



Brainerd HRA Board of Commissioners Meeting
Wednesday, March 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. OATH OF OFFICE
 - a. Allie Verchota, filling term set to expire on 12/31/2024 (Attachment 1) Pg.3
4. REVIEW AND APPROVE AGENDA
5. READING AND APPROVAL OF MINUTES
 - a. Approval of Minutes from Regular Board Mtg. on Feb. 22nd, 2023 (Attachment 2) Pg.7
6. UNFINISHED BUSINESS
 - a. Review of Strategic Goals (Attachment 3) Pg.13
7. NEW BUSINESS
8. BILLS & COMMUNICATIONS
 - a. Financial Report (Attachment 4) Pg.19
 - b. HCV Report (Attachment 5) Pg.47
 - c. Housing Management Report (Attachment 6) Pg.55
 - d. Rehab Programs Report (Attachment 7) Pg.63
 - e. Executive Director Report (Attachment 8) Pg.67
9. COMMISSIONER COMMENTS
10. NEXT MEETING: Wed. April 26th, 2023
11. ADJOURN

Gabe Johnson, term expiring 12/31/24
Rebekah Kent-Ehlebracht, term expiring 12/31/23
Allie Verchota, 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
Kevin Yeager, term expiring 12/31/27

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: March 16, 2023
Re: Oath of Office

Allie Verchota was appointed to the Brainerd HRA Board by the city council at their February 21st meeting.

She will be filling the term that is set to expire on 12/31/2024.

Following is the oath of office (see [Attachment 1a](#)), please join me in welcoming Commissioner Verchota to The board.

Action Item: None

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Oath

STATE OF MINNESOTA

COUNTY OF CROW WING

CITY OF BRAINERD

SS.

I, **Allie Verchota**, do solemnly affirm that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully and impartially discharge the duties as a commissioner of the **HOUSING AND REDEVELOPMENT AUTHORITY in and for the CITY of BRAINERD**, to which I have been appointed to the best of my knowledge and ability, so help me God.

Allie Verchota

Subscribed and sworn to before me this 22nd day of March, 2023.

ERIC CHARPENTIER
Executive Director

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Brainerd HRA BOARD MEETING MINUTES

Wednesday, February 22nd, 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 Office Conference Room located at 324 East River Road, Brainerd at 1:00 p.m., Wednesday, February 22nd, 2023.

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

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

Oath of Office

(This was moved to this position for action rights during this February meeting)

At the February 2023, city council meeting, Kevin Yeager was appointed to serve on the Brainerd HRA Board of Commissioners for a term expiring 12/31/27. The official Oath of office was conducted by Charpentier.

3. **REVIEW AND APPROVE AGENDA:**

Moved and seconded by Commissioners Duval and Erickson to approve the edit and agenda as now presented from the February 22nd, 2023, board meeting. Commissioner Yeager abstained from this vote, all other commissioners were in favor, and none were opposed. The agenda was approved.

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

Moved and seconded by Commissioners Duval and Erickson to approve the minutes from the January 25th, 2023, board meeting. Commissioner Yeager abstained from this vote, all commissioners were in favor, and none were opposed. The minutes were approved.

5. **UNFINISHED BUSINESS:**

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.

Commissioner Duval motion approval to determine the committed fund balance amount as specified above \$116,257 and to determine the assigned fund balance amount as specified above \$126,000. Commissioner Yeager seconded the motion. All commissioners were in favor of the motion and none were opposed. The motion was approved.

6. **NEW BUSINESS:** Nothing at this time

7. **BILLS & COMMUNICATIONS:**

a. **Financial Report:**

Young presented the Financial Reports and supporting information.

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.

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

b. **HCV Report:**

Charpentier presented her reports and supporting information.

HCV Report

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

As you know, often 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

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

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.

c. Housing Management Report:

Fortune presented her reports and supporting documents.

Vacancy Report for January 2023 Report was presented.

Monthly Property Performance Report for January 2023 Report was presented.

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.

d. Rehab Programs Report:

Schommer presented his reports and supporting information.

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.

e. Executive Director Report:

Charpentier presented his reports and supporting information.

Bremer Business Banking Seminar

Eric attended this seminar on Wednesday, February 8th. He 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. Also in attendance at this seminar Chris Close of Close Converse and Chris Quisberg from S&R Quisberg, Inc (Cub Foods). Following the seminar Eric 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.

8. Commissioner Comments:

Decker – Nothing at this time

Duval – Nothing at this time

Kent-Ehlebracht – Thank you all.

Yeager – Glad to be back!

Erickson – I am very impressed by the wealth of knowledge and leadership within this agency. I am proud to be a involved in this effort.

9. ADJOURN:

Commissioner Yeager made a motion to adjourn the meeting. Commissioner Erickson seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved and meeting was adjourned at 2:00 p.m

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: March 22nd, 2023
Re: Strategic Planning Update

As has been requested by this board, we are bringing the strategic goals worksheet back every 3 months for review. We have updated the status of the goals that we have been working on in the past few months. As we review this quarterly it will be helpful for staff to get feedback and/or guidance from the board to ensure we are making any priority adjustments as we work towards fulfilling these goals. This will continue to help guide staff on our path forward. Many of these goals will be ongoing throughout this two-year cycle, but there could be shifts in the priority as we work through these.

Action Requested: No action requested, for informational purposes and general discussion.

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2022 – 2024 Brainerd HRA Goals and Action Steps Status Report

Goal	Action Steps	Status
Goal 1: Workforce Retention and Development – High Priority	Maintain stable workforce – focus on retention and additions.	<i>Ongoing and continual – Added Operations Administrative Specialist 1/23</i>
	Support well-trained, competent, and professional workforce.	<i>Continue to offer and encourage in person and online training for staff</i>
	Succession planning – transfer of institutional knowledge preserved and applied through cross-training.	<i>Mid Priority, ongoing</i>
	Monitor staff capacity and well-being while managing 3 HRA's.	<i>Continually evaluating each department's capacity and searching for growth opportunities.</i>
Goal 2: Intentional Decisions for Properties to be Redeveloped	City acquisition of former state hospital site.	<i>Lower Priority, per City staff the State of MN does not currently have interest in selling this land.</i>
	Possible redevelopment in south Brainerd.	<i>Lower priority, land is currently listed for sale, large piece of property to develop</i>
	Washington Street redevelopment and SCDP grant.	<i>High priority, scheduled for 2026. City municipal consent given in March of 2023. Staff will work to put together a competitive Small Cities Grant. Preapplication will be due in fall of 2024 with an application to follow in spring of 2025</i>
	Use available resources to optimize redevelopment success.	<i>Ongoing</i>
	Update housing study and needs.	<i>As needed, lower priority. Looking at funding opportunities to update within the next 2-3 years</i>
Goal 3: Engage Developers	Guide and mentor developers to greater successes through our expertise.	<i>Continue to meet with developers to market the City of Brainerd and the developable areas for housing. Worked with City staff to develop a developable land document to share with developers in February of '23</i>

