



Brainerd HRA Board of Commissioners Meeting
Wednesday, May 17th, 2023 @ 1:00pm
Brainerd HRA Office Conference Room
324 E River Road, Brainerd, MN

*"Our mission is to provide affordable housing and redevelopment opportunities
to strengthen our neighborhoods and community."*

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. REVIEW AND APPROVE AGENDA
4. READING AND APPROVAL OF MINUTES
 - a. Approval of Minutes from Regular Board Mtg. on April 26th, 2023 (*Attachment 1*) Pg.3
5. UNFINISHED BUSINESS
 - a. Pequot Lakes HRA (*Attachment 2*) Pg.7
 - b. Fund Balance & Strategic Goals Discussion (*Attachment 3*) Pg. 15
6. NEW BUSINESS
 - a. Bridges Grant Acceptance (*Attachment 4*) Pg. 17
 - b. Relocation Possibility (*Attachment 5*) Pg. 21
 - c. Valley View Management in 2024 and Beyond (*Attachment 6*) Pg. 23
7. BILLS & COMMUNICATIONS
 - a. Financial Report (*Attachment 7*) Pg. 25
 - b. HCV Report (*Attachment 8*) Pg. 55
 - c. Housing Management Report (*Attachment 9*) Pg. 61
 - d. Rehab Programs Report (*Attachment 10*) Pg. 67
 - e. Executive Director Report (*Attachment 11*) Pg. 71
8. COMMISSIONER COMMENTS
9. NEXT MEETING: Wed. June 28th, 2023
10. 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

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Brainerd HRA BOARD MEETING MINUTES

Wednesday, April 26th, 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, April 26th, 2023.

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

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

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Housing Manager Shannon Fortune, Rental Assistance Manager Tania Eller, Rehab & Maintenance Director John Schommer & Rehab Administrative Specialist Kristin Miller. Special Guest for Audit Presentation Mary Reedy.

3. **REVIEW AND APPROVE AGENDA:**

***Amendment made to the agenda: Date changed from May 26th 2023 to May 17, 2023 for the upcoming meeting**

Moved and seconded by Commissioners Duval and Erickson to approve the agenda as amended for the April 26th, 2023, board meeting. Through a roll call vote all commissioners were in favor, and none were opposed. The agenda was approved.

4. **PRESENTATION:**

a. 2022 Brainerd HRA Audit: Mary Reedy, Clifton Larson Allen

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

a. Approval of minutes from Regular Board Meeting on March 22nd, 2023

Moved and seconded by Commissioners Yeager and Verchota to approve the minutes from the March 22nd, 2023, board meeting. Through a roll call vote, all commissioners were in favor, and none were opposed. The minutes were approved.

6. **UNFINISHED BUSINESS:**

7. **NEW BUSINESS:**

8. **BILLS & COMMUNICATIONS:**

a. **Financial Report:**

Young presented the Financial Reports and supporting information.

Agency Audit

Mary Reedy from CliftonLarsonAllen (CLA) was at our April meeting to present the Brainerd HRA audit. The audited financial statements and Power Point slides were sent separately along with the board packet Mary referenced these during our meeting.

***Commissioner Johnson requested a review of the Fund Balance Policy as well as full details at the May meeting.**

***Commissioner Duval requested a review for the Strategic Plan at the May meeting.**

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

b. HCV Report:

Eller presented HCV reports and supporting information.

HCV Report (Report was presented)

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

Bridges Report (Report was presented)

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

Family Self-Sufficiency (FSS) Report (Report was presented)

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

c. Housing Management Report:

Fortune presented her reports and supporting documents.

Vacancy Report for March 2023 Report was presented.

Monthly Property Performance Report for March 2023 Report was presented.

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.

d. Rehab Programs Report:

Schommer presented his reports and supporting information.

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 1st.

MHFA Request(s) 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.

***Go ahead with these projects. Continue to present all Morrison County projects on a case-by-case approval.**

e. Executive Director Report:

Charpentier presented his reports and supporting information.

Downtown Redevelopment Project

Eric 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 of the TIF district, and he has spoken with Baker Tilly about 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.

Pequot Lakes HRA Update

Commissioner Johnson and Eric met with the board chair from the Pequot Lakes HRA on 3/24. A second commissioner from Pequot was scheduled to meet with us but they were unable to attend. Eric answered a number of questions that their board chair had and had a lengthy discussion on what the Pequot HRA options were. He 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. Eric is planning on attending their board meeting on April 21st to observe and to answer any questions that their board may have of me.

Discussion regarding Pequot Lakes:

- **Discussion about whether we should take on this agency, possibly look into having them Reposition Public Housing, Pequot should come to us with a proposal. We have overworked staff with mtg./agendas, stretching staff thin.**
- **Presenting the proposal to them gives us the control to document what we are willing to offer. Worried about people suffering from the possible mismanagement of the agency.**
- **Looks like lots of work, maybe just to help them transition to success. This is a lower priority on the strategic plan. Would like to see how repositioning would look.**
- **Why take on more work and over-exhaust staff. Meet with Department Heads and bring back the results to the board in May.**

9. COMMISSIONER COMMENTS:

***All commissioners concurred with thanking staff for their hard work on a clean audit and their continued dedication to this agency.**

10. ADJOURN:

Commissioner Erickson made a motion to adjourn the meeting. Commissioner Duval seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and the meeting was adjourned at 2:24 p.m.



To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: May 17th, 2023
Re: Pequot Lakes HRA

Draft Shared Services Agreement

At our April board meeting the board had requested that staff bring back a recommendation to the board regarding the opportunity to enter into a shared services agreement with the Pequot Lakes HRA. There was also discussion regarding what a shared services agreement would include between the two entities so that the board could review and take action. Our department heads did have a strategic planning session on April 28th to review Pequot Lakes HRA and our long-term goals for our agency. The consensus was that staff believe this opportunity to enter into a services agreement is a good opportunity. Staff does have similar concerns as were talked about at our April meeting such as what the short term and long-term impact to staffing is, and how quickly our departments would be able to realize efficiency gains. Staff believes that the addition of this agency aligns with programs that we currently administer and aligns with our mission. Attached is a draft of a shared services agreement for review and discussion. This proposed agreement would expire on a yearly basis and allow for board input and review on an annual basis.

Action Requested; Review and discussion of proposed Pequot Lakes HRA Shared Services Agreement

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SHARED SERVICES AGREEMENT

This agreement is entered into this the ____ day of ____, 2023; between the Pequot Lakes Housing & Redevelopment Authority (Pequot HRA) and the Brainerd Housing and Redevelopment Authority (Brainerd HRA).

WHEREAS, the Brainerd HRA is a government agency local and politic with a similar mission and has the professional and administrative capacity to support the Pequot HRA; and,

WHEREAS, both parties are desirous of entering into an agreement whereby the Brainerd HRA shall provide services to the Pequot HRA;

NOW, THEREFORE IT IS HEREBY AGREED THAT:

I. Scope of Services

On behalf of the Pequot HRA, the Brainerd HRA will carry out all business of the Pequot HRA as prescribed by the Pequot HRA Board of Commissioners, Minnesota State Statutes, funding source requirements and all other related Federal, State, and local laws and regulations. This includes, but is not limited to:

- A. Fiscal/Other Administrative Responsibility
 - a. Oversee the overall financial management of the Pequot HRA by working closely with the Pequot HRA Board of Commissioners and the fee accountant that is under contract
 - b. Prepare an annual budget for approval by the Pequot HRA Board
 - c. Operate per the approved budget, oversee accounts payable, and preparation of checks for Pequot HRA Board approval and signature
 - d. Oversee accounts receivable processes and ensure that adequate bank security pledges for Pequot HRA deposits are maintained
 - e. Communicate potential problems to the Pequot HRA Board and offer viable solutions
 - f. Schedule Pequot HRA Board meetings, prepare Agendas and materials (including program/project reports, fiscal reports, resolutions and minutes), attend Board meetings
 - g. Maintain all records of the Pequot HRA per laws and regulations

II. Compensation

The agreed upon compensation will be \$_____ annually to be paid in monthly installments of \$_____.

These fees will cover all costs listed in Section I. The fees received by the Brainerd HRA will not cover the following costs:

- A. The cost of the Pequot HRA audit if required by any investor, private party, local, state or federal government
- B. Bank fees and check charges
- C. Fee accountant contract costs

- D. Pequot HRA Board costs such as stipend for attending meetings, mileage, Board liability, insurance, other
- E. Fees incurred for legal or other professional services/representation/consultation related to Pequot HRA programs and initiatives
- F. Costs incurred for Brainerd HRA staff including mileage, training and meeting costs

The fees paid to the Brainerd HRA will cover Pequot HRA's current programs and projects as of the date this Agreement is signed, as listed in Appendix A. Any new ventures pursued by the Pequot HRA would require a renegotiation of fees and an amendment to the Agreement.

III. Term

The term of this agreement shall be for a period of 12 months commencing on the 1st day of [REDACTED], 2023 and terminating on the 31st day of December, 2024. This agreement shall automatically renew for successive one-year terms there after unless one of the parties hereto provides at least 60 days' notice of its intent to terminate this agreement at the end of the then current term or renegotiate or modify the agreement at the end of the then current term. However, either party may terminate this agreement for any reason upon sixty (60) day advance written notice. In the event either party terminates this agreement before its expiration any fees owed to the Brainerd HRA will be prorated through the last day of the 60-day termination period.

IV. Indemnification

The Pequot HRA and the Brainerd HRA agree to indemnify, hold harmless and defend each other, together with their respective elected officials, officers and employees from any and all liability arising out of their respective acts and omissions, and those of their respective officers and employees, in the execution, performance or failure to adequately perform obligations pursuant to this agreement.

V. Insurance

Pequot HRA will maintain adequate insurance to protect themselves and the Brainerd HRA from claims and liability for all work performed by the Brainerd HRA and its respective employees or agents. The minimum accepted coverage is \$500,000 per Claimant and \$1,500,000 per occurrence.

VI. Compliance With Laws

The Brainerd HRA shall abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect, or here after adopted, pertaining to this Agreement or the subject matter of this Agreement. This shall include obtaining all licenses, permits or other rights required for the provision of services contemplated by this Agreement. This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in the County of Crow Wing, State of Minnesota.

VII. Independent Contractor Status

The Brainerd HRA is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between Pequot and Brainerd HRA or Brainerd HRA's agents, servants or employees. The Brainerd HRA shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. The Brainerd HRA acknowledges and agrees that the Brainerd HRA, agents, servants and employees, are not entitled to receive any of the benefits received by Pequot HRA employees and is not eligible for workers' or unemployment compensation benefits. The Brainerd HRA also acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due the Brainerd HRA and that it is the Brainerd HRA's sole obligation to comply with applicable provisions of all Federal and State tax laws.

