



**Brainerd HRA Board of Commissioners Meeting**  
**Wednesday, April 26<sup>th</sup>, 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. PRESENTATION:
  - a. 2022 Brainerd HRA Audit: Mary Reedy, Clifton Larson Allen (*Attachment 1*) Pg.3
5. READING AND APPROVAL OF MINUTES
  - a. Approval of Minutes from Regular Board Mtg. on March 22<sup>nd</sup>, 2023 (*Attachment 2*) Pg.5
6. UNFINISHED BUSINESS
7. NEW BUSINESS
8. BILLS & COMMUNICATIONS
  - a. Financial Report (*Attachment 3*) Pg. 9
  - b. HCV Report (*Attachment 4*) Pg. 37
  - c. Housing Management Report (*Attachment 5*) Pg. 43
  - d. Rehab Programs Report (*Attachment 6*) Pg. 49
  - e. Executive Director Report (*Attachment 7*) Pg. 53
9. COMMISSIONER COMMENTS
10. NEXT MEETING: Wed. May 24<sup>th</sup>, 2023
11. ADJOURN

Rebekah Kent-Ehlebracht, term expiring 12/31/23  
Gabe Johnson, term expiring 12/31/24  
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

This page intentionally left blank.

## Presentation: 2022 Brainerd HRA Audit: Mary Reedy, Clifton Larson Allen

Presented Copy 1 of 2




*We'll get you there.*  
CPAs | CONSULTANTS | WEALTH ADVISORS

**Housing and Redevelopment  
Authority of Brainerd,  
Minnesota**

Audit Presentation  
Year Ending December 31, 2022

© 2023 CliftonLarsonAllen LLP. CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See [CLAGlobal.com/disclaimer](https://claglobal.com/disclaimer). Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.



1

Presented Copy 2 of 2

HOUSING AND REDEVELOPMENT AUTHORITY OF BRAINERD  
A COMPONENT UNIT OF THE CITY OF BRAINERD  
BRAINERD, MINNESOTA

FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION  
YEAR ENDED DECEMBER 31, 2022



CPAs | CONSULTANTS | WEALTH ADVISORS  
CLAAconnect.com

This page intentionally left blank.



## Brainerd HRA BOARD MEETING MINUTES

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

1. **CALL TO ORDER:** Chair Rebekah Kent-Ehlebracht, called the meeting to order at 1:00 p.m.

2. **CALL:** Present: Commissioners Rebekah Kent-Ehlebracht, Michael Duval, Wayne Erickson, Allie Verchota and Janet Decker. Absent: Kevin Yeager and Gabe Johnson

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.

3. **OATH OF OFFICE:**  
*Allie Verchota, filling term set to expire on 12/31/2024.*

Allie Verchota was appointed to the Brainerd HRA Board by the city council at their February 21<sup>st</sup> meeting. She will be filling the term that is set to expire on 12/31/2024.

The oath of office was given by Charpentier, the commissioners and staff welcomed Commissioner Verchota to the board.

4. **REVIEW AND APPROVE AGENDA:**

**Moved and seconded by Commissioners Erickson and Duval to approve the agenda as presented for the March 22nd, 2023, board meeting. All commissioners were in favor, and none were opposed. The agenda was approved.**

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

**Moved and seconded by Commissioners Erickson and Duval to approve the minutes from the February 22nd, 2023, board meeting. All commissioners were in favor, and none were opposed. The minutes were approved.**

6. **UNFINISHED BUSINESS:**

### Review of Strategic Goals

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 to-year cycle, but there could be shifts in the priority as we work through these.

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

8. **BILLS & COMMUNICATIONS:**

a. **Financial Report:**

*Young presented the Financial Reports and supporting information.*

**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 and accepted.

**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%.

**Commissioner Duval moved to approve the payments as presented. Commissioner Decker seconded the motion. All commissioners were in favor, 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 February is 107%, and HAP utilization through February is 20%.

**Bridges Report**

We have 11 families on our program with a monthly HAP payment of \$5,875.

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

We have 40 families on our program. We have 18 families currently escrowing a total of \$7,628 per month.

**c. Housing Management Report:**

*Fortune presented her reports and supporting documents.*

**ROSS Program Updates**

- 15 active participants in the ROSS program; 0 newly enrolled participant; 1 exited participant.
- 19 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: 8 residents; 85 frozen meals (10 - 30 each); elderly tenants only
- Activities Recap:
  - Humana hosted a “Give Your Brain A Boost” seminar (5).
  - Guardian Pest Control hosted 2 sessions related to identifying and treating common household pests (28)
  - Weekly chair yoga and low-impact body weight sessions
  - Cleaning guides and personalized schedules offered to tenants that did poorly in their annual units inspections.
- Facebook Stats:
  - 5 new posts on the ROSS Facebook page this past month, which reached 21 individuals, with no likes or comments or shares, and 2 viewers clicked through to obtain more information about the posts.

**Vacancy Report for February 2023** Report was presented.

**Monthly Property Performance Report for February 2023** Report was presented.

**d. Rehab Programs Report:**

*Schommer presented his reports and supporting information.*

**SE Brainerd SCDP Preliminary Proposal**

We were notified that our preliminary proposal was deemed marginally competitive so we can submit a formal application which is due May 1st. John and Kristin met virtually with our DEED representative on Monday, March 13th to get feedback on why our preliminary proposal was deemed marginally competitive and gained a much better understanding of ways to improve the application. With some changes to the target areas and how we compile the information we will have a strong application.

**e. Executive Director Report:**

*Charpentier presented his reports and supporting information.*

**Developer Interest**

John and Eric sat down with a developer that has two separate sites in Brainerd that they are interested in developing for housing. The developer does have rental units throughout the City and County and they are also looking at starting to transition their business to their children as the next generation of contractors and developers. We will be looking at the parcels and working with the City to determine what the land is best suited for before bringing back recommendations to the developer. This meeting was a direct result of John’s efforts to reach out to local real estate offices to have discussions about options we have for rehab and development throughout the County.

**Pequot Lakes HRA Update**

No substantial update currently for the Pequot HRA agency. A previously planned meeting with two of their board members had to be postponed. Eric does have a follow up meeting scheduled with these individuals, along with Commissioner Johnson, scheduled for March 24th.

**Online Commissioner Training Opportunity through MN NAHRO**

The Minnesota chapter of NAHRO is offering a 5-session training for commissioners that are interested. The 5 sessions cover a variety of topics and are 90 minutes each. These are online sessions running every other month, starting in March. Eric has attached the flyer to his report. If there are commissioners that are interested in attending one or all of these sessions, please reach out to Eric and he will get you signed up. We do have a training budget specifically for our commissioners so, the cost of these courses would be covered.

**9. Commissioner Comments:**

Duval – Nothing at this time.

Johnson – N/A

Erickson – Thank you. Great job staff!

Yeager – N/A

Verchota – Thank you for the welcome and I am happy to be here.

Decker – Nothing at this time.

Kent-Ehlebracht – Thank you to the staff for all the hard work in the audit process.  
I am so impressed on how staff builds relationships within the community.

**10. ADJOURN:**

Commissioner Erickson made a motion to adjourn the meeting. Commissioner Decker seconded the motion. All commissioners were in favor, and none were opposed. This meeting adjourned at 2:16 p.m.





To: Brainerd HRA Board Members  
From: Karen Young, Finance Director  
Date: April 19, 2023  
Re: April Financial Report

---

Please find attached the financial information for March 2023.

**Agency Audit**

Mary Reedy from CliftonLarsonAllen (CLA) will be at our April meeting to present the Brainerd HRA audit. The audited financial statements and Power Point slides will be sent separately for Mary to discuss during our meeting.

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

This page intentionally left blank.

## March 2023 Operating Account Balances

Property/Program	March 2022	February 2023	March 2023
General Fund	\$378,731.22	\$504,734.43	\$474,918.53
Housing Rehab Program	\$205,997.79	\$223,569.61	\$223,349.45
Bridges	\$1,823.88	-\$6,899.27	\$1,911.18
Crow Wing County HRA	\$1,502,271.51	\$1,836,762.99	\$1,798,633.41
Public Housing	\$759,254.57	\$693,033.37	\$684,518.18
Brainerd South	\$44,884.76	\$22,892.59	\$26,612.23
Housing Choice Voucher	\$40,065.70	-\$6,347.18	\$7,766.23
<b>Total</b>	<b>\$2,933,029.43</b>	<b>\$3,375,870.50</b>	<b>\$3,217,709.21</b>

This page intentionally left blank.

