



Brainerd Board of Commissioners Meeting
Wednesday, February 22nd, 2023 @ 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
 - a. Approval of Minutes from Regular Board Meeting on January 25th, 2022 (*Attachment 1*) Pg. 3
5. UNFINISHED BUSINESS
 - a. Fund Balance Review (*Attachment 2*) Pg. 9
6. NEW BUSINESS
7. BILLS & COMMUNICATIONS
 - a. Financial Report (*Attachment 3*) Pg. 11
 - b. HCV Report (*Attachment 4*) Pg. 39
 - c. Housing Management Report (*Attachment 5*) Pg. 45
 - d. Rehab Programs Report (*Attachment 6*) Pg. 53
 - e. Executive Director Report (*Attachment 7*) Pg. 57
8. COMMISSIONER COMMENTS
9. NEXT MEETING: Wed. March 22nd, 2023
10. ADJOURN

Gabe Johnson, term expiring 12/31/24
Rebekah Kent-Ehlebracht, term expiring 12/31/23
Open Term, term expiring 12/31/24
Michael Duval, term expiring 12/31/25
Wayne Erickson, term expiring 12/31/25
Janet Decker, term expiring 12/31/26
Open Term, term expiring 12/31/27

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Brainerd HRA BOARD MEETING MINUTES

Wednesday, January 25th, 2023 @ 1:00pm

A regular meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the City of Brainerd, Minnesota, was held in person at Brainerd HRA Conference Room at 1:00 p.m., Wednesday, January 25th, 2023.

1. **CALL TO ORDER:** Executive Director Charpentier called the meeting to order at 1:01 p.m.
2. **ROLL CALL:** Present: Commissioners Gabe Johnson, Michael Duval, Wayne Erickson, Rebekah Kent-Ehlebracht, and Janet Decker. Absent: None

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Rental Assistant Manager Tania Eller, Housing Manager Shannon Fortune, Rehab Coordinator John Schommer, Rehab Administrative Specialist Kristin Miller, & Operations Administrative Specialist Taylor Crocker.

3. **ANNUAL MEETING:** Executive Director Charpentier called the meeting to order at 1:01 p.m.
 - a. Oath of Office:
An official oath of office was conducted for Commissioner Johnson.
Eric received word from the City Administrator on 1/18/23 that Commissioner Yeager will be unable to continue to serve on our board, effective immediately. We currently have 2 openings on our board with terms expiring on 12/31/24 and 12/21/27. We will continue to work with the City and Mayor to get appointments to this commission.
 - b. Election of Officers:
According to the Brainerd HRA Bylaws, the chair, vice chair and secretary/treasurer shall be elected at the annual meeting of the HRA.

Executive Director Charpentier called three times for nominations for chair for 2023.

Commissioner Johnson nominated Commissioner Kent-Ehlebracht for board chair there were no other nominations for this position Ehlebracht accepted.

Executive Director Charpentier called three times for nominations for vice chair for 2023.

Commissioner Erickson nominated Commissioner Johnson for vice chair, there were no other nominations for this position Johnson accepted.

Executive Director Charpentier called three times for nominations for secretary/treasurer for 2023.

Commissioner Kent-Ehlebracht nominated Commissioner Duval for secretary/treasurer, there were no other nominations for this position Duval accepted.

Through roll call vote, all commissioners were in favor and none were opposed. The motion passed and Commissioner Kent-Ehlebracht was elected chair, Commissioner Johnson was elected vice chair and Commissioner Duval was elected secretary/treasurer.

c. Review Bylaws:

The board reviewed the current bylaws and had any proposed changes.

Moved and seconded by Commissioners Johnson and Erickson to accept the Bylaws as presented. All commissioners were in favor, and none were opposed. The Bylaws were approved as presented.

d. Review 2023 Meeting Schedule

Moved and seconded by Commissioners Duval and Johnson to approve the 2023 Meeting Schedule. All commissioners were in favor, and none were opposed. The schedule was approved.

Chair Kent-Ehlebracht closed the annual meeting at 1:10 p.m.

4. REVIEW AND APPROVE AGENDA:

Moved and seconded by Commissioners Erickson and Duval to approve the agenda as presented for the January 25th, 2023, board meeting. Through a roll call vote, all commissioners were in favor, and none were opposed. The agenda was approved.

5. READING AND APPROVAL OF MINUTES:

Moved and seconded by Commissioners Johnson and Duval to approve the minutes from the November 16th, 2022 & December 21st, 2022, board meetings. All commissioners were in favor, and none were opposed. The minutes were approved.

6. UNFINISHED BUSINESS: None at this time

7. NEW BUSINESS:

a. Accounts Receivable Write-Off

Per Brainerd HRA policy, when an account remains unpaid for 90 days following the tenant's move out date with no repayment activity, the Finance Director shall obtain approval from the Board of Commissioner's to write-off those accounts. As such, we are requesting the approval to write-off all balances outstanding at 12/31/2022 in Public Housing Accounts Receivable that remain unpaid 90 days following the tenant's move out date. When feasible, these balances will be filed with the State of Minnesota for collection through the Revenue Recapture process. This process allows Housing Authorities to collect outstanding balances through any state return that the tenant is entitled.

Commissioner Duval moved to approve the write-off of uncollectible Accounts Receivable for 2022. Commissioner Erickson seconded the motion. Through roll call vote, all commissioners were in favor of the motion, and none were opposed. The motion was approved.

b. Designation of Official Depository

Pursuant to Minnesota Statute 118A.02, the Brainerd HRA Board shall designate as a depository of its funds, one or more financial institutions. At this time, the official depository is Bremer Bank.

Commissioner Erickson moved to approve the designation of Bremer Bank as the official depository. Commissioner Johnson seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

c. Shared Services Agreement between Crow Wing County HRA and the Brainerd HRA

In 2012 the Crow Wing County HRA entered into a shared services agreement with the Brainerd HRA to implement and conduct the day-to-day business of the agency. This shared services contract continues to renew on a yearly basis unless there are updates to that agreement. We reviewed the services agreement in 2021 and updated the document to reflect updates in services that we were performing. We have updated the services agreement again for 2023 to reflect an increase in funding to the Brainerd HRA which per the agreement will now total \$162,770 annually. We have also updated section II of the agreement regarding insurance coverage to reflect that the Brainerd HRA insurance policy will be the policy that covers our staff while working on initiatives on behalf of the CWC HRA. This language was previously vague and in researching this with our insurance carrier we have opted to update the language.

I have attached a draft of the updated services agreement that reflects the current compensation amount as well as an updated list of initiatives that we continue to work on and implement.

We will continue to update the agreement when there are changes to the scope of work or compensation and make sure to get this to the board for approval in those instances.

- **Discussion item: Look at possibly raising the compensation amount for 2024.**
- **Discussion item: Board meeting schedules for CWC revolve by-monthly and meeting schedules for Crosby revolve quarterly.**

Moved and seconded by Commissioners Duval and Johnson to Authorize the Executive Director to execute Resolution 2023- 01 the updated shared services agreement between the Crow Wing County HRA and the Brainerd HRA. Through a roll call vote, all commissioners were in favor, and none were opposed. The approval to adopt the 2023 payment standard was approved.

d. Admissions and Continued Occupancy Policy (ACOP) Update

The Admissions and Continued Occupancy Policy (ACOP) is the document that tells the public, elected officials, applicants and tenants, and public housing staff, the policy decisions of the PHA for the Public Housing program. The purpose of the ACOP is to provide daily guidance to PHA Staff; ensure fair and equitable treatment; and to justify actions to auditors and in legal challenges. The PHA must have written policies which are adopted and approved by the Board and is submitted to HUD.

This year we contracted with a consultant from Nan McKay for assistance in updating our ACOP to reflect all recent HUD requirements and guidance. As none of the updates qualified as a "significant

amendment”, a public hearing to adopt the ACOP is not necessary. The plan has been uploaded to our website and is also available for viewing in the office. Due to the size of the ACOP (currently 490) pages, a copy will not be included in your board packet, but I will call out some updates of interest using the table on the next page.

Moved and seconded by Commissioners Erickson and Duval to Approve Resolution 2023- 02 adopting the Public Housing Program Admissions and Continued Occupancy Policy (ACOP). Through a roll call vote, all commissioners were in favor, and none were opposed. The approval to adopt Resolution 2023- 02 adopting the Public Housing Program Admissions and Continued Occupancy Policy (ACOP) was approved.

8. BILLS & COMMUNICATIONS:

a. Financial Report:

Young presented the Financial Reports for December 2022 and supporting information.

Year-end Financial Statements and Ratios

The December ratios and financial statements do not fully reflect all yearend entries and adjustments. The final yearend entries and adjustments will be recorded prior to the audit and REAC submission. Therefore, the financial information is subject to change due to necessary yearend adjustments.

2022 Levy Payment

In December we received the second half 2022 tax settlement of \$66,578.65 as reflected in the General Fund financial statements. Year to date, we received \$146,068.53 in levy payments. The 2022 tax levy was estimated at \$147,996.

Audit Schedule

The 2022 audit schedule has been set with CliftonLarsonAllen (CLA). The Brainerd HRA audit and Brainerd South compilation are scheduled for the first week of February. The Crow Wing County HRA audit is scheduled for the second week in February. The Agency unaudited financial statements are due to the Real Estate Assessment Center (REAC) by February 28th, and the unaudited Brainerd South financial statements are due to REAC by March 31st.

Fund Balance Review

At the December board meeting we presented a Fund Balance resolution for the commitment of Housing Rehab funds, but due to the lack of a quorum, the board could not take action. After discussing this with our auditor it was determined that the funds stay committed for Housing Rehab each year if the board does not take action to remove the commitment. Therefore, we can set the amount of the commitment at the February meeting once the financials have been finalized.

Commissioner Johnson moved to approve the payments as presented for November & December 2022. Commissioner Duval seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion carried.

b. HCV Report:

Eller presented her reports and supporting information.