	Identify potential clients within nonprofit organizations.	<i>Continue to work with partners such as LAHFH to identify and develop housing opportunities.</i>
	Utilize available funding and resources.	<i>Currently tracking what is happening in this legislative session. The main housing legislation is under the Bring It Home bill which is currently proposing spending of approximately 2 billion dollars for housing.</i>
	Continually review financial impact on HRA and increase revenue.	<i>High Priority, continuing to evaluate our programs and if there are ways to add</i>
	Use technology to make programs and opportunities known and easier to access.	<i>Staff is working on updating our stock presentation slides for the agency with updates for our rehab programs and development programs</i>
Goal 4: Acquire Lands	Explore capacity to acquire large tract of land and sell smaller parcels to developers.	<i>Mid Priority – Potentially utilize the CWC HTF</i>
	Creation of more housing: especially 1- and 2-bedroom units.	<i>High Priority. Working with multiple developers on projects they are working towards for development and redevelopment within the City of Brainerd</i>
	Increase senior level living and meet the needs of increasing boomer retirees.	<i>High Priority – not started</i>
	Explore housing needs and types of housing that are lacking.	<i>Ongoing. Looking at funding options for updating our housing study in the next 2-3 years to keep the data fresh.</i>
Goals 5: Build efficiencies within the 3 – 4 HRA's within Crow Wing County – (Low priority as time allows)	Discover efficiencies and reduce duplications resulting in possible budget savings.	<i>We continue to have dialogue with the Pequot Lakes HRA</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, attending webinars, in person training and regional groups for information sharing.</i>

	Collaborate and communicate with our elected officials.	<i>High priority, continue to attend City Council meetings, work with City staff on housing priorities within the City and the EDA. Present to the City Council at an upcoming meeting to speak about our progress and the programs we are utilizing within the City.</i>

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: March 14, 2023
Re: March Financial Report

Please find attached the financial information for February 2023.

Agency Audit

Mary Reedy from CliftonLarsonAllen (CLA) will be at our April meeting to present the Brainerd HRA audit.

The unaudited financial statements were due to the Real Estate Assessment Center (REAC) by February 28th and have been submitted.

Crow Wing County HRA Audit

The CWC HRA audit has been finalized by CLA. CLA has issued an unmodified Auditor's Report with no findings or misstatements. The audit will be presented to the CWC HRA Board at their April meeting.

Brainerd South Compilation

The Brainerd South compilation was completed by CLA. CLA issued a Compilation Report with no findings.

The unaudited information is due to REAC by March 31st and has been submitted.

2023 Federal Funding

HUD recently issued additional funding information for our federal programs. For Public Housing, Capital Fund appropriations are at the highest funding level ever for capital improvements and the 2023 grant was funded at \$500,022. Operating Fund funding is at an all-time high of \$405,609 with a utility expense inflation factor of 22.52% and an expense level inflation factor of 7.4%. An interim proration level for the Operating Fund is estimated at 95%. For Housing Choice Voucher (HCV), HAP funding will be increased by a 9.9% inflation factor and then prorated at approximately 99%. HCV Admin Fees are estimated to be funded with a 15% increase and then an overall proration level of approximately 91%.

Action Requested: Motion for approval of payments as presented.

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February 2023 Operating Account Balances

Property/Program	February 2022	January 2023	February 2023
General Fund	\$386,931.77	\$511,944.94	\$504,734.43
Housing Rehab Program	\$204,945.81	\$206,535.49	\$223,569.61
Bridges	\$1,227.98	\$577.70	-\$6,899.27*
Crow Wing County HRA	\$1,517,026.14	\$1,868,778.07	\$1,836,762.99
Public Housing	\$733,828.80	\$703,252.92	\$693,033.37
Brainerd South	\$39,881.79	\$64,548.23	\$22,892.59
Housing Choice Voucher	\$19,781.36	\$20,233.15	-\$6,347.18
Total	\$2,903,623.65	\$3,375,870.50	\$3,267,746.54

*Negative balance due to state delayed on sending out HAP. February HAP received in March.

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Brainerd Housing & Redevelopment Authority

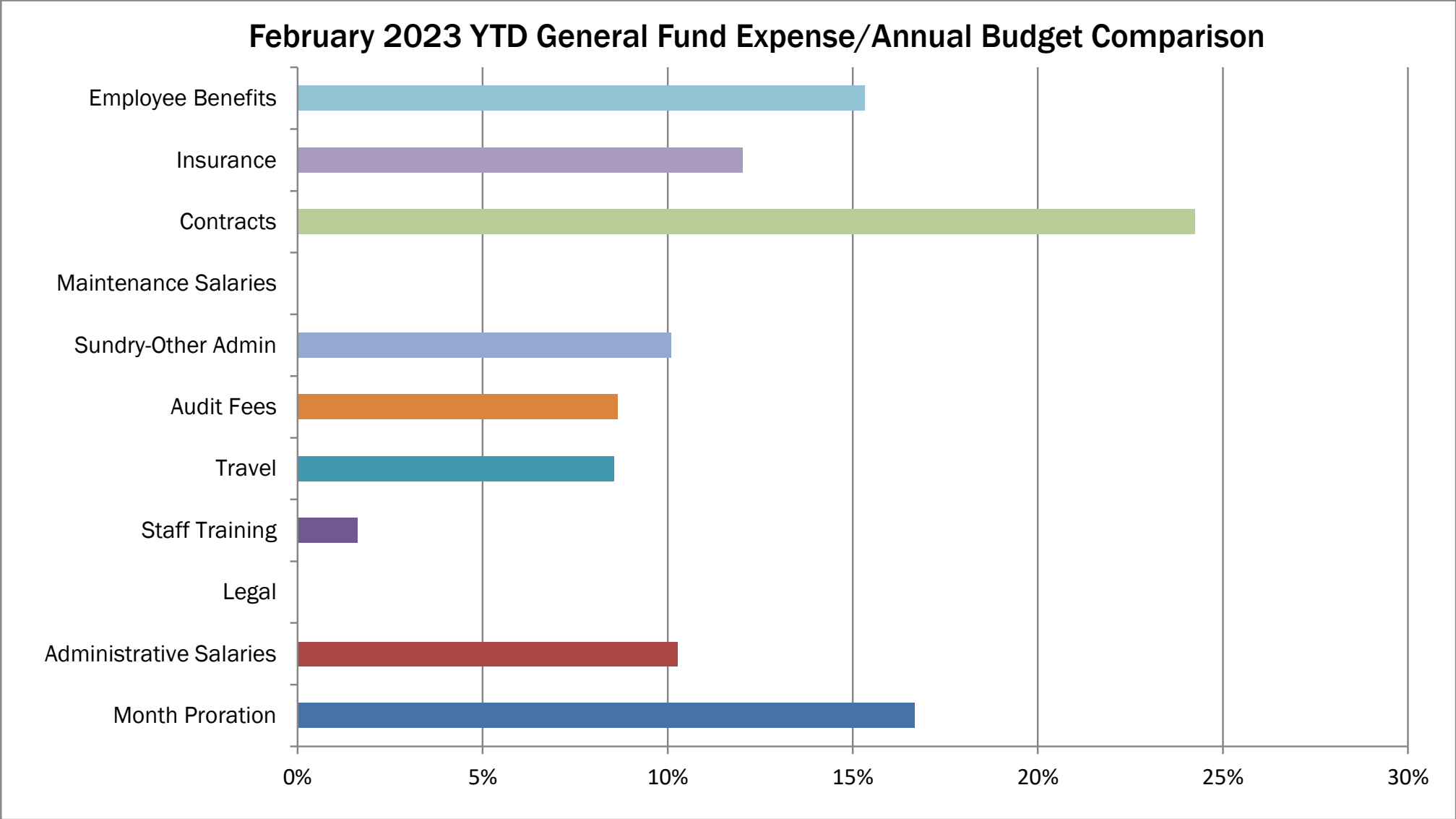
2023 Ratios (and December, 2022)

