



Brainerd HRA Board of Commissioners Meeting
Wednesday, June 28th, 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 May 17th, 2023 (*Attachment 1*) Pg. 3
 - b. Approval of Minutes from Joint Board Mtg. with City Council on May 30th, 2023 (*Attachment 2*) Pg. 9
5. UNFINISHED BUSINESS
 - a. Strategic Goals Discussion (*Attachment 3*) Pg. 13
6. NEW BUSINESS
 - a. Juneteenth Holiday (*Attachment 4*) Pg. 19
 - b. Brainerd Lakes Chamber of Commerce Annual Contribution (*Attachment 5*) Pg. 21
7. BILLS & COMMUNICATIONS
 - a. Financial Report (*Attachment 6*) Pg. 27
 - b. HCV Report (*Attachment 7*) Pg. 55
 - c. Housing Management Report (*Attachment 8*) Pg. 61
 - d. Rehab Programs Report (*Attachment 9*) Pg. 67
 - e. Executive Director Report (*Attachment 10*) Pg. 71
8. COMMISSIONER COMMENTS
9. NEXT MEETING: Wed. July 26th, 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, May 17th, 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, May 17th, 2023.

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

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

3. **REVIEW AND APPROVE AGENDA:**

Moved and seconded by Commissioners Johnson and Erickson to approve the agenda as amended for the May 17th, 2023, board meeting. All commissioners were in favor, and none were opposed. The agenda was approved.

4. **READING AND APPROVAL OF MINUTES:**
 - a. Approval of minutes from Regular Board Meeting on April 26th, 2023

Moved and seconded by Commissioners Duval and Verchota to approve the minutes from the April 26th, 2023, board meeting. All commissioners were in favor, and none were opposed. The minutes were approved.

5. **UNFINISHED BUSINESS:**
 - a. 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.

Discussion: The board had a unanimous consensus not to move forward with any agreements with Pequot Lakes at this time. Concerns that were shared were the burden that would be put on staff if a shared services agreement were entered into with Pequot Lakes HRA and that this was not a high priority based off of our strategic planning session from 2022. There were also concerns about the impact to the goals for the Brainerd HRA if staff were spread too thin on additional initiatives outside of our agency.

b. Fund Balance & Strategic Goals Discussion

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.

6. NEW BUSINESS:

a. Bridges Grant Acceptance

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

Moved and seconded by Commissioners Erickson and Johnson to Authorization to administer the Bridges Program for grant period July 1st, 2023 through June 30th, 2025 by approving Resolution 2023-03. Through a roll call vote, all commissioners were in favor, and none were opposed. Resolution 2023-03 was approved.

b. Relocation 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.

Discussion: Staff has the board support to look at possible relocation options throughout the city.

c. Valley View Management in 2024 and beyond

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.

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

7. BILLS & COMMUNICATIONS:

a. Financial Report:

Young presented the Financial Reports and supporting information.

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.

Commissioner Duval moved to approve the payments as presented. Commissioner Johnson 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 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 (Report was presented)

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

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

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

c. Housing Management Report:

Fortune presented her reports and supporting documents.

Vacancy Report for April 2023 Report was presented.

Monthly Property Performance Report for April 2023 Report was presented.

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 a 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.

d. Rehab Programs Report:

Charpentier presented his reports and supporting information.

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.

e. Executive Director Report:

Charpentier presented his reports and supporting information.

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. Eric is 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.

8. COMMISSIONER COMMENTS:

- Staff are greatly appreciated by all commissioners. Congratulations to the staff on your high-status scoring.
- Johnson would like to see a workshop in the future focusing on Fund Balance spending.
- Decker would like us to keep an eye out for traffic control opportunities with the opening of Riverview Park.

9. ADJOURN:

Commissioner Duval made a motion to adjourn the meeting. Commissioner Verchota 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 2:45 p.m.

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**Brainerd, MN
May 30th, 2023**

Pursuant to due call and notice thereof, the joint workshop of the Brainerd City Council and Brainerd HRA was called to order at 6:00 P.M. by Council President Bevans.

Upon roll call, the following members were noted as present: Czczok, O'Day, Stunek, Stenglein, and Bevans. Mayor Badeaux was also noted as present. Members Johnson and Terry were noted as absent. HRA Members noted as present: Duval, Erickson, and Verchota.

Also noted as present were Administrator Bergman, Finance Director Hillman, Community Development Director Kramvik, HRA Director Charpentier, HRA Finance Director Young, HRA Rehab Coordinator Schommer, Mikaela Huot of Baker Tilly, and Skip and Andrew Duchesneau of DW Jones.

Overview of Tax Increment Financing (TIF)

Mikaela Huot, Baker Tilly, gave an overview of Tax Increment Financing.

Member Czczok asked for clarification on how the HRA would use TIF funds as the administrator.

Ms. Huot stated that as the Administrative Authority the HRA would be the authority for the ongoing maintenance and yearly reporting of the district. If approved, the HRA would negotiate a TIF note with the developer and the HRA would disperse the TIF funds to the developer and maintain a certain percentage for other eligible expenses in the district.

Member Czczok asked whether the housing units would be added to the HRA's stock of housing. He also asked in negotiation of the agreement whether the area would be expanded to include more than the properties within the project.

HRA Director Charpentier stated that the housing would not be managed by the HRA. The HRA is responsible for annual reporting and administering the money. He also stated that the focus would be on these properties not an expanded area.

Discussion on a Potential Redevelopment TIF District

HRA Director Charpentier gave an overview of the project proposed by DW Jones as a Redevelopment TIF District. The City and HRA have been working with DW Jones since 2015 to redevelop the Thrifty White property.

Community Development Director Kramvik gave an overview of the zoning of the property. The property is in the Town Center District with an overlay district that requires the first floor be commercial along 8th Street.

Skip Duchesneau, DW Jones, gave an overview of the acquisition and future development and financing of the project.

Andrew Duchesneau, DW Jones, gave an overview of the design of the development.

Member Czczok asked the Duchesneaus what the ultimate goal of the property development in downtown Brainerd.

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Mr. Andrew Duchesneau stated that due to the need for housing in Brainerd and the opportunity to develop downtown is exciting.

Member Czczok clarified that they are developing for profit.

Mr. Skip Duchesneau stated that yes, they are developing the property for profit.

Member Czczok asked about the potential for having 30-40 kids living in the building. What will these kids do in the middle of the city? There are no amenities for them, and they are within close distance of bars.

Mr. Skip Duchesneau stated that the building doesn't have any 3-bedroom units by design. He believes they could fill 3-bedroom units. However, they are targeting people who are being hired by businesses that have nowhere to live when they are transitioning to the area.

Member O'Day stated that this property in the center of town is where you want your population to be so that its close to stores and the other amenities. He stated that this is a major investment downtown and a major improvement to what is there. Every business downtown would benefit from having 78 units.

Member Stenglein stated that the property is also close to Washington and other parks and amenities appropriate for kids. She does not foresee many young kids in this building.

Member Czczok asked whether the City Council would have any input after the TIF district is declared and the HRA administers the area.

Community Development Director Kramvik stated that from a planning perspective and design process there will still need to be public input and decisions made by the City Council.

Administrator Bergman stated that the HRA started working with DW Jones in 2015. At that time the HRA's goal was to increase housing and downtown revitalization. She stated that the City Council would hold the initial public hearing, at that point the HRA would negotiate the terms of the development agreement and establish the tax increment district.

Member Czczok asked rent estimates and requirements of renters.

Skip Duchesneau stated that a 2-bedroom 2-bath is 1,140 square feet at \$1250/month. He also stated that 1-bedrooms range from 662- 939 square feet and rent would range \$975-\$1100/month. Renters would be required to adhere to their typical tenant selection criteria. With the Housing Trust Fund loan, the development requires that 80% of the rental stock meets area median income. After paying off the loan, the development will be market rate.

HRA Member Erickson stated that the prices quoted for these units are fantastic and will fill quickly. The City needs to do everything it can to help the development of this property.

HRA Member Verchota asked about the total project cost.

Member Czczok asked what the taxes are on the property currently and what he foresees the actual money received accumulating to.

Skip Duchesneau stated that the project cost will be about \$17.2 million. Currently, the taxes on the property are about \$18,000. DW Jones has cash in \$2 million, \$11 million in debt, and the remainder would be grant funded.

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Administrator Bergman asked Mr. Duchesneau to address the plan for the overhead wires that are on the property.

Skip Duchesneau stated that they have reached out to all of the utilities that would be affected and DW Jones would cover the cost to reroute the utilities.

Member Czczok asked when this will be presented to the Council.

HRA Director Charpentier stated the Council should expect to see the item in July.

Administrator Bergman stated that the purpose of the workshop was to hear about the proposed development and also to see if the Council is agreeable to the HRA administering the TIF District.

Overview of the Brainerd HRA

HRA Director Charpentier gave an overview of the Brainerd HRA. Housing & Redevelopment Authorities are local units of government governed by State Statute and created by cities or counties. They provide a sufficient supply of adequate, safe, and sanitary dwellings. The Brainerd HRA goals include redevelopment, housing, engagement with developers, land acquisition, and workforce retention and growth. He gave an overview of the development of Brainerd Oaks, Dal-Mar, and Serene Pines to date 83 of 112 properties have been sold to end buyers. He also talked about the Small Cities Redevelopment Program grants that have been utilized downtown, in northeast, and the current project in southeast that they have applied for.

Adjourn

The Chair adjourned the meeting at 7:24 p.m.


