



Brainerd HRA Board of Commissioners Meeting
Wednesday, November 15th, 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. APPROVAL OF MINUTES
 - a. Approval of Minutes from Regular Board Mtg. on October 25th, 2023 *(Attachment 1) Pg. 3*
5. NEW BUSINESS
 - a. Review and Adoption of 2024 Budgets *(Attachment 2) Pg. 7*
 - 2024 General Fund Comparative Budget
 - 2024 Housing Choice Voucher Comparative Budget
 - 2024 Public Housing Comparative Budget
 - 2024 Bridges Comparative Budget
 - b. HCV Admin Plan Update *(Attachment 3) Pg. 21*
6. BILLS & COMMUNICATIONS
 - a. Financial Report *(Attachment 4) Pg. 25*
 - b. HCV Report *(Attachment 5) Pg. 53*
 - c. Housing Management Report *(Attachment 6) Pg. 57*
 - d. Rehab Programs Report *(Attachment 7) Pg. 65*
 - e. Executive Director Report *(Attachment 8) Pg. 69*
7. COMMISSIONER COMMENTS
8. NEXT MEETING: Wed. December 20th, 2023
9. ADJOURN

Rebekah Kent-Ehlebracht, term expiring 12/31/23
Gabe Johnson, term expiring 12/31/24
Allie Verchota, term expiring 12/31/24
Michael Duval, term expiring 12/31/25
Wayne Erickson, term expiring 12/31/25
Janet Decker, term expiring 12/31/26
Kevin Yeager, term expiring 12/31/27

This page intentionally left blank.



Brainerd HRA BOARD MEETING MINUTES Wednesday, October 25th, 2023

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

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

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

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

3. **PUBLIC HEARING: Approve the Annual Plan and Adopt Resolution No. 2023-08:**

Chair Kent-Ehlebracht opened the public hearing at 1:02 p.m.

Fortune and Young presented the annual plan and statement.

The agency is required to create an Annual Plan every fiscal year and a public hearing must be held prior to the approval of the Annual Plan. The Notice of Public Hearing was posted in the Legal Notice section of the Brainerd Daily Dispatch and a copy of the Annual Plan was provided to the board.

After Chair Kent-Ehlebracht called for speakers in opposition three times, there was no one speaking in opposition of the Plan. Chair Kent-Ehlebracht then called for speakers in favor three times and there was no one speaking in favor of the Plan.

The public hearing was closed at 1:12 p.m.

Commissioner Duval moved to Approve the Annual Plan and Adopt Resolution No. 2023-08. Commissioner Johnson seconded the motion. Upon roll call vote (Verchota, Decker, Duval, Erickson, Johnson, Yeager Kent-Ehlebracht), all commissioners voted in favor of the motion, and none were opposed. The motion carried.

4. **REVIEW PUBLIC HEARING: Annual Updates to ACOP:**

Chair Kent-Ehlebracht opened the public hearing at 1:12 p.m.

Fortune presented the annual updates to ACOP.

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

This year a number of changes in the overall administration of the Public Housing Program were rolled out under newly released HOTMA (Housing Opportunity Through Modernization Act of 2016) guidelines. The timeline for implementation of these changes was initially set for 1/1/2024, however in September HUD postponed that deadline and is allowing agencies more time to get their ACOP policies updated.

The public hearing was closed at 1:15 p.m.

The regular meeting opened at 1:16pm

5. REVIEW AND APPROVAL OF AGENDA:

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

6. READING AND APPROVAL OF MINUTES:

Moved and seconded by Commissioners Erickson and Duval to approve the minutes from the September 27th, 2023, board meeting. Through a vote, all commissioners were in favor, and none were opposed. The minutes were approved.

7. UNFINISHED BUSINESS:

a. Scattered Site Replacement Program

Schommer presented.

Staff is requesting the authority to negotiate a purchase price for the property located at 426 B Street NE, Brainerd with the current owner and to work with Lakes Area Habitat for Humanity on a purchase and redevelopment agreement to provide a new affordable single-family home on this site utilizing the SSRP.

Commissioner Johnson moved to Authorize staff to negotiate a purchase agreement for the property located a 426 B St NE with the intent to demolish the current structure and bring the property back to a buildable grade. Staff would also request that the agency be authorized to work with Lakes Area Habitat for Humanity on a purchase and redevelopment agreement to build a single-family home at this site that would be affordable to a household of low to moderate income. Commissioner Yeager seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion carried.

b. Brainerd Oaks Out Lot F

Schommer presented.

Discuss if an incentive package for Outlot F is warranted and at what level would the board be comfortable with for the incentive package.

Commissioner Yeager moved to allow staff the opportunity to negotiate with the developer and propose an incentive package that could include conveyance of the land along with a possible grant of funds to not exceed \$100,000 to be used for the infrastructure needs to move a housing project forward on this site. Commissioner Erickson seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion carried.