VIII. Assignment Of Interest

The parties shall not enter into any subcontract for the performance of services contemplated under this Agreement nor assign any interest in the Agreement without prior written consent of all parties and subject to such conditions and provisions as are deemed necessary. Any subcontracting or assigning party shall be responsible for the performance of its subcontractors or assignees unless otherwise agreed.

IX. Non-Discrimination

During the performance of this agreement, the Brainerd HRA agrees that no person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights and, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

X. Authorized Representative

Notification required to be provided pursuant to this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement or in a modification of this Agreement.

Brainerd HRA

Brainerd HRA
Eric Charpentier
324 East River Road
Brainerd, MN 56401
(218) 824-3425

Pequot HRA

Pequot HRA
Patricia Dullum
4469 Main Street
Pequot Lakes, MN 56472
(218) 568-4555

XI. Severability

The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts

which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either party.

XII. Modifications

The Pequot HRA and the Brainerd HRA hereby acknowledge that they have read this Agreement and affirmatively states and represents that they understand its contents. Further, that the above constitutes the entire agreement by and between the Pequot HRA and the Brainerd HRA and is binding upon themselves, their heirs, assigns and successors in interest and any alterations, variations, modifications or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the authorized representatives of the Pequot HRA and the Brainerd HRA.

Approved this the _____ day of _____, 2023.

Pequot Lakes Housing and Redevelopment Authority

By: _____

Its: _____

Brainerd Housing and Redevelopment Authority

By: _____

Its: _____

Appendix A

PEQUOT LAKES HRA – CURRENT PROJECTS

1. Sibley Terrace
2. Parkview I and Parkview II
3. West Grove Townhomes
4. Alpine Apartments
5. Pequot HRA Property Tax Levy
- 6.
- 7.

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To: Brainerd HRA Board Members
 From: Karen Young, Finance Director
 Date: May 9, 2023
 Re: Fund Balance and Strategic Goals Review

At the April meeting, the board asked that we review our Fund Balance Policy and how our current Fund Balance ties to the Strategic Plan.

Our Fund Balance Policy recommends maintaining 8 to 10 months of Spendable – Unassigned Fund Balance. At 12/31/2022, we had 8 months of Unassigned Fund Balance in the amount of \$378,084 and Assigned Fund Balance for Redevelopment in the amount of \$126,000. At the June 2022 board meeting, the board authorized allocating \$20,000 to the City of Brainerd for the DEED Mainstreet Revitalization Program (awarded to Lakes Area Habitat for Humanity to construct a home on Oak Street) – which will reduce the available Assigned Fund Balance for Redevelopment.

The board also approved the 2023 General Fund operating budget with \$25,000 for other initiatives as determined by the board. Through April – the board had not spent any of the operating funds on initiatives – which, combined with the remaining Assigned Fund Balance, leaves a total of \$131,000 of General Fund dollars available to the board for other initiatives.

As we tie this to the Strategic Plan, these funds would most likely be used by the board to accomplish the initiatives in goals 2 and 4 – which are listed below:

Goal 2: Intentional Decisions for Properties to be Redeveloped.

- Assist with City acquisition of former state hospital site.
- Explore possible redevelopment in south Brainerd.
- Washington Street redevelopment and application for a SCDP grant.
- Use available resources to optimize redevelopment success.
- Update housing study and needs.

Goal 4: Acquire Lands.

- Explore capacity to acquire large tract of land and sell smaller parcels to developers.
- Creation of more housing: especially 1- and 2-bedroom units.
- Increase senior level living and meet the needs of increasing boomer retirees.
- Explore housing needs and types of housing that are lacking.

Action Requested: None – for discussion purposes only.

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To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: May 9th, 2023
RE: Authorization to Administer the Bridges Program

The Announcement of Funding came out for the MHFA Bridges Rental Assistance Program. We have been awarded \$178,776.00 for a two-year grant period.

We are requesting the Board authorization to administer the Bridges Program for grant period July 1st, 2023, through June 30th, 2025, by approving Resolution No. 2023-03

Action Requested: Authorization to administer the Bridges Program for grant period July 1st, 2023 through June 30th, 2025 by approving Resolution 2023-03.

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD
RESOLUTION NO. 2023-03

AUTHORIZATION TO ADMINISTER BRIDGES PROGRAM

I HEREBY CERTIFY that I am the duly elected Board Chair and keeper of the records of the Brainerd HRA, a public body corporate and politic of the City of Brainerd, which is a political subdivision of the State of Minnesota (the "HRA"); that the following is a true and correct copy of the Resolutions duly and unanimously adopted by all of the members of the HRA on May 17th, 2023, all of the members of the HRA being present and constituting a quorum for the transaction of business; that the meeting was called in compliance with all applicable laws of the HRA; that the Resolutions do not conflict with any laws of the HRA; that the Resolutions have not been in any way altered, amended, or repealed and are in full force and effect, unrevoked and unrescinded as of this date, and have been entered upon the regular Minute Book of the HRA as of this date; and that all of the members of the HRA have, and at the time of adoption of the Resolution had, full power and lawful authority to adopt the Resolutions and to confer the powers thereby granted to the officer(s) named therein, who has (have) full power and lawful authority to exercise the same.

WHEREAS, on this 17th day of May, 2023, there has been presented to the meeting of the members of the HRA a proposal for the HRA to receive a Bridges Program Tenant-Based Rental Assistance Grant (the "Grant") from the Minnesota Housing Finance Agency, a public body corporate and politic of the State of Minnesota, 400 Sibley Street, Suite 300, St. Paul, Minnesota 55101 (the "Agency"), of a sum not to exceed \$178,776.00, the terms and receipt of which will be evidenced by a Grant Agreement between the HRA and the Agency.

NOW THEREFORE, be it resolved by the members of the HRA that the HRA is authorized to establish and administer a tenant-based rental assistance program; and

BE IT FURTHER RESOLVED that the Chair and Executive Director of the HRA, are authorized, on behalf of the HRA at any time hereafter and without further action by or authority or direction from the members of the HRA, to execute and deliver to the Agency, in the forms required by the Agency, the Grant Agreement and all other agreements, instruments, certificates and documents required by the Agency, and to do or cause to be done all other acts and things that the Officers may determine to be necessary or advisable under or in connection with the Grant, and that the execution by the Officers of any agreement, instrument, certificate or document, or the doing of

any such act or thing, shall be conclusive evidence of their determination in that respect; and

BE IT FURTHER RESOLVED, that the Agency is authorized to rely on the continuing force and effect of these Resolutions until receipt by the Commissioner of the Agency at its principal office of notice in writing from the HRA of any amendments or alterations thereto.

ATTEST:

Brainerd HRA Board Chair – Rebekah Kent-Ehlebracht

Brainerd HRA Executive Director – Eric Charpentier

Dated: Wednesday, May 17th, 2023

(SEAL)



To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: May 17th, 2023
Re: Relocation and Expansion Possibility

Relocation of Office

Our management team recently met to talk through a variety of big picture wants and needs for the organization as we look to fulfill the strategic plan that we have been working through. We are outgrowing our office space currently and as we look towards the potential growth needs of the organization; we feel that looking at relocating or adding on to our current office building is something that we will need to pursue. We have approximately 3,000 sq ft of office space currently and would like to have office space for all our departments under one roof. We understand that the building to the North of ours is available, which has been the impetus for us to start talking about our office needs of the future.

Action Requested; Discussion of office needs and if the board chooses, allow staff to investigate the feasibility of relocation to a larger office space.

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: May 17th, 2023
Re: Valley View Townhomes

Valley View Townhomes Management

Valley View townhomes is a group of 20 units in SW Brainerd that is owned in partnership by the Brainerd HRA and the subsidiary nonprofit Brainerd Lakes Area Housing Development Corporation. These units were built as a tax credits project and have been managed by a 3rd party agent for a number of years. These units are not public housing units, but they are designated affordable housing units due to the tax credits.

Over the last few years as costs continue to rise the management company has needed to pass those costs on to us as owners. The benefit of having the management company do our leasing and maintenance is now at an inflection point where we believe the cost does not outweigh the benefit we gain from having them manage these units. We have been happy with the management agreement, but we now believe that we can and should bring the management of these units back in-house. This will provide management fee revenue back to the agency as well as the costs of wages and benefits that we would no longer be paying to the management company. At the time that the management agreement had been initiated our agency had fewer staff and the agreement made financial sense. We do believe that our staffing can absorb these 20 units for leasing and would like to do this starting in 2024. To give our management company as much lead time about this change if it is to occur, we would request that the board authorize us to declare our intent to end our contractual relationship with the management company starting on January 1st 2024.

Action Requested; Recommend authorization for staff to move forward with the management of the Valley View townhomes starting in 2024 and to inform the current management company that our contract for services will be ending at the end of 2023.

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: May 10, 2023
Re: May Financial Report

Please find attached the financial information for April 2023.

2022 Public Housing Assessment System (PHAS) Score Report

HUD recently issued our PHAS score and designation for our Public Housing program as of 12/31/2022. We received a total score of 100 – which is the maximum score that an agency can receive and a Designation Status of High Performer.

This score is based on 2022 yearend unaudited financial information, along with the Management and Capital Fund ratios that we track for the board each month – which comprises 60% of the score. The remaining 40% is from the physical inspection score.

The High Performer Status earns us some administrative relief from HUD – as we only receive an official score and physical inspection of our Public Housing properties every three years. This status also earns us a 5% High Performer Capital Fund bonus.

Action Requested: Motion for approval of payments as presented.