Jennifer Bergman
City Administrator

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To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: June 28th, 2023

Re: Strategic Planning Update

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

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

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2022 – 2024 Brainerd HRA Goals and Action Steps Status Report

Goal	Action Steps	Status
Goal 1: Workforce Retention and Development – High Priority	Maintain stable workforce – focus on retention and additions.	<i>Ongoing and continual – Added Operations Administrative Specialist 1/23</i>
	Support well-trained, competent, and professional workforce.	<i>Continue to offer and encourage in person and online training for staff. Sent 3 staff members to federal procurement training, staff continues to look for training opportunities for the upcoming changes to PH and HCV through NSPIRE and HOTMA</i>
	Succession planning – transfer of institutional knowledge preserved and applied through cross-training.	<i>Mid Priority, ongoing</i>
	Monitor staff capacity and well-being while managing 3 HRA's.	<i>Continually evaluating each department's capacity and searching for growth opportunities.</i>
Goal 2: Intentional Decisions for Properties to be Redeveloped	City acquisition of former state hospital site.	<i>Lower Priority, per City staff the State of MN does not currently have interest in selling this land. No change in status.</i>
	Possible redevelopment in south Brainerd.	<i>Lower priority, land is currently listed for sale, large piece of property to develop. There is also an 11-acre parcel for sale in SW Brainerd.</i>
	Washington Street redevelopment and SCDP grant.	<i>High priority, scheduled for 2026. City municipal consent given in March of 2023. Staff will work to put together a competitive Small Cities Grant. Preapplication will be due in fall of 2024 with an application to follow in spring of 2025. No further updates</i>
	Use available resources to optimize redevelopment success.	<i>Ongoing</i>
	Update housing study and needs.	<i>As needed, lower priority. Looking at funding opportunities to update within the next 2-3 years</i>

Goal 3: Engage Developers	Guide and mentor developers to greater successes through our expertise.	<i>Continue to meet with developers to market the City of Brainerd and the developable areas for housing. Worked with City staff to develop a developable land document to share with developers in February of '23. Working on a redevelopment TIF district to aid in the redevelopment of the former Thrifty White property in downtown Brainerd</i>
	Identify potential clients within nonprofit organizations.	<i>Continue to work with partners such as LAHFH to identify and develop housing opportunities.</i>
	Utilize available funding and resources.	<i>The legislature approved a housing bill for 1 billion dollars in primarily one time use money for a number of current programs and additional new housing programs. We anticipate working with the City and developers to help access funding for infrastructure and building for new units.</i>
	Continually review financial impact on HRA and increase revenue.	<i>High Priority, continuing to evaluate our programs and if there are ways to increase revenue streams for the agency</i>
	Use technology to make programs and opportunities known and easier to access.	<i>We are currently vetting a new housing software that will likely be implemented in 2024 that will replace our current software. There will be a number of improvements to our processes that will be directly related to this upgrade.</i>
Goal 4: Acquire Lands	Explore capacity to acquire large tract of land and sell smaller parcels to developers.	<i>Mid Priority – Potentially utilize the CWC HTF</i>
	Creation of more housing: especially 1- and 2-bedroom units.	<i>High Priority. Working with multiple developers on projects they are working towards for development and redevelopment within the City of Brainerd</i>
	Increase senior level living and meet the needs of increasing boomer retirees.	<i>High Priority – no current update</i>
	Explore housing needs and types of housing that are lacking.	<i>Ongoing. Looking at funding options for updating our housing study in the next 2-3 years to keep the data fresh. Continue</i>

		<i>to work with a developer on the redevelopment of the former Thrifty White building</i>
Goals 5: Build efficiencies within the 3 – 4 HRA's within Crow Wing County – (Low priority as time allows)	Discover efficiencies and reduce duplications resulting in possible budget savings.	<i>With the planned implementation of new housing software in 2024 we aim to have time savings and better efficiency for both our PH and HCV programs</i>
	Investigate combining to one agency.	<i>Lower priority, not actively working on this priority.</i>
	Collaborate on more housing available across the HRA's.	<i>Ongoing</i>
	Keep abreast of HUD issues and changes.	<i>Ongoing, attending webinars, in person training and regional groups for information sharing.</i>
	Collaborate and communicate with our elected officials.	<i>High priority, continue to attend City Council meetings, work with City staff on housing priorities within the City and the EDA. Present to the City Council at an upcoming meeting to speak about our progress and the programs we are utilizing within the City.</i>

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: June 20th, 2023
Re: Juneteenth Holiday

The Minnesota Legislature approved a bill this session to establish Juneteenth as a state recognized holiday. A provision included in the state and local government omnibus bill adjusted the previous effective date to make the holiday required this year. The holiday is to recognize the date on which slavery was abolished in the United States. Public business cannot be conducted on June 19th in observance of this holiday. We have adjusted our work schedule to reflect that our offices were closed on June 19th of this year and our staff will be paid for the holiday. We will be adding this holiday to our list of recognized holidays going forward.

No Action Requested: State law change, informational purposes only

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To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: June 20th, 2023

Re: Adopt Resolution 2023-04, Contract for Services between the Brainerd Lakes Chamber and the Brainerd HRA

As a public agency, we are not allowed to pay dues to the Chamber of Commerce. However, municipalities have been able to enter into a Contract for Services for services rendered through their local Chambers.

The Brainerd Lakes Chamber of Commerce has spent a considerable amount on revitalization efforts in downtown Brainerd including Destination Downtown and the Small Business Revolution. The chamber has also been involved with hosting town hall type meetings regarding the Washington St reconstruction that will be occurring in 2026 as well as hosting forums centered around the need for housing, childcare, and workers in the City as well as the region. These community forums help provide important feedback for the City as well as the HRA as we look at our strategic goals to create more affordable housing and redevelopment opportunities. I would recommend entering into a Contract for Services with the Brainerd Lakes Chamber to support their efforts.

Attached is the request and invoice from the Chamber for the Contract for Services and a Suggested Voluntary Contribution for Facilities and Technology. Staff would recommend a \$280 Contract for Services Investment.

Action Requested: Adopt Resolution 2023-04 authorizing the Contract for Services between the Brainerd Lakes Chamber of Commerce.

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BRAINERD LAKES

Chamber of Commerce

EXPLOREBRAINERDLAKES.COM

May 15, 2023

HRA
Karen Young
324 E River Road
Brainerd MN 56401

Dear Karen,

Thank you in advance for renewing your membership!

Please know that you are part of something truly special in Minnesota. Because more than 1,000 local businesses and organizations choose to team up and support each other, the Lakes Area stands tall by maintaining one of the state's most active and effective Chambers of Commerce since 1882. It's just another reason to be "Lakes Proud."

On behalf of our Board of Directors, volunteer leaders and staff team, we're honored to work for you across all three of our Chambers—Brainerd Lakes, Crosslake and Pequot Lakes. Here is what your membership supports.

- Growing our economy by promoting regional tourism.
- Inspiring our communities to "keep it local" through the Lakes Proud campaign.
- Building business through thousands of online, phone and in-person referrals.
- Strengthening relationships by hosting more than 30 annual networking and social events.
- Growing our workforce by promoting jobs, training leaders, and introducing students to local career opportunities.
- Serving as the regional voice of business in government, especially through the COVID crisis.
- Keeping you informed of important news, opportunities and local happenings.

Remember to review your listing in the Chamber's online business directory, which is searched by more than 150,000 residents and tourists each year! Login at <https://business.brainerdlakeschamber.com/login> to update your business information, add a special promotion, or post a job. And as always, please let our team know if there is anything we can do to make you more successful.

We appreciate your ongoing support and look forward to serving our community together!

Matt Kilian, President
Brainerd Lakes Chamber of Commerce



**Brainerd Lakes
Administrative Office**
224 West Washington Street
Brainerd, MN 56401
(218) 829-2838

**Brainerd Lakes
Welcome Center**
7393 State Highway 371
Brainerd, MN 56401
(800) 450-2838



Crosslake Office
County Road 3 and Route 66
P.O. Box 315
Crosslake, MN 56442
(218) 692-4027



Pequot Lakes Office
30951 Government Drive
P.O. Box 208
Pequot Lakes, MN 56472
(218) 568-8911 or (800) 950-0291

Brainerd Lakes Chamber of Commerce
224 West Washington Street
Brainerd, MN 56401
Tel (218) 829-2838



INVOICE 49495 PO NUMBER

5/15/2023

BILL TO

MESSAGE

Housing & Redevelopment Authority in and for the City of Brainerd,
MN
Karen Young
324 E River Road
Brainerd, MN 56401

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Contract for Services Annual	280.00	280.00
1	Suggested Voluntary Contribution: Facilities & Technology Annual	50.00	50.00
SUBTOTAL			330.00
SALES TAX			0.00
SHIPPING & HANDLING			0.00
TOTAL			330.00
PAYMENT/CREDIT/WRITE OFF/DISCOUNTS APPLIED			(0.00)
TOTAL DUE BY 7/1/2023			330.00

Thank you for your business!

Please return this portion with your payment.

Invoice #:49495

Member Name: Housing & Redevelopment Authority in and for the City of Brainerd, MN

Payment Amount: \$ _____

Payment Method: ☐ Check # _____ ☐ Credit Card

Make Checks Payable to Brainerd Lakes Chamber or enter credit card information below.

Credit Card #: _____ Exp. Date: _____

CVV Code: _____ Zip Code: _____

Name on Card: _____ Signature: _____

HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF
BRAINERD
RESOLUTION NO. 2023-04

CONTRACT FOR SERVICES BETWEEN THE
BRAINERD LAKES CHAMBER AND THE BRAINERD HRA

This agreement is made and entered into as of June 28, 2023, by and between the Brainerd HRA (HRA), and the Brainerd Lakes Chamber (Chamber).

WHEREAS, the HRA has budgeted expenditures and provided funds that can be used for economic development and redevelopment purposes for the period commencing July 1, 2023 to June 30, 2024.

WHEREAS, the expenditure of public funds must be in furtherance of a public purpose or benefit; and

WHEREAS, the Chamber is willing to enter into a contract to provide certain public services and benefits to the HRA; and

WHEREAS, this agreement is entered into to set forth the respective duties and obligations of each party.

NOW, THEREFORE, in consideration of the promise of payment of funds from the HRA, and the agreement to provide services to citizens of the City by the Chamber, the parties agree as follow:

The term of this contract shall cover July 1, 2023, to June 30, 2024.

1. Upon the approval of this agreement, the HRA agrees to pay a fee to the Chamber for services rendered in the sum of \$280.00.

2. The HRA and Chamber agree during the contract period to participate with each other in the following manner:

- A. To maintain an open line of communication between staff and governing bodies regarding economic development.
- B. Participate in marketing efforts for the purposes of economic development and downtown redevelopment.
- C. The Chamber will conduct and involve HRA Officials in various committee meetings and public forums addressing economic development and redevelopment issues,
- D. The Chamber will consider the HRA an honorary member, providing access to Chamber information and events.

3. The Chamber agrees to save and hold harmless the HRA from any and all liability or damages, including legal fees and court costs, which may arise out of the Chamber's performance of the contract.

4. In the event the HRA or the Chamber is made aware of any default under this contract and such notice is made in writing, which the HRA or Chamber fails to correct within thirty days from the date of notification, the HRA or Chamber may cancel and terminate this contract.

5. All notices, certificates, or communications shall be delivered, emailed, or mailed postage prepaid to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.

Brainerd Lakes Chamber:

CEO

Brainerd Lakes Chamber
224 W Washington Street
Brainerd, MN 56401

Brainerd HRA:

Executive Director

Brainerd HRA
324 East River Road
Brainerd, MN 56401

IN WITNESS WHEREOF, the undersigned have placed their signatures as representatives of the parties hereto as of the day and year first above written.

Matt Kilian
CEO, Brainerd Lakes Chamber

Eric Charpentier
Executive Director, Brainerd HRA



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: June 21, 2023
Re: June Financial Report

Please find attached the financial information for May 2023.

Brainerd HRA General Fund Budget

Staff are preparing the 2024 General Fund budget that will be presented at the August board meeting.

CWC HRA Budget Presentation

Similar to the 2023 CWC HRA budget process, we are presenting the 2024 CWC HRA budget to the board at a special meeting at the end of July. This allows the board to have discussions focused on just the budget presentation.