HCV Report

Our Unit Months Leased (UML) through December is 98% and HAP utilization through December is 94%.

Bridges Report

We have 10 families on our program with a monthly HAP payment of \$4,238.

The MHFA Bridges Rental Assistance Program funding application was released on January 9th. The due date for the application is February 14, 2023. The funding is for a 2-year period starting July 1st, 2023, through June 30th, 2025.

The purpose of this funding is to provide rental assistance for individuals with a serious mental illness. The rental subsidy is temporary and is intended to bridge the housing gap between treatment centers, institutional facilities, and homelessness to permanent affordable housing.

Family Self-Sufficiency (FSS) Report

We have 36 families on our program, which is up from 30 in November. We have 14 families currently escrowing a total of \$6,302 per month.

We are still waiting for the FSS grant announcement for FY23.

c. Housing Management Report:

Fortune presented her reports and supporting documents.

Vacancy Report for December 2022 Report was presented.

Monthly Property Performance Report for December 2022 Report was presented.

REAC Inspection

We have received notice that a REAC inspection has been scheduled for Friday, Feb-10-2023 for all Public Housing units. We won't know which 23 units will be selected for inspection until the inspector arrives on site that day so all units will be notified of the possibility of being selected. In preparation for this inspection, maintenance and admin staff have scheduled pre-inspections for all North Star units to be completed within two weeks. Valley Trail and Scattered Site units were just inspected in November with associated follow-up work orders wrapping up in December.

Valley Trail Flooded Unit

A furnace failure in one of the 2BR units at Valley Trail units resulted in a number of frozen and broken pipes which led to flooding in the crawl-space. All repairs have been made.

ROSS Program Updates

- 12 active participants in the ROSS program; 2 newly enrolled participant; 0 exited participants.
- 3 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - SNAP Food Boxes: 24 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 11 residents; 190 frozen meals (10 - 30 each); elderly tenants only
- Activities Recap:
 - Humana did not host a nutrition seminar in November.
 - Patsy kicked off two different fitness groups this month, chair yoga and low-impact body weight, which will each be running weekly. Additionally, she hosted a group roundtable focused on managing holiday anxiety (6).
 - Planning for upcoming activities will draw from the results of a needs assessment survey that was distributed at the end of the month.

d. Rehab Programs Report:

Schommer presented his reports and supporting information.

SE Brainerd SCDP Preliminary Proposal

We received 13 interest letters for owner-occupied single-family rehab and 3 interest letters from 2 different property owners for single-family rental rehab by the due date for the 2023 SCDP Preliminary Proposal that we submitted on behalf of the City of Brainerd. Based off these responses we proposed 5 units of single-family owner-occupied rehab and 2 units of single-family rental rehab. The tentative determination date is February 21st. Proposals are categorized as competitive, marginally competitive, or not competitive, if our proposal is deemed as competitive or marginally competitive, we will be allowed to submit a formal application which would be due May 1st.

NE Brainerd FY18 SCDP Grant

We received the final FY18 SCDP Grant Closeout Adjustment Notice today formally closing out the grant with DEED, this is the final step for this grant.

e. Executive Director Report:

Charpentier presented his reports and supporting information.

Bremer Business Banking Seminar

Eric has been invited to attend and be part of a panel of experts regarding housing and real estate trends at a seminar being hosted by Bremer bank at the Dennis Drummond Winery on February 8th. The seminar is aiming to bring together local business leaders to give them an insight into what the area is seeing as far as trends in both the commercial real estate market and the residential real estate market. I am planning to talk about what we see as a need for both multifamily and single-family homes within Brainerd and the County as a whole.

Developer Interest

Eric attended a meeting with representatives with the City of Brainerd, BLAEDC and a developer/property manager based out of Duluth to discuss opportunities for development within the city limits of Brainerd. This was a first meeting with this company that we hope will spur opportunities for additional multifamily housing units to be developed.

Pequot Lakes HRA Update

Per the board's direction, We have continued the conversation with staff with the Pequot Lakes HRA and have been reviewing their financial documents. Karen is also planning on sitting down with their staff to clarify some questions that have come about while reviewing the financials from their fee accountant. Their board chair has been out of town recently and I anticipate having additional conversations with them when they return. We will continue to keep the board updated on any developments or opportunities as we continue these conversations.

9. Commissioner Comments:

Decker – Nothing at this time.

Duval – Nothing at this time.

Kent-Ehlebracht – Nothing at this time.

Johnson – Thank you to all for the great 2 year run as chair.

Erickson – Nothing at this time.

10. ADJOURN:

Commissioner Erickson made a motion to adjourn the meeting. Commissioner Duval seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved and meeting was adjourned at 2:27 p.m.



To: Brainerd HRA Board Members
 From: Karen Young, Finance Director
 Date: February 15, 2023
 Re: Review Committed and Assigned Fund Balance

The intent of the Fund Balance Policy is to define the classifications of fund balance based on the constraints placed on the use of the current fund balance. Per GASB Statement No. 54, the following classifications are established for governmental funds.

1. **Nonspendable** - fund balance not expected to be converted to cash such as inventory or prepaid expenses.
2. **Restricted** - fund balance with constraints from an external source such as unspent Minnesota Housing Loan funds.
3. **Committed** – fund balance constrained for a specific purpose by the HRA board prior to yearend. Such as the Housing Rehab funds committed by the board.
4. **Assigned** – fund balance that is intended for a specific purpose by the board or Executive Director/Finance Director. These funds are neither restricted nor committed.
5. **Unassigned** – General Fund balance that is available for any purpose.

The Fund Balance Policy recommends 8 to 10 months of expenses in unassigned fund balance. The following amounts for committed and assigned funds would result in an unassigned fund balance of approximately 8 months:

- Committed Funds: Housing Rehab \$116,257
- Assigned Funds: Redevelopment \$126,000

The board could reduce the above assigned amount for Redevelopment, which would increase the unassigned fund balance, if the board would like to be closer to 10 months of unassigned funds.

Action Requested: Approve a motion to determine the committed and assigned fund balance amounts as specified above.

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: February 15, 2023
Re: February Financial Report

Please find attached the financial information for January 2023.

Audit Schedule

Auditors from CliftonLarsonAllen (CLA) conducted fieldwork during the first week of February for Brainerd HRA and Brainerd South and the following week for Crow Wing County HRA. The Agency unaudited financial statements are due to the Real Estate Assessment Center (REAC) by February 28th, and the unaudited Brainerd South financial statements are due to REAC by March 31st.

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

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Brainerd Housing & Redevelopment Authority

2023 Ratios (and December, 2022)

FASS Ratios	Max Pts	Scoring	Dec 2022 After YE JE, B4 audit	Jan
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00
Total Points	25		25.00	25.00

MASS Ratios	Max Pts	Scoring		
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	5.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00
Total Points	25		25.00	20.00
Total of Above Ratios	50		50.00	45

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

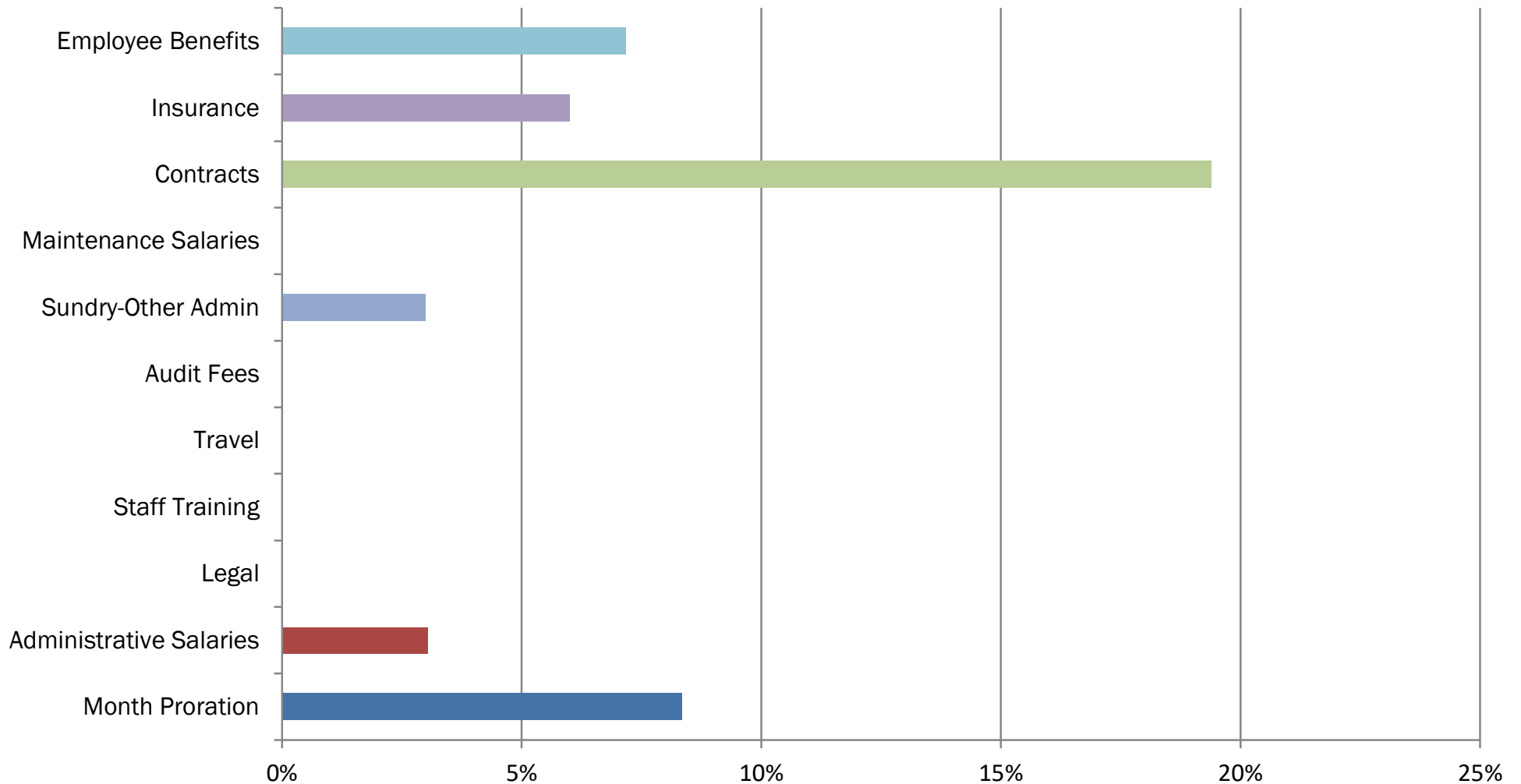
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January 2023 Operating Account Balances