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

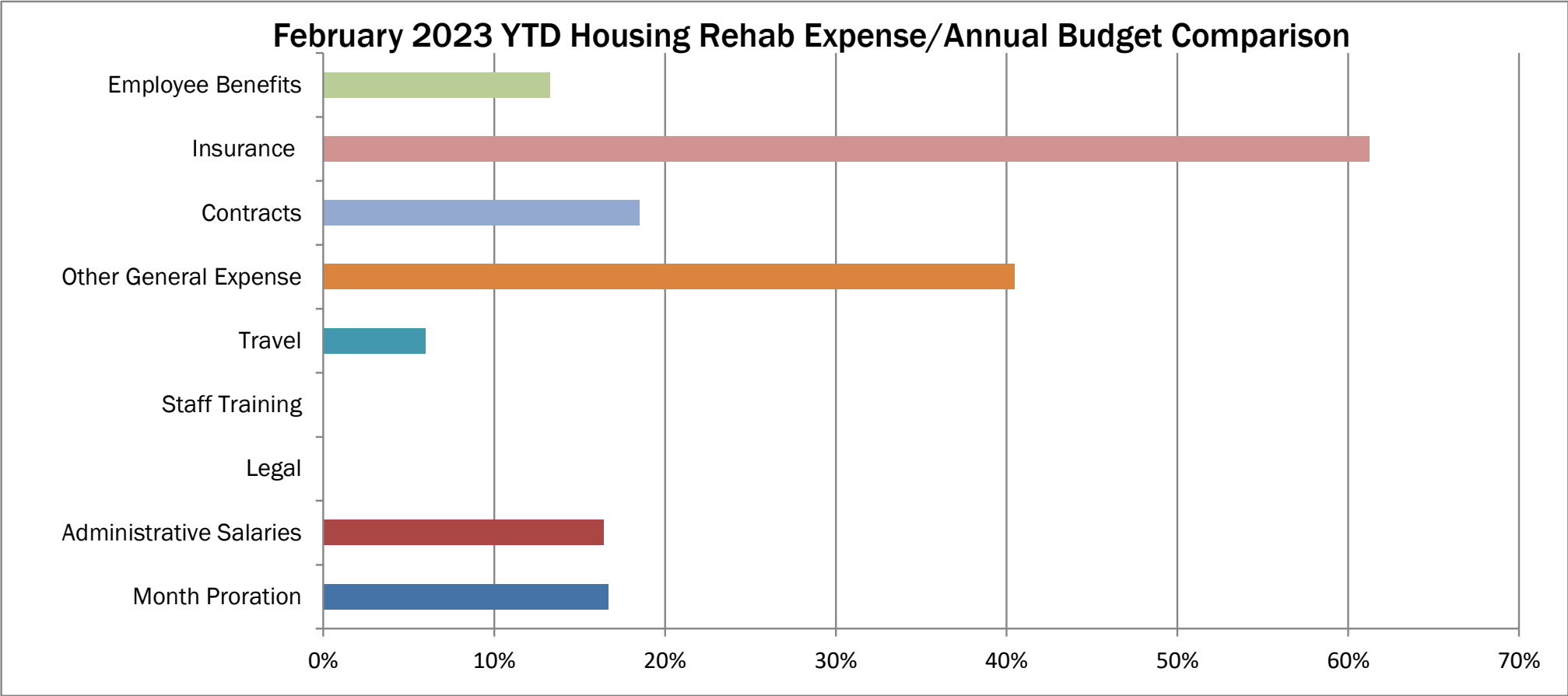
MASS Ratios	Max Pts	Scoring			
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	5.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00
Total Points	25		25.00	20.00	20.00
Total of Above Ratios	50		50.00	45	45

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

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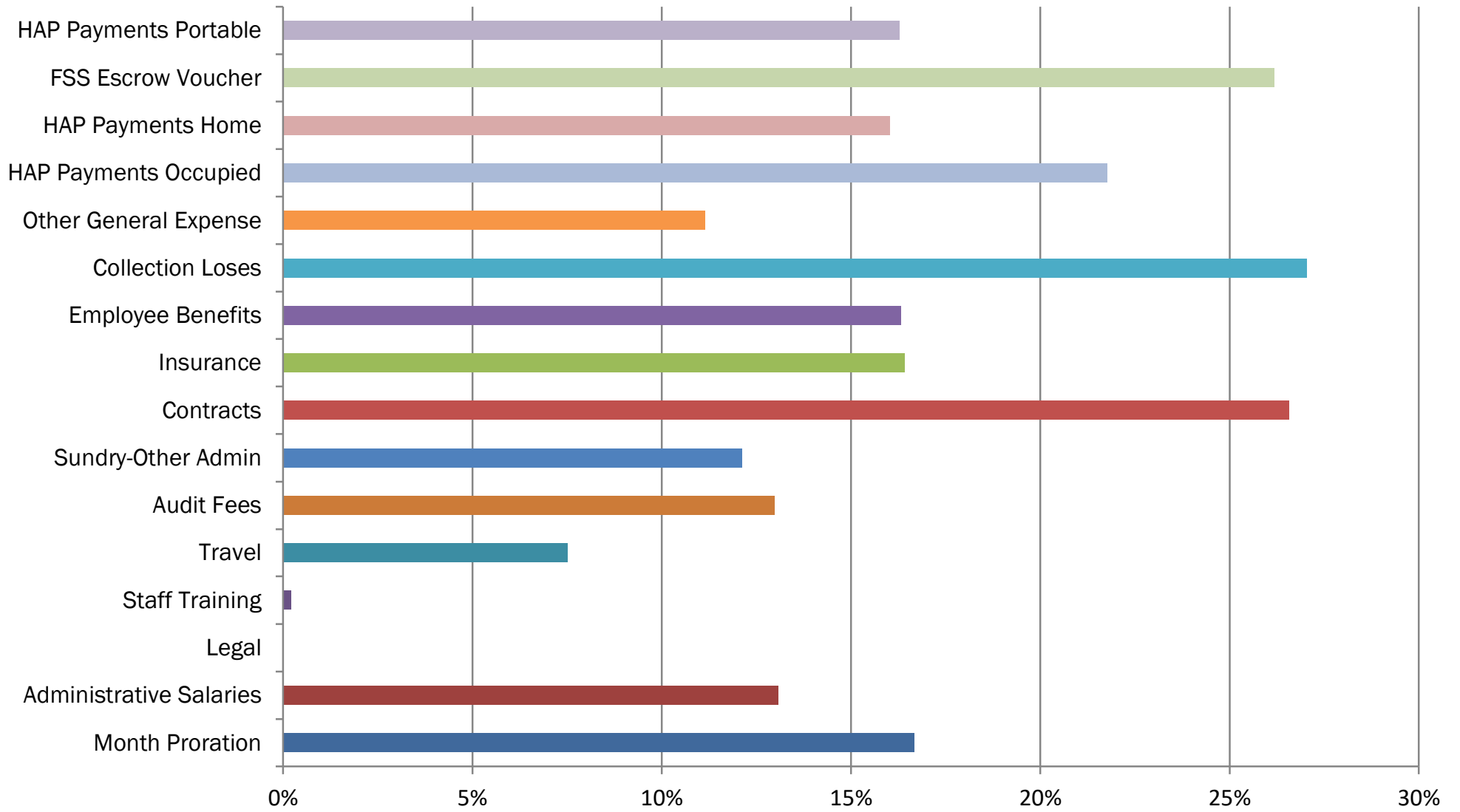
Contracts: Paid 1st Quarter HR Fees to the City of Brainerd.
Maintenance Salaries: \$1,697.41 Total



Insurance: Yearly premium was paid in January.