8. NEW BUSINESS:

a. HUD Payment Standard Increase

HUD has published the FY2024 Fair Market Rents (FMRs), prompting a review of our current payment standards, which must be between 90% - 110% of the FMRs.

In 2022 we increased our payment standards to the highest threshold with the hope that more households would be able to utilize a voucher as they compete to lease up available rentals in the community. This strategy no doubt contributed to the incredibly successful lease up in 2023.

Currently, we are recommending that we increase our payment standards to remain at the 110% level.

Commissioner Johnson moved to Adopt 2024 Payment Standards. Commissioner Yeager seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion carried.

9. **BILLS & COMMUNICATIONS:**

a. **Financial Report**

Young presented financial information for September 2023

Staff are working on the 2024 budget that will be presented in November.

Commissioner Duval moved to approve 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**

Fortune presented the Housing Choice Voucher, Bridges, and Family Self-Sufficiency Reports for September 2023

c. **Housing Management Report**

Fortune presented the Housing Management Reports for September 2023

Valley View Townhomes

Staff met with maintenance & property management staff of the current management company to fine tune plans for the transfer of management duties back to HRA staff effective 1/1/2024.

d. **Rehab Programs Report:**

Schommer presented the Rehab Report for September 2023

Schommer updated the board on the progress of the Keyless Entry and Camera Replacement Systems.

e. **Executive Director Report**

Charpentier states that the Crow Wing County HRA board is going to meet with the Crow Wing County Commissioners in a joint meeting on Tuesday November 14th at 5pm in the Land Services building in meeting room 1 to discuss several topics surrounding the housing goals of the County and HRA as well as the funding for the Housing Trust Fund.

Charpentier also gave an update regarding the unfunded DEED Redevelopment Grant Application. They will reapply closer to the project timeline.

10. **Commissioner Comments:**

Commissioner Michael Duval – Urges all to enjoy the Counselors of Real Estate Housing Report.

Commissioner Allie Verchota – Roofs look very nice on the scattered sites.

Commissioner Gabe Johnson – MN Housing is hiring & they received a great asset in Jennifer Bergman.

Commissioner Rebekah Kent-Ehlebracht – Urges all commissioners to attend the Crow Wing County/Crow Wing County HRA joint meeting on Tuesday, November 14th at 5pm.

Nothing at this time for Commissioner Kevin Yeager and Janet Decker.

11. **NEXT MEETING:** Next Meeting: Wednesday, November 15, 2023

Location will be at the Brainerd HRA Office 324 East River Road, Brainerd, MN 56401

12. **ADJOURN to Joint Crow Wing County & Crow Wing County HRA Meeting on November 14th, 2023, in the County Land Services Building at 5:00pm:**

Commissioner Duval made a motion to adjourn the meeting. Commissioner Johnson 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 2:32 p.m.

This page intentionally left blank.



To: Brainerd HRA Board Members

From: Karen Young, Finance Director

Date: November 6, 2023

Re: 2024 Budget Approval

The 2024 budgets are attached for the General Fund, Housing Choice Voucher, Public Housing and Bridges.

Overview

- Federal program funding for Housing Choice Voucher and Public Housing are not known at this time and are based on estimates.
- Health insurance rates increased by 9.4%.
- A 5% annual adjustment to wages is included for all permanent positions.
- Payroll allocations adjusted to reflect how staff are tracking time.
- Property Insurance increased by about 8% and Liability Insurance increased by about 4%.
- Expenses are generally based on three-year averages.

General Fund

- City Tax Levy - Preliminary levy set at \$173,960.
- Management Fees – Management Fees for Crosby HRA \$96,300, CWC HRA \$185,160, Brainerd South \$59,500 and Valley View \$21,120.
- TIF Revenue – TIF Increment for Downtown District.
- Operating Transfer – Transfer from Bridges Program.
- SCDP Admin Fee - Anticipated admin for SCDP reimbursements for Garrison and Jenkins grants.
- Other Income:
 - \$5,000 Distribution for College Drive, Trail Ridge and Valley View (2023 budgeted \$20,000).
 - \$204,000 Six MHFA Loans for Housing Rehab.
 - \$5,000 Tax Forfeit Property Sale of one lot.
 - \$1,000 Miscellaneous Income.
- Loan Interest Revenue – Interest Accrued for DT TIF Interfund Loan. (Offsets expense).

Operating Expenses:

- Salaries – Variance due to staff reorganization, payroll allocations/adjustments and addition of part-time maintenance position.
- Employee Benefits – Variance due to staff reorganization, payroll allocations/adjustments and addition of part-time maintenance position.
- Other Administrative – Three-year average for Sundry, Publications, Membership, Advertising, Office Supplies, Telephone and Postage.
- Contract Costs – Includes technology contracts for General Fund. Includes six MHFA Loans of \$180,000 for Housing Rehab.