Crosby HRA Audit

The Crosby HRA audit fieldwork was conducted by the auditors from CLA on June 6th. There were no audit findings, and a clean audit report will be issued.

Action Requested: Motion for approval of payments as presented.

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Brainerd Housing & Redevelopment Authority

2023 Ratios (and December, 2022)

FASS Ratios	Max Pts	Scoring	Dec 2022 After YE JE, B4 audit	Jan	Feb	Mar	Apr	May
Quick Ratio	12	QR <1 = 0, QR >2 = 12	12.00	12.00	12.00	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0 = 0, ME >4 = 11	11.00	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC > 1.25 = 2	2.00	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	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	16.00
Tenant Accounts Receivable	5	TAR <1.5% = 5, TAR >2.5% = 0	5.00	0.00	0.00	0.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 = 0	4.00	4.00	4.00	4.00	4.00	4.00
Total Points	25		25.00	20.00	20.00	20.00	20.00	20.00
Total of Above Ratios	50		50.00	45	45	45	45	45

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	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	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0

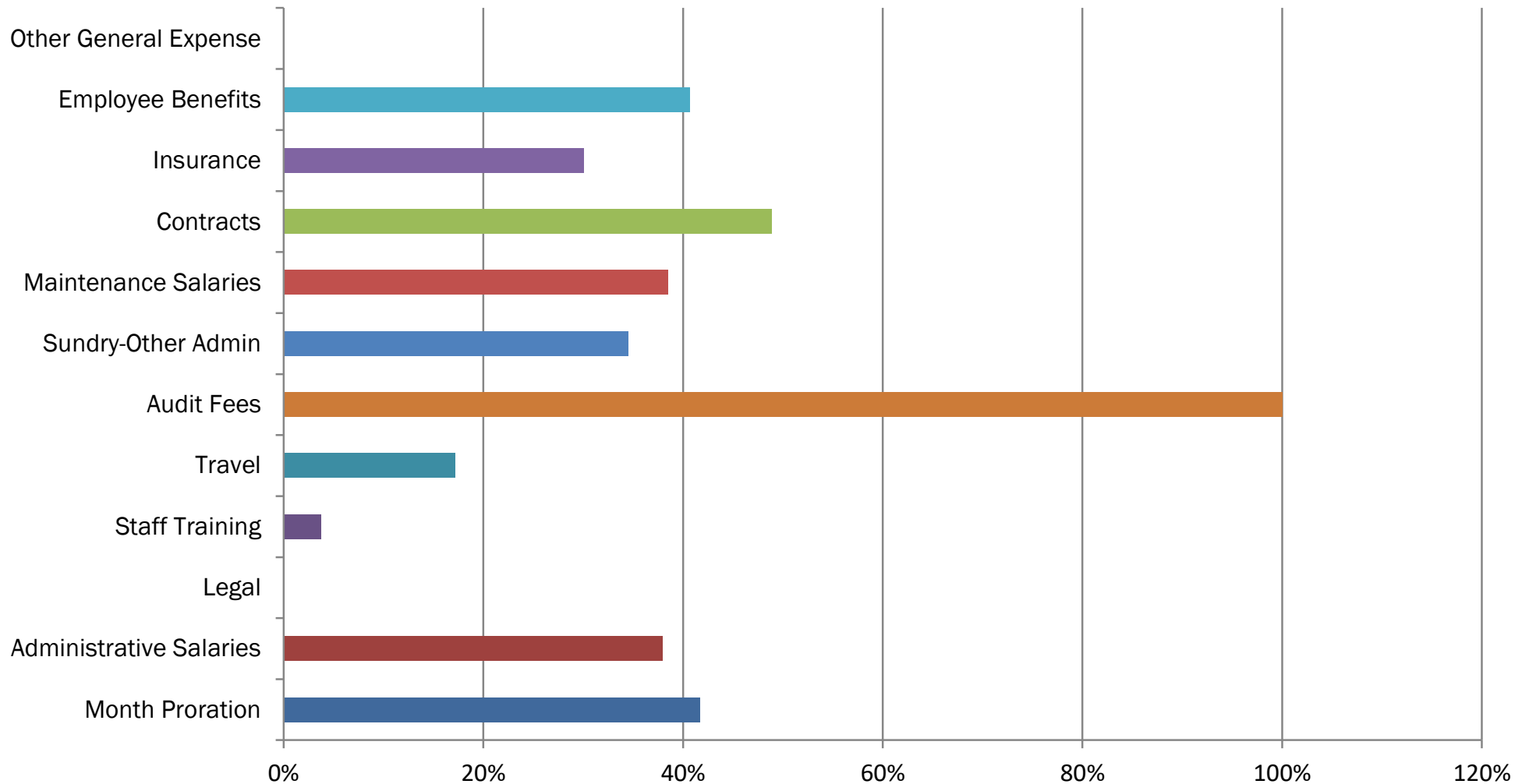
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May 2023 Operating Account Balances

Property/Program	May 2022	April 2023	May 2023
General Fund	\$389,873.61	\$460,469.17	\$452,873.51
Housing Rehab Program	\$158,461.72	\$265,086.61	\$212,561.02
Bridges	-\$1,054.51	\$2,627.90	\$3,347.90
Crow Wing County HRA	\$1,454,481.11	\$1,757,315.00	\$1,744,746.71
Public Housing	\$766,327.91	\$700,764.54	\$703,459.56
Brainerd South	\$47,724.22	\$21,495.36	\$58,561.31
Housing Choice Voucher	\$42,400.17	\$87,517.83	\$59,350.59
Total	\$2,858,214.23	\$3,295,276.41	\$3,234,900.60

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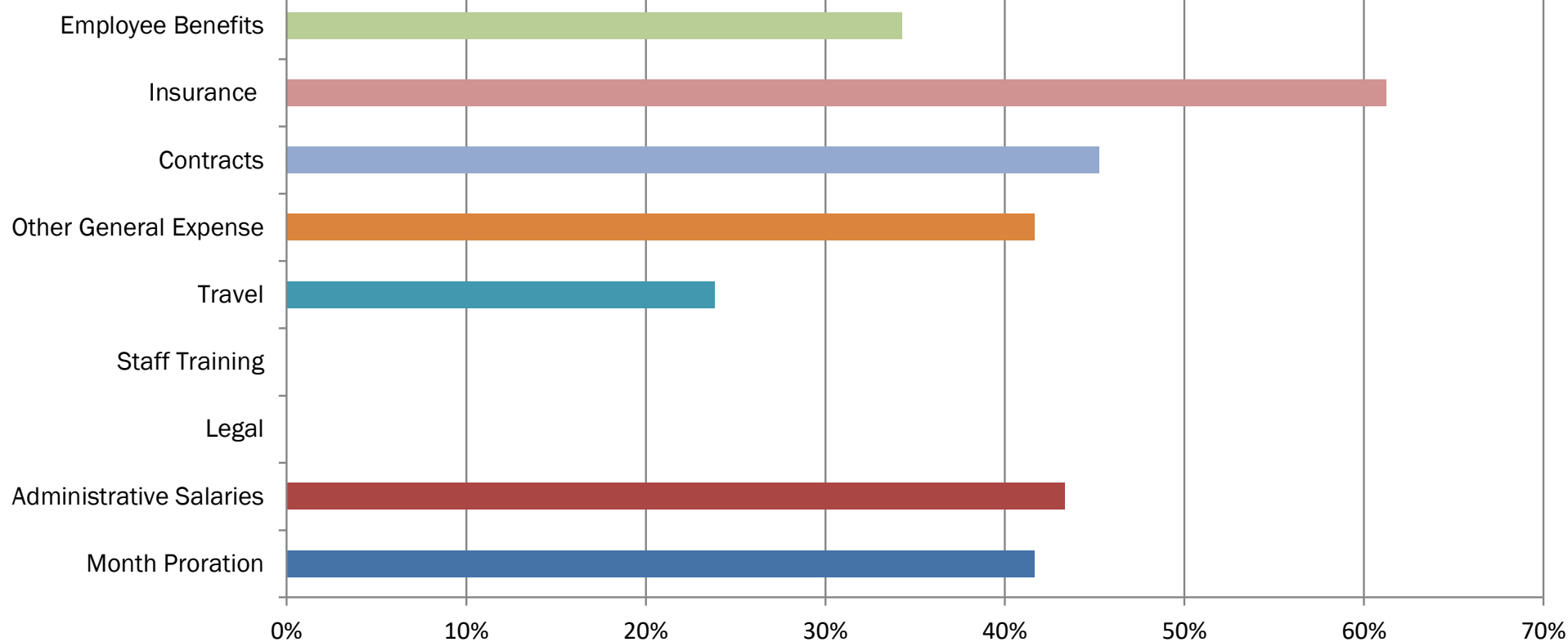
May 2023 YTD General Fund Expense/Annual Budget Comparison



Audit Fees: Audit was completed.

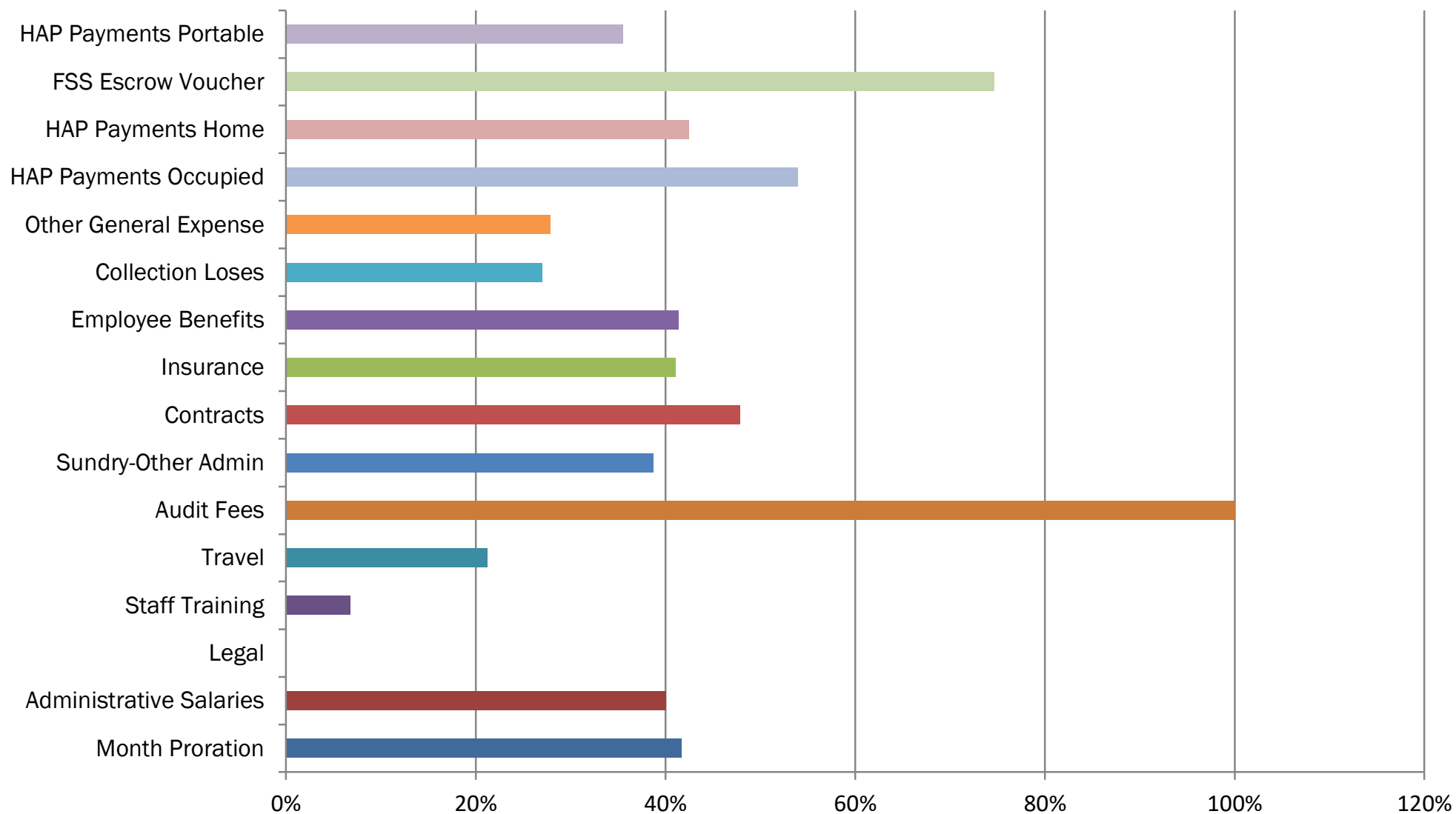
Contracts: Paid 2nd Quarter HR Fees to the City of Brainerd.