Property/Program	January 2022	December 2022	January 2023
General Fund	\$394,337.53	\$518,292.20	\$511,944.94
Housing Rehab Program	\$205,008.63	\$227,567.76	\$206,535.49
Bridges	-\$3,817.68	\$47.70	\$577.70
Crow Wing County HRA	\$1,528,265.77	\$1,919,545.17	\$1,868,778.07
Public Housing	\$709,260.63	\$669,373.83	\$703,252.92
Brainerd South	\$65,229.36	\$50,155.07	\$64,548.23
Housing Choice Voucher	\$37,372.29	\$16,569.19	\$20,233.15
Total	\$2,935,656.53	\$3,401,550.92	\$3,375,870.50

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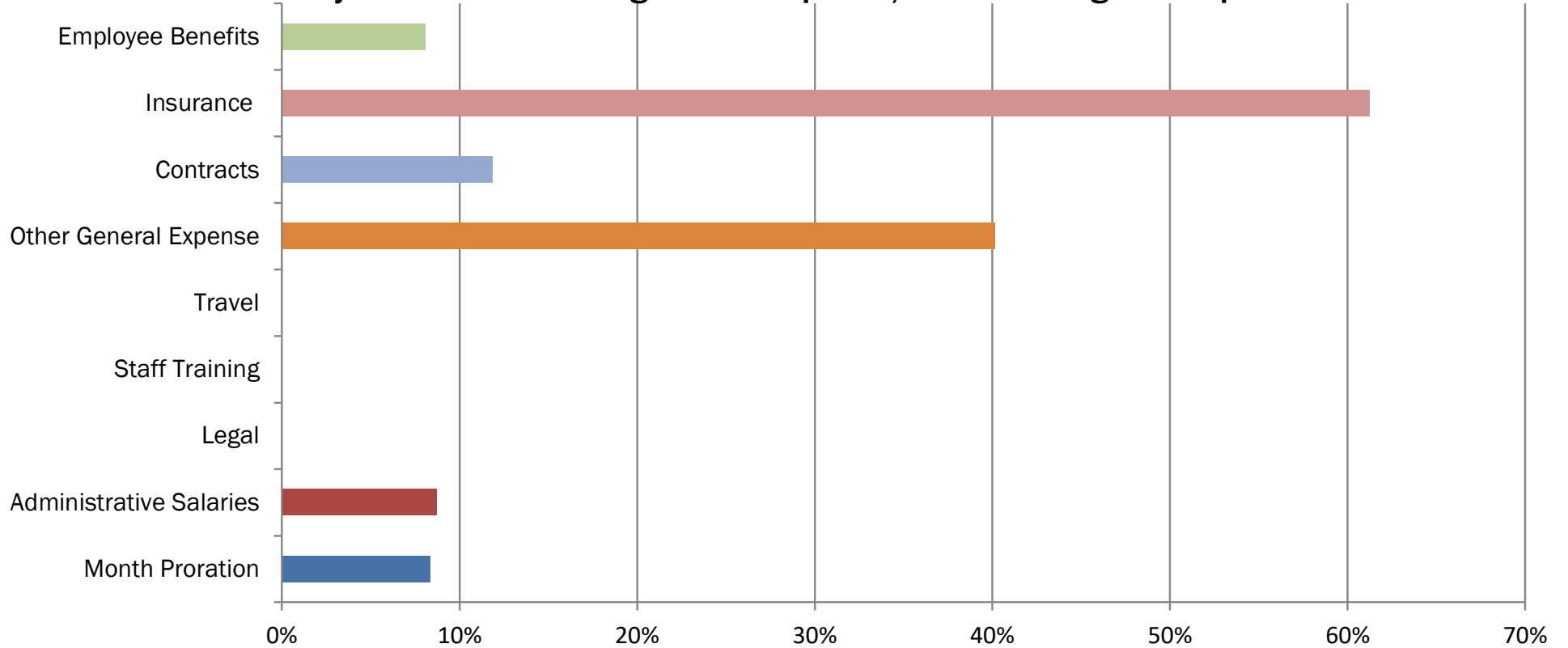
January 2023 YTD General Fund Expense/Annual Budget Comparison



Contracts: Paid 1st Quarter HR Fees to the City of Brainerd.

Maintenance Salaries: \$565.81 Total

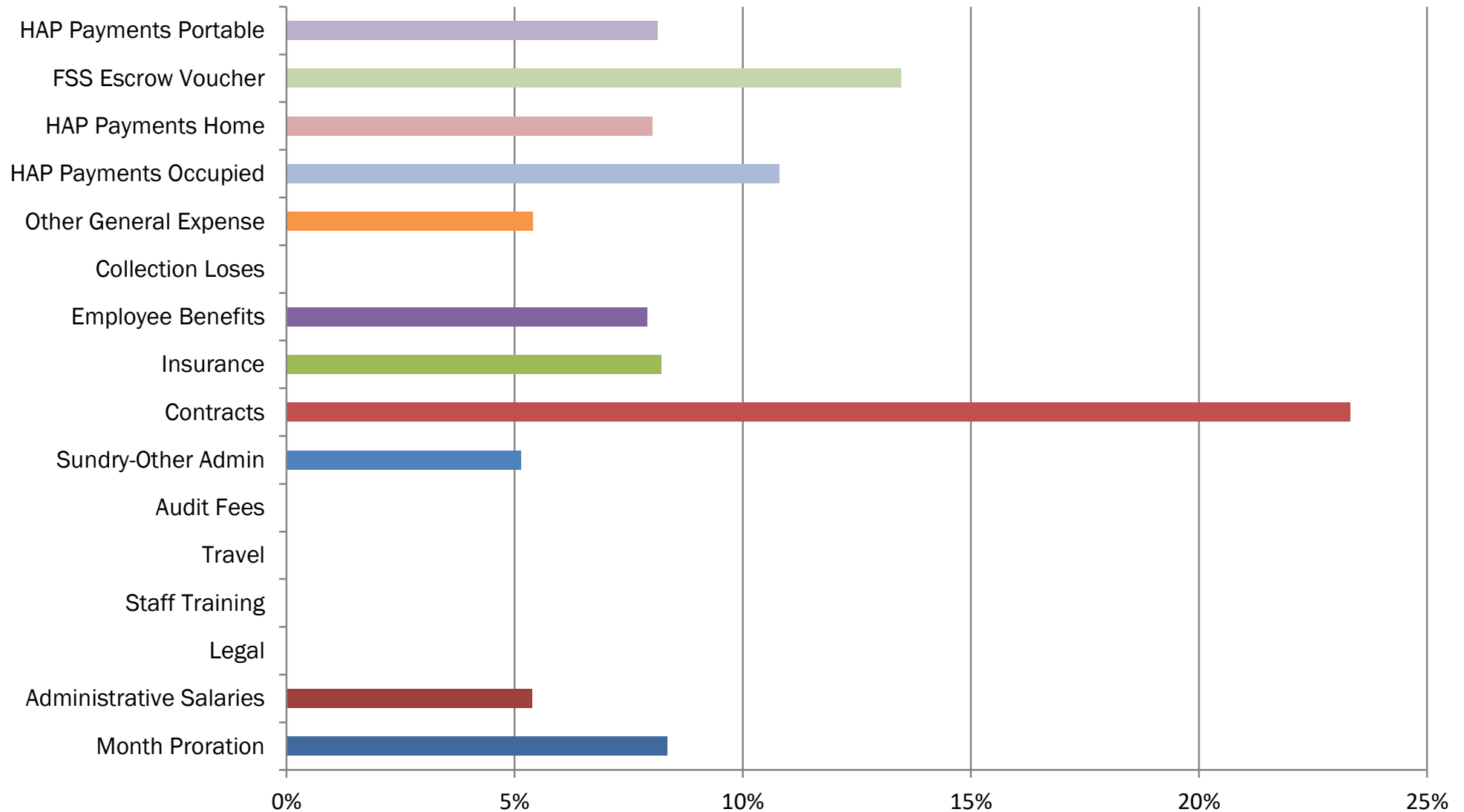
January 2023 YTD Housing Rehab Expense/Annual Budget Comparison