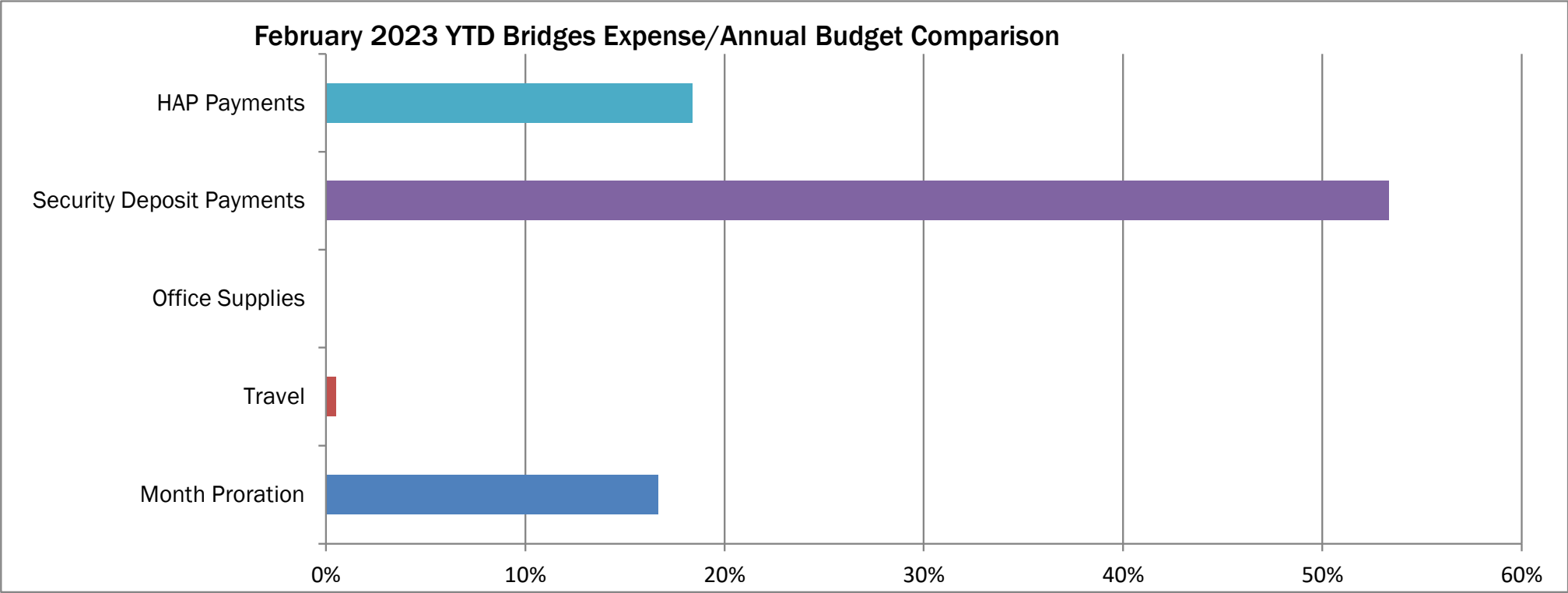
Other General Expense - Rehab annual software subscription.

February 2023 YTD Housing Choice Voucher Expense/Annual Budget Comparison



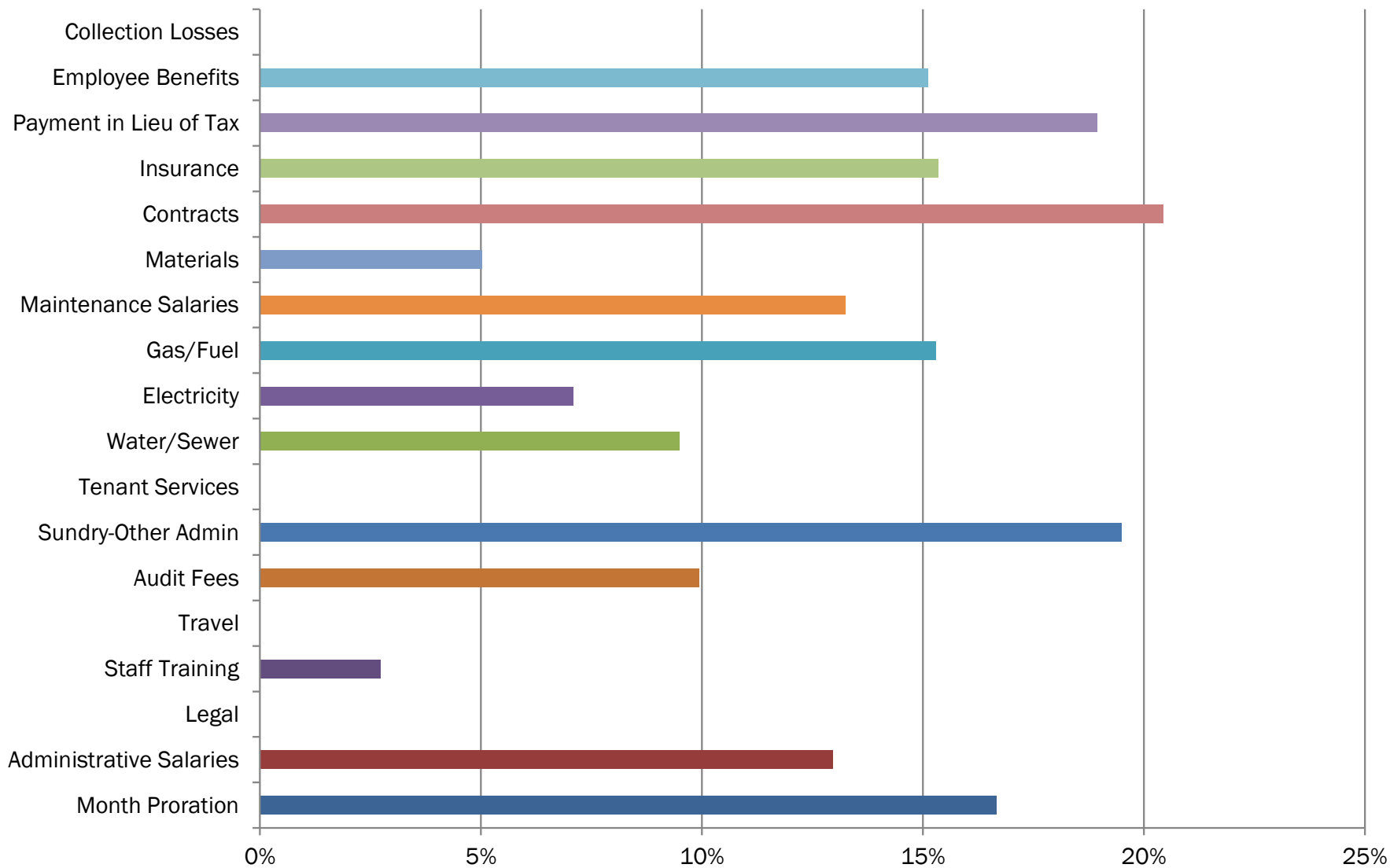
Collection Loses - Bad Debt Write-off for one account.

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



Security Deposit Payments - Paid two security deposits.