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U.S. Department of Housing and Urban Development

OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Attachment 7a

Public Housing Assessment System (PHAS) Score Report for Interim

Report Date: 05/05/2023

PHA Code:	MN032
PHA Name:	HRA IN AND FOR THE CITY OF BRAINERD, MINNESOTA
Fiscal Year End:	12/31/2022

PHAS Indicators	Score	Maximum Score
Physical	40	40
Financial	25	25
Management	25	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	100	100
Designation Status:	High Performer	
Published	05/05/2023	Initial published 05/05/2023

Financial Score Details	Score	Maximum Score
Unaudited/Single Audit		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit)	25.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	98.52	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasintrule.cfm>

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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	Mar	Apr
Quick Ratio	12	QR <1 = 0, QR >2 = 12	12.00	12.00	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0 = 0, ME >4 = 11	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 = 2	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring					
Occupancy	16	O <90% = 0, O >98% = 16	16.00	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5% = 5, TAR >2.5% = 0	5.00	0.00	0.00	0.00	2.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 = 0	4.00	4.00	4.00	4.00	4.00
Total Points	25		25.00	20.00	20.00	20.00	22.00
Total of Above Ratios	50		50.00	45	45	45	47

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

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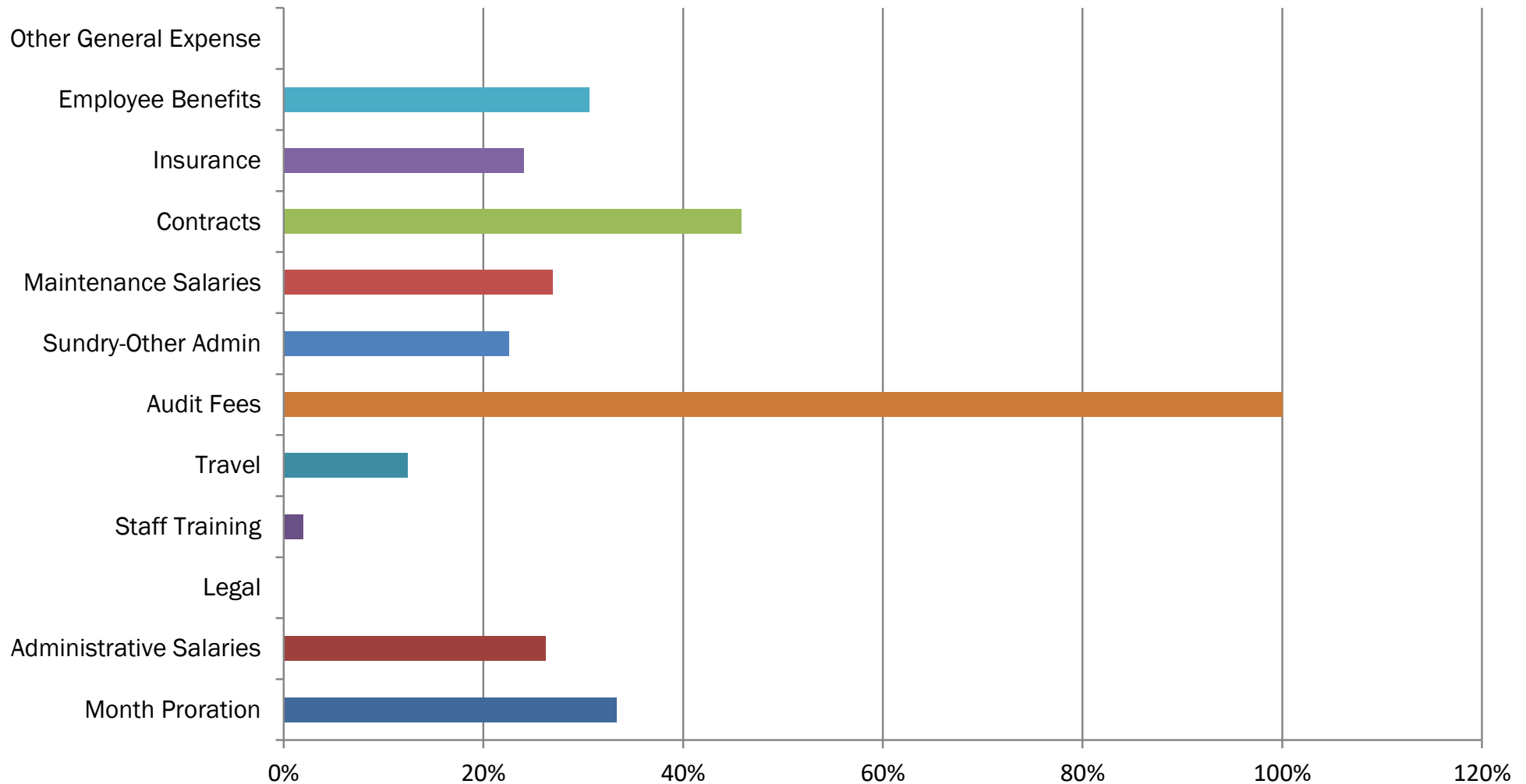


April 2023 Operating Account Balances

Property/Program	April 2022	March 2023	April 2023
General Fund	\$392,511.54	\$474,918.53	\$460,469.17
Housing Rehab Program	\$169,934.20	\$223,349.45	\$265,086.61
Bridges	\$2,362.12	\$1,911.18	\$2,627.90
Crow Wing County HRA	\$1,466,377.14	\$1,798,633.41	\$1,757,315.00
Public Housing	\$752,970.61	\$684,518.18	\$700,764.54
Brainerd South	\$43,832.07	\$26,612.23	\$21,495.36
Housing Choice Voucher	\$20,228.53	\$7,766.23	\$87,517.83
Total	\$2,848,216.21	\$3,217,709.21	\$3,295,276.41

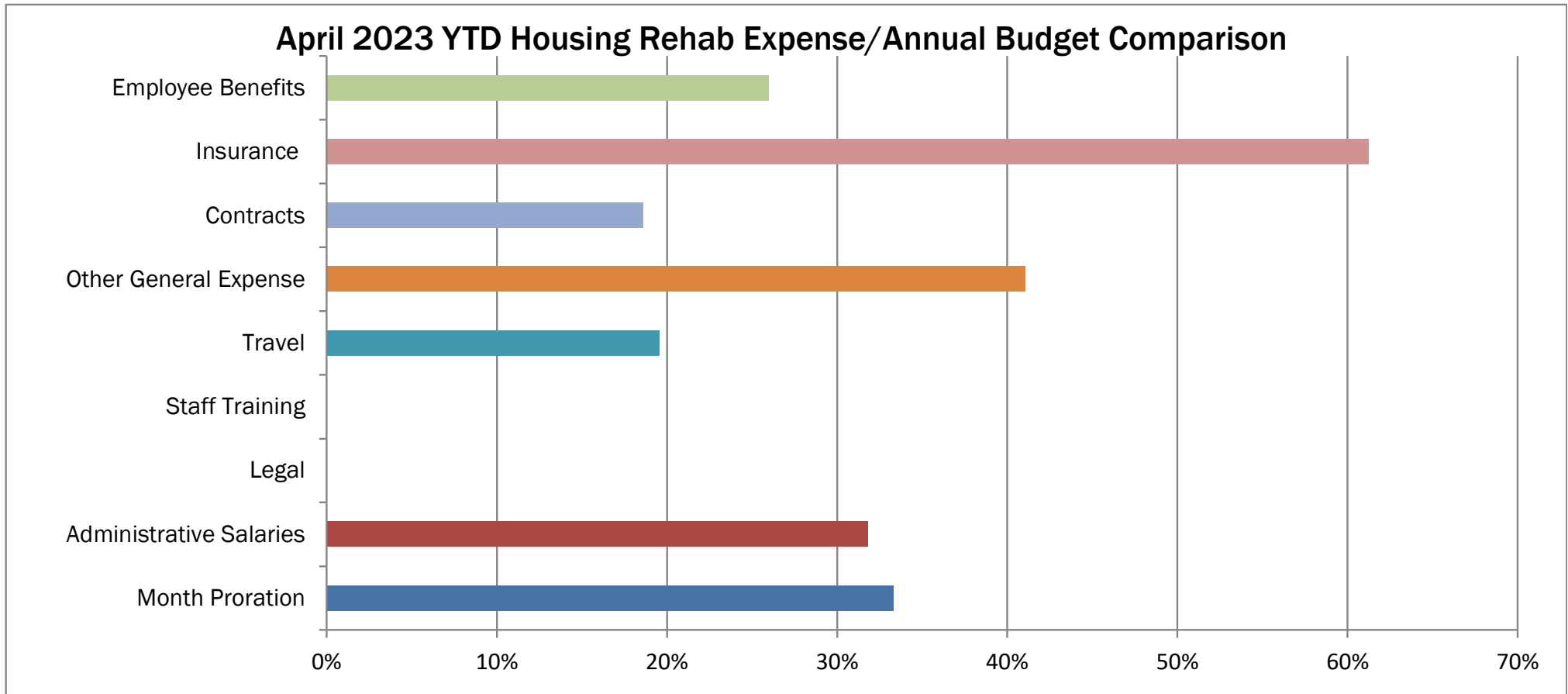
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April 2023 YTD General Fund Expense/Annual Budget Comparison



Audit Fees: Audit was completed.

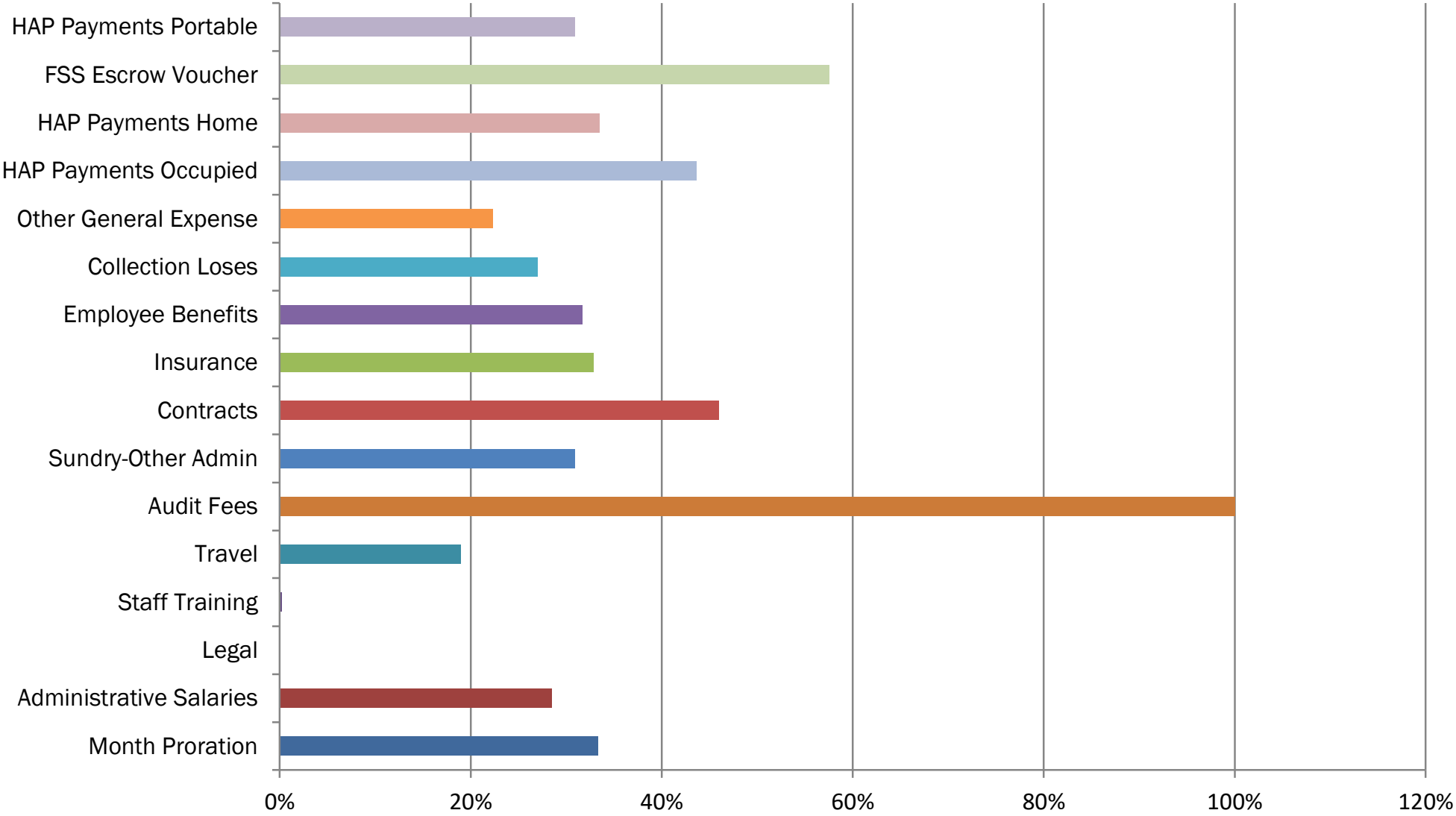
Contracts: Paid 2nd Quarter HR Fees to the City of Brainerd.