## Brainerd Housing & Redevelopment Authority

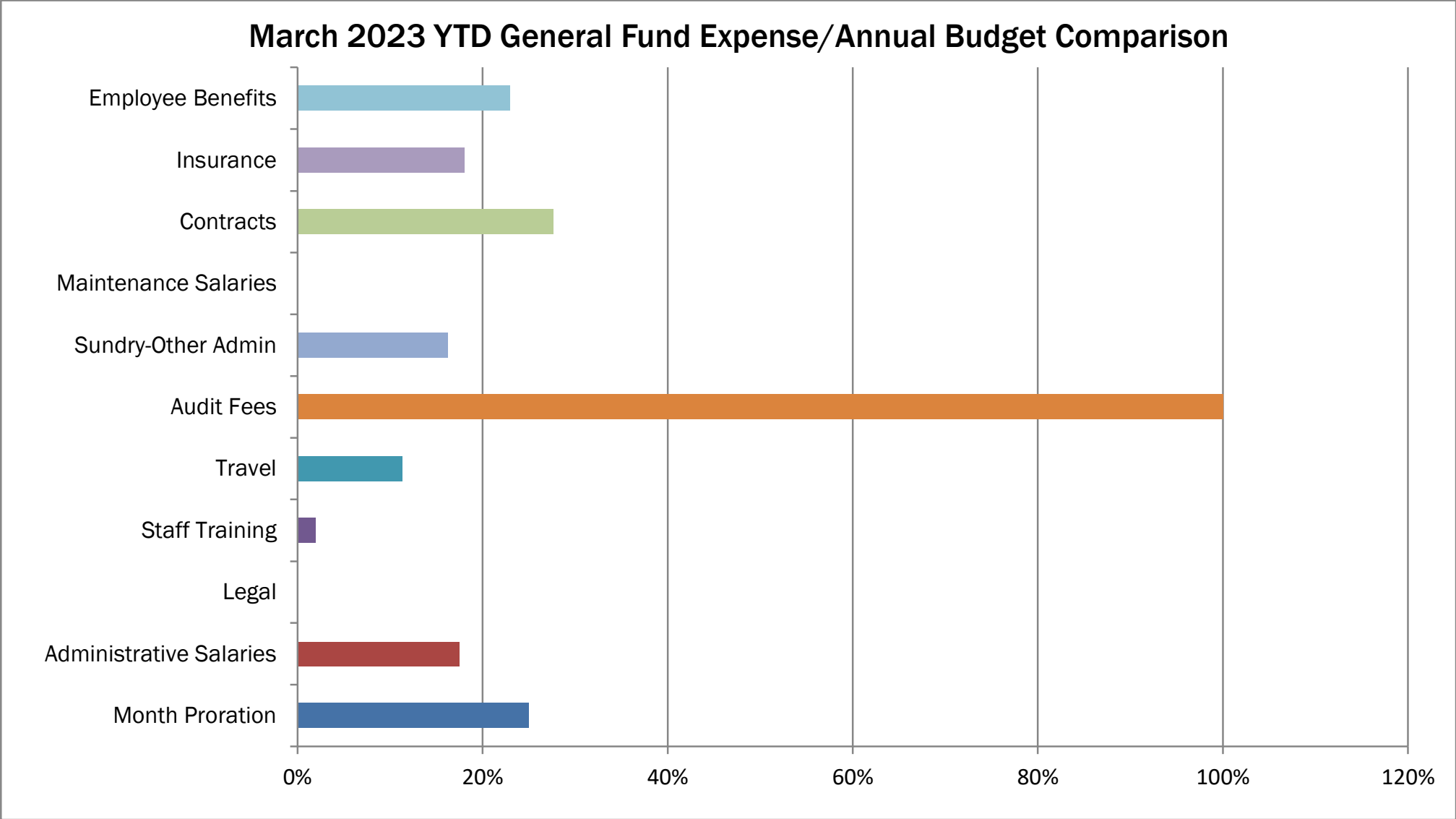
### 2023 Ratios (and December, 2022)

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

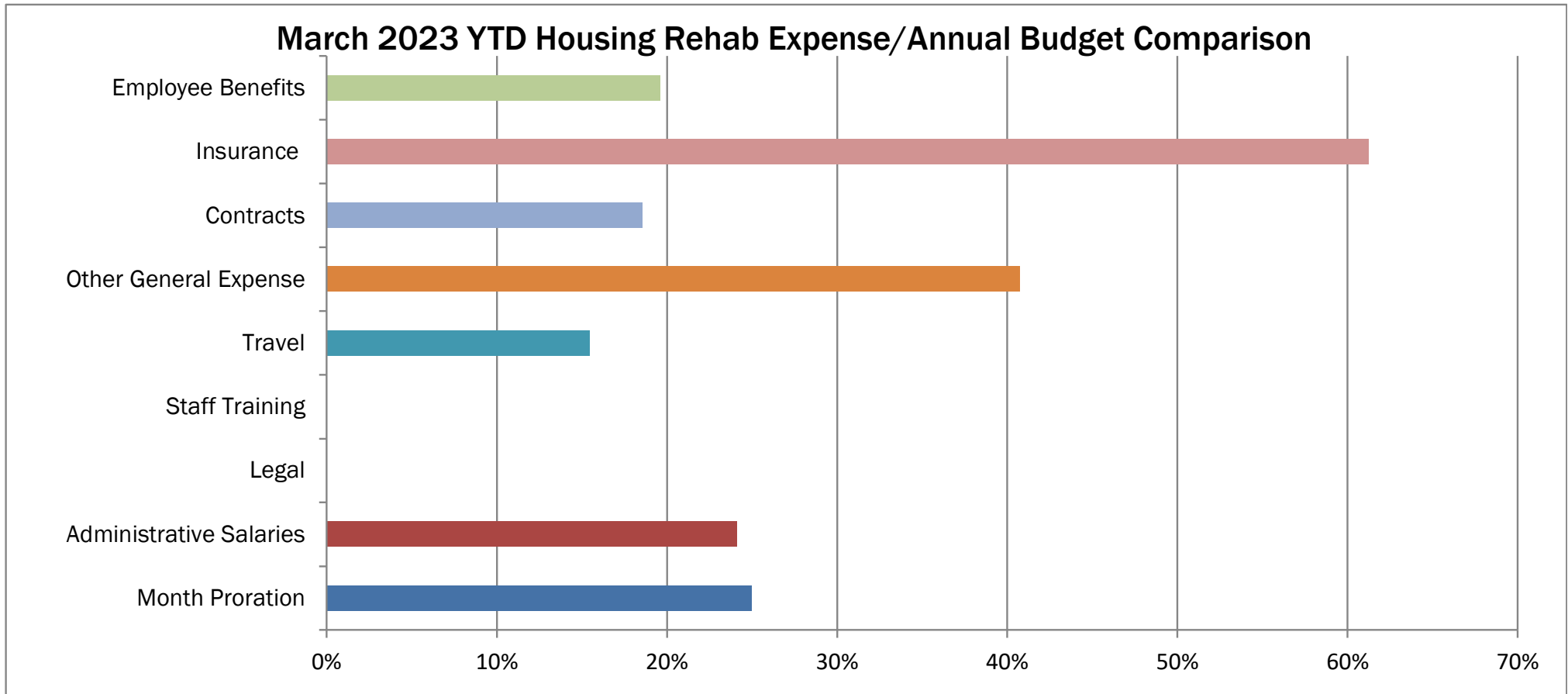
MASS Ratios	Max Pts	Scoring				
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	5.00	0.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00
Total Points	25		25.00	20.00	20.00	20.00
Total of Above Ratios	50		50.00	45	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	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0

This page intentionally left blank.



Audit Fees: Audit was completed.  
Contracts: Paid 1st Quarter HR Fees to the City of Brainerd.  
Maintenance Salaries: \$2,829.01 Total

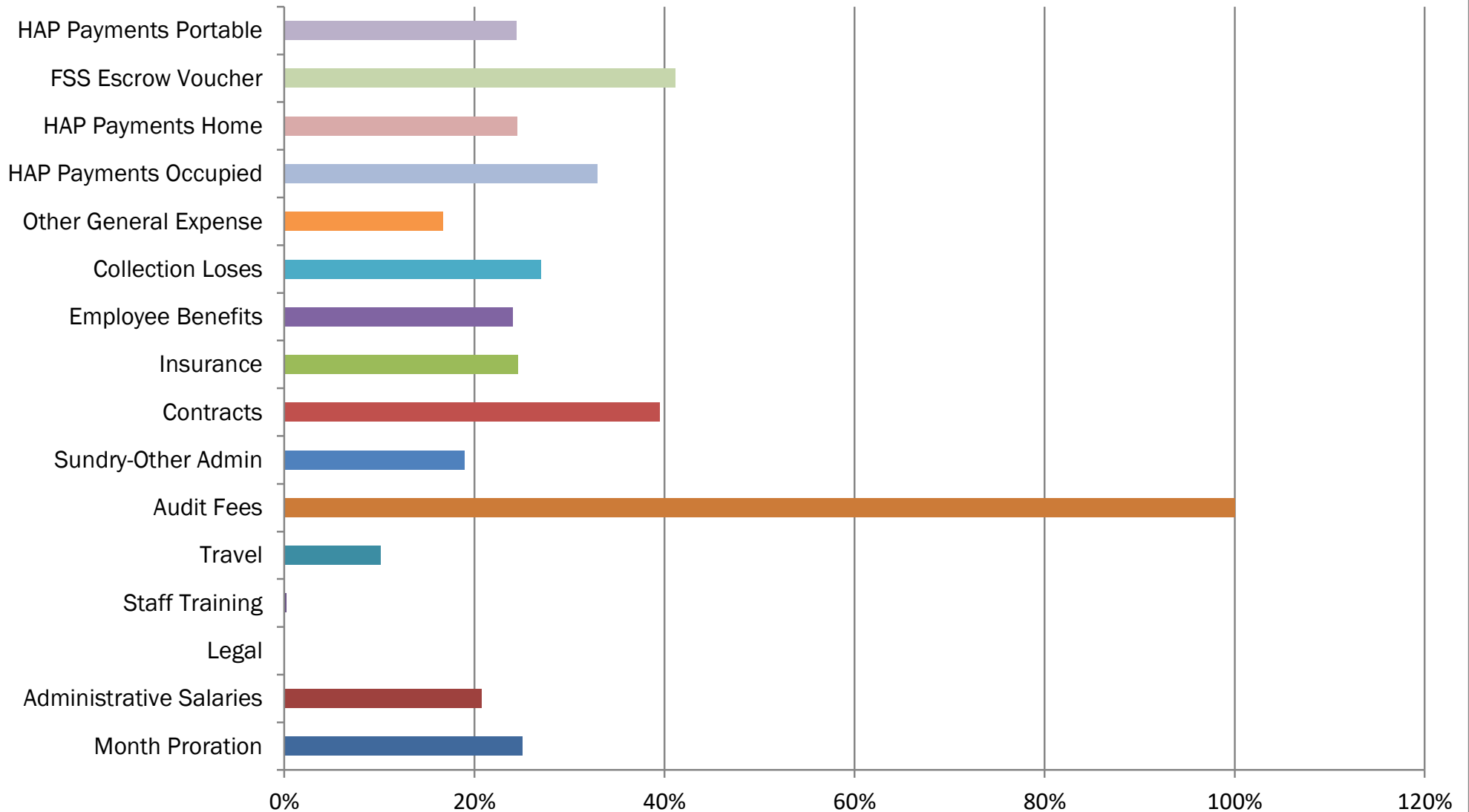


Insurance: Yearly premuim was paid in January.