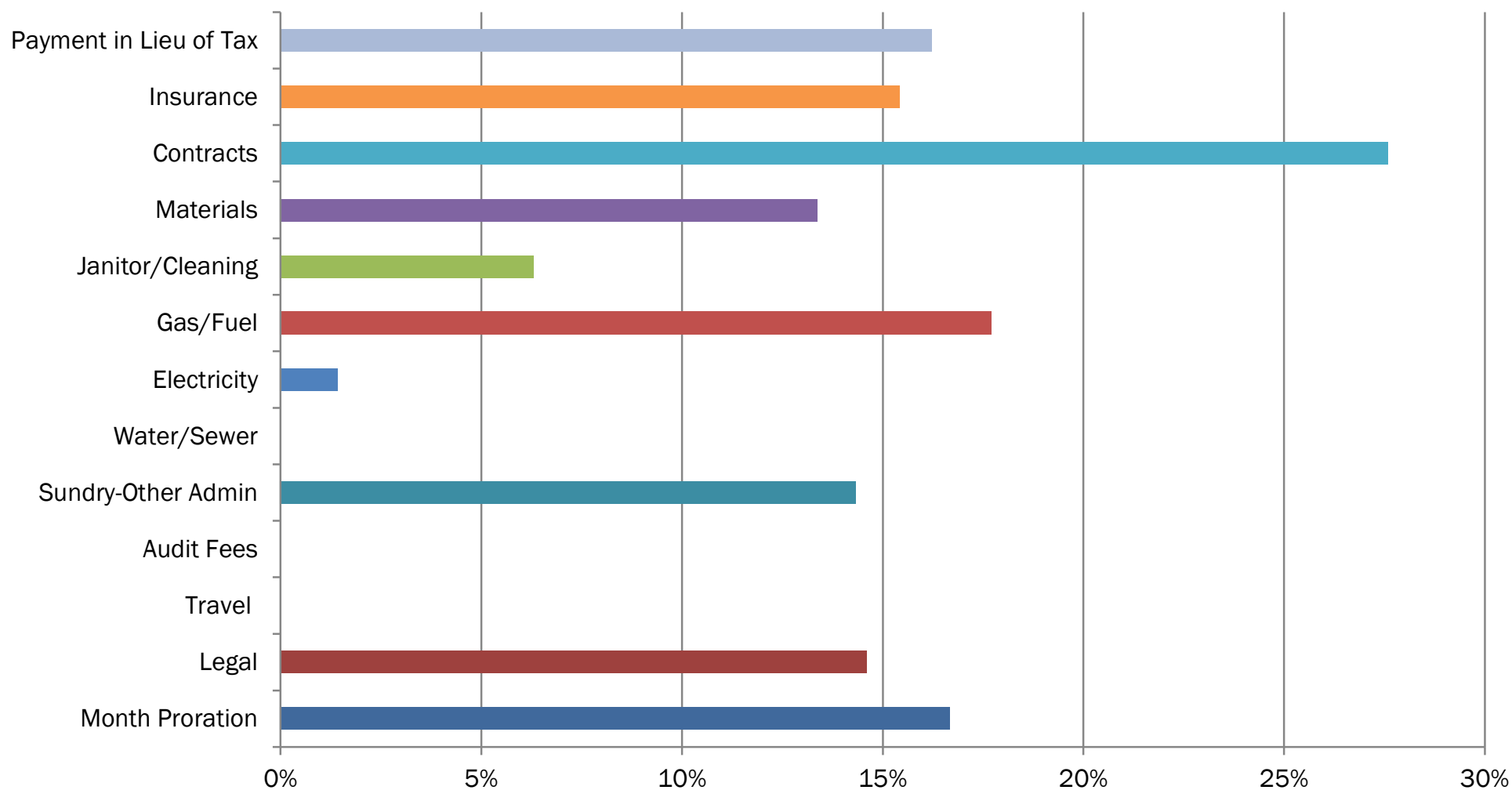
February 2023 YTD Public Housing Expense/Annual Budget Comparison



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

Contract Costs: Quarterly billing for HR services from the City of Brainerd. Snow Removal.

February 2023 YTD Brainerd South Expense/Annual Budget Comparison



Contract Costs: Snow Removal and Unit Turn Flooring Costs

Date: 3/16/2023
 Time: 8:43:29 AM
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**Brainerd HRA
 General Fund Operating Statement
 February, 2023**

Page: 1
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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-15,600.89	-31,487.60	-30,795.00	-692.60
Interest Income	-360.03	-774.21	-50.00	-724.21
Other Income	-508.00	-508.00	-4,458.34	3,950.34
TOTAL INCOME	-16,468.92	-32,769.81	-35,303.34	2,533.53
EXPENSE				
Administrative				
Administrative Salaries	16,962.06	24,131.37	39,207.50	-15,076.13
Legal	0.00	0.00	716.66	-716.66
Staff Training	81.25	81.25	833.34	-752.09
Travel	42.70	42.70	83.34	-40.64
Auditing Fees	687.50	687.50	700.00	-12.50
Sundry-Other Admin	611.57	868.45	1,693.32	-824.87
Total Administration	18,385.08	25,811.27	43,234.16	-17,422.89
Maintenance				
Maintenance Salaries	1,131.60	1,697.41	0.00	1,697.41
Contracts	450.48	2,245.67	1,543.34	702.33
Total Maintenance	1,582.08	3,943.08	1,543.34	2,399.74
General				
TIF Expense	0.00	0.00	21.66	-21.66
Insurance	411.65	823.30	1,141.66	-318.36
Employee Benefits	8,041.54	15,118.55	16,437.50	-1,318.95
Other General Expense	0.00	0.00	4,166.66	-4,166.66
Total General	8,453.19	15,941.85	21,767.48	-5,825.63
TOTAL EXPENSE	28,420.35	45,696.20	66,544.98	-20,848.78
Net Income/Loss	11,951.43	12,926.39	31,241.64	-18,315.25

Date: 3/16/2023
 Time: 8:43:34 AM
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Housing Rehab Operating Statement
February, 2023

Page: 1
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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-37,198.58	-47,198.58	-54,083.34	6,884.76
TOTAL INCOME	-37,198.58	-47,198.58	-54,083.34	6,884.76
EXPENSE				
Administrative				
Administrative Salaries	7,327.21	15,652.26	15,876.66	-224.40
Legal	0.00	0.00	33.34	-33.34
Staff Training	0.00	0.00	833.34	-833.34
Travel	72.06	72.06	200.00	-127.94
Other Admin Exp	17.50	2,374.82	1,095.00	1,279.82
Total Administration	7,416.77	18,099.14	18,038.34	60.80
Maintenance				
Contracts	11,934.11	33,299.11	30,000.00	3,299.11
Total Maintenance	11,934.11	33,299.11	30,000.00	3,299.11
General				
Insurance	0.00	367.49	100.00	267.49
Employee Benefits	2,164.10	5,530.29	6,953.34	-1,423.05
Total General	2,164.10	5,897.78	7,053.34	-1,155.56
TOTAL EXPENSE	21,514.98	57,296.03	55,091.68	2,204.35
Net Income/Loss	-15,683.60	10,097.45	1,008.34	9,089.11

Date: 3/16/2023
 Time: 8:43:37 AM
 joe

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

Page: 1
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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-200,850.00	-328,600.00	-250,000.00	-78,600.00
Admin Fees Earned	-19,580.00	-39,160.00	-55,372.34	16,212.34
Interest Income	-10.13	-19.33	0.00	-19.33
Other Income	-4,745.33	-5,809.33	-4,925.00	-884.33
TOTAL INCOME	-225,185.46	-373,588.66	-310,297.34	-63,291.32
EXPENSE				
Administrative				
Administrative Salaries	16,710.03	28,413.22	36,205.00	-7,791.78
Legal	0.00	0.00	450.00	-450.00
Staff Training	10.50	10.50	833.34	-822.84
Travel	112.68	112.68	250.00	-137.32
Accounting & Audit Fees	687.50	687.50	700.00	-12.50
Sundry-Other Admin	397.95	691.06	1,824.98	-1,133.92
Total Administration	17,918.66	29,914.96	40,263.32	-10,348.36
Maintenance				
Contracts	705.39	5,749.71	3,606.66	2,143.05
Total Maintenance	705.39	5,749.71	3,606.66	2,143.05
General				
Insurance	519.94	1,039.88	1,055.84	-15.96
Employee Benefits	9,724.19	18,834.82	19,225.84	-391.02
Collection Losses	676.00	676.00	700.00	-24.00
Other General Expense	94.20	188.40	281.66	-93.26
Total General	11,014.33	20,739.10	21,263.34	-524.24
HAP Payments				
HAP Payments Occupied	151,362.00	300,356.00	230,000.00	70,356.00
HAP Payments Home	2,405.00	4,810.00	5,000.00	-190.00
FSS Escrow Voucher	7,628.00	15,707.00	10,000.00	5,707.00
HAP Payments Portable	2,440.00	4,880.00	5,000.00	-120.00
Total HAP	163,835.00	325,753.00	250,000.00	75,753.00
TOTAL EXPENSE	193,473.38	382,156.77	315,133.32	67,023.45
Net Income/Loss	-31,712.08	8,568.11	4,835.98	3,732.13