Insurance: Yearly premuim was paid in January.

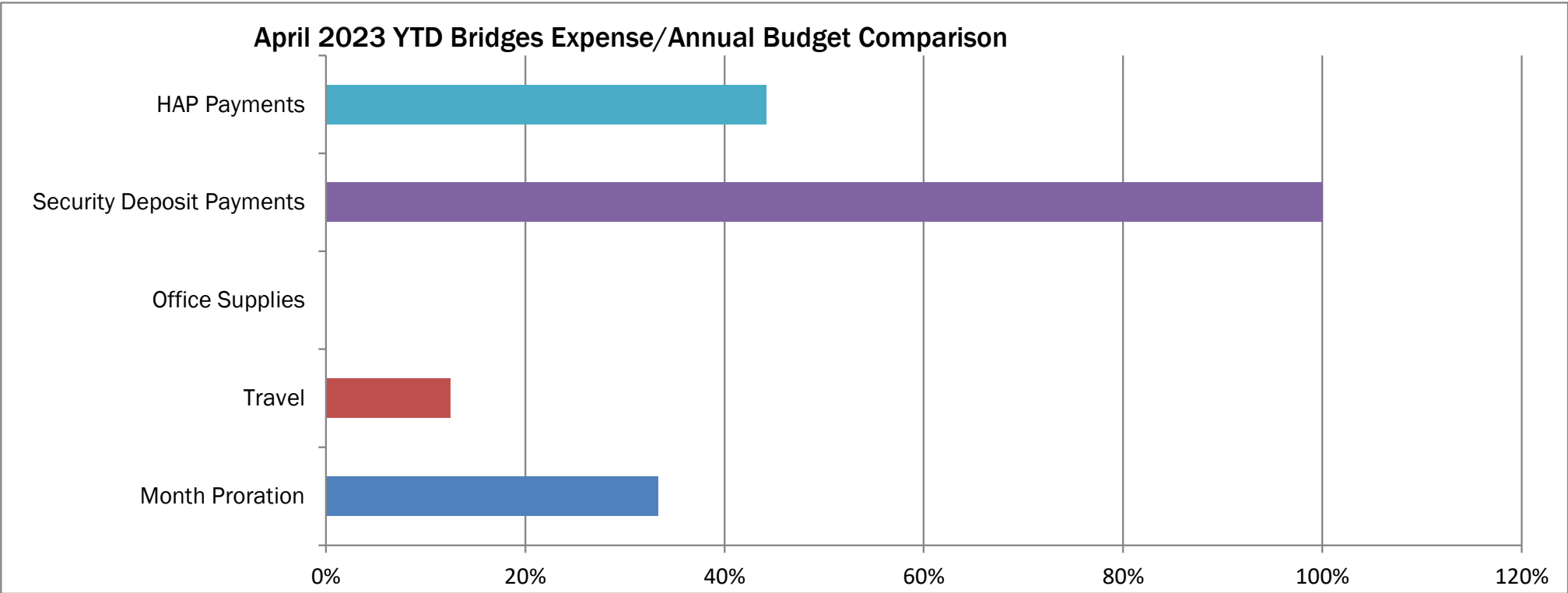
Other General Expense: Rehab annual software subscription.

April 2023 YTD Housing Choice Voucher Expense/Annual Budget Comparison



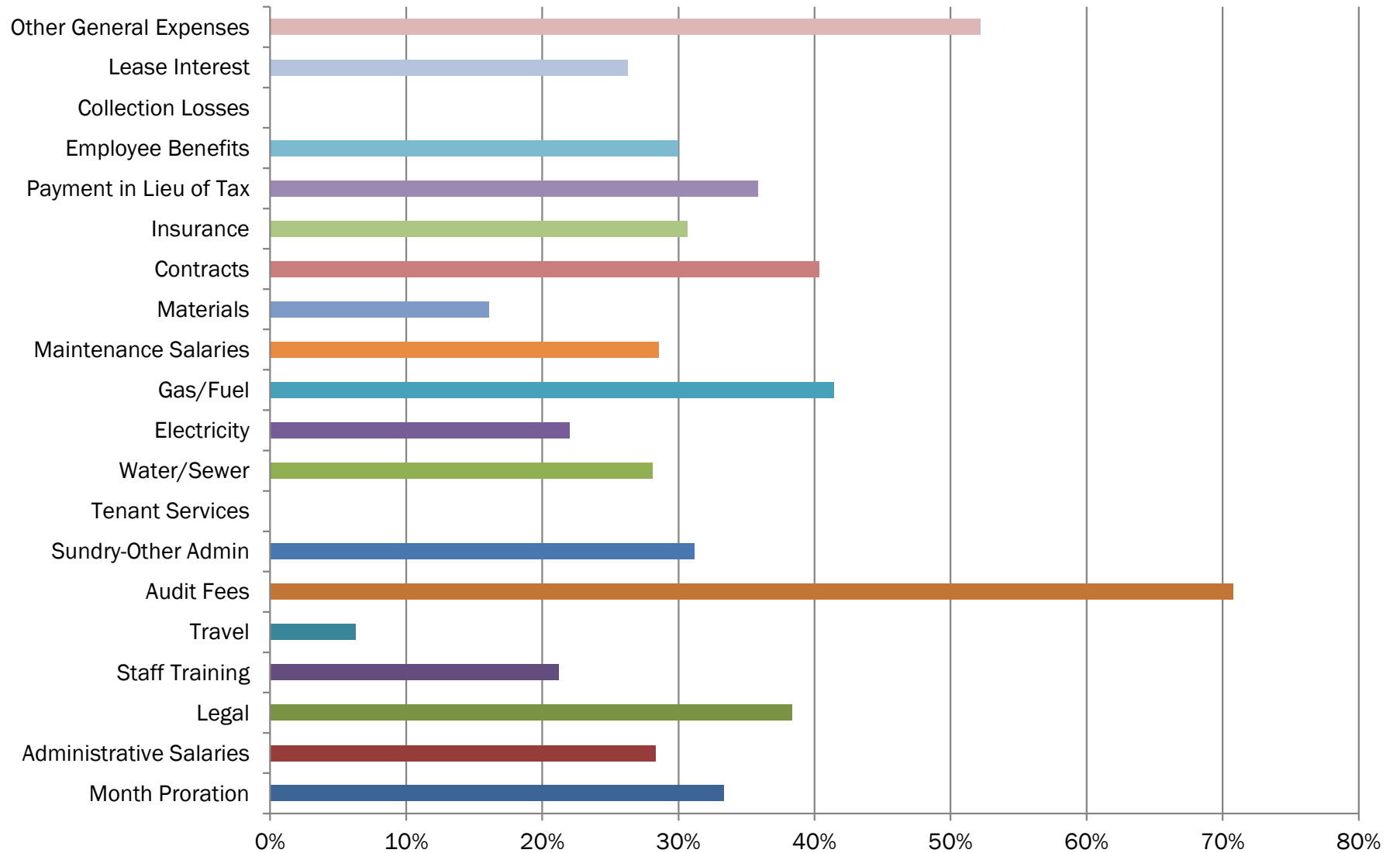
Audit Fees: Audit was completed.

Contracts: Paid 2nd Quarter HR Fees to the City of Brainerd.



Security Deposit Payments: Paid three security deposits.