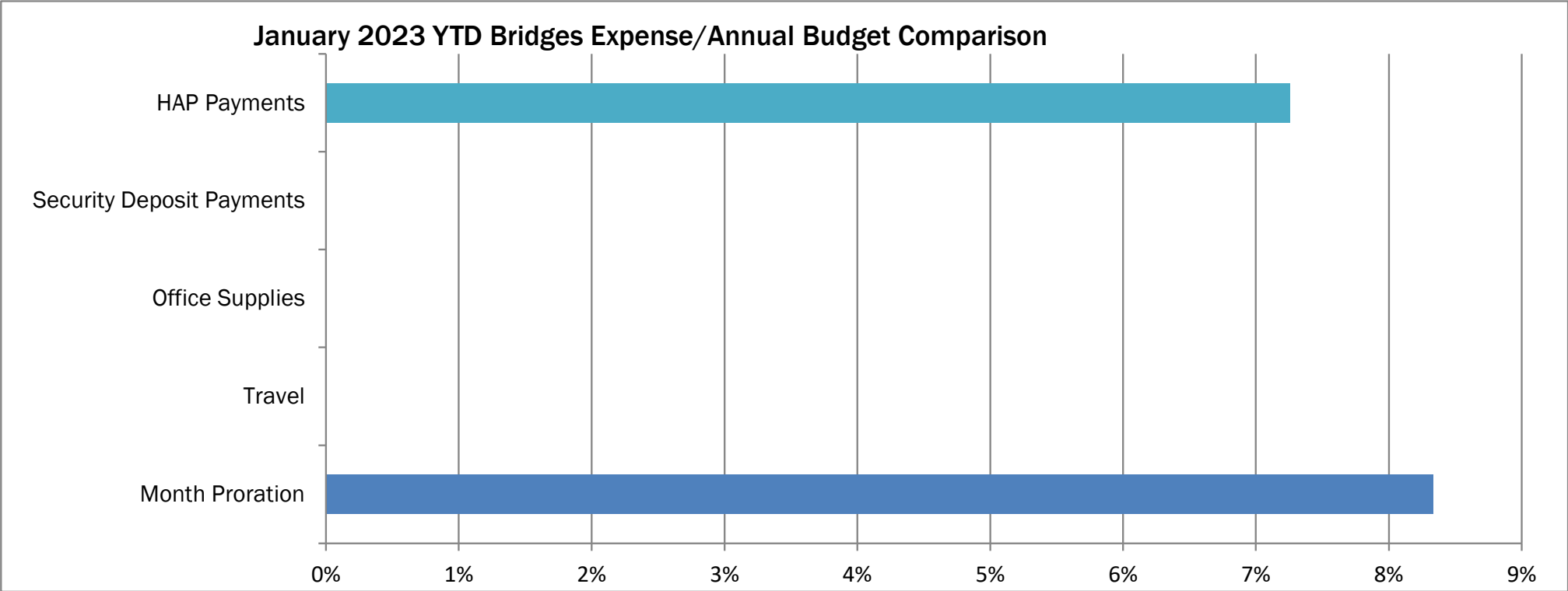
Insurance: Yearly premium was paid in January.

Other General Expense - Rehab annual software subscription.

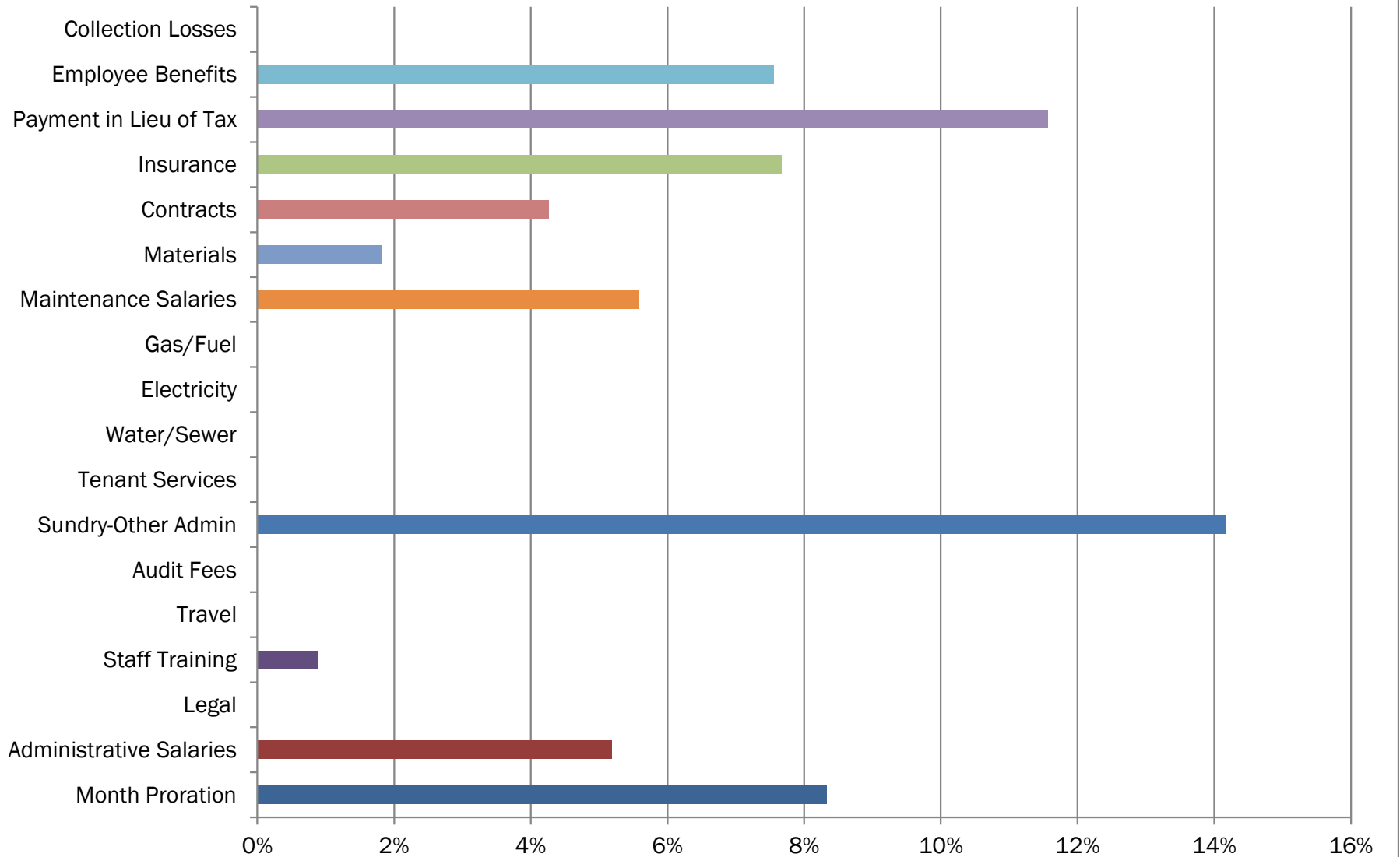
January 2023 YTD Housing Choice Voucher Expense/Annual Budget Comparison



Contracts: Paid 1st Quarter HR Fees to the City of Brainerd.

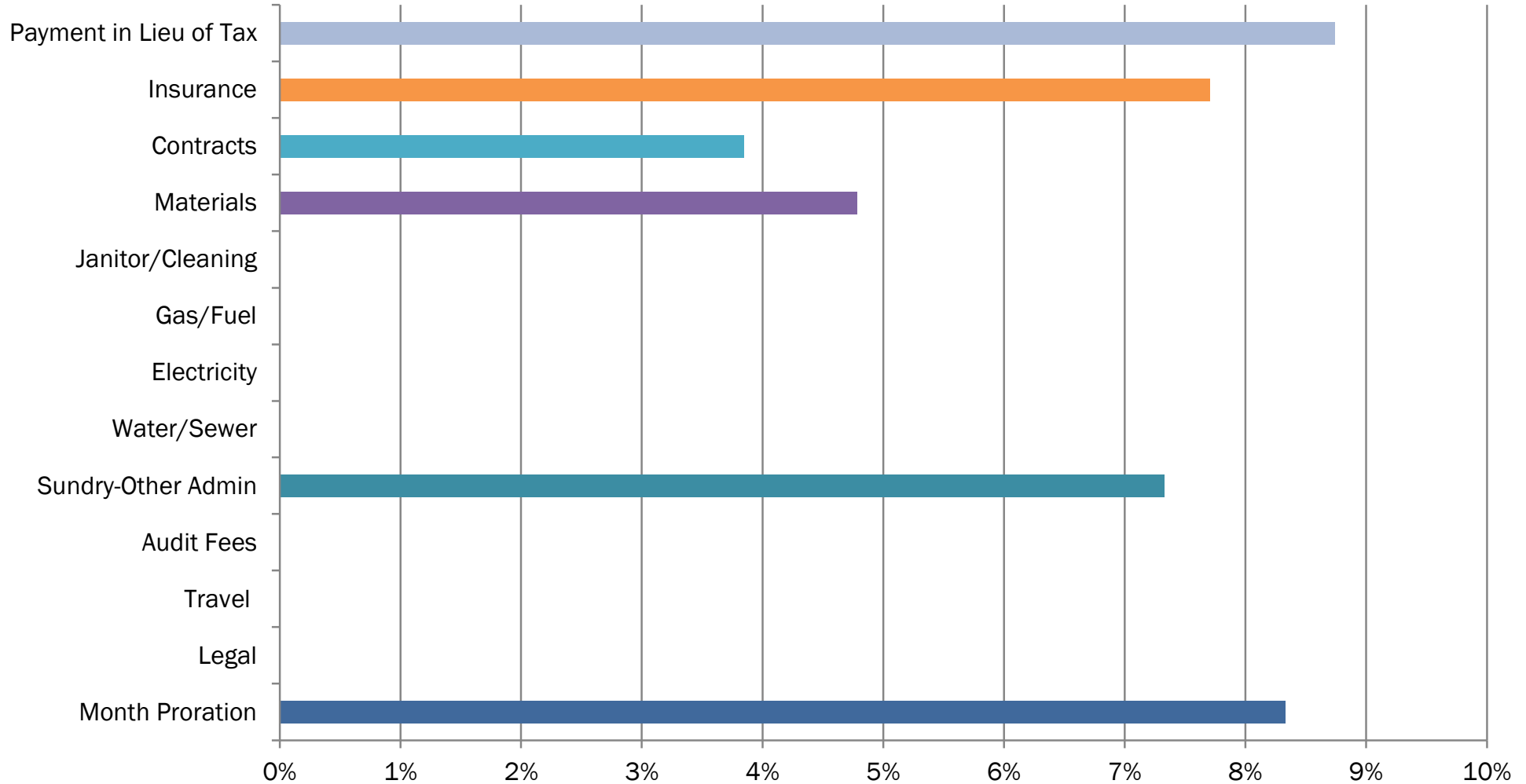


January 2023 YTD Public Housing Expense/Annual Budget Comparison



Sundry-Other: NAHRO yearly membership was purchased in January.