Other General Expense: Rehab annual software subscription.



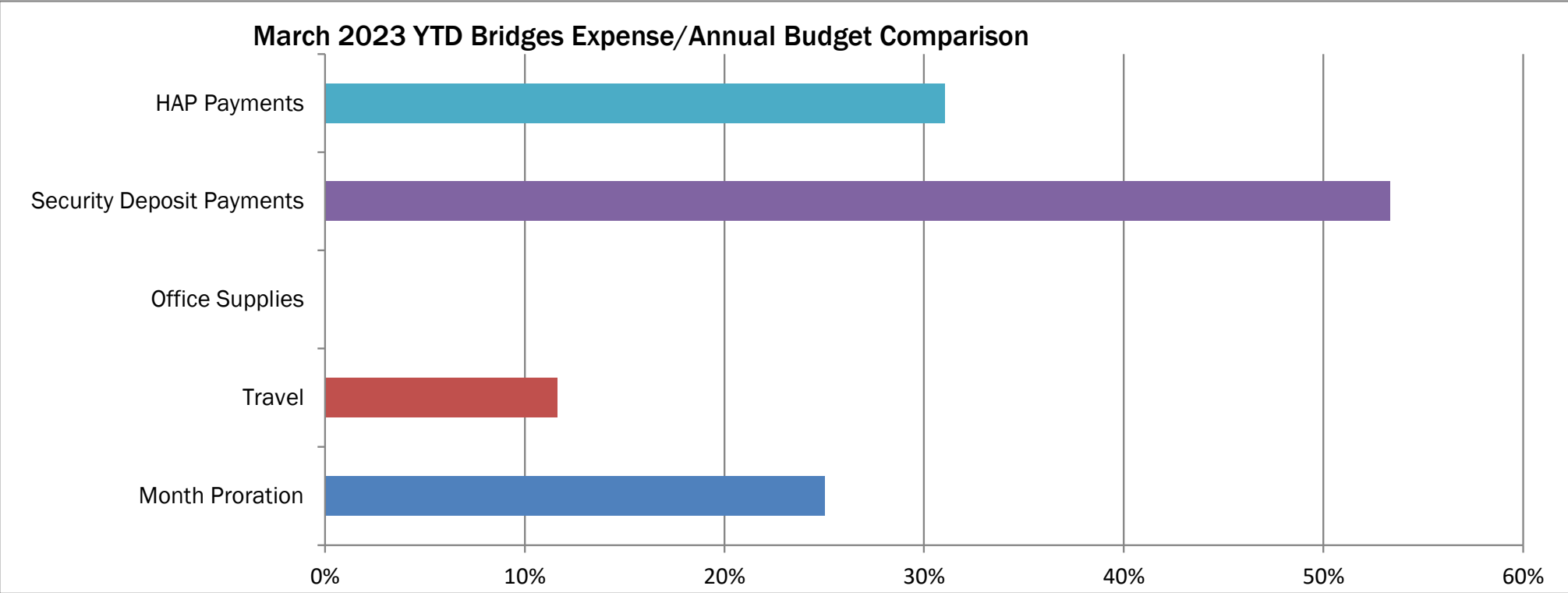
### March 2023 YTD Housing Choice Voucher Expense/Annual Budget Comparison



Audit Fees: Audit was completed.

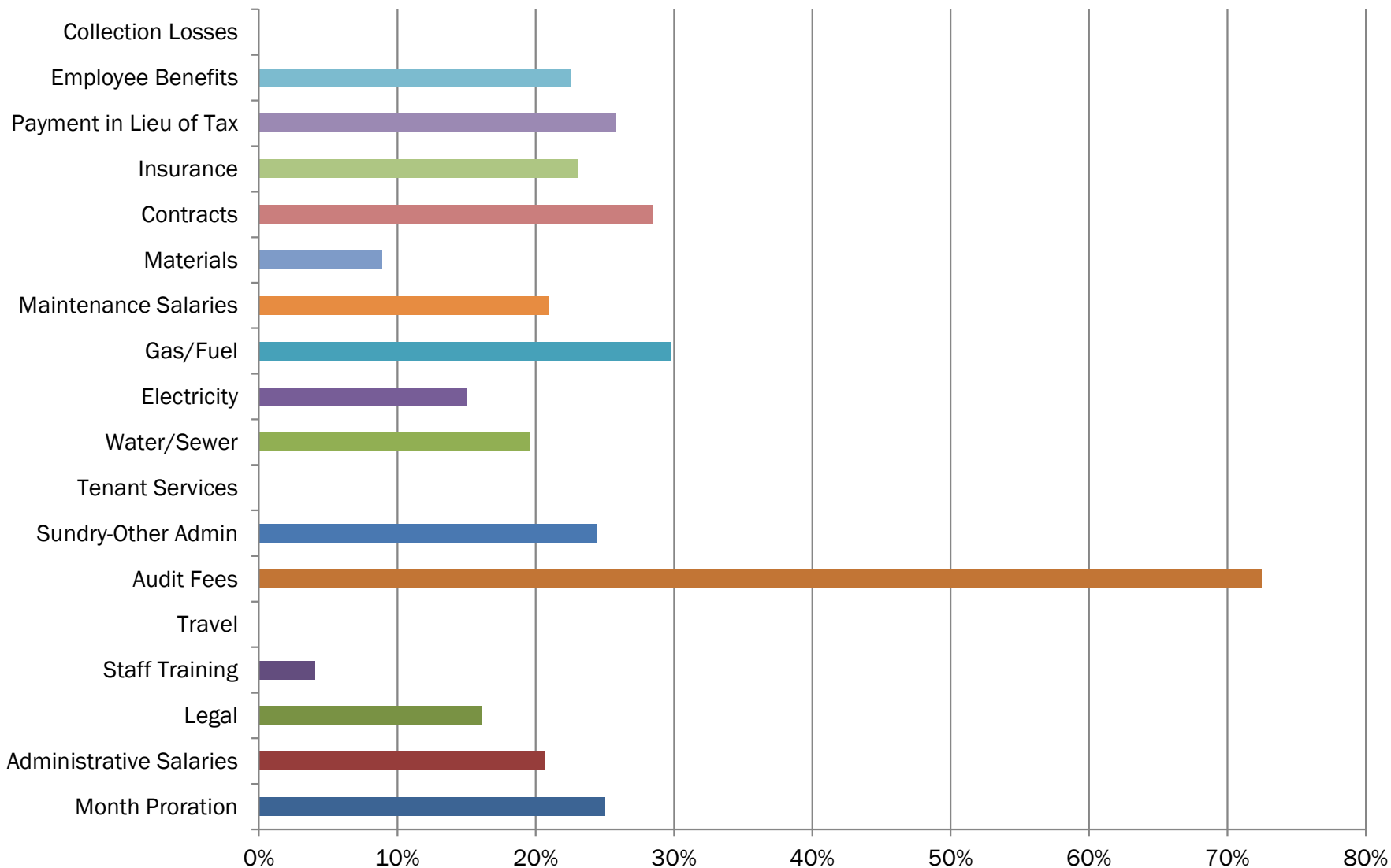
Collection Losses: Bad Debt Write-off for one account.

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



Security Deposit Payments: Paid two security deposits.

