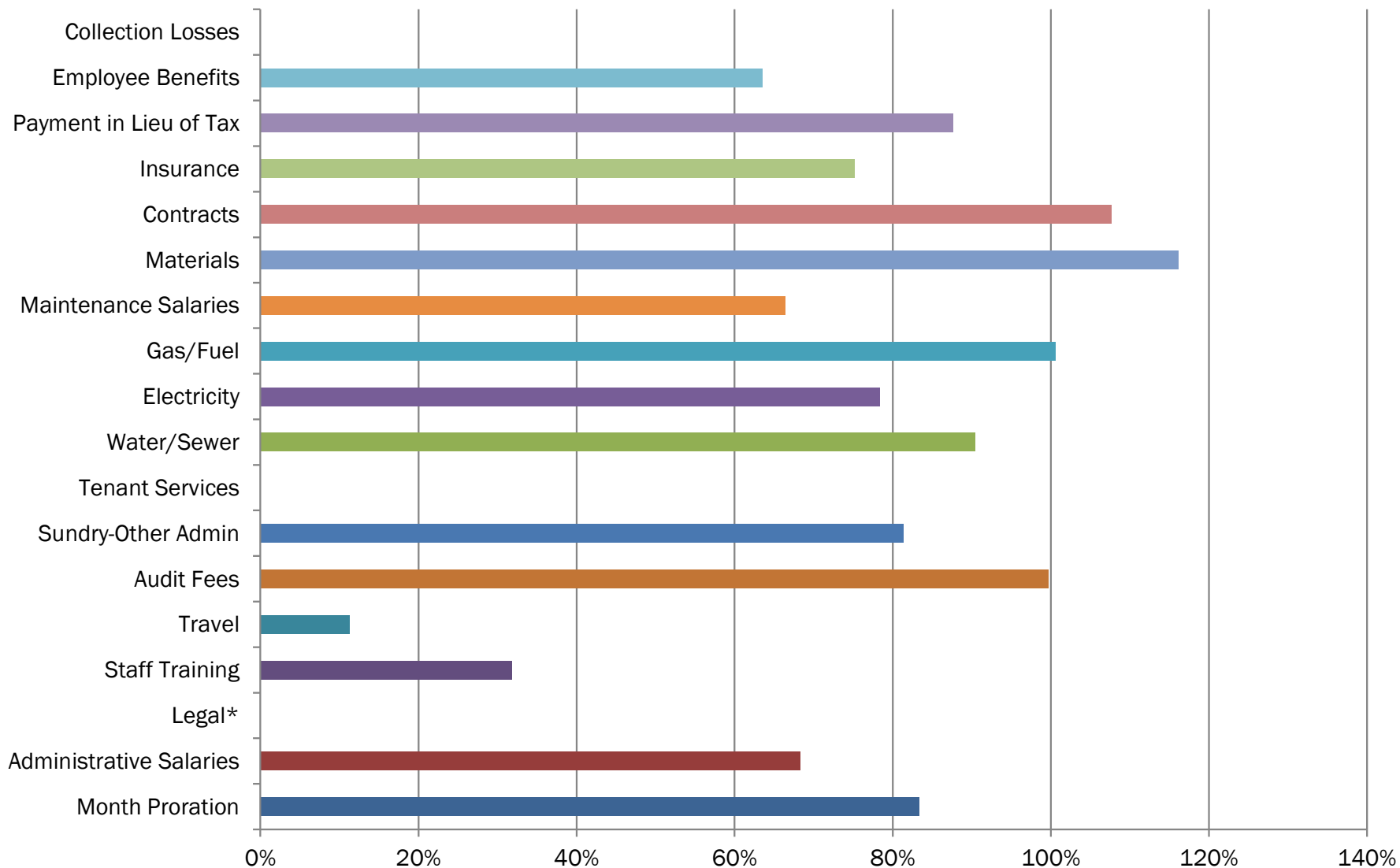


Contracts: A study was conducted to update utility allowance for 2022. Quarterly billing for City HR services. Hired a temporary position.

Audit Fees: Audit was completed.



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

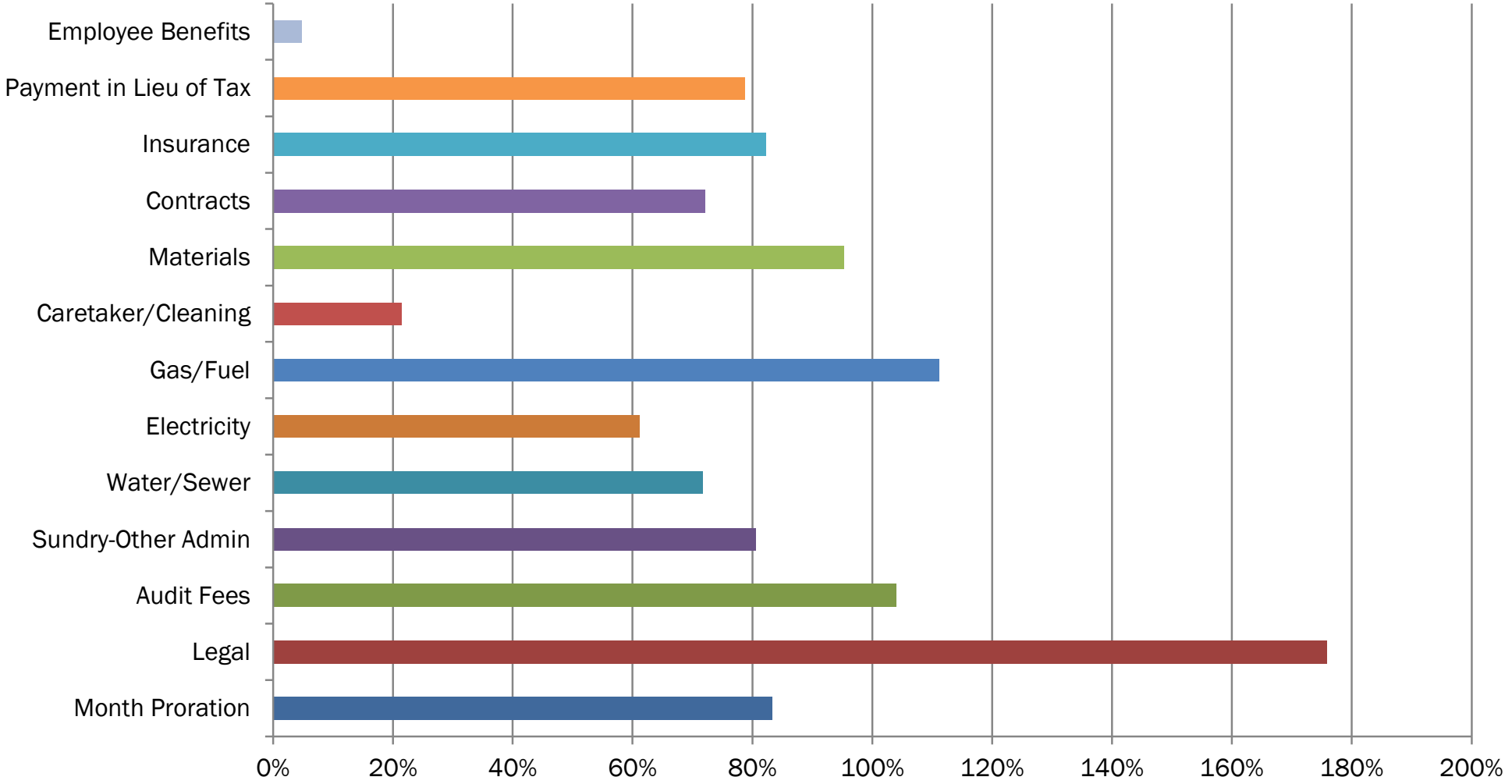


Materials: Purchase of refrigerators.