General Expenses:

- TIF Expense – Downtown TIF District reporting to CWC.
- Other Programs - Other initiatives as directed by the Board \$25,000. \$500 TFP closing costs.
- Interfund Loan Interest – Interest Expense for Downtown TIF Interfund Loan (Offsets Revenue).

Net Cash Flow:

- Net Cash Flow - Surplus of \$9,230.

Housing Choice Voucher

Income:

- Housing Assistance Payments (HAP) based on 2024 estimated expenditures.
- Administrative Fees estimated at 90% of eligibility.
- HCV Unit Months Leased (UML) is estimated at 98%.
- Fraud Recovery based on a three-year average repayments from tenants.
- Other Income includes miscellaneous revenue.

Operating Expenses:

- Salaries – Variance due to staff reorganization and payroll allocations/adjustments.
- Employee Benefits – Variance due to staff reorganization and payroll allocations/adjustments.
- Other Administrative – Three-year average for Sundry, Publications, Membership, Advertising, Office Supplies, Telephone and Postage.
- Contract Costs – Includes annual utility study and City HR fees. Includes \$11,250 for temporary employee.
- Other General Expense – Admin Fee paid to receiving agency for Port-Out Vouchers.

General Expenses:

- Collection Losses – Participant default of repayment agreements. Processed through Revenue Recapture.

Other Financial Items:

- Housing Assistance Payments – Estimated HAP expense to lease at 98% UML.

Net Cash Flow:

- Net Cash Flow – Operating deficit of (\$32,395) due to increased contract costs and salary/benefit allocation/adjustments.

Public Housing**Income:**

- A 2% Dwelling Rent vacancy loss is projected.
- Operating Subsidy funding is estimated at 98% eligibility.
- Other Tenant Charges – Based on three-year average.
- Other Income:
 - \$81,950 ROSS Grant.
 - \$117,820 Antenna Revenue.
 - \$19,780 Laundry Revenue.
 - \$4,000 Misc. Revenue.

Operating Expenses:

- Salaries – Variance due to staff reorganization, payroll allocations/adjustments and addition of part-time maintenance position.
- Benefits – Variance due to staff reorganization, payroll allocations/adjustments and addition of part-time maintenance position.
- Legal – Three-year average.
- Other Administrative – Three-year average for Sundry, Publications, Membership, Advertising and Postage.
- Garbage – New garbage contract.
- Grounds – Increase due to landscaping services.
- Plumbing – Increase based on three-year average.
- Elevator – Increase due to annual contract increase.
- Decorating – Based on three-year average.
- Exterminating – Increase based on three-year average.
- Other Contract Costs – Increase due to Snow Removal and Janitor/Cleaning.
- Water – Increase based on average.
- Electric – Decrease based on average.
- Gas – Increase based on average.
- Sewer – Increase based on average.

Other Financial Items:

- Capital Expenditures - Based on two-year average CFP funding.

Net Cash Flow:

- Net Cash Flow – Surplus of \$34,490. We currently have about 8.9 months of reserves for PH, due to drawing down CFP operations and operating subsidy early. Historically we have tried to maintain approximately 6 months of reserves.

Bridges

- Bridges Grant Revenue – Bridges MHFA HAP \$80,000 and Admin Fee \$9,600. Based on 11 Unit Months Leased in 2024.
- Operating Transfer Out to General Fund.

Action Requested: Adopt a motion approving the 2024 General Fund, Housing Choice Voucher and Bridges budgets. Adopt Resolution No. 2023-09 PHA Board Resolution Approving the 2024 Public Housing Operating Budget.