May 2023 YTD Housing Rehab Expense/Annual Budget Comparison



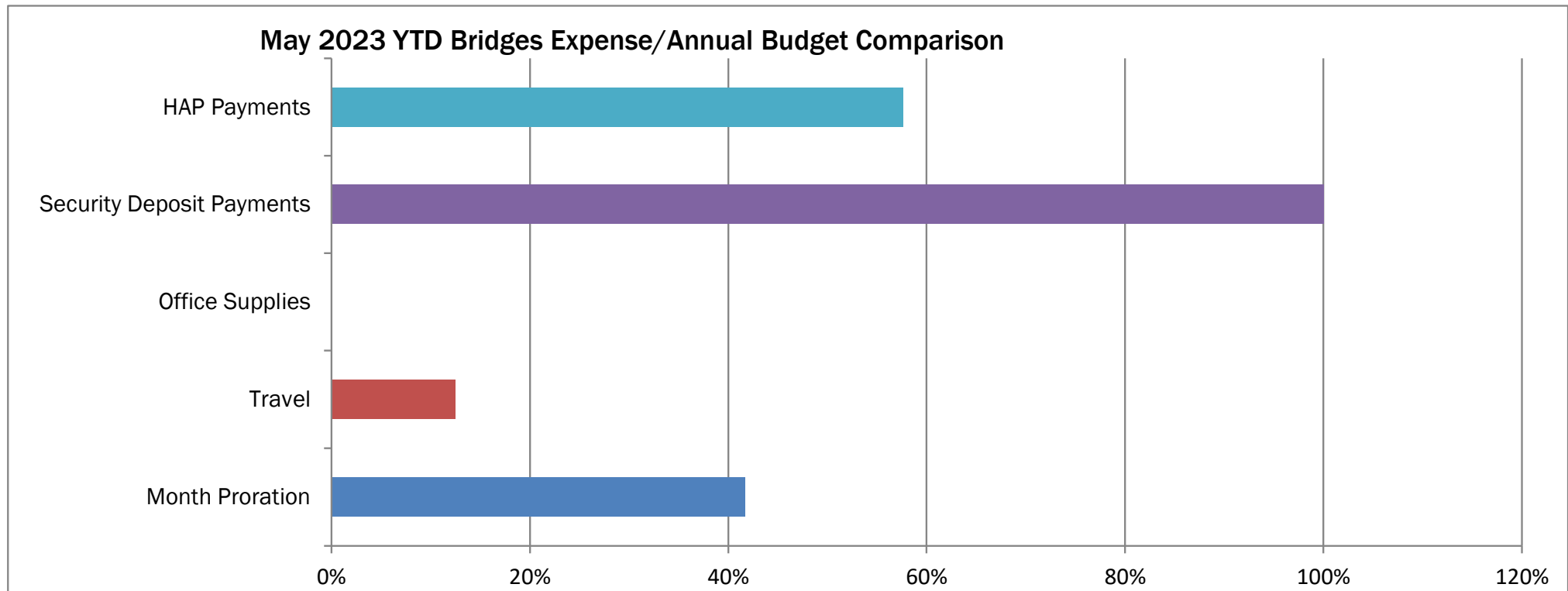
Insurance: Yearly premium was paid in January.

May 2023 YTD Housing Choice Voucher Expense/Annual Budget Comparison



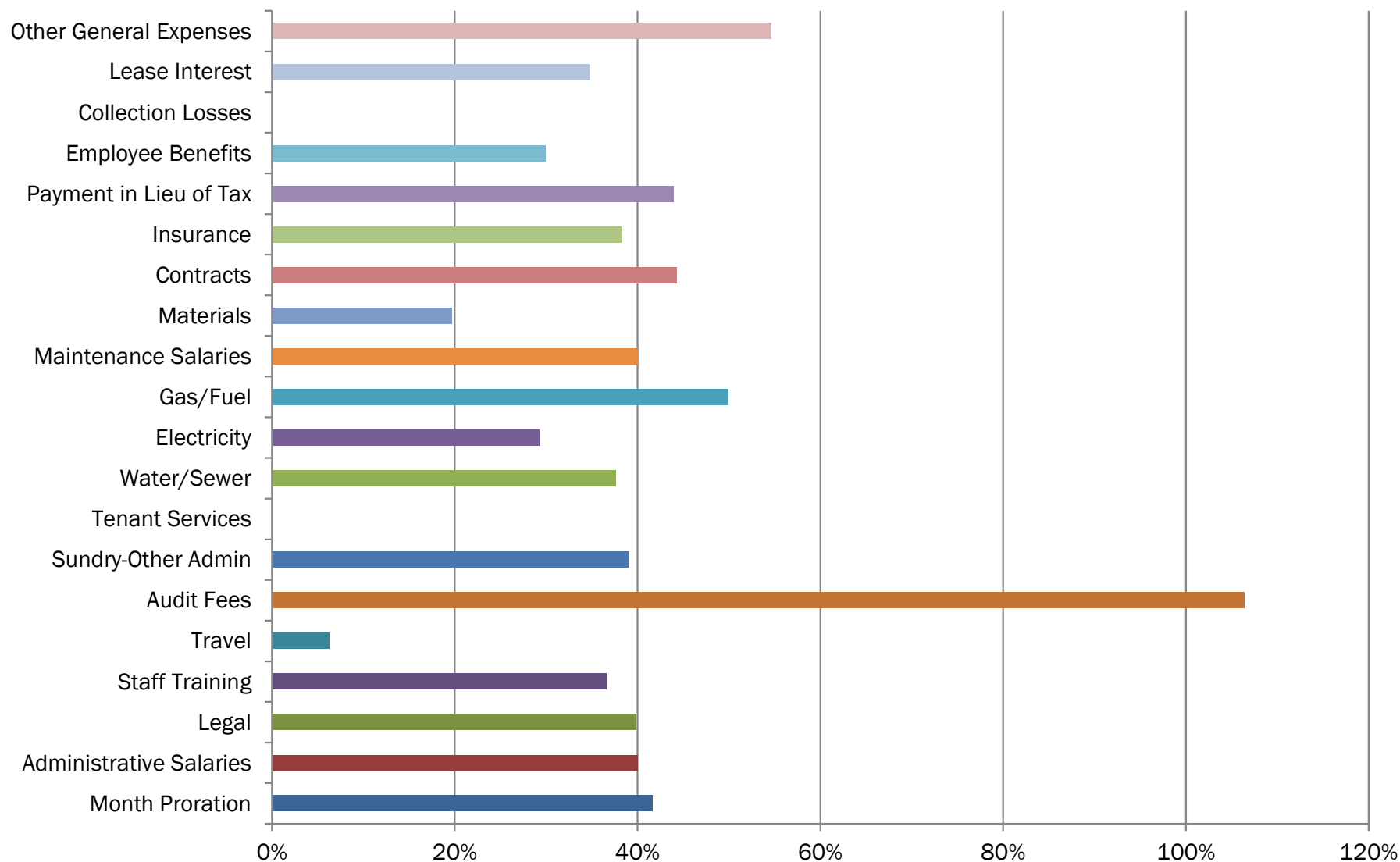
Audit Fees: Audit was completed.

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



Security Deposit Payments: Paid three security deposits.