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

Contracts: Unit with mold and relocation costs. Housekeeping equipment. Valley Trail Fire Unit. Large tree removal at a scattered site.

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



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



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

**Page: 1**  
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	Current Period	Current Year	Year To Date Budget	Variance
<b>General Fund Operating INCOME</b>				
Management Fees	-14,712.02	-145,950.29	-143,333.30	-2,616.99
Interest Income	-233.77	-460.23	-41.70	-418.53
Other Income	-835.62	-104,578.43	-92,816.60	-11,761.83
<b>TOTAL INCOME</b>	<b>-15,781.41</b>	<b>-250,988.95</b>	<b>-236,191.60</b>	<b>-14,797.35</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	13,613.71	126,883.20	145,054.20	-18,171.00
Legal	0.00	491.05	2,083.30	-1,592.25
Staff Training	448.75	1,335.82	4,166.70	-2,830.88
Travel	3.76	91.06	500.00	-408.94
Auditing Fees	0.00	6,900.00	6,900.00	0.00
Sundry-Other Admin	294.78	6,351.60	5,908.20	443.40
<b>Total Administration</b>	<b>14,361.00</b>	<b>142,052.73</b>	<b>164,612.40</b>	<b>-22,559.67</b>
<b>Maintenance</b>				
Maintenance Salaries	0.00	2,092.65	9,750.00	-7,657.35
Contracts	1,518.53	8,410.21	7,141.70	1,268.51
<b>Total Maintenance</b>	<b>1,518.53</b>	<b>10,502.86</b>	<b>16,891.70</b>	<b>-6,388.84</b>
<b>General</b>				
TIF Expense	0.00	85.60	108.30	-22.70
Insurance	356.61	3,566.10	5,129.10	-1,563.00
Employee Benefits	5,891.41	56,802.53	70,262.50	-13,459.97
Other General Expense	0.00	3,949.60	20,833.30	-16,883.70
<b>Total General</b>	<b>6,248.02</b>	<b>64,403.83</b>	<b>96,333.20</b>	<b>-31,929.37</b>
<b>TOTAL EXPENSE</b>	<b>22,127.55</b>	<b>216,959.42</b>	<b>277,837.30</b>	<b>-60,877.88</b>
<b>Net Income/Loss</b>	<b>6,346.14</b>	<b>-34,029.53</b>	<b>41,645.70</b>	<b>-75,675.23</b>

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**Brainerd TFP OS**  
**Brnd Tax Forf Property Operating Stmt**  
**October, 2022**

**Page: 1**  
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	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date Budget</b>	<b>Variance</b>
<b>INCOME</b>				
670-000-3690.000 Other Revenue	0.00	0.00	-4,166.70	4,166.70
670-000-3695.000 Gain on Sale of Propert	-3,443.93	-3,443.93	0.00	-3,443.93
670-000-3696.000 Application Fee Rev	0.00	-1,000.00	0.00	-1,000.00
<b>TOTAL INCOME</b>	<b>-3,443.93</b>	<b>-4,443.93</b>	<b>-4,166.70</b>	<b>-277.23</b>
<b>EXPENSE</b>				
670-000-4130.000 Legal	1,277.50	2,852.50	3,750.00	-897.50
670-000-4198.000 Advertising	0.00	91.89	0.00	91.89
670-000-4430.000 Contracts Costs	0.00	296.04	0.00	296.04
670-000-4591.000 Closing Costs	0.00	0.00	416.70	-416.70
<b>TOTAL EXPENSE</b>	<b>1,277.50</b>	<b>3,240.43</b>	<b>4,166.70</b>	<b>-926.27</b>
<b>NET INCOME(-) OR LOSS</b>	<b>-2,166.43</b>	<b>-1,203.50</b>	<b>0.00</b>	<b>-1,203.50</b>

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**Housing Rehab Operating Statement**  
**October, 2022**

Page: 1  
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	Current Period	Current Year	Year To Date Budget	Variance
<b>Housing Rehab Operating INCOME</b>				
Other Income	-10,000.00	-239,701.92	-228,541.70	-11,160.22
Grant Admin Revenue	-3,202.82	-3,202.82	-3,600.00	397.18
<b>TOTAL INCOME</b>	<b>-13,202.82</b>	<b>-242,904.74</b>	<b>-232,141.70</b>	<b>-10,763.04</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	5,962.88	67,996.44	67,529.20	467.24
Legal	1,104.00	1,304.00	0.00	1,304.00
Staff Training	0.00	745.27	4,166.70	-3,421.43
Travel	90.94	878.33	833.30	45.03
Other Admin Exp	190.38	2,847.95	3,066.60	-218.65
<b>Total Administration</b>	<b>7,348.20</b>	<b>73,771.99</b>	<b>75,595.80</b>	<b>-1,823.81</b>
<b>Maintenance</b>				
Contracts	92.00	118,476.00	112,500.00	5,976.00
<b>Total Maintenance</b>	<b>92.00</b>	<b>118,476.00</b>	<b>112,500.00</b>	<b>5,976.00</b>
<b>General</b>				
Insurance	0.00	552.29	416.70	135.59
Employee Benefits	2,897.99	31,207.42	31,270.90	-63.48
<b>Total General</b>	<b>2,897.99</b>	<b>31,759.71</b>	<b>31,687.60</b>	<b>72.11</b>
<b>TOTAL EXPENSE</b>	<b>10,338.19</b>	<b>224,007.70</b>	<b>219,783.40</b>	<b>4,224.30</b>
<b>Net Income/Loss</b>	<b>-2,864.63</b>	<b>-18,897.04</b>	<b>-12,358.30</b>	<b>-6,538.74</b>