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**Bridges Program
 Bridges Operating Statement
 February, 2023**

Page: 1
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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	0.00	-3,831.00	-9,300.00	5,469.00
Admin Revenue	0.00	-540.00	-1,200.00	660.00
Operating Transfer	0.00	0.00	1,125.00	-1,125.00
Total Income	0.00	-4,371.00	-9,375.00	5,004.00
EXPENSE				
Administrative				
Travel	1.97	1.97	66.66	-64.69
Office Supplies	0.00	0.00	8.34	-8.34
Total Administration	1.97	1.97	75.00	-73.03
General				
Security Deposit Pmts	1,600.00	1,600.00	500.00	1,100.00
HAP Payment to Landlords	5,875.00	9,706.00	8,800.00	906.00
Total General	7,475.00	11,306.00	9,300.00	2,006.00
TOTAL EXPENSE	7,476.97	11,307.97	9,375.00	1,932.97
Net Income/Loss	7,476.97	6,936.97	0.00	6,936.97

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

Page: 4
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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-68,523.00	-136,275.00	-139,563.34	3,288.34
Operating Subsidy	-22,652.00	-47,568.00	-54,050.00	6,482.00
Investment Interest	-357.98	-4,404.33	0.00	-4,404.33
Other Income	-8,375.09	-17,624.09	-32,633.34	15,009.25
Other Income Tenants	-1,615.00	-3,702.00	-3,958.34	256.34
Capital Fund Income	-66,000.00	-66,000.00	-11,000.00	-55,000.00
Laundry Income	-1,723.75	-3,458.00	-3,296.66	-161.34
TOTAL INCOME	-169,246.82	-279,031.42	-244,501.68	-34,529.74
EXPENSE				
Administrative				
Administrative Salaries	25,471.72	42,493.92	54,670.00	-12,176.08
Legal	0.00	0.00	2,166.66	-2,166.66
Staff Training	257.94	383.49	2,333.34	-1,949.85
Travel	0.00	0.00	166.66	-166.66
Accounting & Audit Fees	1,317.50	1,317.50	1,325.00	-7.50
Sundry-Other Admin	1,193.10	4,371.06	5,370.00	-998.94
Total Administration	28,240.26	48,565.97	66,031.66	-17,465.69
Tenant Services				
Rec Public and Other	0.00	0.00	825.00	-825.00
Total Tenant Services	0.00	0.00	825.00	-825.00
Utilities				
Water/Sewer	7,991.18	7,991.18	14,027.48	-6,036.30
Electricity	6,075.62	6,075.62	14,275.00	-8,199.38
Gas/Fuel	9,245.45	9,245.45	10,075.00	-829.55
Total Utilities	23,312.25	23,312.25	38,377.48	-15,065.23
Maintenance				
Labor	12,956.40	22,424.03	28,226.66	-5,802.63
Materials	962.76	1,508.68	5,000.00	-3,491.32
Contracts	35,152.65	44,403.95	36,194.18	8,209.77
Total Maintenance	49,071.81	68,336.66	69,420.84	-1,084.18
General				
Insurance	8,456.58	16,913.16	18,375.00	-1,461.84
Payment in Lieu of Tax	2,138.35	5,492.13	4,833.34	658.79
Employee Benefits	17,123.16	34,217.43	37,709.16	-3,491.73
Other General Expense	133.95	267.90	666.66	-398.76
Total General	27,852.04	56,890.62	61,584.16	-4,693.54
TOTAL EXPENSE	128,476.36	197,105.50	236,239.14	-39,133.64
Net Income/Loss	-40,770.46	-81,925.92	-8,262.54	-73,663.38

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**Brainerd South Operating Statement
 February, 2023**

Page: 1
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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-21,529.00	-42,574.00	-45,550.00	2,976.00
Rental Supplement	-4,189.00	-8,429.60	-9,500.00	1,070.40
Investment Interest	-554.55	-1,155.87	-125.00	-1,030.87
Other Income	-1,825.00	-3,590.00	-1,786.66	-1,803.34
Laundry Income	-590.00	-1,265.75	-1,333.34	67.59
TOTAL INCOME	-28,687.55	-57,015.22	-58,295.00	1,279.78
EXPENSE				
Administrative				
Legal	730.00	730.00	833.34	-103.34
Travel	0.00	0.00	16.66	-16.66
Sundry-Other Admin	3,513.11	7,186.04	8,124.98	-938.94
Total Administration	4,243.11	7,916.04	8,974.98	-1,058.94
Utilities				
Water	0.00	0.00	3,220.00	-3,220.00
Electricity	76.48	76.48	900.00	-823.52
Gas/Fuel	4,466.18	4,466.18	4,205.00	261.18
Total Utilities	4,542.66	4,542.66	8,325.00	-3,782.34
Maintenance				
Labor	1,797.75	1,797.75	4,750.00	-2,952.25
Materials	2,471.03	3,846.03	4,791.68	-945.65
Contracts	15,125.10	17,573.39	10,616.68	6,956.71
Total Maintenance	19,393.88	23,217.17	20,158.36	3,058.81
General				
Insurance	2,896.70	5,784.77	6,250.00	-465.23
Payment in Lieu of Tax	823.70	1,785.14	1,833.34	-48.20
Total General	3,720.40	7,569.91	8,083.34	-513.43
TOTAL EXPENSE	31,900.05	43,245.78	45,541.68	-2,295.90
Net Income/Loss	3,212.50	-13,769.44	-12,753.32	-1,016.12



February 2023 Prior Year Comparative Operating Statements

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

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

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
General Fund Operating INCOME				
Management Fees	-31,487.60	-30,795.00	-28,985.70	-28,781.90
Interest Income	-774.21	-50.00	-5.92	-5.17
Other Income	-508.00	-4,458.34	-422.50	-399.00
TOTAL INCOME	-32,769.81	-35,303.34	-29,414.12	-32,415.07
EXPENSE				
Administrative				
Administrative Salaries	24,131.37	39,207.50	17,620.25	19,998.10
Legal	0.00	716.66	0.00	0.00
Staff Training	81.25	833.34	405.46	0.00
Travel	42.70	83.34	4.11	0.00
Auditing Fees	687.50	700.00	0.00	0.00
Sundry-Other Admin	868.45	1,693.32	2,279.41	860.77
Total Administration	25,811.27	43,234.16	20,309.23	20,858.87
Maintenance				
Maintenance Salaries	1,697.41	0.00	1,473.83	1,063.66
Contracts	2,245.67	1,543.34	616.07	318.13
Total Maintenance	3,943.08	1,543.34	2,089.90	1,381.79
General				
TIF Expense	0.00	21.66	0.00	30.00
Insurance	823.30	1,141.66	713.22	485.41
Employee Benefits	15,118.55	16,437.50	10,945.66	13,527.37
Other General Expense	0.00	4,166.66	0.00	2,100.00
Total General	15,941.85	21,767.48	11,658.88	16,142.78
TOTAL EXPENSE	45,696.20	66,544.98	34,058.01	38,383.44
Net Income/Loss	12,926.39	31,241.64	4,643.89	5,968.37