May 2023 YTD Public Housing Expense/Annual Budget Comparison

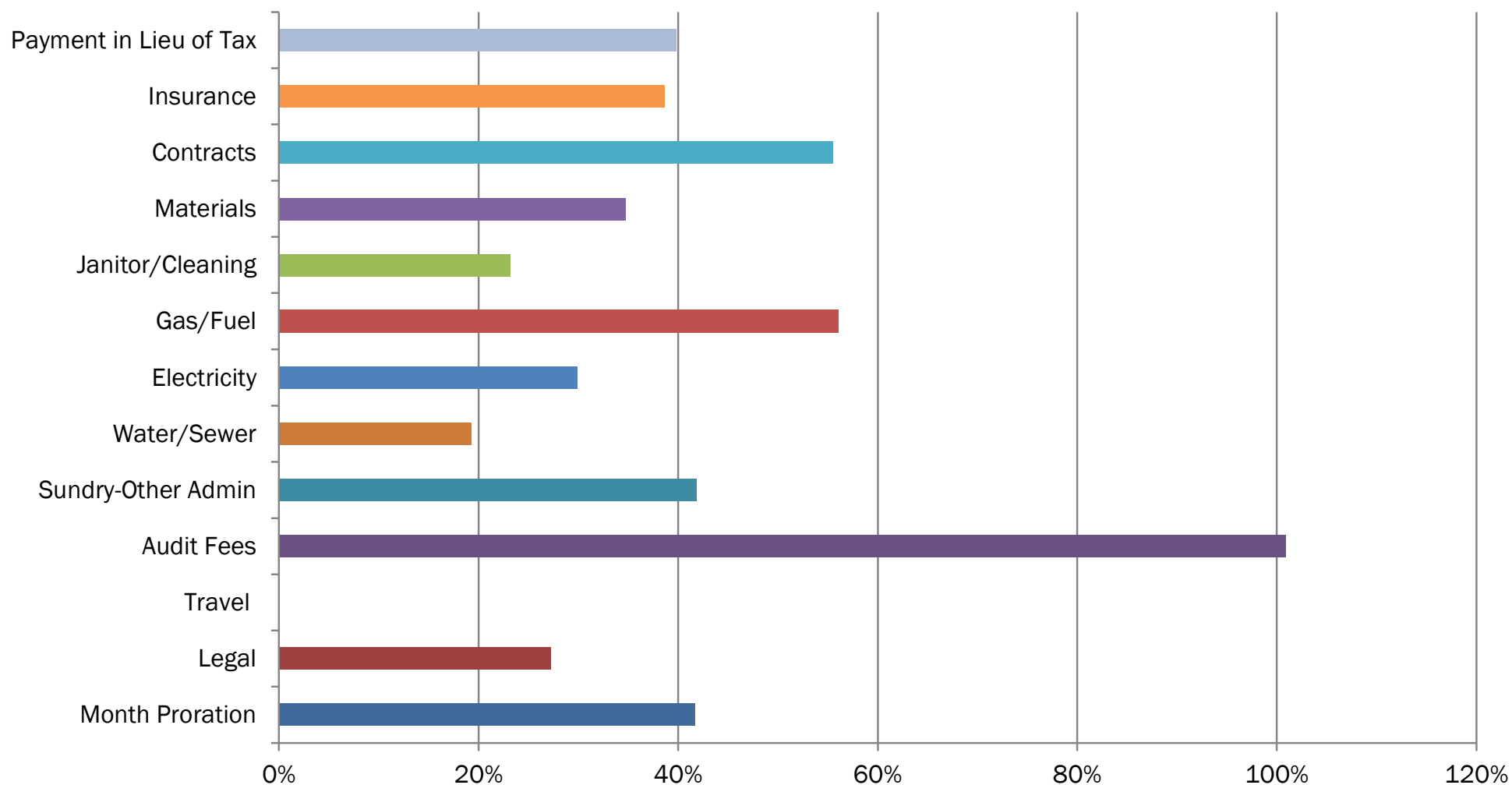


Audit Fees: Audit completed to date.

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

Other General Expenses: 1 Liability Insurance Claim

May 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
 May, 2023**

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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-16,816.90	-80,720.72	-76,987.50	-3,733.22
Interest Income	-414.54	-1,993.27	-125.00	-1,868.27
Other Income	0.00	-508.00	-11,145.85	10,637.85
TOTAL INCOME	-17,231.44	-83,221.99	-88,258.35	5,036.36
EXPENSE				
Administrative				
Administrative Salaries	25,780.60	83,672.32	91,893.75	-8,221.43
Legal	0.00	0.00	1,791.65	-1,791.65
Staff Training	87.50	184.50	2,083.35	-1,898.85
Travel	13.89	75.85	208.35	-132.50
Auditing Fees	0.00	7,950.00	7,950.00	0.00
Sundry-Other Admin	1,024.66	2,965.88	3,693.30	-727.42
Total Administration	26,906.65	94,848.55	107,620.40	-12,771.85
Maintenance				
Maintenance Salaries	1,697.41	5,658.02	6,125.00	-466.98
Contracts	279.61	4,526.55	3,858.35	668.20
Total Maintenance	1,977.02	10,184.57	9,983.35	201.22
General				
TIF Expense	0.00	0.00	54.15	-54.15
Insurance	411.65	2,058.25	2,854.15	-795.90
Employee Benefits	9,899.91	40,070.34	41,093.75	-1,023.41
Other General Expense	0.00	0.00	10,416.65	-10,416.65
Total General	10,311.56	42,128.59	54,418.70	-12,290.11
TOTAL EXPENSE	39,195.23	147,161.71	172,022.45	-24,860.74
Net Income/Loss	21,963.79	63,939.72	83,764.10	-19,824.38

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Housing Rehab Operating Statement
May, 2023

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,000.00	-119,073.58	-135,208.35	16,134.77
Grant Admin Revenue	0.00	0.00	-4,687.50	4,687.50
TOTAL INCOME	-10,000.00	-119,073.58	-139,895.85	20,822.27
EXPENSE				
Administrative				
Administrative Salaries	10,990.82	41,297.51	39,691.65	1,605.86
Legal	0.00	0.00	83.35	-83.35
Staff Training	0.00	0.00	2,083.35	-2,083.35
Travel	51.76	286.29	500.00	-213.71
Other Admin Exp	35.00	2,444.82	2,512.50	-67.68
Total Administration	11,077.58	44,028.62	44,870.85	-842.23
Maintenance				
Contracts	47,982.00	81,483.80	75,000.00	6,483.80
Total Maintenance	47,982.00	81,483.80	75,000.00	6,483.80
General				
Insurance	0.00	367.49	250.00	117.49
Employee Benefits	3,466.01	14,299.71	17,383.35	-3,083.64
Total General	3,466.01	14,667.20	17,633.35	-2,966.15
TOTAL EXPENSE	62,525.59	140,179.62	137,504.20	2,675.42
Net Income/Loss	52,525.59	21,106.04	-2,391.65	23,497.69

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

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-158,453.00	-812,913.00	-625,000.00	-187,913.00
Admin Fees Earned	-26,617.75	-152,697.19	-138,430.85	-14,266.34
Interest Income	-49.82	-73.53	0.00	-73.53
Other Income	-4,670.00	-15,235.33	-12,312.50	-2,922.83
TOTAL INCOME	-189,790.57	-980,919.05	-775,743.35	-205,175.70
EXPENSE				
Administrative				
Administrative Salaries	25,065.02	86,898.23	90,512.50	-3,614.27
Legal	0.00	0.00	1,125.00	-1,125.00
Staff Training	326.50	337.00	2,083.35	-1,746.35
Travel	34.72	318.71	625.00	-306.29
Accounting & Audit Fees	0.00	5,300.00	5,300.00	0.00
Sundry-Other Admin	442.32	2,204.80	2,874.95	-670.15
Total Administration	25,868.56	95,058.74	102,520.80	-7,462.06
Maintenance				
Contracts	414.39	10,358.33	9,016.65	1,341.68
Total Maintenance	414.39	10,358.33	9,016.65	1,341.68
General				
Insurance	519.94	2,599.70	2,639.60	-39.90
Employee Benefits	11,138.86	47,728.58	48,064.60	-336.02
Collection Losses	0.00	676.00	700.00	-24.00
Other General Expense	94.20	471.00	704.15	-233.15
Total General	11,753.00	51,475.28	52,108.35	-633.07
HAP Payments				
HAP Payments Occupied	142,857.00	744,952.00	575,000.00	169,952.00
HAP Payments Home	2,686.00	12,731.00	12,500.00	231.00
FSS Escrow Voucher	10,242.00	44,768.00	25,000.00	19,768.00
HAP Payments Portable	1,367.00	10,648.00	12,500.00	-1,852.00
Total HAP	157,152.00	813,099.00	625,000.00	188,099.00
TOTAL EXPENSE	195,187.95	969,991.35	788,645.80	181,345.55
Net Income/Loss	5,397.38	-10,927.70	12,902.45	-23,830.15

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Bridges Program
Bridges Operating Statement
May, 2023

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-7,065.00	-33,410.00	-23,250.00	-10,160.00
Admin Revenue	-720.00	-3,360.00	-3,000.00	-360.00
Operating Transfer	0.00	0.00	2,812.50	-2,812.50
Total Income	-7,785.00	-36,770.00	-23,437.50	-13,332.50
EXPENSE				
Administrative				
Travel	0.00	49.80	166.65	-116.85
Office Supplies	0.00	0.00	20.85	-20.85
Total Administration	0.00	49.80	187.50	-137.70
General				
Security Deposit Pmts	0.00	3,000.00	1,250.00	1,750.00
HAP Payment to Landlords	7,065.00	30,410.00	22,000.00	8,410.00
Total General	7,065.00	33,410.00	23,250.00	10,160.00
TOTAL EXPENSE	7,065.00	33,459.80	23,437.50	10,022.30
Net Income/Loss	-720.00	-3,310.20	0.00	-3,310.20

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

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-68,207.00	-338,069.00	-348,908.35	10,839.35
Excess Utilities	-718.00	-718.00	-780.00	62.00
Operating Subsidy	-53,854.00	-155,809.00	-135,125.00	-20,684.00
Investment Interest	-405.25	-1,934.11	0.00	-1,934.11
Lease Interest	0.00	-14,563.12	-17,802.10	3,238.98
Other Income	-6,784.85	-46,109.04	-63,781.25	17,672.21
Other Income Tenants	-1,471.09	-13,787.08	-9,895.85	-3,891.23
Capital Fund Income	0.00	-66,000.00	-27,500.00	-38,500.00
Laundry Income	-1,753.50	-8,638.00	-8,241.65	-396.35
TOTAL INCOME	-133,193.69	-645,627.35	-612,034.20	-33,593.15
EXPENSE				
Administrative				
Administrative Salaries	38,207.62	131,153.52	136,675.00	-5,521.48
Legal	195.00	5,183.22	5,416.65	-233.43
Staff Training	2,158.00	5,129.74	5,833.35	-703.61
Travel	0.00	62.88	416.65	-353.77
Accounting & Audit Fees	4,725.00	14,102.50	13,250.00	852.50
Sundry-Other Admin	1,759.43	8,755.93	10,275.00	-1,519.07
Total Administration	<u>47,045.05</u>	<u>164,387.79</u>	<u>171,866.65</u>	<u>-7,478.86</u>
Tenant Services				
Rec Public and Other	0.00	0.00	2,062.50	-2,062.50
Total Tenant Services	<u>0.00</u>	<u>0.00</u>	<u>2,062.50</u>	<u>-2,062.50</u>
Utilities				
Water/Sewer	8,026.12	31,683.96	35,068.70	-3,384.74
Electricity	6,222.20	25,062.68	35,687.50	-10,624.82
Gas/Fuel	5,151.00	30,202.80	25,187.50	5,015.30
Total Utilities	<u>19,399.32</u>	<u>86,949.44</u>	<u>95,943.70</u>	<u>-8,994.26</u>
Maintenance				
Labor	19,584.60	67,952.69	70,566.65	-2,613.96
Materials	1,083.56	5,904.67	12,500.00	-6,595.33
Contracts	8,603.74	95,389.11	89,662.55	5,726.56
Casualty Loss	0.00	18,104.63	0.00	18,104.63
Total Maintenance	<u>29,271.90</u>	<u>187,351.10</u>	<u>172,729.20</u>	<u>14,621.90</u>
General				
Insurance	8,456.58	42,282.90	45,937.50	-3,654.60
Payment in Lieu of Tax	2,358.56	12,753.48	12,083.35	670.13
Employee Benefits	22,122.96	89,939.95	94,272.90	-4,332.95
Lease Interest	31.00	127.01	152.10	-25.09
Other General Expense	133.95	3,062.92	2,337.50	725.42
Total General	<u>33,103.05</u>	<u>148,166.26</u>	<u>154,783.35</u>	<u>-6,617.09</u>
TOTAL EXPENSE	128,819.32	586,854.59	597,385.40	-10,530.81
Net Income/Loss	-4,374.37	-58,772.76	-14,648.80	-44,123.96