January 2023 YTD Brainerd South Expense/Annual Budget Comparison



**Brainerd HRA
General Fund Operating Statement
January, 2023**

	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-15,886.71	-15,886.71	-15,397.50	-489.21
Interest Income	-414.18	-414.18	-25.00	-389.18
Other Income	0.00	0.00	-2,229.17	2,229.17
TOTAL INCOME	-16,300.89	-16,300.89	-17,651.67	1,350.78
EXPENSE				
Administrative				
Administrative Salaries	7,169.31	7,169.31	19,603.75	-12,434.44
Legal	0.00	0.00	358.33	-358.33
Staff Training	0.00	0.00	416.67	-416.67
Travel	0.00	0.00	41.67	-41.67
Sundry-Other Admin	256.88	256.88	1,026.66	-769.78
Total Administration	7,426.19	7,426.19	21,447.08	-14,020.89
Maintenance				
Maintenance Salaries	565.81	565.81	0.00	565.81
Contracts	1,795.19	1,795.19	771.67	1,023.52
Total Maintenance	2,361.00	2,361.00	771.67	1,589.33
General				
TIF Expense	0.00	0.00	10.83	-10.83
Insurance	411.65	411.65	570.83	-159.18
Employee Benefits	7,077.01	7,077.01	8,218.75	-1,141.74
Other General Expense	0.00	0.00	2,083.33	-2,083.33
Total General	7,488.66	7,488.66	10,883.74	-3,395.08
TOTAL EXPENSE	17,275.85	17,275.85	33,102.49	-15,826.64
Net Income/Loss	974.96	974.96	15,450.82	-14,475.86

Housing Rehab Operating Statement
January, 2023

	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,000.00	-10,000.00	-27,041.67	17,041.67
TOTAL INCOME	-10,000.00	-10,000.00	-27,041.67	17,041.67
EXPENSE				
Administrative				
Administrative Salaries	8,325.05	8,325.05	7,938.33	386.72
Legal	0.00	0.00	16.67	-16.67
Staff Training	0.00	0.00	416.67	-416.67
Travel	0.00	0.00	100.00	-100.00
Other Admin Exp	2,357.32	2,357.32	622.50	1,734.82
Total Administration	10,682.37	10,682.37	9,094.17	1,588.20
Maintenance				
Contracts	21,365.00	21,365.00	15,000.00	6,365.00
Total Maintenance	21,365.00	21,365.00	15,000.00	6,365.00
General				
Insurance	367.49	367.49	50.00	317.49
Employee Benefits	3,366.19	3,366.19	3,476.67	-110.48
Total General	3,733.68	3,733.68	3,526.67	207.01
TOTAL EXPENSE	35,781.05	35,781.05	27,620.84	8,160.21
Net Income/Loss	25,781.05	25,781.05	579.17	25,201.88

**Brainerd HRA
HCV Operating Statement
January, 2023**

	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-127,750.00	-127,750.00	-125,000.00	-2,750.00
Admin Fees Earned	-19,580.00	-19,580.00	-27,686.17	8,106.17
Interest Income	-9.20	-9.20	0.00	-9.20
Other Income	-1,064.00	-1,064.00	-2,462.50	1,398.50
TOTAL INCOME	-148,403.20	-148,403.20	-155,148.67	6,745.47
EXPENSE				
Administrative				
Administrative Salaries	11,703.19	11,703.19	18,102.50	-6,399.31
Legal	0.00	0.00	225.00	-225.00
Staff Training	0.00	0.00	416.67	-416.67
Travel	0.00	0.00	125.00	-125.00
Sundry-Other Admin	293.11	293.11	1,474.99	-1,181.88
Total Administration	11,996.30	11,996.30	20,344.16	-8,347.86
Maintenance				
Contracts	5,044.32	5,044.32	1,803.33	3,240.99
Total Maintenance	5,044.32	5,044.32	1,803.33	3,240.99
General				
Insurance	519.94	519.94	527.92	-7.98
Employee Benefits	9,110.63	9,110.63	9,612.92	-502.29
Other General Expense	94.20	94.20	140.83	-46.63
Total General	9,724.77	9,724.77	10,281.67	-556.90
HAP Payments				
HAP Payments Occupied	148,994.00	148,994.00	115,000.00	33,994.00
HAP Payments Home	2,405.00	2,405.00	2,500.00	-95.00
FSS Escrow Voucher	8,079.00	8,079.00	5,000.00	3,079.00
HAP Payments Portable	2,440.00	2,440.00	2,500.00	-60.00
Total HAP	161,918.00	161,918.00	125,000.00	36,918.00
TOTAL EXPENSE	188,683.39	188,683.39	157,429.16	31,254.23
Net Income/Loss	40,280.19	40,280.19	2,280.49	37,999.70

Date: 2/16/2023
Time: 11:57:45 AM
joe

**Bridges Program
Bridges Operating Statement
January, 2023**

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-3,831.00	-3,831.00	-4,650.00	819.00
Admin Revenue	-540.00	-540.00	-600.00	60.00
Operating Transfer	0.00	0.00	562.50	-562.50
Total Income	-4,371.00	-4,371.00	-4,687.50	316.50
EXPENSE				
Administrative				
Travel	0.00	0.00	33.33	-33.33
Office Supplies	0.00	0.00	4.17	-4.17
Total Administration	0.00	0.00	37.50	-37.50
General				
Security Deposit Pmts	0.00	0.00	250.00	-250.00
HAP Payment to Landlords	3,831.00	3,831.00	4,400.00	-569.00
Total General	3,831.00	3,831.00	4,650.00	-819.00
TOTAL EXPENSE	3,831.00	3,831.00	4,687.50	-856.50
Net Income/Loss	-540.00	-540.00	0.00	-540.00

**Brainerd HRA
Public Housing Operating Statement
January, 2023**

	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating				
Dwelling Rental	-67,752.00	-67,752.00	-69,781.67	2,029.67
Operating Subsidy	-24,916.00	-24,916.00	-27,025.00	2,109.00
Investment Interest	-4,046.35	-4,046.35	0.00	-4,046.35
Other Income	-9,249.00	-9,249.00	-16,316.67	7,067.67
Other Income Tenants	-2,087.00	-2,087.00	-1,979.17	-107.83
Capital Fund Income	0.00	0.00	-5,500.00	5,500.00
Laundry Income	-1,734.25	-1,734.25	-1,648.33	-85.92
TOTAL INCOME	-109,784.60	-109,784.60	-122,250.84	12,466.24
EXPENSE				
Administrative				
Administrative Salaries	17,022.20	17,022.20	27,335.00	-10,312.80
Legal	0.00	0.00	1,083.33	-1,083.33
Staff Training	125.55	125.55	1,166.67	-1,041.12
Travel	0.00	0.00	83.33	-83.33
Sundry-Other Admin	3,177.96	3,177.96	3,735.00	-557.04
Total Administration	20,325.71	20,325.71	33,403.33	-13,077.62
Tenant Services				
Rec Public and Other	0.00	0.00	412.50	-412.50
Total Tenant Services	0.00	0.00	415.50	-412.50
Utilities				
Water/Sewer	0.00	0.00	7,013.74	-7,013.74
Electricity	0.00	0.00	7,137.50	-7,137.50
Gas/Fuel	0.00	0.00	5,037.50	-5,037.50
Total Utilities	0.00	0.00	19,188.74	-19,188.74
Maintenance				
Labor	9,467.63	9,467.63	14,113.33	-4,645.70
Materials	545.92	545.92	2,500.00	-1,954.08
Contracts	9,251.30	9,251.30	18,097.09	-8,845.79
Total Maintenance	19,264.85	19,264.85	34,710.42	-15,445.57
General				
Insurance	8,456.58	8,456.58	9,187.50	-730.92
Payment in Lieu of Tax	3,353.78	3,353.78	2,416.67	937.11
Employee Benefits	17,094.27	17,094.27	18,854.58	-1,760.31
Other General Expense	133.95	133.95	333.33	-199.38
Total General	29,038.58	29,038.58	30,792.08	-1,753.50
TOTAL EXPENSE	68,629.14	68,629.14	118,507.07	-49,877.93
Net Income/Loss	-41,155.46	-41,155.46	-3,743.77	-37,411.69

Brainerd South Operating Statement
January, 2023

	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-21,045.00	-21,045.00	-22,775.00	1,730.00
Rental Supplement	-4,240.60	-4,240.60	-4,750.00	509.40
Investment Interest	-601.32	-601.32	-62.50	-538.82
Other Income	-1,765.00	-1,765.00	-893.33	-871.67
Laundry Income	-675.75	-675.75	-666.67	-9.08
TOTAL INCOME	-28,327.67	-28,327.67	-29,147.50	819.83
EXPENSE				
Administrative				
Legal	0.00	0.00	416.67	-416.67
Travel	0.00	0.00	8.33	-8.33
Sundry-Other Admin	3,672.93	3,672.93	4,062.49	-389.56
Total Administration	3,672.93	3,672.93	4,487.49	-814.56
Utilities				
Water	0.00	0.00	1,610.00	-1,610.00
Electricity	0.00	0.00	450.00	-450.00
Gas/Fuel	0.00	0.00	2,102.50	-2,102.50
Labor	0.00	0.00	2,375.00	-2,375.00
Materials	1,375.00	1,375.00	2,395.84	-1,020.84
Contracts	2,448.29	2,448.29	5,308.34	-2,860.05
Total Maintenance	3,823.29	3,823.29	10,079.18	-6,255.89
General				
Insurance	2,888.07	2,888.07	3,125.00	-236.93
Payment in Lieu of Tax	961.44	961.44	916.67	44.77
Total General	3,849.51	3,849.51	4,041.67	-192.16
TOTAL EXPENSE	11,345.73	11,345.73	22,770.84	-11,425.11
Net Income/Loss	-16,981.94	-16,981.94	-6,376.66	-10,605.28



January 2023 Prior Year Comparative Operating Statements

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**Brainerd HRA
General Fund Operating Statement
January, 2023**