### March 2023 YTD Public Housing Expense/Annual Budget Comparison

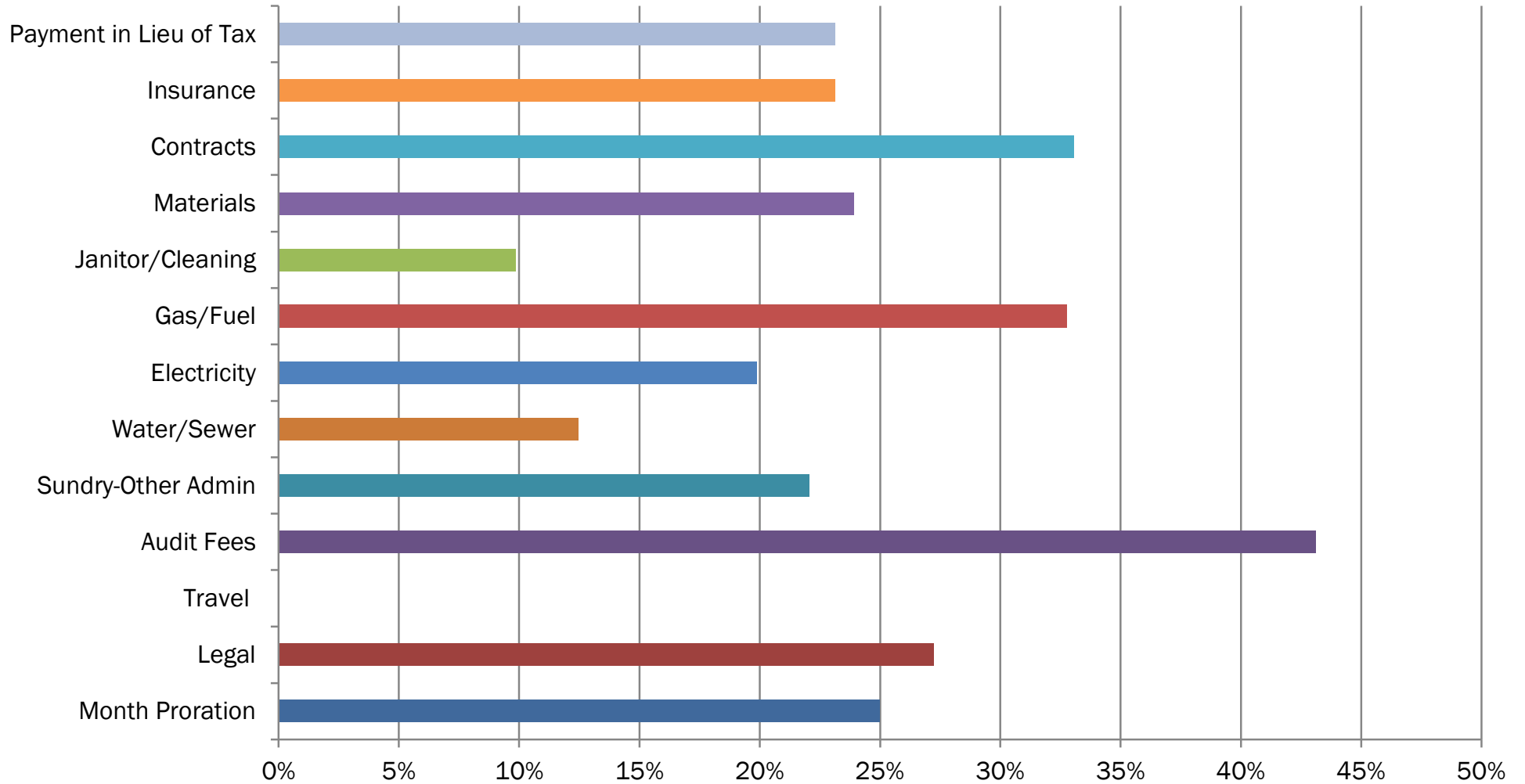


Audit Fees: Audit was completed.

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

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

### March 2023 YTD Brainerd South Expense/Annual Budget Comparison



Audit Fees: Audit was completed.

Contract Costs: Snow Removal and Unit Turn Flooring Costs.

Date: 4/19/2023  
 Time: 12:10:57 PM  
 joe

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

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

	Current Period	Current Year	Year To Date Budget	Variance
<b>General Fund Operating INCOME</b>				
Management Fees	-16,054.86	-47,542.46	-46,192.50	-1,349.96
Interest Income	-409.81	-1,184.02	-75.00	-1,109.02
Other Income	0.00	-508.00	-6,687.51	6,179.51
<b>TOTAL INCOME</b>	<b>-16,464.67</b>	<b>-49,234.48</b>	<b>-52,955.01</b>	<b>3,720.53</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	16,962.10	41,093.47	58,811.25	-17,717.78
Legal	0.00	0.00	1,074.99	-1,074.99
Staff Training	15.75	97.00	1,250.01	-1,153.01
Travel	13.89	56.59	125.01	-68.42
Auditing Fees	7,262.50	7,950.00	7,950.00	0.00
Sundry-Other Admin	523.31	1,391.76	2,359.98	-968.22
<b>Total Administration</b>	<b>24,777.55</b>	<b>50,588.82</b>	<b>71,571.24</b>	<b>-20,982.42</b>
<b>Maintenance</b>				
Maintenance Salaries	1,131.60	2,829.01	0.00	2,829.01
Contracts	314.44	2,560.11	2,315.01	245.10
<b>Total Maintenance</b>	<b>1,446.04</b>	<b>5,389.12</b>	<b>2,315.01</b>	<b>3,074.11</b>
<b>General</b>				
TIF Expense	0.00	0.00	32.49	-32.49
Insurance	411.65	1,234.95	1,712.49	-477.54
Employee Benefits	7,538.66	22,657.21	24,656.25	-1,999.04
Other General Expense	0.00	0.00	6,249.99	-6,249.99
<b>Total General</b>	<b>7,950.31</b>	<b>23,892.16</b>	<b>32,651.22</b>	<b>-8,759.06</b>
<b>TOTAL EXPENSE</b>	<b>34,173.90</b>	<b>79,870.10</b>	<b>106,537.47</b>	<b>-26,667.37</b>
<b>Net Income/Loss</b>	<b>17,709.23</b>	<b>30,635.62</b>	<b>53,582.46</b>	<b>-22,946.84</b>

Date: 4/19/2023  
 Time: 12:11:02 PM  
 joe

**Housing Rehab Operating Statement**  
**March, 2023**

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

	Current Period	Current Year	Year To Date Budget	Variance
<b>Housing Rehab Operating INCOME</b>				
Other Income	-10,000.00	-57,198.58	-81,125.01	23,926.43
Grant Admin Revenue	0.00	0.00	-4,687.50	4,687.50
<b>TOTAL INCOME</b>	<b>-10,000.00</b>	<b>-57,198.58</b>	<b>-85,812.51</b>	<b>28,613.93</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	7,327.22	22,979.48	23,814.99	-835.51
Legal	0.00	0.00	50.01	-50.01
Staff Training	0.00	0.00	1,250.01	-1,250.01
Travel	113.32	185.38	300.00	-114.62
Other Admin Exp	17.50	2,392.32	1,567.50	824.82
<b>Total Administration</b>	<b>7,458.04</b>	<b>25,557.18</b>	<b>26,982.51</b>	<b>-1,425.33</b>
<b>Maintenance</b>				
Contracts	110.69	33,409.80	45,000.00	-11,590.20
<b>Total Maintenance</b>	<b>110.69</b>	<b>33,409.80</b>	<b>45,000.00</b>	<b>-11,590.20</b>
<b>General</b>				
Insurance	0.00	367.49	150.00	217.49
Employee Benefits	2,651.43	8,181.72	10,430.01	-2,248.29
<b>Total General</b>	<b>2,651.43</b>	<b>8,549.21</b>	<b>10,580.01</b>	<b>-2,030.80</b>
<b>TOTAL EXPENSE</b>	<b>10,220.16</b>	<b>67,516.19</b>	<b>82,562.52</b>	<b>-15,046.33</b>
<b>Net Income/Loss</b>	<b>220.16</b>	<b>10,317.61</b>	<b>-3,249.99</b>	<b>13,567.60</b>

Date: 4/19/2023  
Time: 12:11:04 PM  
joe

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

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

	Current Period	Current Year	Year To Date Budget	Variance
<b>Housing Choice Voucher Operating INCOME</b>				
HUD HAP Received	-166,730.00	-495,330.00	-375,000.00	-120,330.00
Admin Fees Earned	-19,685.00	-58,845.00	-83,058.51	24,213.51
Interest Income	0.00	-19.33	0.00	-19.33
Other Income	-4,428.00	-10,237.33	-7,387.50	-2,849.83
<b>TOTAL INCOME</b>	<b>-190,843.00</b>	<b>-564,431.66</b>	<b>-465,446.01</b>	<b>-98,985.65</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	16,709.98	45,123.20	54,307.50	-9,184.30
Legal	0.00	0.00	675.00	-675.00
Staff Training	0.00	10.50	1,250.01	-1,239.51
Travel	39.65	152.33	375.00	-222.67
Accounting & Audit Fees	4,612.50	5,300.00	5,300.00	0.00
Sundry-Other Admin	390.54	1,081.60	2,174.97	-1,093.37
<b>Total Administration</b>	<b>21,752.67</b>	<b>51,667.63</b>	<b>64,082.48</b>	<b>-12,414.85</b>
<b>Maintenance</b>				
Contracts	2,792.67	8,542.38	5,409.99	3,132.39
<b>Total Maintenance</b>	<b>2,792.67</b>	<b>8,542.38</b>	<b>5,409.99</b>	<b>3,132.39</b>
<b>General</b>				
Insurance	519.94	1,559.82	1,583.76	-23.94
Employee Benefits	8,876.79	27,711.61	28,838.76	-1,127.15
Collection Losses	0.00	676.00	700.00	-24.00
Other General Expense	94.20	282.60	422.49	-139.89
<b>Total General</b>	<b>9,490.93</b>	<b>30,230.03</b>	<b>31,545.01</b>	<b>-1,314.98</b>
<b>HAP Payments</b>				
HAP Payments Occupied	154,346.00	454,702.00	345,000.00	109,702.00
HAP Payments Home	2,549.00	7,359.00	7,500.00	-141.00
FSS Escrow Voucher	8,950.00	24,657.00	15,000.00	9,657.00
HAP Payments Portable	2,440.00	7,320.00	7,500.00	-180.00
<b>Total HAP</b>	<b>168,285.00</b>	<b>494,038.00</b>	<b>375,000.00</b>	<b>119,038.00</b>
<b>TOTAL EXPENSE</b>	<b>202,321.27</b>	<b>584,478.04</b>	<b>476,037.48</b>	<b>108,440.56</b>
<b>Net Income/Loss</b>	<b>11,478.27</b>	<b>20,046.38</b>	<b>10,591.47</b>	<b>9,454.91</b>