General Fund Comparative Budget

Brainerd Housing Authority
324 E River Rd
Brainerd, MN 56401

Fiscal Year 12/31/2024

| Account Title | 2023 Budget | 2024 Budget | Difference | % Difference |
|-----------------------------------|----------------|----------------|-----------------|-----------------|
| Revenues: | | | | |
| City Tax Levy | 155,981 | 173,960 | 17,979 | 12% |
| Investment Interest | 300 | 5,000 | 4,700 | 1567% |
| Management Fees | 304,770 | 362,080 | 57,310 | 19% |
| TIF Revenue | 47,375 | 12,500 | (34,875) | -74% |
| Operating Transfer | 6,750 | 9,150 | 2,400 | 36% |
| SCDP Admin Fee | 25,000 | 6,000 | (19,000) | -76% |
| Other Income | 230,000 | 215,000 | (15,000) | -7% |
| Interfund Loan Revenue | 9,660 | 9,900 | 240 | 2% |
| Total Revenues | 779,836 | 793,590 | 13,754 | 2% |
| Expenditures: | | | | |
| Administrative | | | | |
| Salaries | 330,505 | 364,885 | 34,380 | 10% |
| Employee Benefits | 140,345 | 142,530 | 2,185 | 2% |
| Travel | 1,700 | 1,900 | 200 | 12% |
| Staff Training | 10,000 | 10,000 | 0 | 0% |
| Audit Cost | 7,950 | 8,500 | 550 | 7% |
| Legal | 9,000 | 7,500 | (1,500) | -17% |
| Other Administrative Costs | 14,470 | 15,670 | 1,200 | 8% |
| Contract Costs | 189,260 | 192,525 | 3,265 | 2% |
| Total Administrative | 703,230 | 743,510 | 40,280 | 6% |
| General Expenditures | | | | |
| TIF Expense | 255 | 255 | 0 | 0% |
| Insurance | 7,450 | 5,195 | (2,255) | -30% |
| Debt Service | 0 | 0 | 0 | 0% |
| Other Programs | 25,500 | 25,500 | 0 | 0% |
| Interfund Loan Interest | 9,660 | 9,900 | 240 | 2% |
| Total General Expenditures | 42,865 | 40,850 | (2,015) | -5% |
| Total Expenditures | 746,095 | 784,360 | 38,265 | 5% |
| Cash Flow | 33,741 | 9,230 | (24,511) | |
| Designated Fund Balance | 0 | 0 | 0 | |
| Cash Flow from Operations | 33,741 | 9,230 | (24,511) | |

Brainerd HRA
General Fund Consolidated Budget Detail
2024

| | General Fund | TFP | Downtown TIF | Housing Rehab | Total General Fund |
|----------------------------------|----------------|--------------|-----------------|------------------|-----------------------|
| Revenue | 210 | 670 | 620 | 660 | Accounts |
| Operating Transfer In/Out | 9,150 | 0 | 0 | 0 | 9,150 |
| Other Income | 179,460 | 5,000 | 0 | 204,500 | 388,960 |
| Investment Interest | 5,000 | 0 | 0 | 0 | 5,000 |
| Management Fees | 242,080 | 0 | 0 | 120,000 | 362,080 |
| Grant Revenue | 1,500 | 0 | 0 | 4,500 | 6,000 |
| Loan Interest Revenue | 9,900 | 0 | 0 | 0 | 9,900 |
| TIF Revenue | 0 | 0 | 12,500 | 0 | 12,500 |
| Total Revenue | 447,090 | 5,000 | 12,500 | 329,000 | 793,590 |
| Expenses | | | | | |
| Administrative | | | | | |
| Administration Salaries | 264,860 | 0 | 0 | 100,025 | 364,885 |
| Employee Benefits | 108,030 | 0 | 0 | 34,500 | 142,530 |
| Legal | 2,000 | 4,500 | 0 | 1,000 | 7,500 |
| Staff Training | 5,000 | 0 | 0 | 5,000 | 10,000 |
| Travel | 500 | 0 | 0 | 1,400 | 1,900 |
| Auditing Fees | 8,500 | 0 | 0 | 0 | 8,500 |
| Other Administrative Exp | 9,300 | 0 | 0 | 6,370 | 15,670 |
| Contracts Costs | 12,525 | 0 | 0 | 180,000 | 192,525 |
| Total Administration | 410,715 | 4,500 | 0 | 328,295 | 743,510 |
| General | | | | | |
| TIF Expense | 130 | 0 | 125 | 0 | 255 |
| Insurance | 4,575 | 0 | 0 | 620 | 5,195 |
| IF Loan Interest Exp | 0 | 0 | 9,900 | 0 | 9,900 |
| Other General Expense | 25,000 | 500 | 0 | 0 | 25,500 |
| Total General | 29,705 | 500 | 10,025 | 620 | 40,850 |
| Total Expenses | 440,420 | 5,000 | 10,025 | 328,915 | 784,360 |
| Cash Flow from Operations | 6,670 | 0 | 2,475 | 85 | 9,230 |