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

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Housing Choice Voucher Operating INCOME</b>				
HUD HAP Received	-121,625.00	-1,143,735.00	-1,234,916.70	91,181.70
Admin Fees Earned	-22,050.00	-249,232.04	-236,066.70	-13,165.34
Interest Income	-24.37	-52.14	0.00	-52.14
Other Income	-481.83	-18,145.76	-25,000.00	6,854.24
<b>TOTAL INCOME</b>	<b>-144,181.20</b>	<b>-1,411,164.94</b>	<b>-1,495,983.40</b>	<b>84,818.46</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	15,464.01	155,460.12	163,150.00	-7,689.88
Legal	0.00	0.00	416.70	-416.70
Staff Training	449.16	1,798.87	4,166.70	-2,367.83
Travel	158.75	899.93	2,083.30	-1,183.37
Accounting & Audit Fees	0.00	3,650.00	3,650.00	0.00
Sundry-Other Admin	199.89	4,239.10	4,658.20	-419.10
<b>Total Administration</b>	<b>16,271.81</b>	<b>166,048.02</b>	<b>178,124.90</b>	<b>-12,076.88</b>
<b>Maintenance</b>				
Contracts	5,092.67	13,417.55	7,800.00	5,617.55
<b>Total Maintenance</b>	<b>5,092.67</b>	<b>13,417.55</b>	<b>7,800.00</b>	<b>5,617.55</b>
<b>General</b>				
Insurance	509.03	5,090.30	5,487.40	-397.10
Employee Benefits	8,199.08	83,242.59	85,091.60	-1,849.01
Collection Losses	0.00	1,973.00	0.00	1,973.00
Other General Expense	93.16	1,253.66	1,333.30	-79.64
<b>Total General</b>	<b>8,801.27</b>	<b>91,559.55</b>	<b>91,912.30</b>	<b>-352.75</b>
<b>HAP Payments</b>				
HAP Payments Occupied	122,792.00	1,120,112.00	1,148,475.80	-28,363.80
HAP Payments Home	2,283.00	27,472.00	37,046.70	-9,574.70
FSS Escrow Voucher	4,877.00	42,818.99	24,695.00	18,123.99
HAP Payments Portable	1,502.00	22,034.00	24,699.20	-2,665.20
<b>Total HAP</b>	<b>131,454.00</b>	<b>1,212,436.99</b>	<b>1,234,916.70</b>	<b>-22,479.71</b>
<b>TOTAL EXPENSE</b>	<b>161,619.75</b>	<b>1,483,462.11</b>	<b>1,512,753.90</b>	<b>-29,291.79</b>
<b>Net Income/Loss</b>	<b>17,438.55</b>	<b>72,297.17</b>	<b>16,770.50</b>	<b>55,526.67</b>

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**Bridges Program**  
**Bridges Operating Statement**  
**October, 2022**

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Bridges Operating</b>				
<b>INCOME</b>				
HAP Received MHFA	-4,332.00	-42,199.00	-49,041.70	6,842.70
Admin Revenue	-600.00	-5,760.00	-6,000.00	240.00
<b>Total Income</b>	<b>-4,932.00</b>	<b>-47,959.00</b>	<b>-55,041.70</b>	<b>7,082.70</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Travel	0.63	38.94	333.30	-294.36
Office Supplies	0.00	16.80	41.70	-24.90
<b>Total Administration</b>	<b>0.63</b>	<b>55.74</b>	<b>375.00</b>	<b>-319.26</b>
<b>General</b>				
Security Deposit Pmts	0.00	2,960.00	2,141.70	818.30
HAP Payment to Landlords	4,332.00	39,239.00	46,900.00	-7,661.00
<b>Total General</b>	<b>4,332.00</b>	<b>42,199.00</b>	<b>49,041.70</b>	<b>-6,842.70</b>
<b>TOTAL EXPENSE</b>	<b>4,332.63</b>	<b>42,254.74</b>	<b>49,416.70</b>	<b>-7,161.96</b>
<b>Net Income/Loss</b>	<b>-599.37</b>	<b>-5,704.26</b>	<b>-5,625.00</b>	<b>-79.26</b>

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

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**Current Period    Current Year    Year To Date Budget    Variance**

**Public Housing Operating  
INCOME**

Dwelling Rental	-68,205.00	-671,300.00	-656,991.70	-14,308.30
Excess Utilities	0.00	-3,870.99	-3,600.00	-270.99
Operating Subsidy	-26,886.00	-270,317.00	-275,000.00	4,683.00
Investment Interest	-283.06	-205.24	0.00	-205.24
Other Income	-15,127.50	-133,387.75	-153,816.70	20,428.95
Other Income Tenants	-2,607.32	-24,861.37	-16,291.70	-8,569.67
Capital Fund Income	0.00	-74,082.03	-55,000.00	-19,082.03
Laundry Income	-605.93	-16,750.25	-15,916.70	-833.55
<b>TOTAL INCOME</b>	<u>-113,714.81</u>	<u>-1,194,774.63</u>	<u>-1,176,616.80</u>	<u>-18,157.83</u>

**EXPENSE**

**Administrative**

Administrative Salaries	24,321.43	228,759.48	279,091.70	-50,332.22
Legal	0.00	10,670.95	3,333.30	7,337.65
Staff Training	1,571.55	4,460.59	11,666.70	-7,206.11
Travel	0.00	113.25	833.30	-720.05
Accounting & Audit Fees	0.00	11,541.51	11,575.00	-33.49
Sundry-Other Admin	504.43	16,730.56	17,441.60	-711.04
<b>Total Administration</b>	<u>26,397.41</u>	<u>272,276.34</u>	<u>323,941.60</u>	<u>-51,665.26</u>

**Tenant Services**

Rec Public and Other	0.00	0.00	4,125.00	-4,125.00
<b>Total Tenant Services</b>	<u>0.00</u>	<u>0.00</u>	<u>4,125.00</u>	<u>-4,125.00</u>

**Utilities**

Water/Sewer	8,126.50	68,645.84	63,283.30	- 5,362.54
Electricity	7,987.11	63,004.77	66,966.70	-3,961.93
Gas/Fuel	1,489.36	42,709.70	35,387.50	7,322.20
<b>Total Utilities</b>	<u>17,602.97</u>	<u>174,360.31</u>	<u>165,637.50</u>	<u>8,722.81</u>

**Maintenance**

Labor	13,366.04	149,972.52	188,116.70	-38,144.18
Materials	2,062.40	34,835.93	25,000.00	9,835.93
Contracts	18,693.12	196,090.96	151,791.60	44,299.36
<b>Total Maintenance</b>	<u>34,121.56</u>	<u>380,899.41</u>	<u>364,908.30</u>	<u>15,991.11</u>

**General**

Insurance	8,292.79	82,927.90	91,950.00	-9,022.10
Payment in Lieu of Tax	2,409.57	24,550.09	23,333.30	1,216.79
Employee Benefits	16,022.61	165,768.95	217,558.40	-51,789.45
Collection Losses	0.00	0.00	3,500.00	-3,500.00
Other General Expense	0.00	1,000.00	0.00	1,000.00
<b>Total General</b>	<u>26,724.97</u>	<u>274,246.94</u>	<u>336,341.70</u>	<u>-62,094.76</u>

<b>TOTAL EXPENSE</b>	<b>104,846.91</b>	<b>1,101,783.00</b>	<b>1,194,954.10</b>	<b>-93,171.10</b>
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Net Income/Loss	-8,867.90	-92,991.63	18,337.30	-111,328.93
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**Brainerd South Operating Statement  
 October, 2022**