April 2023 YTD Public Housing Expense/Annual Budget Comparison

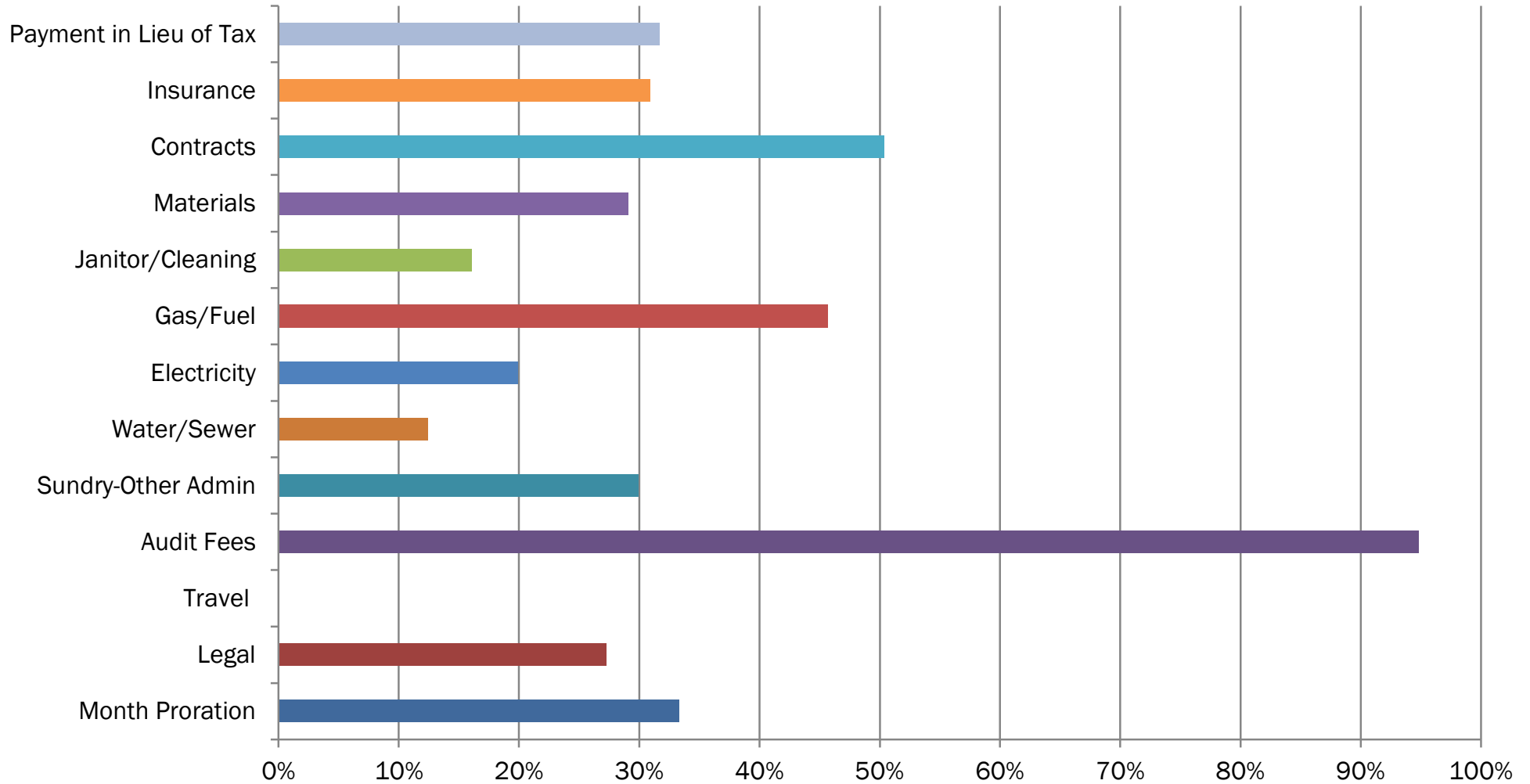


Audit Fees: Audit completed to date.

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

Other General Expenses: 1 Liability Insurance Claim

April 2023 YTD Brainerd South Expense/Annual Budget Comparison



Audit Fees: Audit completed to date.

Contract Costs: Snow Removal and Unit Turn Flooring Costs.

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

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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-16,361.36	-63,903.82	-61,590.00	-2,313.82
Interest Income	-394.71	-1,578.73	-100.00	-1,478.73
Other Income	0.00	-508.00	-8,916.68	8,408.68
TOTAL INCOME	-16,756.07	-65,990.55	-70,606.68	4,616.13
EXPENSE				
Administrative				
Administrative Salaries	16,798.25	57,891.72	73,515.00	-15,623.28
Legal	0.00	0.00	1,433.32	-1,433.32
Staff Training	0.00	97.00	1,666.68	-1,569.68
Travel	5.37	61.96	166.68	-104.72
Auditing Fees	0.00	7,950.00	7,950.00	0.00
Sundry-Other Admin	549.46	1,941.22	3,026.64	-1,085.42
Total Administration	17,353.08	67,941.90	87,758.32	-19,816.42
Maintenance				
Maintenance Salaries	1,131.60	3,960.61	4,900.00	-939.39
Contracts	1,686.83	4,246.94	3,086.68	1,160.26
Total Maintenance	2,818.43	8,207.55	7,986.68	220.87
General				
TIF Expense	0.00	0.00	43.32	-43.32
Insurance	411.65	1,646.60	2,283.32	-636.72
Employee Benefits	7,513.22	30,170.43	32,875.00	-2,704.57
Other General Expense	0.00	0.00	8,333.32	-8,333.32
Total General	7,924.87	31,817.03	43,534.96	-11,717.93
TOTAL EXPENSE	28,096.38	107,966.48	139,279.96	-31,313.48
Net Income/Loss	11,340.31	41,975.93	68,673.28	-26,697.35

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Housing Rehab Operating Statement April, 2023

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-51,875.00	-109,073.58	-108,166.68	-906.90
Grant Admin Revenue	0.00	0.00	-4,687.50	4,687.50
TOTAL INCOME	-51,875.00	-109,073.58	-112,854.18	3,780.60
EXPENSE				
Administrative				
Administrative Salaries	7,327.21	30,306.69	31,753.32	-1,446.63
Legal	0.00	0.00	66.68	-66.68
Staff Training	0.00	0.00	1,666.68	-1,666.68
Travel	49.15	234.53	400.00	-165.47
Other Admin Exp	17.50	2,409.82	2,040.00	369.82
Total Administration	7,393.86	32,951.04	35,926.68	-2,975.64
Maintenance				
Contracts	92.00	33,501.80	60,000.00	-26,498.20
Total Maintenance	92.00	33,501.80	60,000.00	-26,498.20
General				
Insurance	0.00	367.49	200.00	167.49
Employee Benefits	2,651.98	10,833.70	13,906.68	-3,072.98
Total General	2,651.98	11,201.19	14,106.68	-2,905.49
TOTAL EXPENSE	10,137.84	77,654.03	110,033.36	-32,379.33
Net Income/Loss	-41,737.16	-31,419.55	-2,820.82	-28,598.73

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

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-159,130.00	-654,460.00	-500,000.00	-154,460.00
Admin Fees Earned	-67,234.44	-126,079.44	-110,744.68	-15,334.76
Interest Income	-4.38	-23.71	0.00	-23.71
Other Income	-328.00	-10,565.33	-9,850.00	-715.33
TOTAL INCOME	-226,696.82	-791,128.48	-620,594.68	-170,533.80
EXPENSE				
Administrative				
Administrative Salaries	16,710.01	61,833.21	72,410.00	-10,576.79
Legal	0.00	0.00	900.00	-900.00
Staff Training	0.00	10.50	1,666.68	-1,656.18
Travel	131.66	283.99	500.00	-216.01
Accounting & Audit Fees	0.00	5,300.00	5,300.00	0.00
Sundry-Other Admin	680.88	1,762.48	2,524.96	-762.48
Total Administration	17,522.55	69,190.18	83,301.64	-14,111.46
Maintenance				
Contracts	1,401.56	9,943.94	7,213.32	2,730.62
Total Maintenance	1,401.56	9,943.94	7,213.32	2,730.62
General				
Insurance	519.94	2,079.76	2,111.68	-31.92
Employee Benefits	8,878.11	36,589.72	38,451.68	-1,861.96
Collection Losses	0.00	676.00	700.00	-24.00
Other General Expense	94.20	376.80	563.32	-186.52
Total General	9,492.25	39,722.28	41,826.68	-2,104.40
HAP Payments				
HAP Payments Occupied	147,393.00	602,095.00	460,000.00	142,095.00
HAP Payments Home	2,686.00	10,045.00	10,000.00	45.00
FSS Escrow Voucher	9,869.00	34,526.00	20,000.00	14,526.00
HAP Payments Portable	1,961.00	9,281.00	10,000.00	-719.00
Total HAP	161,909.00	655,947.00	500,000.00	155,947.00
TOTAL EXPENSE	190,325.36	774,803.40	632,341.64	142,461.76
Net Income/Loss	-36,371.46	-16,325.08	11,746.96	-28,072.04

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**Bridges Program
 Bridges Operating Statement
 April, 2023**

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-8,347.00	-26,345.00	-18,600.00	-7,745.00
Admin Revenue	-720.00	-2,640.00	-2,400.00	-240.00
Operating Transfer	0.00	0.00	2,250.00	-2,250.00
Total Income	-9,067.00	-28,985.00	-18,750.00	-10,235.00
EXPENSE				
Administrative				
Travel	3.28	49.80	133.32	-83.52
Office Supplies	0.00	0.00	16.68	-16.68
Total Administration	3.28	49.80	150.00	-100.20
General				
Security Deposit Pmts	1,400.00	3,000.00	1,000.00	2,000.00
HAP Payment to Landlords	6,947.00	23,345.00	17,600.00	5,745.00
Total General	8,347.00	26,345.00	18,600.00	7,745.00
TOTAL EXPENSE	8,350.28	26,394.80	18,750.00	7,644.80
Net Income/Loss	-716.72	-2,590.20	0.00	-2,590.20

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

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-66,996.00	-269,862.00	-279,126.68	9,264.68
Operating Subsidy	-39,664.00	-101,955.00	-108,100.00	6,145.00
Investment Interest	-391.52	-1,528.86	0.00	-1,528.86
Lease Interest	-10,892.66	-14,563.12	-14,241.68	-321.44
Other Income	-4,719.00	-39,324.19	-51,025.00	11,700.81
Other Income Tenants	-6,417.34	-12,315.99	-7,916.68	-4,399.31
Capital Fund Income	0.00	-66,000.00	-22,000.00	-44,000.00
Laundry Income	-1,618.75	-6,884.50	-6,593.32	-291.18
TOTAL INCOME	-130,699.27	-512,433.66	-489,003.36	-23,430.30
EXPENSE				
Administrative				
Administrative Salaries	24,980.23	92,945.90	109,340.00	-16,394.10
Legal	2,896.98	4,988.22	4,333.32	654.90
Staff Training	2,400.00	2,971.74	4,666.68	-1,694.94
Travel	62.88	62.88	333.32	-270.44
Accounting & Audit Fees	-225.00	9,377.50	11,262.50	-1,885.00
Sundry-Other Admin	1,525.32	6,996.50	8,640.00	-1,643.50
Total Administration	31,640.41	117,342.74	138,575.82	-21,233.08
Tenant Services				
Rec Public and Other	0.00	0.00	1,650.00	-1,650.00
Total Tenant Services	0.00	0.00	1,650.00	-1,650.00
Utilities				
Water/Sewer	7,140.79	23,657.84	28,054.96	-4,397.12
Electricity	5,989.31	18,840.48	28,550.00	-9,709.52
Gas/Fuel	7,064.82	25,051.80	20,150.00	4,901.80
Total Utilities	20,194.92	67,550.12	76,754.96	-9,204.84
Maintenance				
Labor	12,987.65	48,368.09	56,453.32	-8,085.23
Materials	2,153.33	4,821.11	10,000.00	-5,178.89
Contracts	24,955.43	86,785.37	71,730.04	15,055.33
Casualty Loss	4,292.55	18,104.63	0.00	18,104.63
Total Maintenance	44,388.96	158,079.20	138,183.36	19,895.84
General				
Insurance	8,456.58	33,826.32	36,750.00	-2,923.68
Payment in Lieu of Tax	2,918.46	10,394.92	9,666.68	728.24
Employee Benefits	16,783.75	67,816.99	75,418.32	-7,601.33
Lease Interest	96.01	96.01	121.68	-25.67
Other General Expense	2,527.12	2,928.97	1,870.00	1,058.97
Total General	30,781.92	115,063.21	123,826.68	-8,763.47
TOTAL EXPENSE	127,006.21	458,035.27	478,990.82	-20,955.55
Net Income/Loss	-3,693.06	-54,398.39	-10,012.54	-44,385.85