Housing Choice Voucher Comparative Operating Budget

Brainerd Housing Authority
324 E River Rd
Brainerd, MN 56401

Fiscal Year 12/31/2024

| Account Title | 2023 Budget | 2024 Budget | Difference | % Difference |
|-------------------------------------|------------------|------------------|----------------|-----------------|
| Operating Income: | | | | |
| Housing Assistance Payments | 1,500,000 | 1,896,640 | 396,640 | 26% |
| Administrative Fees | 282,870 | 290,195 | 7,325 | 3% |
| Less: Non-leased Vouchers | (5,660) | (5,804) | (143) | -3% |
| Less: Pro-ration | (30,495) | (28,441) | 2,054 | 7% |
| Total Administrative Fees | 246,715 | 255,950 | 9,235 | 4% |
| FSS Coordinator Grant | 85,519 | 86,000 | 481 | 1% |
| Fraud Recovery | 28,000 | 28,000 | 0 | 0% |
| Investment Interest | 50 | 100 | 50 | 100% |
| Other Income | 1,500 | 1,500 | 0 | 0% |
| Total Operating Income | 1,861,784 | 2,268,190 | 406,406 | 22% |
| Operating Expenditures: | | | | |
| Administrative | | | | |
| Salaries | 217,230 | 226,190 | 8,960 | 4% |
| Employee Benefits | 115,355 | 116,575 | 1,220 | 1% |
| Travel | 1,500 | 1,500 | 0 | 0% |
| Staff Training | 5,000 | 5,000 | 0 | 0% |
| Audit Cost | 5,300 | 5,660 | 360 | 7% |
| Legal | 2,700 | 2,700 | 0 | 0% |
| Other Administrative Costs | 5,700 | 6,200 | 500 | 9% |
| Contract Costs | 21,640 | 30,000 | 8,360 | 39% |
| Total Administrative | 374,425 | 393,825 | 19,400 | 5% |
| General Expenses | | | | |
| Property Insurance | 755 | 780 | 25 | 3% |
| General Liability | 2,825 | 3,000 | 175 | 6% |
| Worker's Comp | 1,300 | 1,300 | 0 | 0% |
| Directors & Officials Liability | 1,455 | 1,460 | 5 | 0% |
| Other General Expense | 1,690 | 1,080 | (610) | -36% |
| Collection Losses | 2,500 | 2,500 | 0 | 0% |
| Total General Expenses | 10,525 | 10,120 | (405) | -4% |
| Total Operating Expenditures | 384,950 | 403,945 | 18,995 | 5% |
| Cash Flow from Operations | 1,476,833 | 1,864,245 | 387,412 | 26% |
| Other Financial Items | | | | |
| Housing Assistance Payments | 1,500,000 | 1,896,640 | 396,640 | 26% |
| Total Other Financial Items | 1,500,000 | 1,896,640 | 396,640 | 26% |
| Net Cash Flow | (23,167) | (32,395) | (9,228) | |

This page intentionally left blank.

Public Housing Comparative Operating Budget

| | | | |
|-----------------------------------|--------------------------------------|---------------------------------|---|
| PHA Name | Brainerd Housing Authority | Project Name | North Star Apartments |
| Address | 324 E River Rd Brainerd, MN 56401 | | Scattered Sites Townhomes Valley Trail Townhomes |
| Fiscal Year | 12/31/2024 | | |
| ACC Units | 203 | Recently Renovated | 2009 |
| Built Date | North Star Apartments - 1969 | Estimated Occupancy Rate: | 98.00% |
| | Scattered Sites Townhomes - 1987 | Average Bedroom Size | 1 |
| | Valley Trail Townhomes - 1995 | Anticipated Number of Turnovers | 45 |
| Type of Site (eld., family, etc.) | Mixed | Estimated Unit Months Leased | 2387 |

| FDS Line # | Account Title | 2023 Budget | 2024 Budget | Difference | % Difference |
|--------------------------|-------------------------------|------------------|------------------|---------------|--------------|
| Operating Income: | | | | | |
| 703 | Gross Potential Rent | 854,470 | 871,810 | 17,340 | 2% |
| | Less: Vacancy Loss | (17,090) | (17,440) | (350) | -2% |
| | Net Dwelling Rent | 837,380 | 854,370 | 16,990 | 2% |
| 706 | HUD Operating Grant Income | 330,920 | 397,330 | 66,410 | 20% |
| | Less: Proration Amount | (6,620) | (7,945) | (1,324) | -20% |
| | Net Operating Grant Income | 324,300 | 389,385 | 65,085 | 20% |
| 704 | Other Tenant Charges | 23,750 | 25,605 | 1,855 | 8% |
| 704 | Excess Utilities | 3,900 | 3,900 | 0 | 0% |
| 711 | Interest Income | 0 | 4,000 | 4,000 | 0% |
| 715 | Other Income | 215,580 | 223,550 | 7,970 | 4% |
| | Total Operating Income | 1,404,910 | 1,500,810 | 95,900 | 7% |

Operating Expenditures:

Administrative

| | | | | | |
|-----|-----------------------------|----------------|----------------|---------------|-----------|
| 911 | Salaries | 328,020 | 345,190 | 17,170 | 5% |
| 915 | Employee Benefits | 152,505 | 158,685 | 6,180 | 4% |
| 916 | Travel | 1,000 | 1,000 | 0 | 0% |
| 916 | Staff Training | 14,000 | 14,000 | 0 | 0% |
| 912 | Audit Cost | 13,250 | 14,150 | 900 | 7% |
| 916 | Legal | 13,000 | 12,000 | (1,000) | -8% |
| 916 | Telephone | 5,470 | 4,500 | (970) | -18% |
| 916 | Office Supplies | 8,500 | 8,500 | 0 | 0% |
| 916 | Other Administrative Costs | 8,450 | 9,700 | 1,250 | 15% |
| | Total Administrative | 544,195 | 567,725 | 23,530 | 4% |