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Brainerd South Operating</b>				
<b>INCOME</b>				
Dwelling Rental	-21,948.00	-215,249.00	-204,366.70	-10,882.30
Rental Supplement	-4,689.00	-46,737.00	-42,250.00	-4,487.00
Investment Interest	-352.23	-718.10	0.00	-718.10
Other Income	-2,075.00	-21,549.79	-22,166.70	616.91
Laundry Income	0.00	-5,707.25	-7,233.30	1,526.05
<b>TOTAL INCOME</b>	<b>-29,064.23</b>	<b>-289,961.14</b>	<b>-276,016.70</b>	<b>-13,944.44</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Legal	0.00	8,792.45	4,166.70	4,625.75
Accounting & Audit Fees	0.00	5,512.50	5,300.00	212.50
Sundry-Other Admin	3,732.12	38,031.60	39,366.70	-1,335.10
Total Administration	3,732.12	52,336.55	48,833.40	3,503.15
<b>Utilities</b>				
Water	1,811.10	11,715.77	13,616.70	-1,900.93
Electricity	360.32	3,544.50	4,833.30	-1,288.80
Gas/Fuel	933.46	19,833.93	14,866.70	4,967.23
Total Utilities	3,104.88	35,094.20	33,316.70	1,777.50
<b>Maintenance</b>				
Labor	105.88	4,138.94	16,083.30	-11,944.36
Materials	1,379.47	17,241.60	20,583.40	-3,341.80
Contracts	2,962.96	49,360.77	57,083.30	-7,722.53
Total Maintenance	4,448.31	70,741.31	93,750.00	-23,008.69
<b>General</b>				
Insurance	2,963.74	29,460.07	29,833.30	-373.23
Payment in Lieu of Tax	917.74	8,663.73	9,166.70	-502.97
Employee Benefits	0.00	59.63	1,041.70	-982.07
Total General	3,881.48	38,183.43	40,041.70	-1,858.27
<b>TOTAL EXPENSE</b>	<b>15,166.79</b>	<b>196,355.49</b>	<b>215,941.80</b>	<b>-19,586.31</b>
Net Income/Loss	-13,897.44	-93,605.65	-60,074.90	-33,530.75

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# **October 2022 Prior Year Comparative Operating Statements**

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

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	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
<b>General Fund Operating INCOME</b>				
Management Fees	-145,950.29	-143,333.30	-144,540.99	-144,102.05
Interest Income	-460.23	-41.70	-49.00	-1,199.79
Other Income	-104,578.43	-92,816.60	-107,577.64	-101,987.58
<b>TOTAL INCOME</b>	<b>-250,988.95</b>	<b>-236,191.60</b>	<b>-255,396.63</b>	<b>-247,289.42</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	126,883.20	145,054.20	123,345.62	140,448.62
Legal	491.05	2,083.30	0.00	8,608.50
Staff Training	1,335.82	4,166.70	96.25	238.63
Travel	91.06	500.00	18.26	1.15
Auditing Fees	6,900.00	6,900.00	6,900.00	6,700.00
Sundry-Other Admin	6,351.60	5,908.20	4,809.83	5,291.43
<b>Total Administration</b>	<b>142,052.73</b>	<b>164,612.40</b>	<b>135,169.96</b>	<b>161,288.33</b>
<b>Maintenance</b>				
Maintenance Salaries	2,092.65	9,750.00	5,037.41	9,265.82
Contracts	8,410.21	7,141.70	1,600.44	1,529.56
<b>Total Maintenance</b>	<b>10,502.86</b>	<b>16,891.70</b>	<b>6,637.85</b>	<b>10,795.38</b>
<b>General</b>				
TIF Expense	85.60	108.30	88.40	54.75
Insurance	3,566.10	5,129.10	5,079.49	4,630.47
Employee Benefits	56,802.53	70,262.50	58,149.84	71,244.42
Other General Expense	3,949.60	20,833.30	3,750.00	24,650.00
<b>Total General</b>	<b>64,403.83</b>	<b>96,333.20</b>	<b>67,067.73</b>	<b>100,579.64</b>
<b>TOTAL EXPENSE</b>	<b>216,959.42</b>	<b>277,837.30</b>	<b>208,875.54</b>	<b>272,663.35</b>
<b>Net Income/Loss</b>	<b>-34,029.53</b>	<b>41,645.70</b>	<b>-46,521.09</b>	<b>25,373.93</b>

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

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	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
<b>Housing Rehab Operating INCOME</b>				
Other Income	-239,701.92	-228,541.70	-170,058.60	-137,110.49
Grant Admin Revenue	-3,202.82	-3,600.00	-5,172.01	-4,707.34
<b>TOTAL INCOME</b>	<b>-242,904.74</b>	<b>-232,141.70</b>	<b>-175,230.61</b>	<b>-141,817.83</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	67,996.44	67,529.20	66,654.63	73,076.46
Legal	1,304.00	0.00	105.00	0.00
Staff Training	745.27	4,166.70	0.00	154.80
Travel	878.33	833.30	594.72	753.90
Other Admin Exp	2,847.95	3,066.60	4,126.66	4,334.46
<b>Total Administration</b>	<b>73,771.99</b>	<b>75,595.80</b>	<b>71,481.01</b>	<b>78,319.62</b>
<b>Maintenance</b>				
Contracts	118,476.00	112,500.00	47,702.79	115,843.55
<b>Total Maintenance</b>	<b>118,476.00</b>	<b>112,500.00</b>	<b>47,702.79</b>	<b>115,843.55</b>
<b>General</b>				
Insurance	552.29	416.70	507.32	496.47
Employee Benefits	31,207.42	31,270.90	26,729.03	26,471.06
<b>Total General</b>	<b>31,759.71</b>	<b>31,687.60</b>	<b>27,236.35</b>	<b>26,967.53</b>
<b>TOTAL EXPENSE</b>	<b>224,007.70</b>	<b>219,783.40</b>	<b>146,420.15</b>	<b>221,130.70</b>
<b>Net Income/Loss</b>	<b>-18,897.04</b>	<b>-12,358.30</b>	<b>-28,810.46</b>	<b>79,312.87</b>