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Brainerd South Operating Statement
April, 2023

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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-22,918.00	-88,357.00	-91,100.00	2,743.00
Rental Supplement	-4,524.00	-17,477.60	-19,000.00	1,522.40
Investment Interest	-593.87	-2,355.48	-250.00	-2,105.48
Other Income	-120.00	-5,845.00	-3,573.32	-2,271.68
Laundry Income	-628.35	-2,647.10	-2,666.68	19.58
TOTAL INCOME	-28,784.22	-116,682.18	-116,590.00	-92.18
EXPENSE				
Administrative				
Legal	0.00	1,361.32	1,666.68	-305.36
Travel	0.00	0.00	33.32	-33.32
Accounting & Audit Fees	3,149.50	5,774.50	6,090.00	-315.50
Sundry-Other Admin	3,950.32	15,012.20	16,249.96	-1,237.76
Total Administration	7,099.82	22,148.02	24,039.96	-1,891.94
Utilities				
Water	0.00	2,402.83	6,440.00	-4,037.17
Electricity	0.00	1,074.03	1,800.00	-725.97
Gas/Fuel	3,255.56	11,517.95	8,410.00	3,107.95
Total Utilities	3,255.56	14,994.81	16,650.00	-1,655.19
Maintenance				
Labor	1,775.25	4,581.00	9,500.00	-4,919.00
Materials	1,480.41	8,356.28	9,583.36	-1,227.08
Contracts	11,027.76	32,079.04	21,233.36	10,845.68
Total Maintenance	14,283.42	45,016.32	40,316.72	4,699.60
General				
Insurance	2,896.70	11,578.17	12,500.00	-921.83
Payment in Lieu of Tax	936.85	3,480.45	3,666.68	-186.23
Total General	3,833.55	15,058.62	16,166.68	-1,108.06
TOTAL EXPENSE	28,472.35	97,217.77	97,173.36	44.41
Net Income/Loss	-311.87	-19,464.41	-19,416.64	-47.77



April 2023 Prior Year Comparative Operating Statements

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

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
General Fund Operating INCOME				
Management Fees	-63,903.82	-61,590.00	-58,065.11	-57,742.60
Interest Income	-1,578.73	-100.00	-11.97	-10.49
Other Income	-508.00	-8,916.68	-23,181.58	-476.15
TOTAL INCOME	-65,990.55	-70,606.68	-81,258.66	-61,458.24
EXPENSE				
Administrative				
Administrative Salaries	57,891.72	73,515.00	40,665.63	46,122.61
Legal	0.00	1,433.32	171.75	0.00
Staff Training	97.00	1,666.68	738.38	0.00
Travel	61.96	166.68	4.11	0.56
Auditing Fees	7,950.00	7,950.00	6,900.00	6,900.00
Sundry-Other Admin	1,941.22	3,026.64	2,926.72	1,578.62
Total Administration	67,941.90	87,758.32	51,406.59	54,601.79
Maintenance				
Maintenance Salaries	3,960.61	4,900.00	2,092.65	1,063.66
Contracts	4,246.94	3,086.68	4,045.63	1,009.52
Total Maintenance	8,207.55	7,986.68	6,138.28	2,073.18
General				
TIF Expense	0.00	43.32	30.00	30.00
Insurance	1,646.60	2,283.32	1,426.44	1,941.64
Employee Benefits	30,170.43	32,875.00	21,873.33	26,406.93
Other General Expense	0.00	8,333.32	1,952.50	3,200.00
Total General	31,817.03	43,534.96	25,282.27	31,578.57
TOTAL EXPENSE	107,966.48	139,279.96	82,827.14	88,253.54
Net Income/Loss	41,975.93	68,673.28	1,568.48	26,795.30

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

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Housing Rehab Operating INCOME				
Other Income	-109,073.58	-108,166.68	-78,408.60	-40,187.50
Grant Admin Revenue	0.00	-4,687.50	0.00	0.00
TOTAL INCOME	-109,073.58	-112,854.18	-78,408.60	-40,187.50
EXPENSE				
Administrative				
Administrative Salaries	30,306.69	31,753.32	28,294.90	28,716.40
Legal	0.00	66.68	200.00	0.00
Staff Training	0.00	1,666.68	5.27	0.00
Travel	234.53	400.00	231.12	233.52
Other Admin Exp	2,409.82	2,040.00	2,262.00	326.79
Total Administration	32,951.04	35,926.68	30,993.29	29,276.71
Maintenance				
Contracts	33,501.80	60,000.00	35,100.00	12,579.88
Total Maintenance	33,501.80	60,000.00	35,100.00	12,579.88
General				
Insurance	367.49	200.00	552.29	486.86
Employee Benefits	10,833.70	13,906.68	13,382.25	11,499.16
Total General	11,201.19	14,106.68	13,934.54	11,986.02
TOTAL EXPENSE	77,654.03	110,033.36	80,027.83	53,842.61
Net Income/Loss	-31,419.55	-2,820.82	1,619.23	13,655.11

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

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-654,460.00	-500,000.00	-476,316.00	-500,042.00
Admin Fees Earned	-126,079.44	-110,744.68	-98,741.52	-92,891.01
Interest Income	-23.71	0.00	-0.55	-0.75
Other Income	-10,565.33	-9,850.00	-14,039.33	-15,810.46
TOTAL INCOME	-791,128.48	-620,594.68	-589,097.40	-608,744.22
EXPENSE				
Administrative				
Administrative Salaries	61,833.21	72,410.00	55,589.99	49,964.89
Legal	0.00	900.00	0.00	0.00
Staff Training	10.50	1,666.68	112.02	0.00
Travel	283.99	500.00	249.81	0.00
Accounting & Audit Fees	5,300.00	5,300.00	3,650.00	3,650.00
Sundry-Other Admin	1,762.48	2,524.96	2,690.22	1,702.07
Total Administration	69,190.18	83,301.64	62,292.04	55,316.96
Maintenance				
Contracts	9,943.94	7,213.32	3,755.60	1,583.06
Total Maintenance	9,943.94	7,213.32	3,755.60	1,583.06
General				
Insurance	2,079.76	2,111.68	2,036.12	2,052.58
Employee Benefits	36,589.72	38,451.68	33,290.85	31,416.13
Collection Losses	676.00	700.00	488.00	2,174.00
Other General Expense	376.80	563.32	368.64	344.88
Total General	39,722.28	41,826.68	36,183.61	35,987.59
HAP Payments				
HAP Payments Occupied	602,095.00	460,000.00	431,326.00	466,064.00
HAP Payments Home	10,045.00	10,000.00	11,326.00	13,510.00
FSS Escrow Voucher	34,526.00	20,000.00	14,867.00	7,801.00
HAP Payments Portable	9,281.00	10,000.00	7,724.00	9,370.00
Total HAP	655,947.00	500,000.00	465,243.00	496,745.00
TOTAL EXPENSE	774,803.40	632,341.64	567,474.25	589,632.61
Net Income/Loss	-16,325.08	11,746.96	-21,623.15	-19,111.61

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Bridges Program PY
Bridges Operating Statement
April, 2023

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Bridges Operating INCOME				
HAP Received MHFA	-26,345.00	-18,600.00	-16,020.00	-16,144.00
Admin Revenue	-2,640.00	-2,400.00	-2,340.00	-1,650.00
Operating Transfer	0.00	2,250.00	0.00	3,229.00
Total Income	-28,985.00	-18,750.00	-18,360.00	-14,565.00
EXPENSE				
Administrative				
Travel	49.80	133.32	8.20	0.00
Office Supplies	0.00	16.68	0.00	0.00
Total Administration	49.80	150.00	8.20	0.00
General				
Security Deposit Pmts	3,000.00	1,000.00	790.00	500.00
HAP Payment to Landlords	23,345.00	17,600.00	15,230.00	15,644.00
Total General	26,345.00	18,600.00	16,020.00	16,144.00
TOTAL EXPENSE	26,394.80	18,750.00	16,028.20	16,144.00
Net Income/Loss	-2,590.20	0.00	-2,331.80	1,579.00

Date: 5/10/2023

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

Page: 4

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Public Housing Operating INCOME				
Dwelling Rental	-269,862.00	-279,126.68	-259,120.00	-247,378.00
Operating Subsidy	-101,955.00	-108,100.00	-124,603.00	-90,093.00
Investment Interest	-1,528.86	0.00	152.99	158.14
Lease Interest	-14,563.12	-14,241.68	0.00	0.00
Other Income	-39,324.19	-51,025.00	-52,745.11	-46,434.01
Other Income Tenants	-12,315.99	-7,916.68	-13,373.10	-5,604.68
Capital Fund Income	-66,000.00	-22,000.00	0.00	-20,570.90
Laundry Income	-6,884.50	-6,593.32	-7,758.32	-6,441.75
TOTAL INCOME	-512,433.66	-489,003.36	-457,446.54	-416,364.20
EXPENSE				
Administrative				
Administrative Salaries	92,945.90	109,340.00	84,464.20	87,175.26
Legal	4,988.22	4,333.32	1,466.82	3,157.24
Staff Training	2,971.74	4,666.68	584.99	294.00
Travel	62.88	333.32	1.17	3.92
Accounting & Audit Fees	9,377.50	11,262.50	6,711.51	7,900.00
Sundry-Other Admin	6,996.50	8,640.00	9,736.43	8,896.95
Total Administration	117,342.74	138,575.82	102,965.12	107,427.37
Tenant Services				
Rec Public and Other	0.00	1,650.00	0.00	0.00
Total Tenant Services	0.00	1,650.00	0.00	0.00
Utilities				
Water/Sewer	23,657.84	28,054.96	20,725.45	18,600.35
Electricity	18,840.48	28,550.00	17,719.58	16,740.94
Gas/Fuel	25,051.80	20,150.00	24,568.04	18,783.26
Total Utilities	67,550.12	76,754.96	63,013.07	54,124.55
Maintenance				
Labor	48,368.09	56,453.32	53,062.95	47,463.80
Materials	4,821.11	10,000.00	19,165.57	5,834.62
Contracts	86,785.37	71,730.04	60,091.10	66,249.96
Casualty Loss	18,104.63	0.00	0.00	0.00
Total Maintenance	158,079.20	138,183.36	132,319.62	119,548.38
General				
Insurance	33,826.32	36,750.00	33,171.16	33,959.56
Payment in Lieu of Tax	10,394.92	9,666.68	9,887.98	9,116.11
Employee Benefits	67,816.99	75,418.32	68,491.82	73,458.87
Lease Interest	96.01	121.68	0.00	0.00
Other General Expense	2,928.97	1,870.00	1,000.00	755.00
Total General	115,063.21	123,826.68	112,550.96	117,289.54
TOTAL EXPENSE	458,035.27	478,990.82	410,848.77	398,389.84
Net Income/Loss	-54,398.39	-10,012.54	-46,597.77	-17,974.36