Date: 4/19/2023  
 Time: 12:11:06 PM  
 joe

**Bridges Program**  
**Bridges Operating Statement**  
**March, 2023**

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

	Current Period	Current Year	Year To Date Budget	Variance
<b>Bridges Operating</b>				
<b>INCOME</b>				
HAP Received MHFA	-14,167.00	-17,998.00	-13,950.00	-4,048.00
Admin Revenue	-1,380.00	-1,920.00	-1,800.00	-120.00
Operating Transfer	0.00	0.00	1,687.50	-1,687.50
<b>Total Income</b>	<b>-15,547.00</b>	<b>-19,918.00</b>	<b>-14,062.50</b>	<b>-5,855.50</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Travel	44.55	46.52	99.99	-53.47
Office Supplies	0.00	0.00	12.51	-12.51
<b>Total Administration</b>	<b>44.55</b>	<b>46.52</b>	<b>112.50</b>	<b>-65.98</b>
<b>General</b>				
Security Deposit Pmts	0.00	1,600.00	750.00	850.00
HAP Payment to Landlords	6,692.00	16,398.00	13,200.00	3,198.00
<b>Total General</b>	<b>6,692.00</b>	<b>17,998.00</b>	<b>13,950.00</b>	<b>4,048.00</b>
<b>TOTAL EXPENSE</b>	<b>6,736.55</b>	<b>18,044.52</b>	<b>14,062.50</b>	<b>3,982.02</b>
<b>Net Income/Loss</b>	<b>-8,810.45</b>	<b>-1,873.48</b>	<b>0.00</b>	<b>-1,873.48</b>



Date: 4/19/2023  
Time: 12:11:13 PM  
joe

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

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

	Current Period	Current Year	Year To Date Budget	Variance
<b>Public Housing Operating INCOME</b>				
Dwelling Rental	-66,591.00	-202,866.00	-209,345.01	6,479.01
Operating Subsidy	-14,723.00	-62,291.00	-81,075.00	18,784.00
Investment Interest	-403.47	-4,807.80	0.00	-4,807.80
Other Income	-16,981.10	-34,605.19	-48,950.01	14,344.82
Other Income Tenants	-2,196.65	-5,898.65	-5,937.51	38.86
Capital Fund Income	0.00	-66,000.00	-16,500.00	-49,500.00
Laundry Income	-1,807.75	-5,265.75	-4,944.99	-320.76
<b>TOTAL INCOME</b>	<b>-102,702.97</b>	<b>-381,734.39</b>	<b>-366,752.52</b>	<b>-14,981.87</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	25,471.75	67,965.67	82,005.00	-14,039.33
Legal	2,091.24	2,091.24	3,249.99	-1,158.75
Staff Training	188.25	571.74	3,500.01	-2,928.27
Travel	0.00	0.00	249.99	-249.99
Accounting & Audit Fees	8,285.00	9,602.50	7,950.00	1,652.50
Sundry-Other Admin	1,100.12	5,471.18	7,005.00	-1,533.82
<b>Total Administration</b>	<b>37,136.36</b>	<b>85,702.33</b>	<b>103,959.99</b>	<b>-18,257.66</b>
<b>Tenant Services</b>				
Rec Public and Other	0.00	0.00	1,237.50	-1,237.50
<b>Total Tenant Services</b>	<b>0.00</b>	<b>0.00</b>	<b>1,237.50</b>	<b>-1,237.50</b>
<b>Utilities</b>				
Water/Sewer	8,525.87	16,517.05	21,041.22	-4,524.17
Electricity	6,775.55	12,851.17	21,412.50	-8,561.33
Gas/Fuel	8,741.53	17,986.98	15,112.50	2,874.48
<b>Total Utilities</b>	<b>24,042.95</b>	<b>47,355.20</b>	<b>57,566.22</b>	<b>-10,211.02</b>
<b>Maintenance</b>				
Labor	12,956.41	35,380.44	42,339.99	-6,959.55
Materials	1,159.10	2,667.78	7,500.00	-4,832.22
Contracts	17,425.99	61,829.94	54,291.27	7,538.67
<b>Total Maintenance</b>	<b>31,541.50</b>	<b>99,878.16</b>	<b>104,131.26</b>	<b>-4,253.10</b>
<b>General</b>				
Insurance	8,456.58	25,369.74	27,562.50	-2,192.76
Payment in Lieu of Tax	1,984.33	7,476.46	7,250.01	226.45
Employee Benefits	16,815.81	51,033.24	56,563.74	-5,530.50
Other General Expense	133.95	401.85	999.99	-598.14
<b>Total General</b>	<b>27,390.67</b>	<b>84,281.29</b>	<b>92,376.24</b>	<b>-8,094.95</b>
<b>TOTAL EXPENSE</b>	<b>120,111.48</b>	<b>317,216.98</b>	<b>359,271.21</b>	<b>-42,054.23</b>
<b>Net Income/Loss</b>	<b>17,408.51</b>	<b>-64,517.41</b>	<b>-7,481.31</b>	<b>-57,036.10</b>

Date: 4/19/2023  
 Time: 12:11:16 PM  
 joe

**Brainerd South Operating Statement  
 March, 2023**

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

	Current Period	Current Year	Year To Date Budget	Variance
<b>Brainerd South Operating</b>				
<b>INCOME</b>				
Dwelling Rental	-22,865.00	-65,439.00	-68,325.00	2,886.00
Rental Supplement	-4,524.00	-12,953.60	-14,250.00	1,296.40
Investment Interest	-605.74	-1,761.61	-187.50	-1,574.11
Other Income	-2,135.00	-5,725.00	-2,679.99	-3,045.01
Laundry Income	-753.00	-2,018.75	-2,000.01	-18.74
<b>TOTAL INCOME</b>	<b>-30,882.74</b>	<b>-87,897.96</b>	<b>-87,442.50</b>	<b>-455.46</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Legal	631.32	1,361.32	1,250.01	111.31
Travel	0.00	0.00	24.99	-24.99
Accounting & Audit Fees	2,625.00	2,625.00	4,567.50	-1,942.50
Sundry-Other Admin	3,875.84	11,061.88	12,187.47	-1,125.59
Total Administration	7,132.16	15,048.20	18,029.97	-2,981.77
<b>Utilities</b>				
Water	2,402.83	2,402.83	4,830.00	-2,427.17
Electricity	997.55	1,074.03	1,350.00	-275.97
Gas/Fuel	3,796.21	8,262.39	6,307.50	1,954.89
Total Utilities	7,196.59	11,739.25	12,487.50	-748.25
<b>Maintenance</b>				
Labor	1,008.00	2,805.75	7,125.00	-4,319.25
Materials	3,029.84	6,875.87	7,187.52	-311.65
Contracts	3,477.89	21,051.28	15,925.02	5,126.26
Total Maintenance	7,515.73	30,732.90	30,237.54	495.36
<b>General</b>				
Insurance	2,896.70	8,681.47	9,375.00	-693.53
Payment in Lieu of Tax	758.46	2,543.60	2,750.01	-206.41
Total General	3,655.16	11,225.07	12,125.01	-899.94
<b>TOTAL EXPENSE</b>	<b>25,499.64</b>	<b>68,745.42</b>	<b>72,880.02</b>	<b>-4,134.60</b>
Net Income/Loss	-5,383.10	-19,152.54	-14,562.48	-4,590.06



# **March 2023 Prior Year Comparative Operating Statements**

This page intentionally left blank.

Date: 4/19/2023  
Time: 12:11:29 PM  
joe

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

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

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
<b>General Fund Operating INCOME</b>				
Management Fees	-47,542.46	-46,192.50	-43,608.23	-43,214.03
Interest Income	-1,184.02	-75.00	-9.03	-7.88
Other Income	-508.00	-6,687.51	-464.08	-476.15
<b>TOTAL INCOME</b>	<b>-49,234.48</b>	<b>-52,955.01</b>	<b>-44,081.34</b>	<b>-46,927.06</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	41,093.47	58,811.25	29,142.94	33,097.86
Legal	0.00	1,074.99	171.75	0.00
Staff Training	97.00	1,250.01	562.13	0.00
Travel	56.59	125.01	4.11	0.56
Auditing Fees	7,950.00	7,950.00	6,900.00	5,900.00
Sundry-Other Admin	1,391.76	2,359.98	2,705.34	1,101.70
<b>Total Administration</b>	<b>50,588.82</b>	<b>71,571.24</b>	<b>39,486.27</b>	<b>40,100.12</b>
<b>Maintenance</b>				
Maintenance Salaries	2,829.01	0.00	2,092.65	1,063.66
Contracts	2,560.11	2,315.01	745.49	486.19
<b>Total Maintenance</b>	<b>5,389.12</b>	<b>2,315.01</b>	<b>2,838.14</b>	<b>1,549.85</b>
<b>General</b>				
TIF Expense	0.00	32.49	30.00	30.00
Insurance	1,234.95	1,712.49	1,069.83	1,456.23
Employee Benefits	22,657.21	24,656.25	16,865.37	19,220.79
Other General Expense	0.00	6,249.99	0.00	2,650.00
<b>Total General</b>	<b>23,892.16</b>	<b>32,651.22</b>	<b>17,965.20</b>	<b>23,357.02</b>
<b>TOTAL EXPENSE</b>	<b>79,870.10</b>	<b>106,537.47</b>	<b>60,289.61</b>	<b>65,006.99</b>
<b>Net Income/Loss</b>	<b>30,635.62</b>	<b>53,582.46</b>	<b>16,208.27</b>	<b>18,079.93</b>