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

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	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
<b>Housing Choice Voucher Operating INCOME</b>				
HUD HAP Received	-1,143,735.00	-1,234,916.70	-1,250,440.00	-1,223,123.00
Admin Fees Earned	-249,232.04	-236,066.70	-227,783.03	-307,479.70
Interest Income	-52.14	0.00	-1.63	-95.92
Other Income	-18,145.76	-25,000.00	-36,515.86	-14,089.55
<b>TOTAL INCOME</b>	<b>-1,411,164.94</b>	<b>-1,495,983.40</b>	<b>-1,514,740.52</b>	<b>-1,544,788.17</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	155,460.12	163,150.00	135,154.99	111,223.69
Legal	0.00	416.70	0.00	366.00
Staff Training	1,798.87	4,166.70	404.00	674.00
Travel	899.93	2,083.30	239.68	437.01
Accounting & Audit Fees	3,650.00	3,650.00	3,650.00	3,500.00
Sundry-Other Admin	4,239.10	4,658.20	2,798.97	4,913.70
<b>Total Administration</b>	<b>166,048.02</b>	<b>178,124.90</b>	<b>142,247.64</b>	<b>121,114.40</b>
<b>Maintenance</b>				
Contracts	13,417.55	7,800.00	4,422.37	3,645.02
<b>Total Maintenance</b>	<b>13,417.55</b>	<b>7,800.00</b>	<b>4,422.37</b>	<b>3,645.02</b>
<b>General</b>				
Insurance	5,090.30	5,487.40	5,184.12	5,129.45
Employee Benefits	83,242.59	85,091.60	75,594.55	70,188.48
Collection Losses	1,973.00	0.00	2,174.00	2,302.00
Other General Expense	1,253.66	1,333.30	939.60	963.47
<b>Total General</b>	<b>91,559.55</b>	<b>91,912.30</b>	<b>83,892.27</b>	<b>78,583.40</b>
<b>HAP Payments</b>				
HAP Payments Occupied	1,120,112.00	1,148,475.80	1,131,588.00	1,117,300.00
HAP Payments Home	27,472.00	37,046.70	29,396.00	36,403.00
FSS Escrow Voucher	42,818.99	24,695.00	19,925.00	16,422.00
HAP Payments Portable	22,034.00	24,699.20	25,992.00	17,793.00
<b>Total HAP</b>	<b>1,212,436.99</b>	<b>1,234,916.70</b>	<b>1,206,901.00</b>	<b>1,187,918.00</b>
<b>TOTAL EXPENSE</b>	<b>1,483,462.11</b>	<b>1,512,753.90</b>	<b>1,437,463.28</b>	<b>1,391,260.82</b>
<b>Net Income/Loss</b>	<b>72,297.17</b>	<b>16,770.50</b>	<b>-77,277.24</b>	<b>-153,527.35</b>

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

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	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
<b>Bridges Operating INCOME</b>				
HAP Received MHFA	-42,199.00	-49,041.70	-36,143.00	-44,285.00
Admin Revenue	-5,760.00	-6,000.00	-4,050.00	-5,100.00
<b>Total Income</b>	<b>-47,959.00</b>	<b>-55,041.70</b>	<b>-36,964.00</b>	<b>-49,385.00</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Travel	38.94	333.30	152.88	96.03
Office Supplies	16.80	41.70	13.00	0.00
<b>Total Administration</b>	<b>55.74</b>	<b>375.00</b>	<b>165.88</b>	<b>96.03</b>
<b>General</b>				
Security Deposit Pmts	2,960.00	2,141.70	2,995.00	750.00
HAP Payment to Landlords	39,239.00	46,900.00	39,758.00	42,820.00
<b>Total General</b>	<b>42,199.00</b>	<b>49,041.70</b>	<b>42,753.00</b>	<b>43,570.00</b>
<b>TOTAL EXPENSE</b>	<b>42,254.74</b>	<b>49,416.70</b>	<b>42,918.88</b>	<b>43,666.03</b>
<b>Net Income/Loss</b>	<b>-5,704.26</b>	<b>-5,625.00</b>	<b>5,954.88</b>	<b>-5,718.97</b>

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

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	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
<b>Public Housing Operating INCOME</b>				
Dwelling Rental	-671,300.00	-656,991.70	-632,910.00	-619,389.00
Excess Utilities	-3,870.99	-3,600.00	-3,680.00	-3,645.48
Operating Subsidy	-270,317.00	-275,000.00	-310,993.00	-261,190.00
Investment Interest	-205.24	0.00	467.54	-1,457.48
Other Income	-133,387.75	-153,816.70	-123,815.17	-153,981.82
Other Income Tenants	-24,861.37	-16,291.70	-13,472.65	-13,665.57
Capital Fund Income	-74,082.03	-55,000.00	-624,860.30	-239,490.92
Laundry Income	-16,750.25	-15,916.70	-16,342.75	-14,790.25
<b>TOTAL INCOME</b>	<b>-1,194,774.63</b>	<b>-1,176,616.80</b>	<b>-1,725,606.33</b>	<b>-1,307,610.52</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	228,759.48	279,091.70	232,827.04	232,501.53
Legal	10,670.95	3,333.30	6,025.99	915.50
Staff Training	4,460.59	11,666.70	2,460.95	1,373.32
Travel	113.25	833.30	35.28	217.71
Accounting & Audit Fees	11,541.51	11,575.00	9,212.50	8,700.00
Sundry-Other Admin	16,730.56	17,441.60	14,428.67	17,419.59
<b>Total Administration</b>	<b>272,276.34</b>	<b>323,941.60</b>	<b>264,990.43</b>	<b>261,127.65</b>
<b>Tenant Services</b>				
Rec Public and Other	0.00	4,125.00	0.00	0.00
<b>Total Tenant Services</b>	<b>0.00</b>	<b>4,125.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Utilities</b>				
Water/Sewer	68,645.84	63,283.30	60,162.99	54,414.43
Electricity	63,004.77	66,966.70	60,014.13	62,176.08
Gas/Fuel	42,709.70	35,387.50	27,531.76	23,178.90
<b>Total Utilities</b>	<b>174,360.31</b>	<b>165,637.50</b>	<b>147,708.88</b>	<b>139,769.41</b>
<b>Maintenance</b>				
Labor	149,972.52	188,116.70	142,938.89	164,071.18
Materials	34,835.93	25,000.00	11,725.58	10,562.43
Contracts	196,090.96	151,791.60	125,714.21	115,929.42
<b>Total Maintenance</b>	<b>380,899.41</b>	<b>364,908.30</b>	<b>280,378.68</b>	<b>290,563.03</b>
<b>General</b>				
Insurance	82,927.90	91,950.00	85,946.45	75,879.23
Payment in Lieu of Tax	24,550.09	23,333.30	23,712.65	23,563.42
Employee Benefits	165,768.95	217,558.40	182,072.78	187,282.79
Collection Losses	0.00	3,500.00	0.00	0.00
Other General Expense	1,000.00	0.00	1,000.00	2,000.00
<b>Total General</b>	<b>274,246.94</b>	<b>336,341.70</b>	<b>292,731.88</b>	<b>288,725.44</b>
<b>TOTAL EXPENSE</b>	<b>1,101,783.00</b>	<b>1,194,954.10</b>	<b>985,809.87</b>	<b>980,185.53</b>
<b>Net Income/Loss</b>	<b>-92,991.63</b>	<b>18,337.30</b>	<b>-739,796.46</b>	<b>-327,424.99</b>

Date: 11/8/2022

Time: 1:58:56 PM

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# **Brainerd South Operating Statement** **October, 2022**