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
General Fund Operating INCOME				
Management Fees	-15,886.71	-15,397.50	-14,466.26	-14,377.61
Interest Income	-414.18	-25.00	-3.14	-2.85
Other Income	0.00	-2,229.17	0.00	0.00
TOTAL INCOME	-16,300.89	-17,651.67	-14,469.40	-17,609.46
EXPENSE				
Administrative				
Administrative Salaries	7,169.31	19,603.75	6,036.99	12,835.03
Legal	0.00	358.33	0.00	0.00
Staff Training	0.00	416.67	0.00	0.00
Travel	0.00	41.67	0.00	0.00
Sundry-Other Admin	256.88	1,026.66	1,265.60	595.44
Total Administration	7,426.19	21,447.08	7,302.59	13,430.47
Maintenance				
Maintenance Salaries	565.81	0.00	662.38	1,317.73
Contracts	1,795.19	771.67	240.99	167.95
Total Maintenance	2,361.00	771.67	903.37	1,485.68
General				
TIF Expense	0.00	10.83	0.00	0.00
Insurance	411.65	570.83	229.38	485.41
Employee Benefits	7,077.01	8,218.75	5,579.27	7,554.71
Other General Expense	0.00	2,083.33	0.00	1,050.00
Total General	7,488.66	10,883.74	5,808.65	9,090.12
TOTAL EXPENSE	17,275.85	33,102.49	14,014.61	24,006.27
Net Income/Loss	974.96	15,450.82	-454.79	6,396.81

Housing Rehab Proj Operating PY
Housing Rehab Operating Statement
January, 2023

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Housing Rehab Operating INCOME				
Other Income	-10,000.00	-27,041.67	-47,446.10	-10,000.00
TOTAL INCOME	-10,000.00	-27,041.67	-47,446.10	-10,000.00
EXPENSE				
Administrative				
Administrative Salaries	8,325.05	7,938.33	6,822.26	7,050.80
Legal	0.00	16.67	0.00	0.00
Staff Training	0.00	416.67	0.00	0.00
Travel	0.00	100.00	0.00	0.00
Other Admin Exp	2,357.32	622.50	2,483.25	62.25
Total Administration	10,682.37	9,094.17	9,305.51	7,113.05
Maintenance				
Contracts	21,365.00	15,000.00	138.00	12,525.00
Total Maintenance	21,365.00	15,000.00	138.00	12,525.00
General				
Insurance	367.49	50.00	0.00	486.86
Employee Benefits	3,366.19	3,476.67	3,135.23	3,050.43
Total General	3,733.68	3,526.67	3,135.23	3,537.29
TOTAL EXPENSE	35,781.05	27,620.84	12,578.74	23,175.34
Net Income/Loss	25,781.05	579.17	-34,867.36	13,175.34

**Brainerd HRA
HCV Operating Statement
January, 2023**

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-127,750.00	-125,000.00	-121,157.00	-124,662.00
Admin Fees Earned	-19,580.00	-27,686.17	-19,003.00	-15,986.00
Interest Income	-9.20	0.00	-0.08	-0.19
Other Income	-1,064.00	-2,462.50	0.00	-11,796.05
TOTAL INCOME	-148,403.20	-155,148.67	-140,160.08	-152,444.24
EXPENSE				
Administrative				
Administrative Salaries	11,703.19	18,102.50	10,364.95	13,110.80
Legal	0.00	225.00	0.00	0.00
Staff Training	0.00	416.67	0.00	0.00
Travel	0.00	125.00	0.00	0.00
Sundry-Other Admin	293.11	1,474.99	1,903.95	1,153.68
Total Administration	11,996.30	20,344.16	12,268.90	14,264.48
Maintenance				
Contracts	5,044.32	1,803.33	282.80	335.25
Total Maintenance	5,044.32	1,803.33	282.80	335.25
General				
Insurance	519.94	527.92	410.51	513.14
Employee Benefits	9,110.63	9,612.92	8,192.44	8,790.61
Other General Expense	94.20	140.83	81.92	38.32
Total General	9,724.77	10,281.67	8,684.87	10,612.07
HAP Payments				
HAP Payments Occupied	148,994.00	115,000.00	107,203.00	118,735.00
HAP Payments Home	2,405.00	2,500.00	2,848.00	3,826.00
FSS Escrow Voucher	8,079.00	5,000.00	3,352.00	2,081.00
HAP Payments Portable	2,440.00	2,500.00	1,795.00	576.00
Total HAP	161,918.00	125,000.00	115,198.00	125,218.00
TOTAL EXPENSE	188,683.39	157,429.16	136,434.57	150,429.80
Net Income/Loss	40,280.19	2,280.49	-3,725.51	-2,014.44

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Bridges Program PY
Bridges Operating Statement
January, 2023

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Bridges Operating INCOME				
HAP Received MHFA	-3,831.00	-4,650.00	0.00	-3,871.00
Admin Revenue	-540.00	-600.00	0.00	-350.00
Operating Transfer	0.00	562.50	0.00	3,229.00
Total Income	-4,371.00	-4,687.50	0.00	-992.00
EXPENSE				
Administrative				
Travel	0.00	33.33	0.00	0.00
Office Supplies	0.00	4.17	0.00	0.00
Total Administration	0.00	37.50	0.00	0.00
General				
Security Deposit Pmts	0.00	250.00	0.00	500.00
HAP Payment to Landlords	3,831.00	4,400.00	3,848.00	3,371.00
Total General	3,831.00	4,650.00	3,848.00	3,871.00
TOTAL EXPENSE	3,831.00	4,687.50	3,848.00	3,871.00
Net Income/Loss	-540.00	0.00	3,848.00	2,879.00

**Brainerd HRA
Public Housing Operating Statement
January, 2023**

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Public Housing Operating INCOME				
Dwelling Rental	-67,752.00	-69,781.67	-64,084.00	-61,890.00
Operating Subsidy	-24,916.00	-27,025.00	-31,030.00	-24,505.00
Investment Interest	-4,046.35	0.00	41.43	50.78
Other Income	-9,249.00	-16,316.67	-13,695.50	-10,354.35
Other Income Tenants	-2,087.00	-1,979.17	-6,671.73	-1,093.00
Capital Fund Income	0.00	-5,500.00	0.00	0.00
Laundry Income	-1,734.25	-1,648.33	-1,570.00	-1,207.75
TOTAL INCOME	-109,784.60	-122,250.84	-117,009.80	-98,999.32
EXPENSE				
Administrative				
Administrative Salaries	17,022.20	27,335.00	16,160.12	16,518.79
Legal	0.00	1,083.33	0.00	0.00
Staff Training	125.55	1,166.67	0.00	0.00
Travel	0.00	83.33	0.00	0.00
Sundry-Other Admin	3,177.96	3,735.00	5,261.11	4,812.61
Total Administration	20,325.71	33,403.33	21,421.23	21,331.40
Tenant Services				
Rec Public and Other	0.00	412.50	0.00	0.00
Total Tenant Services	0.00	412.50	0.00	0.00
Utilities				
Water/Sewer	0.00	7,013.74	0.00	0.00
Electricity	0.00	7,137.50	0.00	0.00
Gas/Fuel	0.00	5,037.50	8,812.61	5,814.65
Total Utilities	0.00	19,188.74	8,812.61	5,814.65
Maintenance				
Labor	9,467.63	14,113.33	12,086.72	12,508.10
Materials	545.92	2,500.00	1,697.95	604.89
Contracts	9,251.30	18,097.09	7,066.74	12,263.73
Total Maintenance	19,264.85	34,710.42	20,851.41	25,376.72
General				
Insurance	8,456.58	9,187.50	7,095.19	8,489.89
Payment in Lieu of Tax	3,353.78	2,416.67	2,474.00	2,545.57
Employee Benefits	17,094.27	18,854.58	19,218.35	21,147.01
Other General Expense	133.95	333.33	0.00	0.00
Total General	29,038.58	30,792.08	28,787.54	32,182.47
TOTAL EXPENSE	68,629.14	118,507.07	79,872.79	84,705.24
Net Income/Loss	-41,155.46	-3,743.77	-37,137.01	-14,294.08

Brainerd South Operating Statement
January, 2023

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Brainerd South Operating				
INCOME				
Dwelling Rental	-21,045.00	-22,775.00	-20,653.00	-20,186.00
Rental Supplement	-4,240.60	-4,750.00	-4,039.00	-4,126.00
Investment Interest	-601.32	-62.50	8.19	9.48
Other Income	-1,765.00	-893.33	-2,125.00	-1,493.71
Laundry Income	-675.75	-666.67	-651.75	-637.75
TOTAL INCOME	-28,327.67	-29,147.50	-27,460.56	-26,433.98
EXPENSE				
Administrative				
Legal	0.00	416.67	0.00	0.00
Travel	0.00	8.33	0.00	0.00
Sundry-Other Admin	3,672.93	4,062.49	3,748.86	4,115.56
Total Administration	3,672.93	4,487.49	3,748.86	4,115.56
Utilities				
Water	0.00	1,610.00	0.00	0.00
Electricity	0.00	450.00	0.00	0.00
Gas/Fuel	0.00	2,102.50	3,503.78	2,250.50
Total Utilities	0.00	4,162.50	3,503.78	2,250.50
Maintenance				
Labor	0.00	2,375.00	47.01	1,043.69
Materials	1,375.00	2,395.84	1,250.00	1,644.35
Contracts	2,448.29	5,308.34	3,237.46	4,709.20
Total Maintenance	3,823.29	10,079.18	4,534.47	7,397.24
General				
Insurance	2,888.07	3,125.00	2,807.64	2,778.67
Payment in Lieu of Tax	961.44	916.67	740.76	782.67
Total General	3,849.51	4,041.67	3,551.99	3,680.81
TOTAL EXPENSE	11,345.73	22,770.84	15,339.10	17,444.11
Net Income/Loss	-16,981.94	-6,376.66	-12,121.46	-8,989.87