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**Brainerd South Operating Statement
April, 2023**

Page: 1
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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Brainerd South Operating				
INCOME				
Dwelling Rental	-88,357.00	-91,100.00	-85,329.00	-82,528.00
Rental Supplement	-17,477.60	-19,000.00	-18,494.00	-16,989.00
Investment Interest	-2,355.48	-250.00	33.19	38.74
Other Income	-5,845.00	-3,573.32	-8,155.54	-9,188.71
Laundry Income	-2,647.10	-2,666.68	-2,780.75	-2,115.75
TOTAL INCOME	-116,682.18	-116,590.00	-114,726.10	-110,782.72
EXPENSE				
Administrative				
Legal	1,361.32	1,666.68	2,925.00	5,702.24
Travel	0.00	33.32	0.00	0.00
Accounting & Audit Fees	5,774.50	6,090.00	3,780.00	5,250.00
Sundry-Other Admin	15,012.20	16,249.96	14,214.06	17,770.80
Total Administration	22,148.02	24,039.96	20,919.06	28,723.04
Utilities				
Water	2,402.83	6,440.00	3,906.05	3,801.64
Electricity	1,074.03	1,800.00	1,552.32	1,457.92
Gas/Fuel	11,517.95	8,410.00	10,135.01	7,104.79
Total Utilities	14,994.81	16,650.00	15,593.38	12,364.35
Maintenance				
Labor	4,581.00	9,500.00	1,928.62	4,769.64
Materials	8,356.28	9,583.36	6,692.25	7,593.87
Contracts	32,079.04	21,233.36	19,550.25	16,533.62
Total Maintenance	45,016.32	40,316.72	28,171.12	28,897.13
General				
Insurance	11,578.17	12,500.00	11,534.39	11,145.43
Payment in Lieu of Tax	3,480.45	3,666.68	3,316.95	3,317.18
Total General	15,058.62	16,166.68	14,910.97	14,940.12
TOTAL EXPENSE	97,217.77	97,173.36	79,594.53	84,924.64
Net Income/Loss	-19,464.41	-19,416.64	-35,131.57	-25,858.08

Brainerd Housing and Redevelopment Authority

Payment Summary Report

April 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
4/7/2023	977	Creo Block	\$293.44
4/7/2023	978	Eric Charpentier	\$131.13
4/7/2023	979	Jessica Mulroy	\$5.24
4/7/2023	980	John Schommer	\$89.08
4/21/2023	981	Carrie Burrell	\$1.97
4/21/2023	982	Ryan Barnett	\$70.09
4/6/2023	2135	Harpers Payroll Service	\$10,466.96
4/6/2023	2136	Harpers Payroll Service	\$101.00
4/6/2023	2137	Health Savings Accounts	\$3,389.19
4/6/2023	2138	Security Benefit	\$4,936.35
4/6/2023	2139	Minnesota State Retirement System	\$756.00
4/3/2023	2140	90 Degree Benefits Inc.	\$22,857.66
4/20/2023	2142	Health Savings Accounts	\$805.85
4/20/2023	2143	Harpers Payroll Service	\$10,453.64
4/20/2023	2144	Harpers Payroll Service	\$87.06
4/20/2023	2145	Security Benefit	\$4,936.35
4/20/2023	2146	Minnesota State Retirement System	\$2,035.09
4/6/2023	25348	Ace Hardware	\$2.18
4/6/2023	25349	Batteries Plus	\$19.99
4/6/2023	25350	Brainerd Public Utilities	\$12,533.70
4/6/2023	25351	Capital One Commercial	\$605.33
4/6/2023	25352	CenterPoint Energy	\$10,508.95
4/6/2023	25353	Cintas	\$659.07
4/6/2023	25354	City of Brainerd	\$5,705.25
4/6/2023	25355	CliftonLarsonAllen LLP	\$6,299.50
4/6/2023	25356	College Drive Townhouses	\$234.96
4/6/2023	25357	Crow Wing County Landfill	\$136.00
4/6/2023	25358	Culligan	\$161.70
4/6/2023	25359	Granite Pest Control, LLC	\$1,252.50
4/6/2023	25360	Hagman Inc.	\$1,134.00
4/6/2023	25361	Handyman's, Inc.	\$734.71
4/6/2023	25362	Harpers Time & Attendance Division	\$58.50
4/6/2023	25363	Hillyard / Hutchinson	\$33.31
4/6/2023	25364	Holden Electric Company Inc	\$1,327.40
4/6/2023	25365	Home Depot Credit Services	\$534.31
4/6/2023	25366	Housing Agency Procurement Assistance	\$2,400.00
4/6/2023	25367	Integrity Woodwork LLC	\$1,750.00
4/6/2023	25368	Kennedy & Graven, Chartered	\$534.00
4/6/2023	25369	Kristin Miller	\$9.86
4/6/2023	25370	MN Dept of Labor and Industry	\$200.00
4/6/2023	25371	MN Elevator, Inc.	\$876.24
4/6/2023	25372	Midwest Machinery Co	\$138.48
4/6/2023	25373	Mike Jones	\$65.17
4/6/2023	25374	Northland Fire Protection	\$1,929.05
4/6/2023	25375	Pike Plumbing & Heating, Inc	\$1,713.42
4/6/2023	25376	Postmaster	\$1,420.00
4/6/2023	25377	Quick Construction, Inc	\$4,292.55
4/6/2023	25378	Strike Painting & Finishing	\$800.00
4/6/2023	25379	Synchrony Bank (Mills Fleet Farm)	\$171.00
4/6/2023	25380	T-Mobile	\$157.40
4/6/2023	25381	The Cleaning Bee LLC	\$641.25
4/6/2023	25382	Trail Ridge Townhomes	\$2,078.20
4/6/2023	25383	Waste Partners, Inc.	\$3,678.20
4/6/2023	25384	Widseth Smith Nolting	\$1,246.00
4/6/2023	25385	Xtona	\$1,130.00
4/6/2023	25386	Yde's Major Appliance	\$538.75
4/20/2023	25387	Borden Steinbauer Krueger & Knudson, PA	\$2,896.98
4/20/2023	25388	Brainerd Public Utilities	\$764.40
4/20/2023	25389	CIGNA Health & Life Insurance Company	\$2,423.85
4/20/2023	25390	CTC	\$815.22
4/20/2023	25391	CenturyLink	\$110.54
4/20/2023	25392	Crosby HRA	\$725.79
4/20/2023	25393	Crow Wing County Landfill	\$17.00
4/20/2023	25394	Crow Wing County Treasurer	\$725.00

Brainerd Housing and Redevelopment Authority
Payment Summary Report
April 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
4/20/2023	25395	Crow Wing Cty Recorder's Office	\$46.00
4/20/2023	25396	Crow Wing Cty Recorder's Office	\$92.00
4/20/2023	25397	Dearborn National	\$194.98
4/20/2023	25398	Footings To Trim Inc.	\$7,900.00
4/20/2023	25399	Forum Communications Company	\$59.46
4/20/2023	25400	Granite Pest Control, LLC	\$309.00
4/20/2023	25401	Holden Electric Company Inc	\$139.65
4/20/2023	25402	Home Depot Supply	\$359.92
4/20/2023	25403	Housing Auth Risk Retention Group	\$2,393.17
4/20/2023	25404	LandWex LLC	\$7,747.80
4/20/2023	25405	Life Insurance Company of North America	\$41.35
4/20/2023	25406	MRI Software LLC	\$200.00
4/20/2023	25407	Office Shop	\$5,533.26
4/20/2023	25408	Paper Storm	\$52.00
4/20/2023	25409	Park Supply, Inc.	\$65.02
4/20/2023	25410	SHI International Corp	\$96.00
4/20/2023	25411	Strike Painting & Finishing	\$700.00
4/20/2023	25412	The Hartford	\$331.09
4/20/2023	25413	The Title Team-Noble Escrow	\$20,000.00
4/20/2023	25414	VSP	\$42.70
4/20/2023	25415	West Central Flooring	\$7,326.06
4/20/2023	25416	Wex Health	\$8.50
4/20/2023	25417	Tenant Refund	\$6.25
		Report Total	\$191,250.02



To: Brainerd HRA Board Members

From: Tania Eller, Rental Assistance Manager

Date: May 1, 2023

RE: Housing Choice Voucher Programs Report

HCV Report

Please see the attached reports.

Our Unit Months Leased (UML) through April is 107% and HAP utilization through April is 40%.

Staff met with Aaron Heisel, our HUD Program Management Specialist, to discuss our UMLs and future leasing. We discussed that our UMLs are trending down, which will help us reach our goal of 100 percent leased at the end of the year. It also means we will end the year lower than we would like because we started the year so high. We also discussed starting the notification process in October 2023 for a 2024 lease-up. This will hopefully help our UMLs increase sooner in 2024 and hopefully level them off so we don't see such high and lows.

Bridges Report

Please see the attached report.

We have 12 families on our program with a monthly HAP payment of \$6,255.

As we discussed, we were awarded grant funds for 2023-2025.

Family Self-Sufficiency (FSS) Report

Please see the attached report.

We have 48 families on our program. We have 25 families currently escrowing a total of \$9,869 per month.