Date: 4/19/2023  
 Time: 12:11:31 PM  
 joe

**Housing Rehab Proj Operating PY**  
**Housing Rehab Operating Statement**  
**March, 2023**

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

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
<b>Housing Rehab Operating INCOME</b>				
Other Income	-57,198.58	-81,125.01	-68,408.60	-30,187.50
Grant Admin Revenue	0.00	-4,687.50	0.00	0.00
<b>TOTAL INCOME</b>	<b>-57,198.58</b>	<b>-85,812.51</b>	<b>-68,408.60</b>	<b>-30,187.50</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	22,979.48	23,814.99	20,904.82	21,461.20
Legal	0.00	50.01	0.00	0.00
Staff Training	0.00	1,250.01	5.27	0.00
Travel	185.38	300.00	119.38	143.92
Other Admin Exp	2,392.32	1,567.50	2,235.75	270.17
<b>Total Administration</b>	<b>25,557.18</b>	<b>26,982.51</b>	<b>23,265.22</b>	<b>21,875.29</b>
<b>Maintenance</b>				
Contracts	33,409.80	45,000.00	228.00	12,579.88
<b>Total Maintenance</b>	<b>33,409.80</b>	<b>45,000.00</b>	<b>228.00</b>	<b>12,579.88</b>
<b>General</b>				
Insurance	367.49	150.00	552.29	486.86
Employee Benefits	8,181.72	10,430.01	9,918.73	8,432.92
<b>Total General</b>	<b>8,549.21</b>	<b>10,580.01</b>	<b>10,471.02</b>	<b>8,919.78</b>
<b>TOTAL EXPENSE</b>	<b>67,516.19</b>	<b>82,562.52</b>	<b>33,964.24</b>	<b>43,374.95</b>
<b>Net Income/Loss</b>	<b>10,317.61</b>	<b>-3,249.99</b>	<b>-34,444.36</b>	<b>13,187.45</b>

Date: 4/19/2023  
Time: 12:11:34 PM  
joe

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

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

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
<b>Housing Choice Voucher Operating INCOME</b>				
HUD HAP Received	-495,330.00	-375,000.00	-357,561.00	-374,678.00
Admin Fees Earned	-58,845.00	-83,058.51	-73,549.68	-67,270.34
Interest Income	-19.33	0.00	-0.35	-0.67
Other Income	-10,237.33	-7,387.50	-3,015.33	-13,799.61
<b>TOTAL INCOME</b>	<b>-564,431.66</b>	<b>-465,446.01</b>	<b>-434,126.36</b>	<b>-455,748.62</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	45,123.20	54,307.50	40,506.01	36,660.17
Legal	0.00	675.00	0.00	0.00
Staff Training	10.50	1,250.01	5.27	0.00
Travel	152.33	375.00	156.20	0.00
Accounting & Audit Fees	5,300.00	5,300.00	3,650.00	3,650.00
Sundry-Other Admin	1,081.60	2,174.97	2,550.89	1,503.06
<b>Total Administration</b>	<b>51,667.63</b>	<b>64,082.48</b>	<b>46,868.37</b>	<b>41,813.23</b>
<b>Maintenance</b>				
Contracts	8,542.38	5,409.99	1,038.14	1,019.73
<b>Total Maintenance</b>	<b>8,542.38</b>	<b>5,409.99</b>	<b>1,038.14</b>	<b>1,019.73</b>
<b>General</b>				
Insurance	1,559.82	1,583.76	1,527.09	1,539.43
Employee Benefits	27,711.61	28,838.76	24,906.77	22,812.71
Collection Losses	676.00	700.00	0.00	2,174.00
Other General Expense	282.60	422.49	245.76	229.92
<b>Total General</b>	<b>30,230.03</b>	<b>31,545.01</b>	<b>26,679.62</b>	<b>26,756.06</b>
<b>HAP Payments</b>				
HAP Payments Occupied	454,702.00	345,000.00	319,878.00	353,856.00
HAP Payments Home	7,359.00	7,500.00	8,530.00	10,882.00
FSS Escrow Voucher	24,657.00	15,000.00	10,858.00	5,998.00
HAP Payments Portable	7,320.00	7,500.00	5,385.00	4,861.00
<b>Total HAP</b>	<b>494,038.00</b>	<b>375,000.00</b>	<b>344,651.00</b>	<b>375,597.00</b>
<b>TOTAL EXPENSE</b>	<b>584,478.04</b>	<b>476,037.48</b>	<b>419,237.13</b>	<b>445,186.02</b>
<b>Net Income/Loss</b>	<b>20,046.38</b>	<b>10,591.47</b>	<b>-14,889.23</b>	<b>-10,562.60</b>

Date: 4/19/2023  
 Time: 12:11:36 PM  
 joe

**Bridges Program PY**  
**Bridges Operating Statement**  
**March, 2023**

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

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
<b>Bridges Operating INCOME</b>				
HAP Received MHFA	-17,998.00	-13,950.00	-12,424.00	-11,930.00
Admin Revenue	-1,920.00	-1,800.00	-1,800.00	-1,200.00
Operating Transfer	0.00	1,687.50	0.00	3,229.00
<b>Total Income</b>	<b>-19,918.00</b>	<b>-14,062.50</b>	<b>-14,224.00</b>	<b>-9,901.00</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Travel	46.52	99.99	6.44	0.00
Office Supplies	0.00	12.51	0.00	0.00
<b>Total Administration</b>	<b>46.52</b>	<b>112.50</b>	<b>6.44</b>	<b>0.00</b>
<b>General</b>				
Security Deposit Pmts	1,600.00	750.00	790.00	500.00
HAP Payment to Landlords	16,398.00	13,200.00	11,634.00	11,430.00
<b>Total General</b>	<b>17,998.00</b>	<b>13,950.00</b>	<b>12,424.00</b>	<b>11,930.00</b>
<b>TOTAL EXPENSE</b>	<b>18,044.52</b>	<b>14,062.50</b>	<b>12,430.44</b>	<b>11,930.00</b>
<b>Net Income/Loss</b>	<b>-1,873.48</b>	<b>0.00</b>	<b>-1,793.56</b>	<b>2,029.00</b>



Date: 4/19/2023  
Time: 12:11:42 PM  
joe

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

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

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
<b>Public Housing Operating INCOME</b>				
Dwelling Rental	-202,866.00	-209,345.01	-192,718.00	-185,679.00
Operating Subsidy	-62,291.00	-81,075.00	-93,332.00	-69,551.00
Investment Interest	-4,807.80	0.00	116.56	150.37
Other Income	-34,605.19	-48,950.01	-41,852.80	-39,036.97
Other Income Tenants	-5,898.65	-5,937.51	-10,857.06	-4,755.68
Capital Fund Income	-66,000.00	-16,500.00	0.00	0.00
Laundry Income	-5,265.75	-4,944.99	-6,159.32	-4,676.75
<b>TOTAL INCOME</b>	<b>-381,734.39</b>	<b>-366,752.52</b>	<b>-344,802.62</b>	<b>-303,549.03</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Administrative Salaries	67,965.67	82,005.00	61,684.34	63,623.10
Legal	2,091.24	3,249.99	1,391.82	3,007.24
Staff Training	571.74	3,500.01	23.99	0.00
Travel	0.00	249.99	1.17	0.00
Accounting & Audit Fees	9,602.50	7,950.00	2,511.51	500.00
Sundry-Other Admin	5,471.18	7,005.00	9,150.34	7,291.38
<b>Total Administration</b>	<b>85,702.33</b>	<b>103,959.99</b>	<b>74,763.17</b>	<b>74,421.72</b>
<b>Tenant Services</b>				
Rec Public and Other	0.00	1,237.50	0.00	0.00
<b>Total Tenant Services</b>	<b>0.00</b>	<b>1,237.50</b>	<b>0.00</b>	<b>0.00</b>
<b>Utilities</b>				
Water/Sewer	16,517.05	21,041.22	13,772.41	12,465.03
Electricity	12,851.17	21,412.50	12,186.29	11,736.27
Gas/Fuel	17,986.98	15,112.50	17,855.77	14,007.65
<b>Total Utilities</b>	<b>47,355.20</b>	<b>57,566.22</b>	<b>43,814.47</b>	<b>38,208.95</b>
<b>Maintenance</b>				
Labor	35,380.44	42,339.99	41,216.43	34,771.44
Materials	2,667.78	7,500.00	16,914.17	4,673.00
Contracts	61,829.94	54,291.27	33,223.76	55,429.54
<b>Total Maintenance</b>	<b>99,878.16</b>	<b>104,131.26</b>	<b>91,354.36</b>	<b>94,873.98</b>
<b>General</b>				
Insurance	25,369.74	27,562.50	24,878.37	25,469.67
Payment in Lieu of Tax	7,476.46	7,250.01	6,932.28	6,928.52
Employee Benefits	51,033.24	56,563.74	53,267.61	53,151.36
Other General Expense	401.85	999.99	1,000.00	555.00
<b>Total General</b>	<b>84,281.29</b>	<b>92,376.24</b>	<b>86,078.26</b>	<b>86,104.55</b>
<b>TOTAL EXPENSE</b>	<b>317,216.98</b>	<b>359,271.21</b>	<b>296,010.26</b>	<b>293,609.20</b>
<b>Net Income/Loss</b>	<b>-64,517.41</b>	<b>-7,481.31</b>	<b>-48,792.36</b>	<b>-9,939.83</b>

Date: 4/19/2023  
Time: 12:11:50 PM  
joe

**Brainerd South Operating Statement  
March, 2023**

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

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
<b>Brainerd South Operating</b>				
<b>INCOME</b>				
Dwelling Rental	-65,439.00	-68,325.00	-63,718.00	-61,390.00
Rental Supplement	-12,953.60	-14,250.00	-13,936.00	-12,765.00
Investment Interest	-1,761.61	-187.50	25.19	29.44
Other Income	-5,725.00	-2,679.99	-6,070.54	-6,802.71
Laundry Income	-2,018.75	-2,000.01	-2,072.25	-1,419.50
<b>TOTAL INCOME</b>	<b>-87,897.96</b>	<b>-87,442.50</b>	<b>-85,771.60</b>	<b>-82,347.77</b>
<b>EXPENSE</b>				
<b>Administrative</b>				
Legal	1,361.32	1,250.01	2,700.00	1,697.45
Travel	0.00	24.99	0.00	0.00
Accounting & Audit Fees	2,625.00	4,567.50	3,150.00	3,150.00
Sundry-Other Admin	11,061.88	12,187.47	10,821.30	11,856.69
Total Administration	15,048.20	18,029.97	16,671.30	16,704.14
<b>Utilities</b>				
Water	2,402.83	4,830.00	2,570.63	2,530.85
Electricity	1,074.03	1,350.00	1,095.22	1,050.19
Gas/Fuel	8,262.39	6,307.50	7,087.79	5,098.33
Total Utilities	11,739.25	12,487.50	10,753.64	8,679.37
<b>Maintenance</b>				
Labor	2,805.75	7,125.00	1,307.32	3,603.09
Materials	6,875.87	7,187.52	5,390.61	5,463.38
Contracts	21,051.28	15,925.02	11,673.01	12,612.33
Total Maintenance	30,732.90	30,237.54	18,370.94	21,678.80
<b>General</b>				
Insurance	8,681.47	9,375.00	8,650.71	8,356.51
Payment in Lieu of Tax	2,543.60	2,750.01	2,479.43	2,465.59
Total General	11,225.07	12,125.01	11,189.77	11,179.66
<b>TOTAL EXPENSE</b>	<b>68,745.42</b>	<b>72,880.02</b>	<b>56,985.65</b>	<b>58,241.97</b>
Net Income/Loss	-19,152.54	-14,562.48	-28,785.95	-24,105.80