Brainerd Housing and Redevelopment Authority
Payment Summary Report
January 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
1/12/2023	961	Carrie Burrell	\$15.01
1/26/2023	962	Creo Block	\$28.42
1/12/2023	2098	Health Savings Accounts	\$3,284.06
1/12/2023	2099	Harpers Payroll Service	\$9,468.24
1/12/2023	2100	Harpers Payroll Service	\$160.19
1/12/2023	2101	Security Benefit	\$4,263.79
1/12/2023	2102	Minnesota State Retirement System	\$561.00
1/6/2023	2103	90 Degree Benefits Inc.	\$21,570.45
1/5/2023	2104	Payroc LLC	\$225.54
1/26/2023	2105	Health Savings Accounts	\$867.39
1/26/2023	2106	Harpers Payroll Service	\$10,317.65
1/26/2023	2107	Harpers Payroll Service	\$326.07
1/26/2023	2108	Security Benefit	\$4,486.55
1/26/2023	2109	Minnesota State Retirement System	\$561.00
1/5/2023	25172	IP Networks	\$130.00
1/12/2023	25173	Void	\$0.00
1/12/2023	25174	Void	\$0.00
1/12/2023	25175	Void	\$0.00
1/12/2023	25176	CenturyLink	\$111.36
1/12/2023	25177	Cintas	\$36.35
1/12/2023	25178	City of Brainerd	\$519.37
1/12/2023	25179	Culligan	\$25.50
1/12/2023	25180	Cuyuna Range Economic Development Inc.	\$12,500.00
1/12/2023	25181	Dearborn National	\$326.36
1/12/2023	25182	Digital Horizons	\$9,332.38
1/12/2023	25183	Footings To Trim Inc.	\$12,655.00
1/12/2023	25184	Forum Communications Company	\$1,375.00
1/12/2023	25185	HDS, LLC DBA Kanzo Software	\$170.00
1/12/2023	25186	Harpers Time & Attendance Division	\$3.25
1/12/2023	25187	Holden Electric Company Inc	\$1,485.95
1/12/2023	25188	Home Depot Supply	\$662.88
1/12/2023	25189	IP Networks	\$180.00
1/12/2023	25190	League of Minnesota Cities	\$14,810.00
1/12/2023	25191	Lewis Software Associates, LLC	\$469.90
1/12/2023	25192	Life Insurance Company of North America	\$41.35
1/12/2023	25193	MCIT	\$2,748.00
1/12/2023	25194	MN Chapter NAHRO	\$750.00
1/12/2023	25195	MN Elevator, Inc.	\$826.64
1/12/2023	25196	MRI Software LLC	\$11,251.45
1/12/2023	25197	NAC Mechanical and Electrical Services	\$704.00
1/12/2023	25198	NAHRO	\$1,019.10
1/12/2023	25199	Nan McKay & Associates Inc	\$419.00
1/12/2023	25200	PDQ Supply Inc.	\$251.30
1/12/2023	25201	Penmac Staffing Services Inc.	\$9.05
1/12/2023	25202	Postmaster	\$600.00
1/12/2023	25203	The Cleaning Bee LLC	\$281.25
1/12/2023	25204	The Hartford	\$324.09
1/12/2023	25205	VSP	\$36.60
1/12/2023	25206	Waste Partners, Inc.	\$3,140.40
1/12/2023	25207	Brainerd Lakes Area Economic Development	\$43,500.00
1/12/2023	25208	Brainerd Public Utilities	\$2,781.36
1/12/2023	25209	CIGNA Health & Life Insurance Company	\$766.12
1/19/2023	25210	Tenant Refund	\$204.17
1/19/2023	25211	MN Dept of Labor and Industry	\$50.00
1/26/2023	25212	Brainerd Public Utilities	\$1,083.09
1/26/2023	25213	Void	\$0.00
1/26/2023	25214	CTC	\$2,405.86
1/26/2023	25215	City of Brainerd	\$216.96
1/26/2023	25216	City of Brainerd	\$5,705.25
1/26/2023	25217	Dacotah Paper Co	\$667.36
1/26/2023	25218	Granite Pest Control, LLC	\$294.00
1/26/2023	25219	Handyman's, Inc.	\$115.02
1/26/2023	25220	Penmac Staffing Services Inc.	\$843.60
1/26/2023	25221	Philadelphia Insurance Companies	\$1,830.00

Brainerd Housing and Redevelopment Authority
Payment Summary Report
January 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
1/26/2023	25222	Quick Construction, Inc	\$8,710.00
1/26/2023	25223	Sherwin Williams	\$47.36
1/26/2023	25224	Strike Painting & Finishing	\$1,250.00
1/26/2023	25225	The Cleaning Bee LLC	\$157.50
1/26/2023	25226	The Hartford	\$331.09
1/26/2023	25227	Viking Electric Supply, Inc	\$179.60
1/26/2023	25228	Bremer Bank Credit Card	\$170.73
		Report Total	\$204,639.96



To: Brainerd HRA Board Members

From: Tania Eller, Rental Assistance Manager

Date: February 8, 2023

RE: Housing Choice Voucher Programs Report

HCV Report

Please see the attached reports.

Our Unit Months Leased (UML) through January is 107% and HAP utilization through January is 10%.

As you know, often times we have to over lease to get to the average of 98% at the end of the year. We started 2022 out with 316 leased for January with a continual decline through June where we only had 309 leased. In August we started increasing vouchers and ended with 344 leased in December to hit our 98% average UML for SEMAP.

Our SEMAP (Section 8 Management Assessment Program) documents have been submitted to HUD. They are due the end of February for FY 2022.

Bridges Report

Please see the attached report.

We have 10 families on our program with a monthly HAP payment of \$3,831.

The MHFA Bridges Rental Assistance Program funding application was submitted on February 14th. The funding is for a 2-year period starting July 1st, 2023, through June 30th, 2025.

Family Self-Sufficiency (FSS) Report

Please see the attached report.

We have 37 families on our program. We have 17 families currently escrowing a total of \$8,079 per month.

On January 26th we received notice that our agency was awarded the FSS grant for FY23.

No Action Requested; Discussion Items

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January Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	326
January Move-ins	9
January Move-outs	3
January Vouchers - looking for housing	33
January Vouchers - first day of month	350
Average Vouchers to date	350
Unit Months Leased	107%
HAP Utilization through 1/31/2023	10%

Reasons For Leaving Program

Voluntarily Left	1
Terminated	2

Payments

Housing Assistance Payment (HAP)	\$161,932
January HUD Administrative Fee	\$19,580

Port Out Vouchers

	2
St. Cloud HRA, Mpls HRA	\$2,440

Homeownership

	8
Homeownership HAP	\$2,405

FYI Vouchers

	2
FYI Vouchers HAP	\$951

Length of Time on Program

< 1 year	30%
< 2 years	11%
< 3 years	9%
< 4 years	9%
< 5 years	6%
> 5 years	37%

Demographics

Elderly Households	112
Disabled/Handicapped Households	174
Families with Children	131
Average Annual Income	\$15,150
Average HAP	\$439

Waiting List Total

	86
Crow Wing County Preference	64
Non Preference	22

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

TAB 1: Voucher UML and HAP	Nov 2022	Dec 2022	Jan 2023
Homeownership (UML)	8	8	8
Homeownership (HAP)	2,283	2,283	2,405
Portable Vouchers Paid (UML)	2	2	2
Portable Vouchers Paid (HAP)	2,440	2,440	2,440
Foster Youth To Independence (UML)	2	2	2
Foster Youth To Independence (HAP)	619	951	951
All Other Vouchers (UML)	320	332	338
All Other Vouchers (HAP)	132,913	144,277	148,057
HCV-All Voucher HAP Expenses for contracts after the first of month	922	436	0
HCV-FSS Escrow Deposits	6,182	6,302	8,079
TAB 1: Other Voucher Reporting Requirements			
HCV-Number of vouchers under Lease on the last day of Month	334	345	350
HCV-Number of vouchers issued but not under contract as of last day of Month	51	44	33

Bridges Program

January 2023

Summary

- Tenants leased up in units: 10
- Participants issued a Voucher & searching for a unit: 4
- Notified: 3
- 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: \$3,831.00

Additional Info: Bridges RFP was released for the next grant cycle, 2023-2025.

Family Self-Sufficiency Program

January 2023

Summary

- Active FSS participants: 37
- Tenants going OFF for month: 0
- Tenants going ON for month: 1
- New tenants ESCROWING: 0
- Total number of FSS participants escrowing monthly: 17
- Total amount of escrow: \$8,079.00
- Total combined amount of monthly escrow: \$83,758.44

Update: FSS FY23 grant was announced and we were awarded \$85,519.00 Still waiting on notification that HUD has released the funds.

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To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Feb-16--2023
Re: Housing Management Report

Vacancy Report for January 2023

Please see attachment.

Monthly Property Performance Report for January 2023

Please see attachment.

REAC Inspection Update

After having 24 of our 203 units of Public Housing inspected on Feb-10th, we were very pleased to receive a final score of 99b. There were no exigent health and safety findings and of the issues noted in our report, we anticipate no trouble making timely corrections.

ROSS Program Updates

- 15 active participants in the ROSS program; 2 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: 25 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 11 residents; 170 frozen meals (10 - 30 each); elderly tenants only
- Activities Recap:
 - Humana hosted a "4 Steps to Jumpstart Healthy Habits" seminar (4).
 - Northern Pines Mental Health presented "Changing the Narrative of Mental Health & Suicide" (6)
 - The chair yoga and low-impact body weight sessions are still running weekly and Patsy has one very dedicated attendee that is committed to increasing participation in at least one of those groups.
- Facebook Stats:
 - 4 new posts on the ROSS Facebook page this past month, which reached 112 individuals, with no likes or comments, but 1 share and 6 viewers clicked through to obtain more information about the post.