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Brainerd South Operating Statement
May, 2023

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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-22,868.00	-111,225.00	-113,875.00	2,650.00
Rental Supplement	-5,002.00	-22,479.60	-23,750.00	1,270.40
Investment Interest	-605.90	-2,961.38	-312.50	-2,648.88
Other Income	-3,190.89	-9,035.89	-4,466.65	-4,569.24
Laundry Income	-674.25	-3,321.35	-3,333.35	12.00
TOTAL INCOME	-32,341.04	-149,023.22	-145,737.50	-3,285.72
EXPENSE				
Administrative				
Legal	0.00	1,361.32	2,083.35	-722.03
Travel	0.00	0.00	41.65	-41.65
Accounting & Audit Fees	367.50	6,142.00	6,090.00	52.00
Sundry-Other Admin	5,978.68	20,990.88	20,312.45	678.43
Total Administration	6,346.18	28,494.20	28,527.45	-33.25
Utilities				
Water	1,315.60	3,718.43	8,050.00	-4,331.57
Electricity	542.86	1,616.89	2,250.00	-633.11
Gas/Fuel	2,626.64	14,144.59	10,512.50	3,632.09
Total Utilities	4,485.10	19,479.91	20,812.50	-1,332.59
Maintenance				
Labor	2,031.75	6,612.75	11,875.00	-5,262.25
Materials	1,626.50	9,982.78	11,979.20	-1,996.42
Contracts	3,284.80	35,363.84	26,541.70	8,822.14
Total Maintenance	6,943.05	51,959.37	50,395.90	1,563.47
General				
Insurance	2,896.70	14,474.87	15,625.00	-1,150.13
Payment in Lieu of Tax	894.73	4,375.18	4,583.35	-208.17
Total General	3,791.43	18,850.05	20,208.35	-1,358.30
TOTAL EXPENSE	21,565.76	118,783.53	119,944.20	-1,160.67
Net Income/Loss	-10,775.28	-30,239.69	-25,793.30	-4,446.39



May 2023 Prior Year Comparative Operating Statements

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

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
General Fund Operating INCOME				
Management Fees	-80,720.72	-76,987.50	-72,604.81	-72,330.17
Interest Income	-1,993.27	-125.00	-14.98	-13.08
Other Income	-508.00	-11,145.85	-23,181.58	-476.15
TOTAL INCOME	-83,221.99	-88,258.35	-95,801.37	-76,048.40
EXPENSE				
Administrative				
Administrative Salaries	83,672.32	91,893.75	52,338.33	59,522.36
Legal	0.00	1,791.65	491.05	0.00
Staff Training	184.50	2,083.35	795.71	41.25
Travel	75.85	208.35	4.70	0.56
Auditing Fees	7,950.00	7,950.00	6,900.00	6,900.00
Sundry-Other Admin	2,965.88	3,693.30	3,929.33	1,918.19
Total Administration	94,848.55	107,620.40	64,459.12	68,382.36
Maintenance				
Maintenance Salaries	5,658.02	6,125.00	2,092.65	1,063.66
Contracts	4,526.55	3,858.35	4,707.96	1,009.52
Total Maintenance	10,184.57	9,983.35	6,800.61	2,073.18
General				
TIF Expense	0.00	54.15	30.00	30.00
Insurance	2,058.25	2,854.15	1,783.05	2,652.44
Employee Benefits	40,070.34	41,093.75	26,786.68	31,815.79
Other General Expense	0.00	10,416.65	1,952.50	3,750.00
Total General	42,128.59	54,418.70	30,552.23	38,248.23
TOTAL EXPENSE	147,161.71	172,022.45	101,811.96	108,703.77
Net Income/Loss	63,939.72	83,764.10	6,010.59	32,655.37

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

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Housing Rehab Operating INCOME				
Other Income	-119,073.58	-135,208.35	-88,408.60	-50,187.50
Grant Admin Revenue	0.00	-4,687.50	0.00	0.00
TOTAL INCOME	-119,073.58	-139,895.85	-88,408.60	-50,187.50
EXPENSE				
Administrative				
Administrative Salaries	41,297.51	39,691.65	36,033.78	35,871.60
Legal	0.00	83.35	200.00	0.00
Staff Training	0.00	2,083.35	5.27	0.00
Travel	286.29	500.00	267.40	238.56
Other Admin Exp	2,444.82	2,512.50	2,531.59	2,393.04
Total Administration	44,028.62	44,870.85	39,038.04	38,503.20
Maintenance				
Contracts	81,483.80	75,000.00	45,010.00	12,625.88
Total Maintenance	81,483.80	75,000.00	45,010.00	12,625.88
General				
Insurance	367.49	250.00	552.29	507.32
Employee Benefits	14,299.71	17,383.35	16,899.98	14,098.02
Total General	14,667.20	17,633.35	17,452.27	14,605.34
TOTAL EXPENSE	140,179.62	137,504.20	101,500.31	65,734.42
Net Income/Loss	21,106.04	-2,391.65	13,091.71	15,546.92

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

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-812,913.00	-625,000.00	-595,435.00	-621,546.00
Admin Fees Earned	-152,697.19	-138,430.85	-135,112.36	-114,954.68
Interest Income	-73.53	0.00	-0.66	-1.00
Other Income	-15,235.33	-12,312.50	-14,240.33	-19,165.46
TOTAL INCOME	-980,919.05	-775,743.35	-744,788.35	-755,667.14
EXPENSE				
Administrative				
Administrative Salaries	86,898.23	90,512.50	70,685.95	63,269.62
Legal	0.00	1,125.00	0.00	0.00
Staff Training	337.00	2,083.35	408.35	404.00
Travel	318.71	625.00	352.77	0.00
Accounting & Audit Fees	5,300.00	5,300.00	3,650.00	3,650.00
Sundry-Other Admin	2,204.80	2,874.95	3,321.14	1,878.09
Total Administration	95,058.74	102,520.80	78,418.21	69,201.71
Maintenance				
Contracts	10,358.33	9,016.65	4,155.26	1,708.07
Total Maintenance	10,358.33	9,016.65	4,155.26	1,708.07
General				
Insurance	2,599.70	2,639.60	2,545.15	2,618.42
Employee Benefits	47,728.58	48,064.60	41,281.33	38,123.28
Collection Losses	676.00	700.00	1,973.00	2,174.00
Other General Expense	471.00	704.15	508.38	459.84
Total General	51,475.28	52,108.35	46,307.86	43,375.54
HAP Payments				
HAP Payments Occupied	744,952.00	575,000.00	539,642.00	578,426.00
HAP Payments Home	12,731.00	12,500.00	13,997.00	16,138.00
FSS Escrow Voucher	44,768.00	25,000.00	18,855.00	9,843.00
HAP Payments Portable	10,648.00	12,500.00	10,268.00	12,413.00
Total HAP	813,099.00	625,000.00	582,762.00	616,820.00
TOTAL EXPENSE	969,991.35	788,645.80	711,643.33	731,105.32
Net Income/Loss	-10,927.70	12,902.45	-33,145.02	-24,561.82

Date: 6/21/2023
Time: 11:34:51 AM
joe

Bridges Program PY
Bridges Operating Statement
May, 2023

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Bridges Operating INCOME				
HAP Received MHFA	-33,410.00	-23,250.00	-16,020.00	-20,358.00
Admin Revenue	-3,360.00	-3,000.00	-2,340.00	-2,100.00
Operating Transfer	0.00	2,812.50	0.00	3,229.00
Total Income	-36,770.00	-23,437.50	-18,360.00	-19,229.00
EXPENSE				
Administrative				
Travel	49.80	166.65	31.03	0.00
Office Supplies	0.00	20.85	16.80	0.00
Total Administration	49.80	187.50	47.83	0.00
General				
Security Deposit Pmts	3,000.00	1,250.00	790.00	500.00
HAP Payment to Landlords	30,410.00	22,000.00	18,607.00	19,858.00
Total General	33,410.00	23,250.00	19,397.00	20,358.00
TOTAL EXPENSE	33,459.80	23,437.50	19,444.83	20,358.00
Net Income/Loss	-3,310.20	0.00	1,084.83	1,129.00

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

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Public Housing Operating INCOME				
Dwelling Rental	-338,069.00	-348,908.35	-325,907.00	-311,053.00
Excess Utilities	-718.00	-780.00	-728.00	-720.00
Operating Subsidy	-155,809.00	-135,125.00	-142,922.00	-138,667.00
Investment Interest	-1,934.11	0.00	191.98	195.79
Lease Interest	-14,563.12	-17,802.10	0.00	0.00
Other Income	-46,109.04	-63,781.25	-71,634.65	-58,694.75
Other Income Tenants	-13,787.08	-9,895.85	-14,915.93	-7,367.75
Capital Fund Income	-66,000.00	-27,500.00	0.00	-47,872.80
Laundry Income	-8,638.00	-8,241.65	-9,384.07	-8,076.75
TOTAL INCOME	-645,627.35	-612,034.20	-565,299.67	-572,256.26
EXPENSE				
Administrative				
Administrative Salaries	131,153.52	136,675.00	107,256.07	110,727.41
Legal	5,183.22	5,416.65	1,732.82	3,157.24
Staff Training	5,129.74	5,833.35	881.32	656.75
Travel	62.88	416.65	1.17	7.84
Accounting & Audit Fees	14,102.50	13,250.00	9,441.51	7,900.00
Sundry-Other Admin	8,755.93	10,275.00	11,559.97	9,835.16
Total Administration	164,387.79	171,866.65	130,872.86	132,284.40
Tenant Services				
Rec Public and Other	0.00	2,062.50	0.00	0.00
Total Tenant Services	0.00	2,062.50	0.00	0.00
Utilities				
Water/Sewer	31,683.96	35,068.70	28,187.30	24,752.32
Electricity	25,062.68	35,687.50	23,496.75	22,078.16
Gas/Fuel	30,202.80	25,187.50	29,844.68	21,931.19
Total Utilities	86,949.44	95,943.70	81,528.73	68,761.67
Maintenance				
Labor	67,952.69	70,566.65	66,501.10	59,820.41
Materials	5,904.67	12,500.00	21,306.72	4,130.32
Contracts	95,389.11	89,662.55	77,411.49	76,448.52
Casualty Loss	18,104.63	0.00	0.00	0.00
Total Maintenance	187,351.10	172,729.20	165,219.31	140,399.25
General				
Insurance	42,282.90	45,937.50	41,463.95	43,497.00
Payment in Lieu of Tax	12,753.48	12,083.35	12,231.24	11,891.47
Employee Benefits	89,939.95	94,272.90	84,423.22	89,371.87
Lease Interest	127.01	152.10	0.00	0.00
Other General Expense	3,062.92	2,337.50	1,000.00	755.00
Total General	148,166.26	154,783.35	139,118.41	145,515.34
TOTAL EXPENSE	586,854.59	597,385.40	516,739.31	486,960.66
Net Income/Loss	-58,772.76	-14,648.80	-48,560.36	-85,295.60