Maintenance

| | | | | | |
|-----|--------------------------|----------------|----------------|---------------|------------|
| 941 | Labor | 169,360 | 200,080 | 30,720 | 18% |
| 945 | Employee Benefits | 73,750 | 76,060 | 2,310 | 3% |
| 942 | Maintenance Materials | 30,000 | 30,000 | 0 | 0% |
| 943 | Maintenance Contract: | | | | |
| 943 | Garbage | 27,910 | 29,000 | 1,090 | 4% |
| 943 | Grounds | 5,000 | 15,000 | 10,000 | 200% |
| 943 | Plumbing | 5,000 | 10,000 | 5,000 | 100% |
| 943 | Elevator | 13,320 | 15,940 | 2,619 | 20% |
| 943 | Decorating | 30,000 | 30,000 | 0 | 0% |
| 943 | Exterminating | 3,000 | 13,000 | 10,000 | 333% |
| 943 | Other Contract Costs | 132,935 | 146,800 | 13,865 | 10% |
| | Total Maintenance | 490,275 | 565,880 | 75,604 | 15% |

| FDS Line # | Account Title | 2023 Budget | 2024 Budget | Difference | % Difference |
|------------------------------|---|-------------|-------------|------------|--------------|
| Utilities | | | | | |
| 931 | Water | 38,015 | 40,105 | 2,090 | 5% |
| 932 | Electricity | 85,650 | 84,920 | (730) | -1% |
| 933 | Gas | 60,450 | 64,185 | 3,735 | 6% |
| 936 | Sewer | 46,150 | 50,575 | 4,425 | 10% |
| | Total Utilities | 230,265 | 239,785 | 9,520 | 4% |
| Tenant Services | | | | | |
| 924 | Tenant Services-Other | 4,950 | 4,950 | 0 | 0% |
| | Total Protective Services | 4,950 | 4,950 | 0 | 0% |
| General Expenses | | | | | |
| 961 | Insurance | | | | |
| 961.1 | Property | 70,080 | 75,930 | 5,850 | 8% |
| 961.2 | General Liability | 13,560 | 14,340 | 780 | 6% |
| 961.3 | Boiler | 3,100 | 3,100 | 0 | 0% |
| 961.4 | Fidelity Bond | 600 | 600 | 0 | 0% |
| 961.5 | Worker's Comp | 20,000 | 15,000 | (5,000) | -25% |
| 961.6 | Directors & Officials Liability | 2,910 | 2,910 | 0 | 0% |
| 963 | Payments in Lieu of Taxes | 29,000 | 29,000 | 0 | 0% |
| 962 | Other General Expense | 4,000 | 4,000 | 0 | 0% |
| 966 | Collection Losses | 6,500 | 9,100 | 2,600 | 40% |
| | Total General Expenses | 149,750 | 153,980 | 4,230 | 3% |
| | Total Operating Expenditures | 1,419,435 | 1,532,320 | 112,885 | 8% |
| | Cash Flow from Operations | (14,525) | (31,510) | (16,985) | |
| Other Financial Items | | | | | |
| | Transfer of Operations (BLI Acct. 1406) | 66,000 | 66,000 | 0 | 0% |
| 706.1 | HUD Grants-Capital Contributions | 350,000 | 350,000 | 0 | 0% |
| | Capital Expenditures | (350,000) | (350,000) | 0 | 0% |
| | Total Other Financial Items | 66,000 | 66,000 | 0 | 0% |
| | Net Cash Flow | 51,475 | 34,490 | (16,985) | |

Bridges Comparative Operating Budget

Brainerd Housing Authority
324 E River Rd
Brainerd, MN 56401

Fiscal Year 12/31/2024

| Account Title | 2023 Budget | 2024 Budget | Difference | % Difference |
|--------------------------------|----------------|----------------|------------|-----------------|
| Operating Income: | | | | |
| HAP Revenue | 55,800 | 80,000 | 24,200 | 43% |
| Admin Fee Revenue | 7,200 | 9,600 | 2,400 | 33% |
| Other Income | 0 | 0 | 0 | 0% |
| Operating Transfer In/Out | (6,750) | (9,150) | (2,400) | 36% |
| Total Operating Income | 56,250 | 80,450 | 24,200 | 43% |
| Operating Expenditures: | | | | |
| Administrative | | | | |
| Travel | 400 | 400 | 0 | 0% |
| Office Supplies | 50 | 50 | 0 | 0% |
| Contract Costs | 0 | 0 | 0 | 0% |
| Total Administrative | 450 | 450 | 0 | 0% |
| General Expenses | | | | |
| HAP Payments to Landlords | 52,800 | 76,000 | 23,200 | 44% |
| Security Deposit Payments | 3,000 | 4,000 | 1,000 | 33% |
| Other General Expense | 0 | 0 | 0 | 0% |
| Total General Expenses | 55,800 | 80,000 | 24,200 | 43% |
| Total Expenditures | 56,250 | 80,450 | 24,200 | 43% |
| Net Cash Flow | 0 | 0 | 0 | |

This page intentionally left blank.