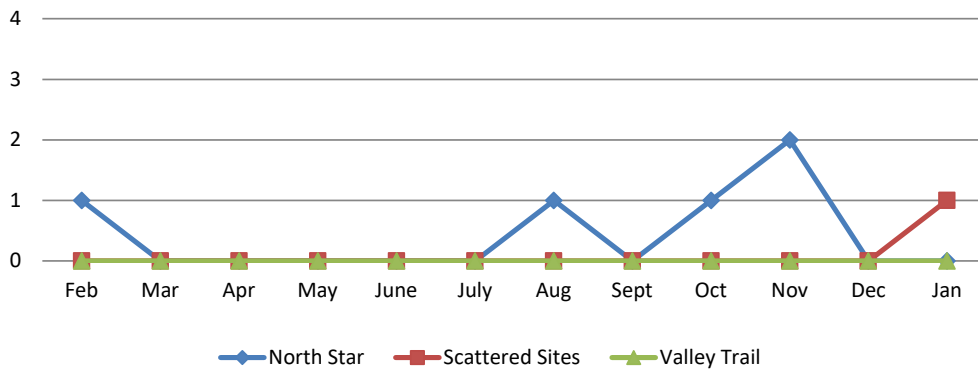
No Action Requested; Discussion Items

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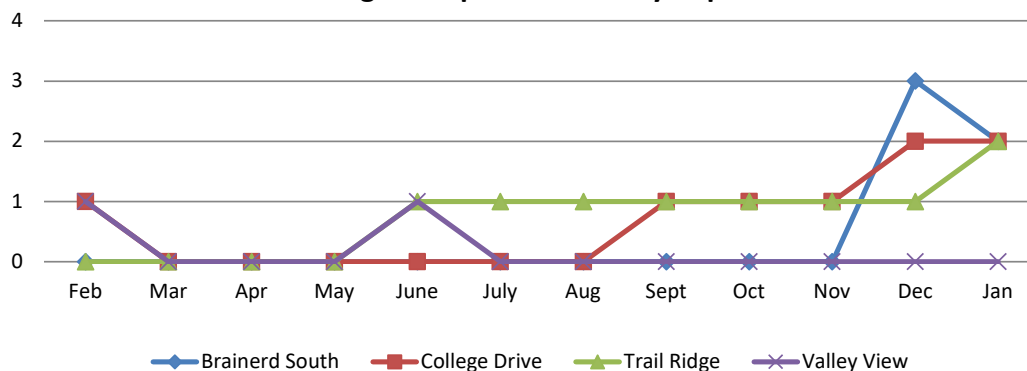
Brainerd HRA 2022 Vacancy Report

	Public Housing				Section 236	Tax Credit - DW Jones		
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%	Brainerd South	College Drive	Trail Ridge	Valley View
# units	162	16	25	203	60	24	18	20
Jan 31	0	1	0	1	2	2	2	0
Jan %	0.00%	6.25%	0.00%	0.49%	3.33%	8.33%	11.11%	0.00%
Feb 28								
Feb %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
March 31								
March %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
April 30								
April %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
May 31								
May %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
June 30								
June %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
July 31								
July %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Aug 31								
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sept 30								
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Oct 31								
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Nov 30								
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dec 31								
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	0	1	0	1	2	2	2	0
%	0.00%	6.25%	0.00%	0.49%	3.33%	8.33%	11.11%	0.00%

Public Housing Vacancy Report



Managed Properties Vacancy Report



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Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report January 2023

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	15	n/a	n/a	1	94%
TOTAL	203	202	0	0	1	100%

3. Customer Traffic

Applications Requested	37
Applications Placed on PH Wait List	37
Applications Denied	2

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	79	8	3	0
2 bdrm	14	37	0	0	0
3 bdrm	24	25	3	2	1
4 bdrm	5	7	0	0	0
TOTAL	203	148	11	5	1

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	3	3
Move-Outs	0	0

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
SS#714	3BR	late Feb	Pending

7. Recertifications

Interim Recertifications	5
Annual Recertifications	3
Completed for this month	8

8. Annual Unit Inspections

Total units to be inspected this year	203
Number completed start of month	0
Number inspected for the month	0
Number completed year-to-date	0
Total left to be inspected this year	203
Have all building system inspections been completed?	No
If yes, please enter date	n/a

9. Lease Enforcements

Lease warnings/violations issued	3
30-day lease terminations	2

10. Evictions

Resident	Reason	Summons Date	Judgment Action
VT#711	Non-Payment/Criminal	2/22	TBD

11. Non-Emergency Work Orders

Beginning Balance	15
Received	81
Closed	69
Ending Balance	27
Total Completed Work Orders for Year	69

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	4	4
Completed within 24 hours	4	4
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	67,845
Other Charges	892
Total New Charges	68,737
Arrears, tenants in possession	604

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	575
Current Rent Charges	67,845
Current Rent Collections	67,270
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	5,563
Prior Rent Charges	815,838
Collection Rate	100%

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To: Brainerd HRA Board Members
 From: John Schommer, Rehab Director
 Date: February 15, 2023
 Re: Rehab Programs Report

SE Brainerd SCDP Preliminary Proposal

The tentative determination date for the status of our preliminary proposal is February 21st. Proposals are categorized as competitive, marginally competitive, or not competitive, if our proposal is deemed as competitive or marginally competitive, we will be allowed to submit a formal application which would be due May 1st.

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	64	59	2	5
Serene Pines	23	19	19	0	3
Dalmar Estates	7	3	3	0	0

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

Action Requested: None, discussion items.

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1. COMPLETED OO PROJECTS 2023

	HTF	MHFA	SCDP	Total
City of Brainerd		1		1
County of Crow Wing		1		1
Total				2

2. CURRENT PROJECTS IN PROCESS

	HTF	MHFA	SCDP	Total
City of Brainerd	3	2		5
County of Crow Wing	1	2	4	7
County of Morrison		1		1
Total				13

3. GARRISON SMALL CITIES – 2 Commercial Rehab / 5 Owner-Occupied

	App. Request	App. Review	Inspection Scheduled	Work Writeup	Out for Bid	Prebid Meeting	Closing Loan	Under Constr.	Complete
CML.								1	
OOR.								1	1

4. JENKINS SMALL CITIES – 5 Owner Occupied Rehab

	App. Request	App. Review	Inspection Scheduled	Work Writeup	Out for Bid	Prebid Meeting	Closing Loan	Under Constr.	Complete
OOR.		1						2	

5. HOUSING TRUST FUND

	App. Request	App. Review	Inspection Scheduled	Work Writeup	Out for Bid	Prebid Meeting	Closing Loan	Under Constr.	Complete
DPA.	1	1		N/A	N/A	N/A	1	N/A	3
OOR.	1			1			1	2	2
RR	1								

6. MINNESOTA HOUSING

	App. Request	App. Review	Inspection Scheduled	Work Writeup	Out for Bid	Prebid Meeting	Closing Loan	Under Constr.	Complete
OOR.	3	1		2				3	2

7. OVERALL CURRENT LOAN APPLICATION/PROJECT OUTLINE

	HTF	MHFA	SCDP	Total
Application Requested	2	3		6
Application Received/Collection	1	1	1	3
Inspection Scheduled				
Work Write Up/Review Proof	1			1
Out for Bid				
Pre-Bid Meeting				
Closing/Signing Paperwork	1		1	1
Under Construction	2	3	4	9
Total	7	7	6	20

8. COMPLETED OO PROJECTS 2022

	HTF	MHFA	SCDP	Total
City of Brainerd	1	1		2
County of Crow Wing	1	4	3	8
Total				10

**City of Emily SCDP Grant was closed in 2022 w/ 5 Owner-Occupied Projects completed*



To: Brainerd HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: February 22nd, 2023
 Re: Executive Director Report

Bremer Business Banking Seminar

I did attend this seminar on February 8th. I was one of 3 local experts asked to talk about the current climate for housing, commercial real estate market and the job market in the region. I was joined by Chris Close of Close Converse and Chris Quisberg from S&R Quisberg, Inc (Cub Foods). After the seminar I did connect with a property owner in Brainerd that is interested in talking with developers about the potential for their land which was a wonderful opportunity to connect with this individual.

Snow Plowing Contract

This fall we went out for bid for snow removal services for our parking lots and sidewalks for our buildings as our previous vendor was no longer going to be a primary vendor for snow removal. We awarded the contract to a local vendor and have been satisfied with the service. However, we had not received very timely billing and have since realized that due to the large amount of snowfall events in the early winter period, that our budget for snow removal was consumed and eclipsed very quickly. Our staff has communicated with our vendor that we must have timely billing so that if we need to make adjustments to our service contract that we are then able to. We have since been able to communicate our needs more clearly and we will be monitoring this contract closely throughout the rest of this snow season to ensure we minimize the impact as we are now over budget with this line item.

REAC Inspection

We had our REAC inspection on February 10th. We were contacted three weeks prior to the inspection so we did have some time to evaluate our properties prior to the inspection. They inspected 23 of our public housing units along with the grounds and common areas. A big thank you to staff for the extra effort of doing quality control inspections prior to this date and taking care of a number of work orders prior to our inspection date. We looked back at our records and we had not had a REAC inspection since 2018 due to the pandemic (we were scheduled for our regular inspection in 2020). Shannon has shared our score with the board in her memo and I want to again thank staff for all of the hard work and much deserved credit for a job well done!

Pequot Lakes HRA Update

Per the board's direction, we have continued the conversation with staff and the board of the Pequot Lakes HRA. I attended their board meeting on February 3rd and have had a follow up conversation with their board chair who is back in town. At their board meeting I did express to them that our agency is willing to look at a potential shared services agreement if their board and staff are interested. Their board had indicated that they'd like to have a follow up meeting with two of their board members, myself and likely one of our board members. At the time of this memo, their board chair has not reached out to schedule that with me, but I would anticipate that occurring soon. If there is interest after that meeting, we would like to start looking at their properties to get a better idea of all of their buildings as we have only inspected the West Grove townhomes. Karen did spend a few hours with their staff in late January as well to ask further questions about their financials.

No Action Requested; Discussion Items