Date: 3/16/2023
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Housing Rehab Proj Operating PY
Housing Rehab Operating Statement
February, 2023

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

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Housing Rehab Operating INCOME				
Other Income	-47,198.58	-54,083.34	-58,408.60	-20,187.50
TOTAL INCOME	-47,198.58	-54,083.34	-58,408.60	-20,187.50
EXPENSE				
Administrative				
Administrative Salaries	15,652.26	15,876.66	13,863.54	14,306.00
Legal	0.00	33.34	0.00	0.00
Staff Training	0.00	833.34	0.00	0.00
Travel	72.06	200.00	91.30	34.72
Other Admin Exp	2,374.82	1,095.00	2,509.50	208.50
Total Administration	18,099.14	18,038.34	16,464.34	14,549.22
Maintenance				
Contracts	33,299.11	30,000.00	228.00	12,579.88
Total Maintenance	33,299.11	30,000.00	228.00	12,579.88
General				
Insurance	367.49	100.00	552.29	486.86
Employee Benefits	5,530.29	6,953.34	6,359.43	5,835.42
Total General	5,897.78	7,053.34	6,911.72	6,322.28
TOTAL EXPENSE	57,296.03	55,091.68	23,604.06	33,451.38
Net Income/Loss	10,097.45	1,008.34	-34,804.54	13,263.88

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

Page: 1
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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-328,600.00	-250,000.00	-238,806.00	-249,314.00
Admin Fees Earned	-39,160.00	-55,372.34	-44,693.84	-37,580.67
Interest Income	-19.33	0.00	-0.25	-0.46
Other Income	-5,809.33	-4,925.00	-1,296.00	-13,399.45
TOTAL INCOME	-373,588.66	-310,297.34	-284,796.09	-300,294.58
EXPENSE				
Administrative				
Administrative Salaries	28,413.22	36,205.00	25,434.06	23,355.44
Legal	0.00	450.00	0.00	0.00
Staff Training	10.50	833.34	0.00	0.00
Travel	112.68	250.00	99.45	0.00
Accounting & Audit Fees	687.50	700.00	0.00	0.00
Sundry-Other Admin	691.06	1,824.98	2,097.50	1,325.39
Total Administration	29,914.96	40,263.32	27,631.01	24,680.83
Maintenance				
Contracts	5,749.71	3,606.66	908.73	798.61
Total Maintenance	5,749.71	3,606.66	908.73	798.61
General				
Insurance	1,039.88	1,055.84	1,018.06	1,026.29
Employee Benefits	18,834.82	19,225.84	16,150.61	16,125.22
Collection Losses	676.00	700.00	0.00	1,270.00
Other General Expense	188.40	281.66	163.84	153.28
Total General	20,739.10	21,263.34	17,332.51	18,574.79
HAP Payments				
HAP Payments Occupied	300,356.00	230,000.00	212,296.00	236,435.00
HAP Payments Home	4,810.00	5,000.00	5,696.00	7,652.00
FSS Escrow Voucher	15,707.00	10,000.00	6,705.00	4,069.00
HAP Payments Portable	4,880.00	5,000.00	3,590.00	3,385.00
Total HAP	325,753.00	250,000.00	228,287.00	251,541.00
TOTAL EXPENSE	382,156.77	315,133.32	274,159.25	295,595.23
Net Income/Loss	8,568.11	4,835.98	-10,636.84	-4,699.35

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Bridges Program PY
Bridges Operating Statement
February, 2023

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

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Bridges Operating INCOME				
HAP Received MHFA	-3,831.00	-9,300.00	-8,516.00	-7,242.00
Admin Revenue	-540.00	-1,200.00	-1,200.00	-700.00
Operating Transfer	0.00	1,125.00	0.00	3,229.00
Total Income	-4,371.00	-9,375.00	-9,716.00	-4,713.00
EXPENSE				
Administrative				
Travel	1.97	66.66	2.34	0.00
Office Supplies	0.00	8.34	0.00	0.00
Total Administration	1.97	75.00	2.34	0.00
General				
Security Deposit Pmts	1,600.00	500.00	790.00	500.00
HAP Payment to Landlords	9,706.00	8,800.00	7,726.00	6,742.00
Total General	11,306.00	9,300.00	8,516.00	7,242.00
TOTAL EXPENSE	11,307.97	9,375.00	8,518.34	7,242.00
Net Income/Loss	6,936.97	0.00	-1,197.66	2,529.00

Date: 3/16/2023
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**Brainerd HRA
Public Housing Operating Statement
February, 2023**

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

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Public Housing Operating INCOME				
Dwelling Rental	-136,275.00	-139,563.34	-127,743.00	-124,177.00
Operating Subsidy	-47,568.00	-54,050.00	-62,061.00	-49,010.00
Investment Interest	-4,404.33	0.00	77.77	87.15
Other Income	-17,624.09	-32,633.34	-27,853.99	-21,679.86
Other Income Tenants	-3,702.00	-3,958.34	-9,393.73	-2,479.19
Capital Fund Income	-66,000.00	-11,000.00	0.00	0.00
Laundry Income	-3,458.00	-3,296.66	-3,039.00	-2,852.75
TOTAL INCOME	-279,031.42	-244,501.68	-230,012.95	-200,111.65
EXPENSE				
Administrative				
Administrative Salaries	42,493.92	54,670.00	38,916.44	40,070.95
Legal	0.00	2,166.66	0.00	3,007.24
Staff Training	383.49	2,333.34	0.00	0.00
Travel	0.00	166.66	1.17	0.00
Accounting & Audit Fees	1,317.50	1,325.00	0.00	0.00
Sundry-Other Admin	4,371.06	5,370.00	7,052.46	5,561.96
Total Administration	48,565.97	66,031.66	45,970.07	48,640.15
Tenant Services				
Rec Public and Other	0.00	825.00	0.00	0.00
Total Tenant Services	0.00	825.00	0.00	0.00
Utilities				
Water/Sewer	7,991.18	14,027.48	6,558.59	6,090.05
Electricity	6,075.62	14,275.00	6,033.70	5,952.17
Gas/Fuel	9,245.45	10,075.00	17,855.77	5,814.65
Total Utilities	23,312.25	38,377.48	30,448.06	17,856.87
Maintenance				
Labor	22,424.03	28,226.66	28,679.52	22,989.04
Materials	1,508.68	5,000.00	6,739.87	1,582.01
Contracts	44,403.95	36,194.18	22,383.98	42,237.42
Total Maintenance	68,336.66	69,420.84	57,803.37	66,808.47
General				
Insurance	16,913.16	18,375.00	16,585.58	16,979.78
Payment in Lieu of Tax	5,492.13	4,833.34	4,460.63	4,964.65
Employee Benefits	34,217.43	37,709.16	36,150.04	37,239.73
Other General Expense	267.90	666.66	1,000.00	0.00
Total General	56,890.62	61,584.16	58,196.25	59,184.16
TOTAL EXPENSE	197,105.50	236,239.14	192,417.75	192,489.65
Net Income/Loss	-81,925.92	-8,262.54	-37,595.20	-7,622.00

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**Brainerd South Operating Statement
February, 2023**