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Brainerd Housing and Redevelopment Authority PHA Code: MN032

PHA Fiscal Year Beginning: January 1, 2024 Board Resolution Number: 2023-09

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: 11/15/2023
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

| | | |
|---------------------------------|---------------------------------------|---------------------|
| Print Board Chairperson's Name: | Signature: Rebecca Kent-Ehlebracht | Date: 11/15/2023 |
|---------------------------------|---------------------------------------|---------------------|

This page intentionally left blank.



To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Manager
 Date: Nov-08-2023
 Re: Administrative Plan Update – Utility Reimbursement Payments

The Administrative Plan is the document that tells the public, elected officials, applicants and tenants, and agency staff, the policy decisions of the PHA for the Housing Choice Voucher program. The purpose of the Admin Plan is to provide daily guidance to staff; ensure fair and equitable treatment; and to justify actions to auditors and in legal challenges. The PHA must have written policies which are adopted and approved by the Board and are submitted to HUD.

This year a number of changes in many HUD-funded programs were presented under HOTMA (Housing Opportunity Through Modernization Act of 2016) guidelines. The timeline for implementation of these changes was initially set for 1/1/2024, however in September HUD postponed that deadline and is allowing agencies more time to get their updated policies updated.

We plan to tackle these larger changes as we proceed through the first half of 2024, partially relying on our updated software to ease the transition, however there is one update that we'd like to implement on 1/1/2024. Our current policy states that we will make utility reimbursements directly to the family. Staff recommendation is to change the policy to state we will make utility reimbursements directly to the utility provider. This will mirror the public housing policy and eliminate the administrative burden of the reimbursement checks that often remain uncashed by the family.

Utility Reimbursement [24 CFR 982.514(b); 982.514(c)]

When the PHA subsidy for a family exceeds the rent to owner, the family is due a utility reimbursement. HUD permits the PHA to pay the reimbursement to the family or directly to the utility provider.

PHA Policy

The PHA will make utility reimbursements **directly to the utility provider.**

The PHA may make all utility reimbursement payments to qualifying families on a monthly basis or may make quarterly payments when the monthly reimbursement amount is \$15.00 or less. Reimbursements must be made once per calendar-year quarter and must be prorated if the family leaves the program in advance of its next quarterly reimbursement. The PHA must also adopt hardship policies for families for whom receiving quarterly reimbursement would create a financial hardship.

PHA Policy

The PHA will issue all utility reimbursements monthly.

Action Requested: Approve Resolution No. 2023-10 adopting the Housing Choice Voucher Program Administrative Plan.

This page intentionally left blank.

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. 2023-10

HOUSING CHOICE VOUCHER (HCV) PROGRAM ADMINISTRATIVE PLAN

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd is required to have in place a Housing Choice Voucher (HCV) Program Administrative Plan that tells the public, elected officials, applicants and tenants, housing choice voucher staff, the policy decisions of the PHA for the Housing Choice Voucher program; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd has updated its plan with new HUD regulation language and punctuation requirements; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the HRA as follows:

1. Housing Choice Voucher (HCV) Program Administrative Plan is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Brainerd.

Dated: _____
Rebekah Kent-Ehlebracht, Chair

Dated: _____
Eric Charpentier, Executive Director

This page intentionally left blank.



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: November 6, 2023
Re: November Financial Report

Please find attached the financial information for October 2023.

Banking RFP

The Request for Proposals (RFP) for banking services has been released on Marketplace and advertised in the Dispatch. Any questions regarding the solicitation are due by November 29th and all proposal submittals are due by December 6th.

CWC HRA Housing Trust Fund Loan

In October we processed a \$1,000,000 check to Lofts of Novotny LLC for a CWC HRA Housing Trust Fund loan.

Quick Construction Payment

In October we processed a check in the amount of \$121,383.91 for the second draw to Quick Construction for the Public Housing scattered site roofing project.

Action Requested: Motion for approval of payments as presented.

This page intentionally left blank.

October 2023 Operating Account Balances

| Property/Program | October 2022 | September 2023 | October 2023 |
|------------------------|-----------------------|-----------------------|-----------------------|
| General Fund | \$451,508.78 | \$501,028.15 | \$490,692.96 |
| Housing Rehab Program | \$192,197.66 | \$176,439.45 | \$255,115.81 |
| Bridges | \$5,734.58 | \$6,469.69 | \$7,272.69 |
| Crow Wing County HRA | \$1,691,808.15 | \$1,956,796.79 | \$954,284.78 |
| Public Housing | \$789,251.44 | \$1,248,595.58 | \$1,100,324.80 |
| Brainerd South | \$47,815.78 | \$51,123.47 | \$60,771.31 |
| Housing Choice Voucher | \$37,843.40 | \$21,184.88 | \$41,280.00 |
| Total | \$3,216,159.79 | \$3,961,638.01 | \$2,909,742.35 |

This page intentionally left blank.