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	YTD 2022	YTD 2022 Budget	YTD 2021	YTD 2020
<b>Brainerd South Operating</b>				
<b>INCOME</b>				
Dwelling Rental	-215,249.00	-204,366.70	-210,980.00	-204,979.00
Rental Supplement	-46,737.00	-42,250.00	-42,194.00	-42,434.00
Investment Interest	-718.10	0.00	97.68	-2,178.82
Other Income	-21,549.79	-22,166.70	-21,219.57	-19,965.83
Laundry Income	-5,707.25	-7,233.30	-6,154.00	-7,262.00
<b>TOTAL INCOME</b>	<b>-289,961.14</b>	<b>-276,016.70</b>	<b>-280,449.89</b>	<b>-276,819.65</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Legal	8,792.45	4,166.70	14,518.49	0.00
Accounting & Audit Fees	5,512.50	5,300.00	5,250.00	4,961.25
Sundry-Other Admin	38,031.60	39,366.70	41,221.31	40,334.04
Total Administration	52,336.55	48,833.40	60,989.80	45,295.29
<b>Utilities</b>				
Water	11,715.77	13,616.70	12,094.28	12,108.24
Electricity	3,544.50	4,833.30	3,335.45	3,752.73
Gas/Fuel	19,833.93	14,866.70	12,161.91	10,387.06
Total Utilities	35,094.20	33,316.70	27,591.64	26,248.03
<b>Maintenance</b>				
Labor	4,138.94	16,083.30	12,373.05	14,359.52
Materials	17,241.60	20,583.40	16,831.58	23,926.56
Contracts	49,360.77	57,083.30	41,757.22	41,303.01
Total Maintenance	70,741.31	93,750.00	70,961.85	79,589.09
<b>General</b>				
Insurance	29,460.07	29,833.30	28,542.29	27,500.98
Payment in Lieu of Tax	8,663.73	9,166.70	8,856.72	8,652.88
Employee Benefits	59.63	1,041.70	1,241.87	895.22
Total General	38,183.43	40,041.70	38,640.88	37,049.08
<b>TOTAL EXPENSE</b>	<b>196,355.49</b>	<b>215,941.80</b>	<b>198,184.17</b>	<b>188,181.49</b>
Net Income/Loss	-93,605.65	-60,074.90	-82,265.72	-88,638.16



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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
10/7/2022	931	Carrie Burrell	\$6.88
10/7/2022	932	Creo Block	\$54.38
10/7/2022	933	John Schommer	\$155.04
10/7/2022	934	Karen Young	\$26.33
10/7/2022	935	Nancy Thull	\$6.26
10/7/2022	936	Ryan Barnett	\$156.25
10/20/2022	937	Jessica Mulroy	\$108.32
10/20/2022	938	Patsy Rajala	\$662.76
10/6/2022	2049	Health Savings Accounts	\$3,557.72
10/6/2022	2050	Harpers Payroll Service	\$9,445.38
10/6/2022	2051	Harpers Payroll Service	\$98.72
10/6/2022	2052	Security Benefit	\$4,024.59
10/6/2022	2053	Minnesota State Retirement System	\$561.00
10/3/2022	2054	90 Degree Benefits Inc.	\$22,974.56
10/20/2022	2055	Health Savings Accounts	\$932.72
10/20/2022	2056	Harpers Payroll Service	\$9,394.75
10/20/2022	2057	Harpers Payroll Service	\$89.56
10/20/2022	2058	Security Benefit	\$4,024.59
10/20/2022	2059	Minnesota State Retirement System	\$561.00
10/5/2022	2060	Payroc LLC	\$246.65
10/6/2022	24931	Ace Hardware	\$58.88
10/6/2022	24932	Anderson Brothers Construction Company	\$23,381.23
10/6/2022	24933	Aramark Uniform Services	\$323.66
10/6/2022	24934	Bathtub Refinishing USA	\$850.00
10/6/2022	24935	Batteries Plus	\$88.12
10/6/2022	24936	Brainerd Public Utilities	\$14,652.48
10/6/2022	24937	Bremer Bank Credit Card	\$2,053.26
10/6/2022	24938	CTCIT	\$730.00
10/6/2022	24939	Tenant Refund	\$213.17
10/6/2022	24940	Capital One Commercial	\$143.82
10/6/2022	24941	CenterPoint Energy	\$2,422.82
10/6/2022	24942	City of Brainerd	\$5,477.25
10/6/2022	24943	Crescent Electric Supply Company	\$200.84
10/6/2022	24944	Crow Wing County Treasurer	\$18,718.14
10/6/2022	24945	Crow Wing Cty Recorder's Office	\$92.00
10/6/2022	24946	Crow Wing Cty Recorder's Office	\$46.00
10/6/2022	24947	Culligan	\$101.00
10/6/2022	24948	Dacotah Paper Co	\$344.95
10/6/2022	24949	Granite Pest Control, LLC	\$294.00
10/6/2022	24950	Handyman's, Inc.	\$429.78
10/6/2022	24951	Harpers Time & Attendance Division	\$55.25
10/6/2022	24952	Hillyard / Hutchinson	\$250.28
10/6/2022	24953	Holden Electric Company Inc	\$233.50
10/6/2022	24954	Home Depot Credit Services	\$364.25
10/6/2022	24955	Home Depot Supply	\$960.31
10/6/2022	24956	Integrity Woodwork LLC	\$1,300.00
10/6/2022	24957	Kennedy & Graven, Chartered	\$3,015.50
10/6/2022	24958	Void	\$0.00
10/6/2022	24959	MN Elevator, Inc.	\$984.64
10/6/2022	24960	MRI Software LLC	\$100.00
10/6/2022	24961	Midwest Machinery Co	\$151.98
10/6/2022	24962	Mike Jones	\$43.75
10/6/2022	24963	Miller Testing & Consulting LLC	\$380.00
10/6/2022	24964	Northland Fire Protection	\$610.70
10/6/2022	24965	Office Shop	\$933.99
10/6/2022	24966	Paper Storm	\$26.00
10/6/2022	24967	Penmac Staffing Services Inc.	\$828.80
10/6/2022	24968	R and R Landscaping and Construction Inc	\$22,365.00
10/6/2022	24969	T-Mobile	\$187.28
10/6/2022	24970	Waste Partners, Inc.	\$2,877.83
10/6/2022	24971	Penmac Staffing Services Inc.	\$1,894.40
10/20/2022	24972	Brainerd Public Utilities	\$3,763.55
10/20/2022	24973	CTC	\$2,493.47
10/20/2022	24974	CenturyLink	\$110.58