Brainerd South Operating Statement
May, 2023

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Brainerd South Operating				
INCOME				
Dwelling Rental	-111,225.00	-113,875.00	-107,110.00	-103,790.00
Rental Supplement	-22,479.60	-23,750.00	-23,344.00	-21,210.00
Investment Interest	-2,961.38	-312.50	42.11	48.38
Other Income	-9,035.89	-4,466.65	-10,703.54	-11,248.71
Laundry Income	-3,321.35	-3,333.35	-3,354.25	-2,803.75
TOTAL INCOME	-149,023.22	-145,737.50	-144,469.68	-139,004.08
EXPENSE				
Administrative				
Legal	1,361.32	2,083.35	7,403.02	5,702.24
Travel	0.00	41.65	0.00	0.00
Accounting & Audit Fees	6,142.00	6,090.00	5,512.50	5,250.00
Sundry-Other Admin	20,990.88	20,312.45	19,632.47	21,851.04
Total Administration	28,494.20	28,527.45	32,547.99	32,803.28
Utilities				
Water	3,718.43	8,050.00	3,906.05	3,801.64
Electricity	1,616.89	2,250.00	1,552.32	1,483.64
Gas/Fuel	14,144.59	10,512.50	12,648.12	8,681.53
Total Utilities	19,479.91	20,812.50	18,106.49	13,966.81
Maintenance				
Labor	6,612.75	11,875.00	2,021.24	5,893.34
Materials	9,982.78	11,979.20	8,265.56	9,664.09
Contracts	35,363.84	26,541.70	23,255.50	20,091.64
Total Maintenance	51,959.37	50,395.90	33,542.30	35,649.07
General				
Insurance	14,474.87	15,625.00	14,418.07	14,352.25
Payment in Lieu of Tax	4,375.18	4,583.35	4,227.40	4,294.10
Total General	18,850.05	20,208.35	18,705.10	19,243.82
TOTAL EXPENSE	118,783.53	119,944.20	102,901.88	101,662.98
Net Income/Loss	-30,239.69	-25,793.30	-41,567.80	-37,341.10

Brainerd Housing and Redevelopment Authority
Payment Summary Report
May 2023

Attachment 6m

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
5/4/2023	983	Creo Block	\$83.19
5/4/2023	984	Eric Charpentier	\$261.03
5/4/2023	985	John Schommer	\$367.75
5/4/2023	986	Nancy Thull	\$21.63
5/4/2023	987	Ryan Barnett	\$34.72
5/4/2023	988	Shannon Fortune	\$106.74
5/4/2023	2147	Harpers Payroll Service	\$10,580.65
5/4/2023	2148	Harpers Payroll Service	\$101.00
5/4/2023	2149	Health Savings Accounts	\$3,389.19
5/4/2023	2150	Security Benefit	\$4,936.35
5/4/2023	2151	Minnesota State Retirement System	\$1,897.09
5/2/2023	2152	90 Degree Benefits Inc.	\$22,857.66
5/2/2023	2153	Payroc LLC	\$237.61
5/18/2023	2154	Health Savings Accounts	\$805.85
5/18/2023	2155	Harpers Payroll Service	\$10,555.15
5/18/2023	2156	Harpers Payroll Service	\$89.14
5/18/2023	2157	Security Benefit	\$4,936.35
5/18/2023	2158	Minnesota State Retirement System	\$1,897.10
5/31/2023	2159	Harpers Payroll Service	\$10,603.63
5/31/2023	2160	Harpers Payroll Service	\$102.88
5/4/2023	25418	Ace Hardware	\$78.83
5/4/2023	25419	Brainerd Public Utilities	\$15,427.98
5/4/2023	25420	Bremer Bank Credit Card	\$3,734.18
5/4/2023	25421	CIGNA Health & Life Insurance Company	\$807.95
5/4/2023	25422	Capital One Commercial	\$418.55
5/4/2023	25423	CenterPoint Energy	\$36.27
5/4/2023	25424	Cintas	\$271.43
5/4/2023	25425	City of Brainerd	\$1,920.00
5/4/2023	25426	CliftonLarsonAllen LLP	\$5,092.50
5/4/2023	25427	Crow Wing County Land Services Dept	\$100.00
5/4/2023	25428	Crow Wing County Treasurer	\$18,693.85
5/4/2023	25429	Crow Wing Cty Recorder's Office	\$46.00
5/4/2023	25430	Culligan	\$155.30
5/4/2023	25431	Forum Communications Company	\$74.32
5/4/2023	25432	Granite Pest Control, LLC	\$474.00
5/4/2023	25433	Hagman Inc.	\$1,008.00
5/4/2023	25434	Handyman's, Inc.	\$313.58
5/4/2023	25435	Harpers Time & Attendance Division	\$58.50
5/4/2023	25436	Hillyard / Hutchinson	\$400.24
5/4/2023	25437	Holden Electric Company Inc	\$299.45
5/4/2023	25438	Home Depot Credit Services	\$256.81
5/4/2023	25439	Home Depot Supply	\$71.00
5/4/2023	25440	Hy-Tec Construction of Brainerd, Inc.	\$8,747.00
5/4/2023	25441	Kristin Miller	\$12.46
5/4/2023	25442	MN Elevator, Inc.	\$876.24
5/4/2023	25443	Mike Jones	\$65.50
5/4/2023	25444	Nan McKay & Associates Inc	\$478.00
5/4/2023	25445	Office Shop	\$1,356.48
5/4/2023	25446	Quick Construction, Inc	\$16,780.00
5/4/2023	25447	Seward and Sons Construction	\$22,355.00
5/4/2023	25448	State of Minnesota	\$25.00
5/4/2023	25449	Strike Painting & Finishing	\$900.00
5/4/2023	25450	T-Mobile	\$157.35
5/4/2023	25451	The Cleaning Bee LLC	\$1,023.75
5/4/2023	25452	Trail Ridge Townhomes	\$56.68
5/4/2023	25453	Waste Partners, Inc.	\$2,806.77
5/4/2023	25454	Xtona	\$1,130.00
5/4/2023	25455	Integrity Woodwork LLC	\$840.00
5/15/2023	25456	Crow Wing County Land Services Dept	\$102.80
5/18/2023	25457	Atlas Abstract & Title	\$200.00
5/18/2023	25458	Borden Steinbauer Krueger & Knudson, PA	\$195.00
5/18/2023	25459	Brainerd Public Utilities	\$846.80
5/18/2023	25460	CTC	\$722.47
5/18/2023	25461	CenterPoint Energy	\$7,745.82

Brainerd Housing and Redevelopment Authority
Payment Summary Report
May 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
5/18/2023	25462	CenturyLink	\$110.54
5/18/2023	25463	City of Brainerd	\$1,750.00
5/18/2023	25464	CliftonLarsonAllen LLP	\$524.52
5/18/2023	25465	Crow Wing County Landfill	\$10.00
5/18/2023	25466	Tenant Refund	\$463.33
5/18/2023	25467	Dearborn National	\$194.98
5/18/2023	25468	LandWex LLC	\$1,639.40
5/18/2023	25469	Life Insurance Company of North America	\$41.35
5/18/2023	25470	MN Dept of Labor and Industry	\$50.00
5/18/2023	25471	MRI Software LLC	\$150.00
5/18/2023	25472	Paper Storm	\$52.00
5/18/2023	25473	Pike Plumbing & Heating, Inc	\$611.81
5/18/2023	25474	Strike Painting & Finishing	\$600.00
5/18/2023	25475	The Hartford	\$331.09
5/18/2023	25476	VSP	\$42.70
5/18/2023	25477	Wex Health	\$8.50
		Report Total	\$197,606.79



To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: June 14, 2023
RE: Housing Choice Voucher Programs Report

HCV Report

Please see the attached reports.

Our Unit Months Leased (UML) through May is 107% and HAP utilization through May is 49%.

On June 8th we received notice that our final SEMAP score for the fiscal year ending 12/31/2022 is 100% and our overall performance rating is High. Given the challenges that we faced in 2022 with the HCV program, this accomplishment means so much more than any other year.

Bridges Report

Please see the attached report.

We have 12 families on our program with a monthly HAP payment of \$7,785.

Family Self-Sufficiency (FSS) Report

Please see the attached report.

We have 49 families on our program. We have 27 families currently escrowing a total of \$10,242 per month.

An FSS participant graduated from the program and received her escrow balance of \$3,763. She purchased the unit she was renting while on our program with the help of these funds.

No Action Requested; Discussion Items

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<u>Voucher Allocation</u>	325
May Move-ins	3
May Move-outs	9
May Vouchers - looking for housing	1
May Vouchers - first day of month	340
Average Vouchers to date	348
Unit Months Leased	107%
HAP Utilization through 5/31/2023	49%

Reasons For Leaving Program

Voluntarily Left	9
Terminated	0

Payments

Housing Assistance Payment (HAP)	\$159,840
May HUD Administrative Fee	\$19,685

Port Out Vouchers

	2
St. Cloud HRA, Mpls HRA	\$1,367

Homeownership

	7
Homeownership HAP	\$2,686

FYI Vouchers

	2
FYI Vouchers HAP	\$217

Length of Time on Program

< 1 year	27%
< 2 years	14%
< 3 years	6%
< 4 years	9%
< 5 years	6%
> 5 years	37%

Demographics

Elderly Households	106
Disabled/Handicapped Households	165
Families with Children	118
Average Annual Income	\$16,116
Average HAP	\$430

Waiting List Total

	242
Crow Wing County Preference	182
Non Preference	60



Bridges Program May 2023

Summary

- Tenants leased up in units: 12
- Participants issued a Voucher & searching for a unit: 4
- 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: \$7,785.00

Additional Info: Working on gathering the due diligence items to submit to MHFA.