Page: 1
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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Brainerd South Operating				
INCOME				
Dwelling Rental	-42,574.00	-45,550.00	-42,280.00	-40,756.00
Rental Supplement	-8,429.60	-9,500.00	-8,998.00	-8,417.00
Investment Interest	-1,155.87	-125.00	16.42	18.78
Other Income	-3,590.00	-1,786.66	-4,175.00	-4,499.25
Laundry Income	-1,265.75	-1,333.34	-1,252.50	-637.75
TOTAL INCOME	-57,015.22	-58,295.00	-56,689.08	-54,291.22
EXPENSE				
Administrative				
Legal	730.00	833.34	0.00	1,697.45
Travel	0.00	16.66	0.00	0.00
Sundry-Other Admin	7,186.04	8,124.98	7,248.95	7,970.01
Total Administration	7,916.04	8,974.98	7,248.95	9,667.46
Utilities				
Water	0.00	3,220.00	1,326.27	1,262.54
Electricity	76.48	900.00	595.49	526.71
Gas/Fuel	4,466.18	4,205.00	7,087.79	2,250.50
Total Utilities	4,542.66	8,325.00	9,009.55	4,039.75
Maintenance				
Labor	1,797.75	4,750.00	1,214.70	2,167.39
Materials	3,846.03	4,791.68	3,070.95	2,993.25
Contracts	17,573.39	10,616.68	7,890.39	7,843.03
Total Maintenance	23,217.17	20,158.36	12,176.04	13,003.67
General				
Insurance	5,784.77	6,250.00	5,623.20	5,567.59
Payment in Lieu of Tax	1,785.14	1,833.34	1,520.78	1,696.26
Total General	7,569.91	8,083.34	7,203.61	7,502.37
TOTAL EXPENSE	43,245.78	45,541.68	35,638.15	34,213.25
Net Income/Loss	-13,769.44	-12,753.32	-21,050.93	-20,077.97

Brainerd Housing and Redevelopment Authority
Payment Summary Report
February 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/9/2023	963	Carrie Burrell	\$26.22
2/9/2023	964	Creo Block	\$179.47
2/9/2023	965	Eric Charpentier	\$210.77
2/9/2023	966	Jessica Mulroy	\$5.24
2/9/2023	967	John Schommer	\$177.56
2/9/2023	968	Karen Young	\$28.82
2/9/2023	969	Nancy Thull	\$21.62
2/9/2023	970	Ryan Barnett	\$88.43
2/9/2023	2110	Health Savings Accounts	\$3,389.19
2/9/2023	2111	Harpers Payroll Service	\$10,741.05
2/9/2023	2112	Harpers Payroll Service	\$98.92
2/9/2023	2113	Security Benefit	\$4,936.35
2/9/2023	2114	Minnesota State Retirement System	\$561.00
2/2/2023	2115	90 Degree Benefits Inc.	\$21,570.45
2/23/2023	2116	Harpers Payroll Service	\$10,714.50
2/23/2023	2117	Harpers Payroll Service	\$93.51
2/23/2023	2118	Health Savings Accounts	\$3,385.85
2/23/2023	2119	Health Savings Accounts	\$250.00
2/23/2023	2120	Security Benefit	\$4,936.35
2/23/2023	2121	Minnesota State Retirement System	\$561.00
2/5/2023	2122	Payroc LLC	\$248.28
2/8/2023	25229	American Door Works	\$210.00
2/8/2023	25230	Atlas Abstract & Title	\$100.00
2/8/2023	25231	Borden Steinbauer Krueger & Knudson, PA	\$730.00
2/8/2023	25232	Brainerd Public Utilities	\$15,222.95
2/8/2023	25233	Capital One Commercial	\$45.67
2/8/2023	25234	CenterPoint Energy	\$13,711.63
2/8/2023	25235	CenturyLink	\$111.36
2/8/2023	25236	CliftonLarsonAllen LLP	\$2,692.50
2/8/2023	25237	Climate Makers Acquisition, Inc.	\$1,224.92
2/8/2023	25238	Crow Wing County Landfill	\$15.75
2/8/2023	25239	Culligan	\$142.60
2/8/2023	25240	Dacotah Paper Co	\$472.00
2/8/2023	25241	Granite Pest Control, LLC	\$2,682.00
2/8/2023	25242	Handyman's, Inc.	\$288.38
2/8/2023	25243	Harpers Time & Attendance Division	\$71.50
2/8/2023	25244	Holden Electric Company Inc	\$233.50
2/8/2023	25245	Home Depot Credit Services	\$84.53
2/8/2023	25246	Home Depot Supply	\$869.77
2/8/2023	25247	Horizon Plumbing & Heating	\$2,778.00
2/8/2023	25248	Integrity Woodwork LLC	\$1,140.00
2/8/2023	25249	Jim's Electric Co., Inc	\$1,364.26
2/8/2023	25250	Lakes Printing Inc.	\$359.45
2/8/2023	25251	MN Dept of Labor and Industry	\$10.00
2/8/2023	25252	MN Elevator, Inc.	\$826.64
2/8/2023	25253	MRI Software LLC	\$100.00
2/8/2023	25254	Mike Jones	\$56.33
2/8/2023	25255	Office Shop	\$634.69
2/8/2023	25256	Paper Storm	\$52.00
2/8/2023	25257	Park Supply, Inc.	\$690.18
2/8/2023	25258	Quick Construction, Inc	\$12,622.06
2/8/2023	25259	Seward and Sons Construction	\$11,825.00
2/8/2023	25260	Strike Painting & Finishing	\$1,450.00
2/8/2023	25261	T-Mobile	\$157.40
2/8/2023	25262	Thelen Heating and Roofing, Inc.	\$224.00
2/8/2023	25263	VSP	\$42.70
2/8/2023	25264	Waste Partners, Inc.	\$2,899.20
2/8/2023	25265	West Central Flooring	\$8,754.52
2/8/2023	25266	Wex Health	\$8.50
2/8/2023	25267	Xtona	\$5,955.00
2/23/2023	25268	4 and 47 Cleaning	\$1,386.00
2/23/2023	25269	Brainerd Public Utilities	\$1,490.95
2/23/2023	25270	Bremer Bank Credit Card	\$1,998.26
2/23/2023	25271	CTC	\$2,426.39

Brainerd Housing and Redevelopment Authority
Payment Summary Report
February 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/23/2023	25272	City of Brainerd	\$39.60
2/23/2023	25273	Crow Wing Cty Recorder's Office	\$92.00
2/23/2023	25274	Dacotah Paper Co	\$502.29
2/23/2023	25275	Dearborn National	\$226.78
2/23/2023	25276	Granite Pest Control, LLC	\$3,366.00
2/23/2023	25277	Handyman's, Inc.	\$294.77
2/23/2023	25278	Home Depot Credit Services	\$753.22
2/23/2023	25279	Life Insurance Company of North America	\$82.70
2/23/2023	25280	MRI Software LLC	\$380.00
2/23/2023	25281	Miller Testing & Consulting LLC	\$470.00
2/23/2023	25282	Paper Storm	\$52.00
2/23/2023	25283	Postmaster	\$630.00
2/23/2023	25284	Quick Construction, Inc	\$38,380.00
2/23/2023	25285	Rasinski Total Service, LLC	\$308.95
2/23/2023	25286	Roto-Rooter Sewer & Drain Service	\$320.00
2/23/2023	25287	The Cleaning Bee LLC	\$663.75
2/23/2023	25288	The Hartford	\$331.09
2/23/2023	25289	The Title Team-Noble Escrow	\$20,000.00
2/23/2023	25290	Viking Electric Supply, Inc	\$10.53
2/23/2023	25291	LandWerx LLC	\$47,700.60
		Report Total	\$274,989.45