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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
10/20/2022	24975	City of Brainerd	\$321.13
10/20/2022	24976	Crow Wing County Landfill	\$8.00
10/20/2022	24977	Cuyuna Range Economic Development Inc.	\$12,500.00
10/20/2022	24978	Dearborn National	\$192.61
10/20/2022	24979	Delta Dental	\$729.36
10/20/2022	24980	Holden Electric Company Inc	\$470.90
10/20/2022	24981	Horizon Plumbing & Heating	\$465.00
10/20/2022	24982	Kennedy & Graven, Chartered	\$2,208.00
10/20/2022	24983	Kristin Miller	\$51.28
10/20/2022	24984	Void	\$0.00
10/20/2022	24985	LandWerx LLC	\$750.00
10/20/2022	24986	Life Insurance Company of North America	\$57.45
10/20/2022	24987	Mike's Tree Company LLC	\$4,650.00
10/20/2022	24988	Northland Fire Protection	\$20.00
10/20/2022	24989	Penmac Staffing Services Inc.	\$1,124.80
10/20/2022	24990	Postmaster	\$48.00
10/20/2022	24991	Tenant Refund	\$203.17
10/20/2022	24992	Strike Painting & Finishing	\$800.00
10/20/2022	24993	The Hartford	\$309.43
10/20/2022	24994	VSP	\$48.80
10/20/2022	24995	Wex Health	\$8.00
		<b>Report Total</b>	<b>\$196,605.85</b>



**To:** Brainerd HRA Board Members  
**From:** Tania Eller, Rental Assistance Manager  
**Date:** November 8, 2022  
**RE:** Housing Choice Voucher Programs Report

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**HCV Report**

Please see the attached reports.

Our Unit Months Leased (UML) through October is 97% and HAP utilization through October is 76%.

**Bridges Report**

Please see the attached report.

We have 11 families on our program with a monthly HAP payment of \$4,332.

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

Please see the attached report.

We have 30 families on our program. We have 14 families currently escrowing a total of \$4,877 per month. We had two successfully complete the program and received their escrow funds. One payout was for \$5,065.30 and one for \$1,194.57.

**No Action Requested; Discussion Items**

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## October Housing Choice Voucher Programs (HCV)

<b><u>Voucher Allocation</u></b>	326
October Move-ins	11
October Move-outs	6
October Vouchers - looking for housing	41
October Vouchers - first day of month	326
Average Vouchers to date	314
Unit Months Leased	97%
HAP Utilization through 10/31/2022	76%

### **Reasons For Leaving Program**

Voluntarily Left	6
Terminated	0

### **Payments**

Housing Assistance Payment (HAP)	\$135,421
October HUD Administrative Fee	\$19,050

### **Port Out Vouchers**

	2
St. Cloud HRA (3)	\$1,502

### **Homeownership**

	8
Homeownership HAP	\$2,283

### **FYI Vouchers**

	2
FYI Vouchers HAP	\$619

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

< 1 year	27%
< 2 years	9%
< 3 years	9%
< 4 years	9%
< 5 years	5%
> 5 years	39%

### **Demographics**

Elderly Households	109
Disabled/Handicapped Households	169
Families with Children	116
Average Annual Income	\$15,010
Average HAP	\$408

### **Waiting List Total**

	11
Crow Wing County Preference	10
Non Preference	1

Brainerd Housing & Redevelopment Authority  
**HUD-52681-B Report**  
Vouchers

**Attachment 5b**

	Aug 2022	Sep 2022	Oct 2022
<b>TAB 1: Voucher UML and HAP</b>			
Homeownership (UML)	8	8	8
Homeownership (HAP)	2,280	2,352	2,283
Portable Vouchers Paid (UML)	3	3	2
Portable Vouchers Paid (HAP)	1,696	1,892	1,502
Foster Youth To Independence (UML)	2	2	2
Foster Youth To Independence (HAP)	480	481	619
All Other Vouchers (UML)	303	305	314
All Other Vouchers (HAP)	115,512	120,961	126,140
HCV-FSS Escrow Deposits	5,277	5,502	4,877
<b>TAB 1: Other Voucher Reporting Requirements</b>			
HCV-Number of vouchers under Lease on the last day of Month	316	318	326
HCV-Number of vouchers issued but not under contract as of last day of Month	56	50	41
<b>TAB 2: Other Income and Expense - Memorandum Reporting</b>			
Number of Hard to House Families Leased	1	0	0

## Bridges Program October 2022

### Summary

- Tenants leased up in units: 10
- Participants issued a Voucher & searching for a unit: 6
- Notified: 1
- Participants receiving HCV voucher: 0
- Participants giving up Bridges voucher: 0
- Tenants Residing Counties:
  - Cass County: 0
  - Morrison: 0
  - Aitkin: 0
  - Crow Wing: 10
  - Todd:
  - Wadena:

**Total HAP Payment: \$4,332.00**

**Additional Info:** No additional information to report.

## Family Self-Sufficiency Program October 2022

### Summary

- Active FSS participants: 30
- Tenants going OFF for month: 2
- Tenants going ON for month: 0
- New tenants ESCROWING: 1
- Total number of FSS participants escrowing monthly: 14
- Total amount of escrow: \$4,877.00
- Total combined amount of monthly escrow: \$79,976.18

Update: Two FSS participants gave up voucher. Paid out 2 escrow amounts. Total payout was \$6,259.53.

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To: Brainerd HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: Nov-09-2022  
Re: Housing Management Report

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**Vacancy Report for October 2022**

Please see attachment.

**Monthly Property Performance Report for October 2022**

Please see attachment.

**ROSS Program Updates**

- 9 active participants in the ROSS program; 0 newly enrolled participant; 5 exited participants.
- 2 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
  - SNAP Food Boxes: 21 residents; shelf-stable box; elderly tenants only.
  - Catholic Charities: 10 residents; 210 frozen meals (10 - 30 each); elderly tenants only
- Activities Recap:
  - There were no classes or educational seminars held in October.
- Facebook Stats:
  - ROSS Facebook activity is slated to resume in November.
- Other Activities:
  - The "Meet Your ROSS Coordinator was very successful with 11 tenants signing in for the event and several others stopping by for a few minutes to ask questions.

**ACOP Update**

We have entered into a contract with Nan McKay for assistance in updating our Admissions and Continued Occupancy Policy (ACOP). This is a sizeable undertaking and we are looking forward to their recommendations to our ACOP that will update some of our procedures to more closely match recent changes in HUD guidance. As part of this process, Nan McKay will be reviewing our lease documents as well. Our consultant will be working with staff for several days in November and we are hopeful to have a finished product, ready for presentation in December or January.