Family Self-Sufficiency Program May 2023

Summary

- Active FSS participants: 49
- Tenants going OFF for month: 1
- Tenants going ON for month: 1
- New tenants ESCROWING: 3
- Total number of FSS participants escrowing monthly: 27
- Total amount of escrow: \$10,242.00
- Total combined amount of monthly escrow:
\$119,851.01

Update: FSS participant graduated from program and was disbursed \$3,763.00 from her escrow account. She purchased her rental house from the landlord.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 Minneapolis Field Office
 Paul D. Wellstone Federal Building
 212 Third Avenue South, Suite 150
 Minneapolis, MN 55401

June 8, 2023

Mr. Eric Charpentier Executive Director
 Brainerd HRA
 324 E. River Rd.
 Brainerd, MN 56401

Dear Mr. Charpentier:

Thank you for completing your Section 8 Management Assessment Program (SEMAP) certification for the **BRAINERD HRA**. We appreciate your time and attention to the SEMAP assessment process. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The **BRAINERD HRA** final SEMAP score for the fiscal year ended **12/31/2022** is **100%** and your overall performance rating is **High**. The following are your scores on each indicator:

Indicator	1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	15
Indicator	2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	20
Indicator	3	Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)	20
Indicator	4	Utility Allowance Schedule (24 CFR 982.517)	5
Indicator	5	HQS Quality Control (24 CFR 982.405(b))	5
Indicator	6	HQS Enforcement (24 CFR 982.404)	10
Indicator	7	Expanding Housing Opportunities	NA
Indicator	8	Payment Standards (24 CFR 982.503)	5
Indicator	9	Timely Annual Reexaminations (24 CFR 5.617)	10
Indicator	10	Correct Tenant Rent Calculations (24 CFR 982, Subpart K)	5
Indicator	11	Pre-Contract HQS Inspections (24 CFR 982.305)	5
Indicator	12	Annual HQS Inspections (24 CFR 982.405(a))	10
Indicator	13	Lease-Up	20
Indicator	14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	NA
Indicator	15	Deconcentration Bonus	NA

Thank you for your cooperation with the SEMAP process.

Sincerely,

6/8/2023

X

Lucia M. Clausen
 Director, Office of Public Housing
 Signed by: LUCIA CLAUSEN

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To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Manager
 Date: Jun-21-2023
 Re: Housing Management Report

Vacancy Report for May 2023

Please see attachment.

Monthly Property Performance Report for May 2023

Please see attachment.

ROSS Program Updates

- 15 active participants in the ROSS program; 1 newly enrolled participant; 0 exited participant.
- 7 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - 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 "Preventing Falls"(3); weekly chair yoga/stretching sessions taking a summer break; several updates to the 24/7 info board in North Star common area, additional feedback for upcoming scheduled events for additional eye health topics and tips for making use of outdoor space for both mental health and fitness.
- Facebook Stats:
 - 5 new posts on the ROSS Facebook page this past month, which reached 24 individuals, with no likes, comments, or click-throughs, and no additional sharing of the posts.

Agency-Wide Software Update

A committee has formed to research, select, and transition into a much-needed new software product. Currently we are using one product for our housing programs and a separate/non-integrated product for finance needs, which opens us the risk for errors as well as being quite inefficient. Also, several aspects of our work (i.e. FSS escrow forfeiture, HCV homeownership, Bridges vouchers), don't have a well-developed module and while we've been able to identify some "work arounds", it's not ideal. The committee researched several options, identified a must-have list of features, and followed up with other PHA's for feedback. The recommended transition timeline for a software change of this magnitude is up to 9 months, which aligns with when we will have access to the funding needed.

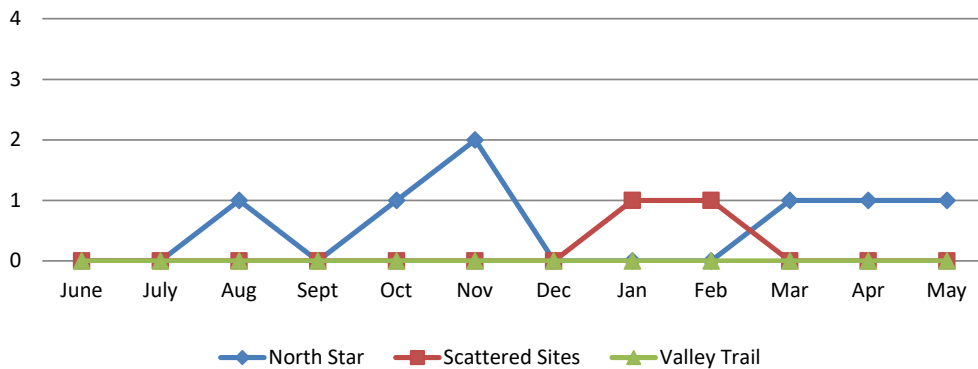
No Action Requested; Discussion Items

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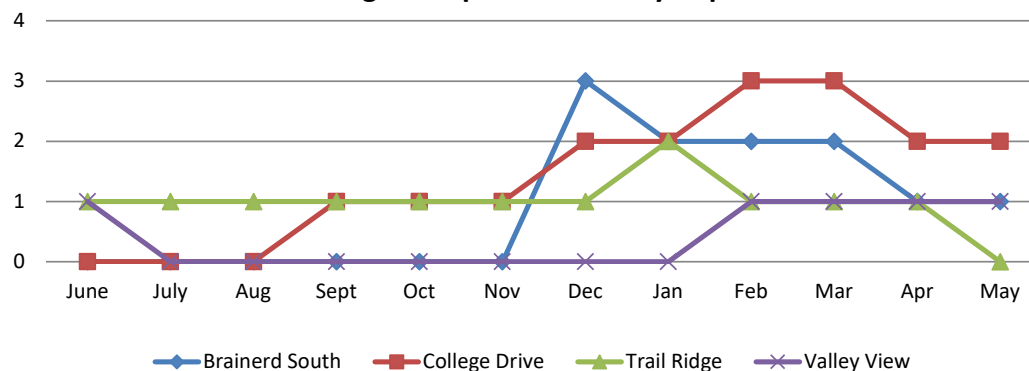
Brainerd HRA 2023 Vacancy Report

	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	1	0	0	1	1	2	0	1
May %	0.62%	0.00%	0.00%	0.49%	1.67%	8.33%	0.00%	5.00%
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	3	2	0	5	8	12	5	4
%	0.37%	2.50%	0.00%	0.49%	2.67%	10.00%	5.56%	4.00%

Public Housing Vacancy Report



Managed Properties Vacancy Report



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report
May 2023

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
North Star	162		n/a	n/a	162	0%
Valley Trail	25		n/a	n/a	25	0%
Scattered Sites	16		n/a	n/a	16	0%
TOTAL	203	0	0	0	203	0%

3. Customer Traffic

Applications Requested	38
Applications Placed on PH Wait List	24
Applications Denied on PH Wait List	5

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	102	16	5	1
2 bdrm	14	30	0	0	0
3 bdrm	24	30	0	0	0
4 bdrm	5	8	0	0	0
TOTAL	203	203	16	5	1

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	10
Move-Outs	2	9

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
NS#315	1	by Jun-30th	Yes

7. Recertifications

Interim Recertifications	3
Annual Recertifications	1
Completed for this month	4

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	3
30-day lease terminations	4

10. Evictions

Resident	Reason	Summons Date	Judgment Action
NS#515	Pest/Prog.Noncompliance	5/24/2023	Eviction Granted (5/31 V.)

11. Non-Emergency Work Orders

Beginning Balance	22
Received	71
Closed	86
Ending Balance	7
Total Completed Work Orders for Year	445

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	8
Completed within 24 hours	1	8
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	68,492
Other Charges	1,325
Total New Charges	69,817
Arrears, tenants in possession	1,227

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	961
Current Rent Charges	68,492
Current Rent Collections	67,531
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	2,583
Prior Rent Charges	824,461
Collection Rate	100%



To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: June 22, 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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June 20th, 2023**1. CURRENT PROJECTS IN PROCESS**

	HTF	MHFA	SCDP	Total
City of Brainerd	4	2	*	5

*City of Brainerd SE SCDP Grant was applied for May 1st, 2023 asking:
8 Owner-Occupied & 12 Single Family Rental Rehab Projects

2. CROW WING COUNTY HRA HOUSING TRUST FUND LOANS

	App. Request	App. Review	Inspection Scheduled	Work Writeup/ Review	Prebid Mtg.	Out for Bid	Closing Loan Scheduled	Under Constr.	Complete
Down Payment Assistance							1		6
Owner Occupied Rehab				2				3	4

3. MINNESOTA HOUSING LOANS - Rehab Loan Program (RLP)/Emergency Loan Program (ELP)

	App. Request	App. Review	Inspection Scheduled	Work Writeup/ Review	Prebid Mtg.	Out for Bid	Closing Loan Scheduled	Under Constr.	Complete
Owner Occupied Rehab	1							2	1

4. COMPLETED OWNER-OCCUPIED PROJECTS

	HTF (DP/OO)	MHFA	SCDP	Total
January-December 2022	3/3	1	-----	7
January-December 2023	2/0	1	-----	3
Total				10

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To: Brainerd HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: June 28th, 2023
 Re: Executive Director Report

Downtown Redevelopment Project

Progress continues on the proposed creation of a redevelopment TIF district to help support the redevelopment project at the corner of 8th Street and Laurel Street in downtown Brainerd. Staff met with Baker Tilly on 6/22 to discuss the TIF plan that is proposed and the amount of increment that would be available for the project. The tentative schedule calls for the City Council to review this at their July 17th meeting with the HRA board to review the request at our July 26th meeting. The creation of this district for the support of this project will be beneficial for the developer as they continue to apply for several funding sources. The TIF request and need for the financing is supported through the analysis by Baker Tilly. The developer has requested at least a 25-year term on the TIF note and this timeline is also supported by the initial analysis. Baker Tilly will be at our July meeting to present the TIF plan information for review.

Crow Wing County HRA Housing Trust Fund

The CWC HRA local housing trust fund has recently authorized funding for loan projects to effectively deplete the fund so that there is now a waiting list for project requests. There is additional funding that is to be allocated to the trust fund for 2023 when the County allocates tax levy funds in July and December. The CWC HRA board is going to be holding a budget meeting at the end of July to discuss their funding levy request for the housing trust fund for 2024 knowing that there are additional larger multi-family housing projects that are scheduled for 2024 and beyond. Staff believes that there is levy capacity available for additional funding for projects that are pending and will continue to work with developers, lenders and any other interested parties for the trust fund, to ensure that our County commissioners understand the impact that the trust fund is having and why it is important that we have support for additional funding through the levy, to keep the momentum going for these projects.

Counselors of Real Estate Consulting Corps

Dolly Matten, the Executive Director of the Greater Lakes Association of Realtors applied for a grant through the National Association of Realtors for a program through the Counselors of Real Estate to have a team of experts come to our community to help move forward a problem statement for that

community. Dolly was successful in securing the grant from NAR to have the consulting corps team come to the lakes area, currently scheduled for August. The problem that they are going to hopefully help our community with is to encourage development of housing that meets the needs of local workers in support of economic development priorities. The Consulting Corps will build on the work that has been undertaken and will not replicate or reproduce prior analyses and studies. The corps will be working specifically in Brainerd and in Pequot Lakes to help these two communities with their housing needs. This is a great opportunity to bring in professionals from around the country to offer advice and expertise on a problem that we continue to try and solve. I am working closely with Dolly as well as with both cities to create a list of stakeholders that the team will be reaching out to during the week that they are here. We anticipate that the team will have preliminary findings and suggestions for us at the end of the week that they are here. More information will be forthcoming. If there are any board members that would like to participate in these discussions, please let me know. If not, I will be reaching out to some of you for your inclusion in the community engagement interviews.

No Action Requested; Discussion Items