# Brainerd Housing and Redevelopment Authority

## Payment Summary Report

### March 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/9/2023	971	Carrie Burrell	\$3.93
3/9/2023	972	Creo Block	\$122.88
3/9/2023	973	John Schommer	\$140.83
3/9/2023	974	Ryan Barnett	\$80.27
3/23/2023	975	Eric Charpentier	\$60.39
3/23/2023	976	Nancy Thull	\$7.86
3/9/2023	2123	Health Savings Accounts	\$3,389.19
3/9/2023	2124	Harpers Payroll Service	\$10,684.11
3/9/2023	2125	Harpers Payroll Service	\$98.92
3/9/2023	2126	Security Benefit	\$4,936.35
3/9/2023	2127	Minnesota State Retirement System	\$756.00
3/2/2023	2128	90 Degree Benefits Inc.	\$24,144.87
3/5/2023	2129	Payroc LLC	\$234.63
3/23/2023	2130	Harpers Payroll Service	\$10,647.12
3/23/2023	2131	Harpers Payroll Service	\$85.18
3/23/2023	2132	Health Savings Accounts	\$805.85
3/23/2023	2133	Security Benefit	\$4,936.35
3/23/2023	2134	Minnesota State Retirement System	\$756.00
3/9/2023	25292	Ace Hardware	\$88.62
3/9/2023	25293	Birchdale Fire & Security LLP	\$1,200.00
3/9/2023	25294	Brainerd Public Utilities	\$15,965.27
3/9/2023	25295	Capital One Commercial	\$625.88
3/9/2023	25296	CenterPoint Energy	\$12,537.74
3/9/2023	25297	City of Brainerd	\$513.50
3/9/2023	25298	CliftonLarsonAllen LLP	\$29,691.25
3/9/2023	25299	College Drive Townhouses	\$813.22
3/9/2023	25300	Crow Wing Cty Recorder's Office	\$46.00
3/9/2023	25301	Culligan	\$105.60
3/9/2023	25302	Granite Pest Control, LLC	\$2,860.00
3/9/2023	25303	Hagman Inc.	\$1,008.00
3/9/2023	25304	Harpers Time & Attendance Division	\$55.25
3/9/2023	25305	Home Depot Credit Services	\$284.29
3/9/2023	25306	Home Depot Supply	\$98.48
3/9/2023	25307	Integrity Woodwork LLC	\$1,040.00
3/9/2023	25308	LHB Inc.	\$6,465.00
3/9/2023	25309	MN Dept of Labor and Industry	\$10.00
3/9/2023	25310	MN Elevator, Inc.	\$876.24
3/9/2023	25311	MRI Software LLC	\$100.00
3/9/2023	25312	Mike Jones	\$45.52
3/9/2023	25313	NAC Mechanical and Electrical Services	\$710.00
3/9/2023	25314	Office Shop	\$1,022.46
3/9/2023	25315	RG Title LLC	\$20,000.00
3/9/2023	25316	Rasinski Total Service, LLC	\$246.31
3/9/2023	25317	ServiceMaster of Brainerd	\$12,209.12
3/9/2023	25318	Strike Painting & Finishing	\$150.00
3/9/2023	25319	T-Mobile	\$157.40
3/9/2023	25320	Trail Ridge Townhomes	\$3,094.72
3/9/2023	25321	VSP	\$42.70
3/9/2023	25322	Valley View Townhomes	\$260.74
3/9/2023	25323	Viking Electric Supply, Inc.	\$126.80
3/9/2023	25324	Waste Partners, Inc.	\$3,323.70
3/9/2023	25325	Wex Health	\$8.50
3/9/2023	25326	Xtona	\$730.00
3/9/2023	25327	Yde's Major Appliance	\$134.85
3/20/2023	25328	Tenant Refund	\$214.42
3/23/2023	25329	Borden Steinbauer Krueger & Knudson, PA	\$2,722.56
3/23/2023	25330	Brainerd Public Utilities	\$3,048.53
3/23/2023	25331	Bremer Bank Credit Card	\$1,420.09
3/23/2023	25332	CTC	\$2,421.61
3/23/2023	25333	CenturyLink	\$111.36
3/23/2023	25334	City of Brainerd	\$350.30
3/23/2023	25335	Dearborn National	\$194.98
3/23/2023	25336	Granite Pest Control, LLC	\$3,986.00
3/23/2023	25337	Handyman's, Inc.	\$301.16

**Brainerd Housing and Redevelopment Authority**  
**Payment Summary Report**  
**March 2023**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/23/2023	25338	Holden Electric Company Inc	\$350.25
3/23/2023	25339	Home Depot Supply	\$152.67
3/23/2023	25340	Life Insurance Company of North America	\$41.35
3/23/2023	25341	Mike's Tree Company LLC	\$800.00
3/23/2023	25342	NAC Mechanical and Electrical Services	\$2,688.56
3/23/2023	25343	Paper Storm	\$52.00
3/23/2023	25344	Rasinski Total Service, LLC	\$237.77
3/23/2023	25345	The Hartford	\$331.09
3/23/2023	25346	The Nelrod Company	\$2,337.00
3/23/2023	25347	Yde's Major Appliance	\$1,624.95
		<b>Report Total</b>	<b>\$201,924.54</b>



**To:** Brainerd HRA Board Members  
**From:** Tania Eller, Rental Assistance Manager  
**Date:** April 19, 2023  
**RE:** Housing Choice Voucher Programs Report

---

**HCV Report**

Please see the attached reports.

Our Unit Months Leased (UML) through March is 108% and HAP utilization through March is 30%.

**Bridges Report**

Please see the attached report.

We have 11 families on our program with a monthly HAP payment of \$6,692.

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

Please see the attached report.

We have 47 families on our program. We have 22 families currently escrowing a total of \$8,950 per month.

**No Action Requested; Discussion Items**

This page intentionally left blank.

## March Housing Choice Voucher Programs (HCV)

<b><u>Voucher Allocation</u></b>	326
March Move-ins	6
March Move-outs	8
March Vouchers - looking for housing	11
March Vouchers - first day of month	354
Average Vouchers to date	351
Unit Months Leased	108%
HAP Utilization through 3/31/2023	30%

### **Reasons For Leaving Program**

Voluntarily Left	7
Looking for housing	1

### **Payments**

Housing Assistance Payment (HAP)	\$167,192
March HUD Administrative Fee	\$19,685

### **Port Out Vouchers**

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

### **Homeownership**

	7
Homeownership HAP	\$2,549

### **FYI Vouchers**

	2
FYI Vouchers HAP	\$616

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

< 1 year	30%
< 2 years	12%
< 3 years	7%
< 4 years	8%
< 5 years	7%
> 5 years	35%

### **Demographics**

Elderly Households	107
Disabled/Handicapped Households	172
Families with Children	132
Average Annual Income	\$15,872
Average HAP	\$431

### **Waiting List Total**

	182
Crow Wing County Preference	141
Non Preference	41

This page intentionally left blank.





## Bridges Program March 2023

### Summary

- Tenants leased up in units: 11
- Participants issued a Voucher & searching for a unit: 3
- Notified: 0
- Participants receiving HCV voucher: 0
- Participants giving up Bridges voucher: 0
- Tenants Residing Counties:
  - Cass County: 1
  - Morrison: 0
  - Aitkin: 0
  - Crow Wing: 10
  - Todd:
  - Wadena:

**Total HAP Payment: \$6,692.00**

**Additional Info: no new information to report**

## Family Self-Sufficiency Program March 2023

### Summary

- Active FSS participants: 47
- Tenants going OFF for month: 0
- Tenants going ON for month: 10
- New tenants ESCROWING: 0
- Total number of FSS participants escrowing monthly: 22
- Total amount of escrow: \$8,950.00
- Total combined amount of monthly escrow: \$100,473.72
- 

Update: no updates

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

	Jan 2023	Feb 2023	Mar 2023
<b>TAB 1: Voucher UML and HAP</b>			
Homeownership (UML)	8	7	7
Homeownership (HAP)	2,405	2,405	2,549
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)	951	616	616
All Other Vouchers (UML)	337	339	343
All Other Vouchers (HAP)	147,939	151,895	152,637
HCV-FSS Escrow Deposits	8,079	7,628	8,950
<b>TAB 1: Other Voucher Reporting Requirements</b>			
HCV-Number of vouchers under Lease on the last day of Month	349	350	354
HCV-Number of vouchers issued but not under contract as of last day of Month	37	25	13



To: Brainerd HRA Board Members  
 From: Shannon Fortune, Housing Manager  
 Date: Apr-20-2023  
 Re: Housing Management Report

---

**Vacancy Report for March 2023**

Please see attachment.