No Action Requested; Discussion Items

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April Housing Choice Voucher Programs (HCV)

<u>Voucher Allocation</u>	326
April Move-ins	0
April Move-outs	8
April Vouchers - looking for housing	7
April Vouchers - first day of month	346
Average Vouchers to date	350
Unit Months Leased	107%
HAP Utilization through 4/30/2023	40%

Reasons For Leaving Program

Voluntarily Left	8
Looking for housing	0

Payments

Housing Assistance Payment (HAP)	\$161,957
April HUD Administrative Fee	\$19,685

Port Out Vouchers

	2
St. Cloud HRA, Mpls HRA	\$1,961

Homeownership

	7
Homeownership HAP	\$2,686

FYI Vouchers

	2
FYI Vouchers HAP	\$606

Length of Time on Program

< 1 year	29%
< 2 years	13%
< 3 years	6%
< 4 years	9%
< 5 years	7%
> 5 years	36%

Demographics

Elderly Households	108
Disabled/Handicapped Households	169
Families with Children	127
Average Annual Income	\$15,782
Average HAP	\$434

Waiting List Total

	205
Crow Wing County Preference	158
Non Preference	47



Bridges Program

April 2023

Summary

- Tenants leased up in units: 12
- 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: 11
 - Todd:
 - Wadena:

Total HAP Payment: \$6,255.00

Additional Info: Bridges grant was announced.

Family Self-Sufficiency Program

April 2023

Summary

- Active FSS participants: 48
- Tenants going OFF for month: 0
- Tenants going ON for month: 1
- New tenants ESCROWING: 3
- Total number of FSS participants escrowing monthly: 25
- Total amount of escrow: \$9,869.00
- Total combined amount of monthly escrow:
\$110,413.92

Update: no updates

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

Date: 05/01/2023
Time: 14:02:59

Page: 1

Feb 2023 Mar 2023 Apr 2023

TAB 1: Voucher UML and HAP

Homeownership (UML)	7	7	7
Homeownership (HAP)	2,405	2,549	2,686
Portable Vouchers Paid (UML)	2	2	2
Portable Vouchers Paid (HAP)	2,440	2,440	1,961
Foster Youth To Independence (UML)	2	2	2
Foster Youth To Independence (HAP)	616	616	606
All Other Vouchers (UML)	339	343	335
All Other Vouchers (HAP)	151,895	152,637	146,835
HCV-FSS Escrow Deposits	7,628	8,950	9,869

TAB 1: Other Voucher Reporting Requirements

HCV-Number of vouchers under Lease on the last day of Month	350	354	346
HCV-Number of vouchers issued but not under contract as of last day of Month	26	14	7

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To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Manager
 Date: May-10-2023
 Re: Housing Management Report

Vacancy Report for April 2023

Please see attachment.

Monthly Property Performance Report for April 2023

Please see attachment.

ROSS Program Updates

- 14 active participants in the ROSS program; 0 newly enrolled participant; 0 exited participant.
- 10 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - SNAP Food Boxes: 26 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 10 residents; 180 frozen meals (10 - 30 each); elderly tenants only
- Activities Recap:
 - Humana-hosted health seminar "Living Healthy to 100"(6); weekly chair yoga/stretching sessions (10); and an evening seminar on diabetic retinopathy (6). Post-seminar surveys reflect interest in additional "targeted topics" as well as an appreciation of the evening schedule.
 - Working with several North Star residents to complete the last step of their recertification to avoid lease termination on 6/30/2023.
 - Checking in weekly with several tenants that need support to successfully complete pest treatment to avoid charges and/or lease termination.
- Facebook Stats:
 - 4 new posts on the ROSS Facebook page this past month, which reached 23 individuals, with no likes, comments, or click-throughs, but 1 individual did share the post.

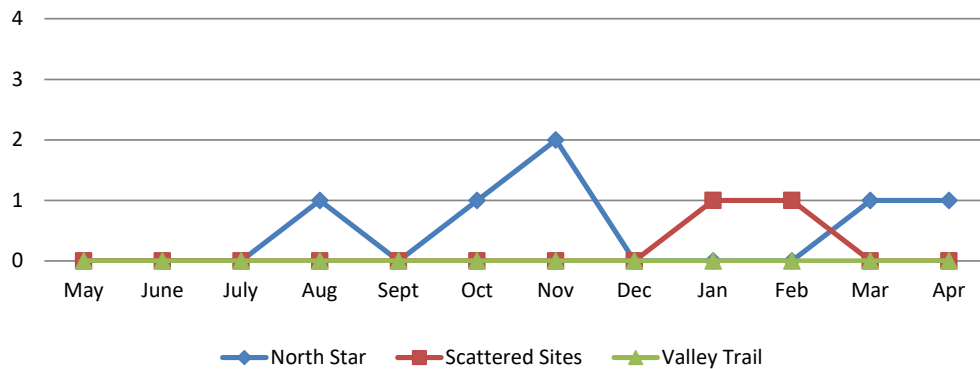
No Action Requested; Discussion Items

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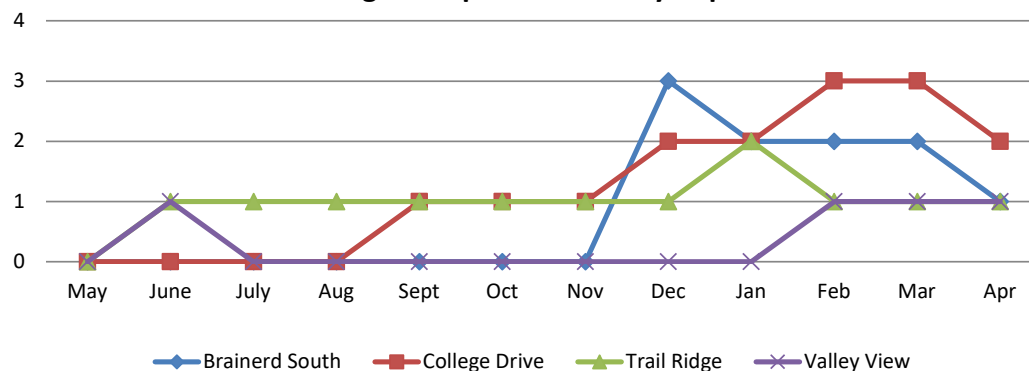
Brainerd HRA 2023 Vacancy Report

	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
Jan 31	0	1	0	1	2	2	2	0
Jan %	0.00%	6.25%	0.00%	0.49%	3.33%	8.33%	11.11%	0.00%
Feb 28	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%
March 31	1	0	0	1	2	3	1	1
March %	0.62%	0.00%	0.00%	0.49%	3.33%	12.50%	5.56%	5.00%
April 30	1	0	0	1	1	2	1	1
April %	0.62%	0.00%	0.00%	0.49%	1.67%	8.33%	5.56%	5.00%
May 31								
May %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
June 30								
June %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
July 31								
July %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Aug 31								
Aug %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sept 30								
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Oct 31								
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Nov 30								
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dec 31								
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	2	2	0	4	7	10	5	3
%	0.31%	3.13%	0.00%	0.49%	2.92%	10.42%	6.94%	3.75%

Public Housing Vacancy Report



Managed Properties Vacancy Report



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report

April 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%
TOTAL	203	202	0	0	1	100%

3. Customer Traffic

Applications Requested	30
Applications Placed on PH Wait List	1
Applications Denied on PH Wait List	10

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	71	3	1	0
2 bdrm	14	26	0	0	0
3 bdrm	24	25	0	0	0
4 bdrm	5	8	0	0	0
TOTAL	203	130	3	1	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	3	9
Move-Outs	1	7

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	6
Annual Recertifications	4
Completed for this month	10

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	2
30-day lease terminations	2

10. Evictions

Resident	Reason	Summons Date	Judgment Action
NS#515	Prog.noncompliance	TBD	TBD

11. Non-Emergency Work Orders

Beginning Balance	20
Received	66
Closed	64
Ending Balance	22
Total Completed Work Orders for Year	359

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	7
Completed within 24 hours	1	7
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	67,222
Other Charges	1,249
Total New Charges	68,471
Arrears, tenants in possession	781

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	487
Current Rent Charges	67,222
Current Rent Collections	66,735
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	2,055
Prior Rent Charges	823,515
Collection Rate	100%



To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: May 10, 2023
 Re: Rehab Programs Report

SE Brainerd SCDP Application

The application for 8 units of owner-occupied rehab and 12 units of single-family rental rehab was submitted prior to the May 1st deadline. We should find out sometime around July if our application is funded.

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	66	62	0	3
Serene Pines	24	21	18	0	3
Dalmar Estates	7	4	3	0	0

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

No Action Requested; Discussion Item.

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May 10th, 2023**1. COMPLETED OO PROJECTS 2023**

	HTF	MHFA	SCDP	Total
City of Brainerd	1	1		2
County of Crow Wing	1	1		2
County of Morrison		1		1
Total				5

2. CURRENT PROJECTS IN PROCESS

	HTF	MHFA	SCDP	Total
City of Brainerd	3	2	-----	5
County of Crow Wing	2	3	6	9
County of Morrison	-----	2	-----	2
Total				15

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

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

4. JENKINS SMALL CITIES – 5 Owner Occupied Rehab

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

5. HOUSING TRUST FUND

	App. Request	App. Review	Inspection Scheduled	Work Writeup/ Review	Out for Bid	Prebid Meeting	Closing Loan Scheduled	Under Constr.	Complete
DPA.	1								6
OOR.				1				4	3
RR	1								

6. MINNESOTA HOUSING

	App. Request	App. Review	Inspection Scheduled	Work Writeup/ Review	Prebid Mtg.	Out for Bid	Closing Loan Scheduled	Under Constr.	Complete
OOR.	7			2				3	12

7. OVERALL CURRENT LOAN APPLICATION/PROJECT OUTLINE

	HTF	MHFA	SCDP	Total
Application Requested	2	7	0	9
Application Received/Collection				
Inspection Scheduled				
Work Write Up/Review Proof	1	2	1	4
Out for Bid				
Pre-Bid Meeting				
Closing/Signing Paperwork (Scheduled)				
Under Construction	4	3	4	11
Total	7	12	5	24

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: May 17th, 2023
Re: Executive Director Report

Downtown Redevelopment Project

The developer is working to finalize their documentation so that Baker Tilly can start analyzing the viability of the TIF district for this redevelopment project. They are hoping to get this information to us by 5/12 and we will then move that on to the next step. We are looking at the possibility of having a joint Brainerd City Council and Brainerd HRA meeting on 5/30 to discuss the TIF district and the project. I am working with the City Administrator to determine if this will be needed, based on the information we get from the developer and the timing of the analysis.

Mainstreet Revitalization Grant Update

In 2022 the board took action to allow up to \$20,000 of board designated funds to go towards the matching grant received by DEED and additional funds offered by the Brainerd EDA for the Mainstreet revitalization program. We have been working with our attorney to draft a separate grant agreement for our dollars that have been allocated to Lakes Area Habitat for Humanity and we expect that grant agreement to be presented for your review at our June meeting. I have been in communication with LAHFH and the timing of this grant will be in line with them starting this build project this summer.

No Action Requested; Discussion Items

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