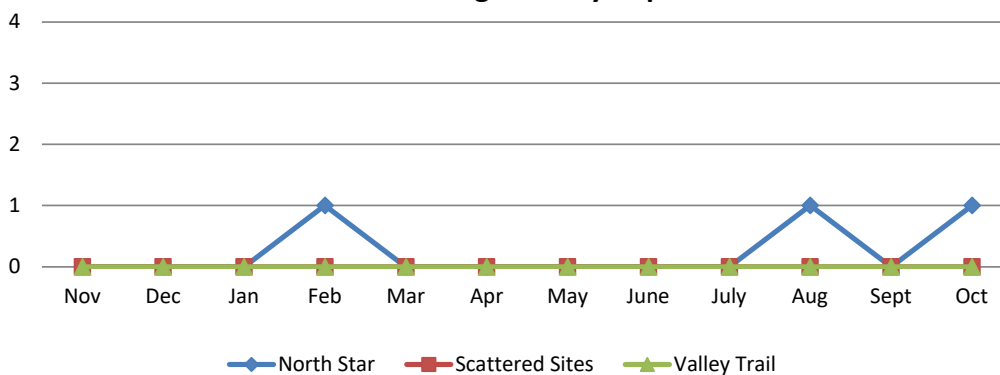
**No Action Requested; Discussion Items**

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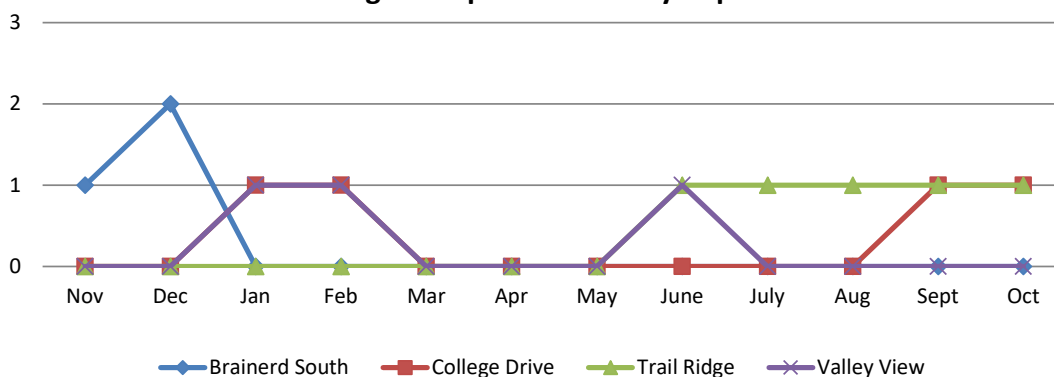
## Brainerd HRA 2022 Vacancy Report

	Public Housing				Section 236	Tax Credit - DW Jones		
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%		College Drive	Trail Ridge	Valley View
# units	162	16	25	203	60	24	18	20
<b>Jan 31</b>	0	0	0	0	0	1	0	1
Jan %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	0.00%	5.00%
<b>Feb 28</b>	1	0	0	1	0	1	0	1
Feb %	0.62%	0.00%	0.00%	0.49%	0.00%	4.17%	0.00%	5.00%
<b>March 31</b>	0	0	0	0	0	0	0	0
March %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>April 30</b>	0	0	0	0	0	0	0	0
April %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>May 31</b>	0	0	0	0	0	0	0	0
May %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>June 30</b>	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%
<b>July 31</b>	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%
<b>Aug 31</b>	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%
<b>Sept 30</b>	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%
<b>Oct 31</b>	1	0	0	1	0	1	1	0
Oct %	0.62%	0.00%	0.00%	0.49%	0.00%	4.17%	5.56%	0.00%
<b>Nov 30</b>								
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Dec 31</b>								
<b>Total</b>	3	0	0	3	0	4	5	3
%	0.19%	0.00%	0.00%	0.15%	0.00%	1.67%	2.78%	1.50%

### Public Housing Vacancy Report



### Managed Properties Vacancy Report



# Brainerd Housing and Redevelopment Authority

## Monthly Property Performance Report October 2022

### 1. Property Narrative

### 2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
North Star	162	161	n/a	n/a	1	99%
Valley Trail	25	25	n/a	n/a	0	100%
Scattered Sites	16	16	n/a	n/a	0	100%
<b>TOTAL</b>	<b>203</b>	<b>202</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>99%</b>

### 3. Customer Traffic

Applications Requested	40
Applications Placed on PH Wait List	5
Applications Denied on PH Wait List	13

### 4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	69	18	4	0
2 bdrm	14	21	0	0	0
3 bdrm	24	15	0	0	0
4 bdrm	5	3	0	0	0
<b>TOTAL</b>	<b>203</b>	<b>108</b>	<b>18</b>	<b>4</b>	<b>0</b>

### 5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	14
Move-Outs	7	18

### 6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
NS#702	1BR	11/01/2022	Move In Complete

7. Recertifications

Interim Recertifications	6
Annual Recertifications	7
Completed for this month	13

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	4
30-day lease terminations	2

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	6
Received	97
Closed	95
Ending Balance	8
Total Completed Work Orders for Year	910

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	14
Completed within 24 hours	1	14
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	69,072
Other Charges	753
<b>Total New Charges</b>	69,825
Arrears, tenants in possession	708

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	567
Current Rent Charges	69,072
Current Rent Collections	68,505
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	4,190
Prior Rent Charges	804,955
Collection Rate	99%



To: Brainerd HRA Board Members  
 From: John Schommer, Rehab Director  
 Date: November 9, 2022  
 Re: Rehab Programs Report

#### **Garrison SCDP**

1 Completed Project  
 1 Owner Occupied Rehab project bidding  
 1 Commercial Rehab in contract  
 4 Commercial Application in collection of documents

#### **Jenkins SCDP**

2 Owner Occupied Rehab out for Bidding

#### **MHFA**

5 Projects are in construction  
 1 Out for Bid  
 1 Scope of Work Write Up (Morrison County)  
 1 Inspection Scheduled  
 1 Applications are in collection process

#### **Housing Trust Fund**

1 Down Payment Assistance Closed 7/7/22  
 1 Down Payment Assistance Loan Closing Nov. 10<sup>th</sup>  
 1 Down Payment Assistance Loan in Process Potential Closing Nov. 16

1 Owner Occupied Project Completed 9/14/22  
 2 Owner Occupied Under Construction  
 1 Owner Occupied Loan Signing Scheduled  
 1 Owner Occupied in collection process  
 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	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*

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To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: November 9<sup>th</sup>, 2022

Re: Executive Director Report

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### **Staff Relocations**

As I stated last month, our staff was working on relocating the public housing group over to the office in the Northstar building. This change took place on November 7<sup>th</sup> and the initial feedback has been positive. We are seeing less traffic from our public housing tenants in the office, which means that they are getting the message that the change occurred. Shannon and her team has been able to walk the halls of the building and interact with the tenants more frequently as well, which has been positive.

### **Developer Interest**

We have had continued interest in development within the City of Brainerd within the last few weeks. We are still working on the redevelopment project on 8<sup>th</sup> and Laurel and had a meeting with this developer on 11/7. They are still working on site plans and potential design of their building as they also explore financing options. I also had a meeting with a new developer that is looking at the viability of a multi-family housing complex within the City limits and are also working with a landowner. I anticipate further discussions with this group in the upcoming months. We have also been able to utilize the CWC HRA housing trust fund to help a homebuyer in Brainerd with down payment assistance with a loan that closed on 11/10. We have another loan in Brainerd that we are working with the lender to provide another down payment assistance loan. These loans help to ensure that these homebuyers have payments that are affordable and in some cases will prevent the borrower from incurring private mortgage insurance.

### **December Meeting Date:**

As a reminder, we will be meeting a week earlier in December to account for the Christmas holiday. Our meeting will be held on Wednesday December 21<sup>st</sup>.

### **No Action Requested; Discussion Items**

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