**Monthly Property Performance Report for March 2023**

Please see attachment.

**ROSS Program Updates**

- 14 active participants in the ROSS program; 0 newly enrolled participant; 1 exited participant.
- 9 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: 8 residents; 85 frozen meals (10 - 30 each); elderly tenants only
- Activities Recap:
  - Humana hosted a "Fall Asleep, Stay Asleep" seminar (4).
  - Weekly chair yoga and low-impact stretching sessions are attracting new participants each week and tenants are starting to recruit others to join them.
  - Open table times as well as individual appointments to provide help in completing the annual recertification process
- Facebook Stats:
  - 3 new posts on the ROSS Facebook page this past month, which reached 225 individuals, with no likes or comments, and no viewers clicking through to obtain more information, but there were 2 individuals that shared posts.

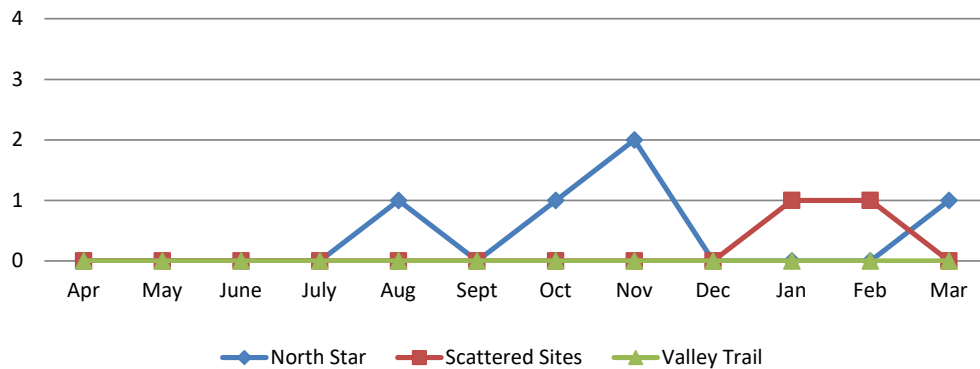
**No Action Requested; Discussion Items**

This page intentionally left blank.

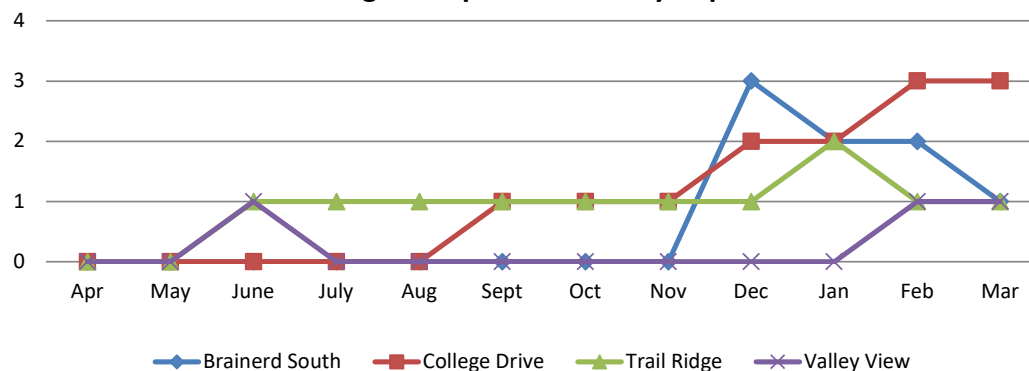
## Brainerd HRA 2023 Vacancy Report

	Public Housing				Section 236 Brainerd South	Tax Credit - DW Jones		
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%		College Drive	Trail Ridge	Valley View
# units	162	16	25	203	60	24	18	20
<b>Jan 31</b>	0	1	0	1	2	2	2	0
Jan %	0.00%	6.25%	0.00%	0.49%	3.33%	8.33%	11.11%	0.00%
<b>Feb 28</b>	0	1	0	1	2	3	1	1
Feb %	0.00%	6.25%	0.00%	0.49%	3.33%	12.50%	5.56%	5.00%
<b>March 31</b>	1	0	0	1	1	3	1	1
March %	0.62%	0.00%	0.00%	0.49%	1.67%	12.50%	5.56%	5.00%
<b>April 30</b>								
April %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>May 31</b>								
May %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>June 30</b>								
June %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>July 31</b>								
July %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Aug 31</b>								
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Sept 30</b>								
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Oct 31</b>								
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Nov 30</b>								
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Dec 31</b>								
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total</b>	1	2	0	3	5	8	4	2
%	0.21%	4.17%	0.00%	0.49%	2.78%	11.11%	7.41%	3.33%

### Public Housing Vacancy Report



### Managed Properties Vacancy Report



# Brainerd Housing and Redevelopment Authority

## Monthly Property Performance Report March 2023

1. Property Narrative
2. Physical Occupancy

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

3. Customer Traffic

Applications Requested	37
Applications Placed on PH Wait List	20
Applications Denied on PH Wait List	14

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	71	14	2	0
2 bdrm	14	28	7	2	0
3 bdrm	24	25	0	0	0
4 bdrm	5	8	0	0	0
<b>TOTAL</b>	<b>203</b>	<b>132</b>	<b>21</b>	<b>4</b>	<b>0</b>

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	3	6
Move-Outs	3	6

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
NS#212	2BR	04/01/2023	MI: 4/1/2023

7. Recertifications

Interim Recertifications	7
Annual Recertifications	0
Completed for this month	7

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?	In Process
If yes, please enter date	n/a

9. Lease Enforcements

Lease warnings/violations issued	10
30-day lease terminations	5

10. Evictions

Resident	Reason	Summons Date	Judgment Action
NS#315	Behavior/Non-payment	3/27/2023	Writ Stayed (6 mo)

11. Non-Emergency Work Orders

Beginning Balance	36
Received	60
Closed	76
Ending Balance	20
Total Completed Work Orders for Year	295

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	6
Completed within 24 hours	0	6
Percent completed within 24 hours	n/a	n/a

13. Rent Collection

	This Month
Rent Charges	67,261
Other Charges	1,214
<b>Total New Charges</b>	68,475
Arrears, tenants in possession	1,650

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	1,231
Current Rent Charges	67,261
Current Rent Collections	66,030
Accounts Receivable Rate	2%
Collection Rate	98%





To: Brainerd HRA Board Members  
 From: John Schommer, Rehab & Maintenance Director  
 Date: April 19, 2023  
 Re: Rehab Programs Report

---

### **SE Brainerd SCDP Application**

After talking with our DEED representative and being guided to expand our target area, Kristin sent out more interest letters for the application. We received 43 letters of interest from homeowners in the primary target area, 6 letters from homeowners in the secondary target area and 72 letters for rental rehab which is city wide. Given the large increase in the number of letters we received, we applied for 8 units of owner-occupied rehab and 12 units of single-family rental rehab. The application is due May 1<sup>st</sup>.

### **MHFA Request in Morrison County**

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

We received an inquiry for a MHFA ELP and RLP loan from a disabled resident in Morrison County through TCC Action. In speaking with the man Kristin was able to determine that he would likely qualify for the loan(s). The board did authorize administering MHFA loans in Morrison County but did limit our service area to the Northern part of the county, this property is located Northwest of Pierz.

Both of these properties have leaking roofs and are in need of added handicap assemblies.

### **Brainerd Oaks/Serene Pines/Dalmar Estates**

<b>Development</b>	<b>Total</b>	<b># Sold to Developer</b>	<b># Sold to End Buyer</b>	<b>For Sale</b>	<b>In Construction</b>
Brainerd Oaks	81*	64	59	2	3
Serene Pines	24	19	19	0	3
Dalmar Estates	7	3	3	0	0

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

**No Action Requested; Discussion Item.**

This page intentionally left blank.

April 4<sup>th</sup>, 2023**1. COMPLETED OO PROJECTS 2023**

	HTF	MHFA	SCDP	Total
City of Brainerd	1	1		1
County of Crow Wing	1	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	5	8
County of Morrison		1		1
Total				14

**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		1				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.								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								5
OOR.		1		1			1	3	2
RR	1								

**6. MINNESOTA HOUSING**

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

**7. OVERALL CURRENT LOAN APPLICATION/PROJECT OUTLINE**

	HTF	MHFA	SCDP	Total
Application Requested	5	7	0	12
Application Received/Collection	1			1
Inspection Scheduled				
Work Write Up/Review Proof	1	1		2
Out for Bid			1	1
Pre-Bid Meeting				
Closing/Signing Paperwork	1	1		2
Under Construction	3	3	4	10
Total	11	12	5	28

**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: April 26<sup>th</sup>, 2023  
Re: Executive Director Report

---

#### **Pegquot Lakes HRA Update**

Commissioner Johnson and I met with the board chair from the Pegquot Lakes HRA on 3/24. A second commissioner from Pegquot was scheduled to meet with us but they were unable to attend. I answered a number of questions that their board chair had, and we had a lengthy discussion on what the Pegquot HRA options were. I provided her with a copy of our shared services agreement that we have with the Crosby HRA for a reference on what an agreement could look like. I am planning on attending their board meeting on April 21<sup>st</sup> to observe and to answer any questions that their board may have of me.

#### **Downtown Redevelopment Project**

I recently met with the developer for the redevelopment project in downtown Brainerd along with City officials to discuss the layout of the proposed project. The developer is close to finalizing the final design and is currently waiting on cost estimates. The next steps will be to explore a redevelopment TIF district, and I have spoken with Baker Tilly on getting a calendar set so we can start that process once the developer has their cost estimates and pro forma statements. This will help determine the viability of creating the TIF district as a tool for the redevelopment project. This will then need to be brought in front of the City Council for consideration.

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

This page intentionally left blank.