Brainerd Housing & Redevelopment Authority

2023 Ratios

(and December, 2022)

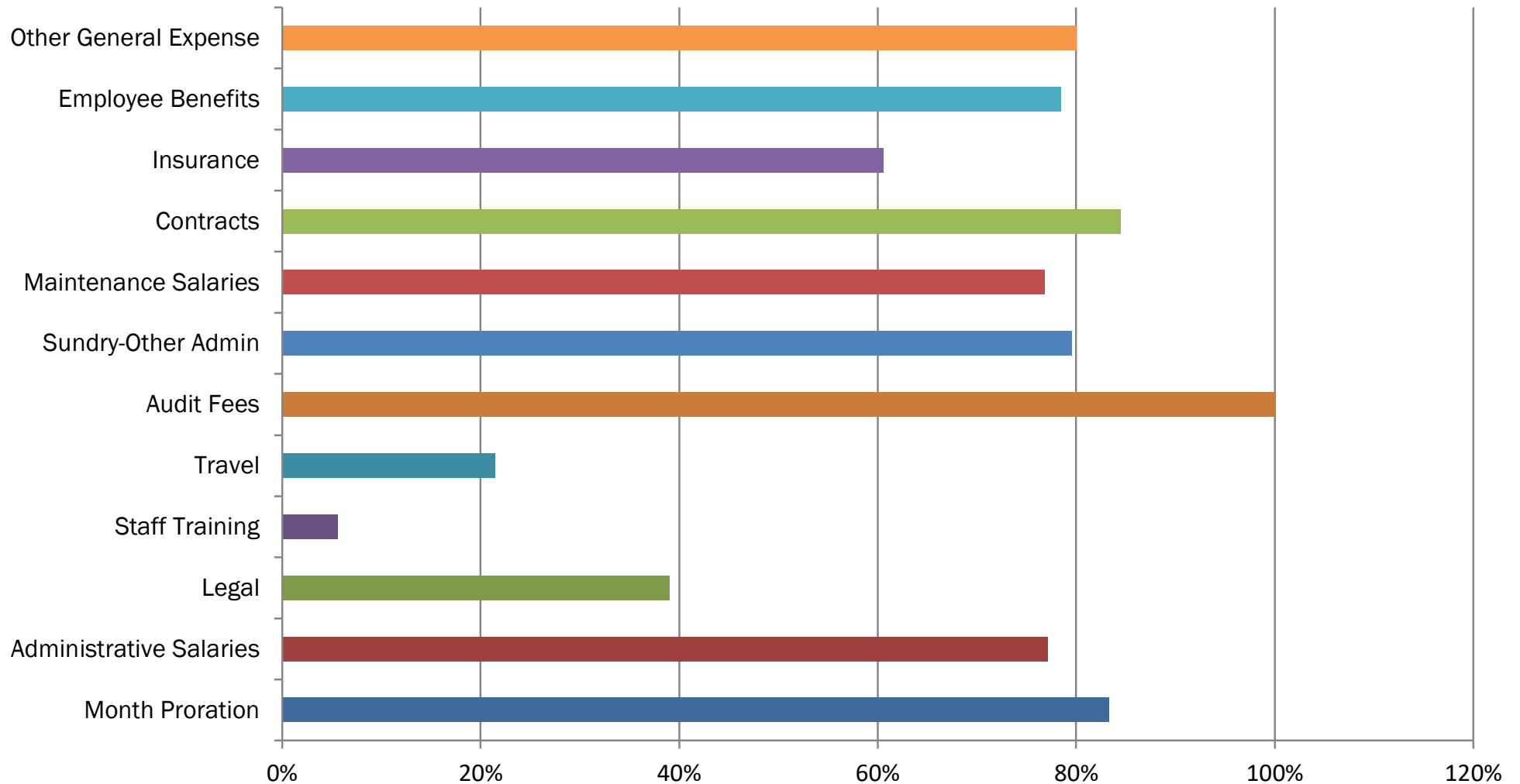
| FASS Ratios | Max Pts | Scoring | Dec 2022 After YE JE, B4 audit | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct |
|-------------------------------|---------|---------------------------|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Quick Ratio | 12 | QR <1 =0-, QR >2 =12 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 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 | 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 | 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 | 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 | 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 | 0.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Accounts Payable | 4 | AP < .75 = 4, AP >1.5 =0 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 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 | 20.00 | 22.00 | 22.00 | 22.00 | 22.00 |
| Total of Above Ratios | 50 | | 50.00 | 45 | 45 | 45 | 45 | 45 | 45 | 47 | 47 | 47 | 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 | 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 | 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 | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 |

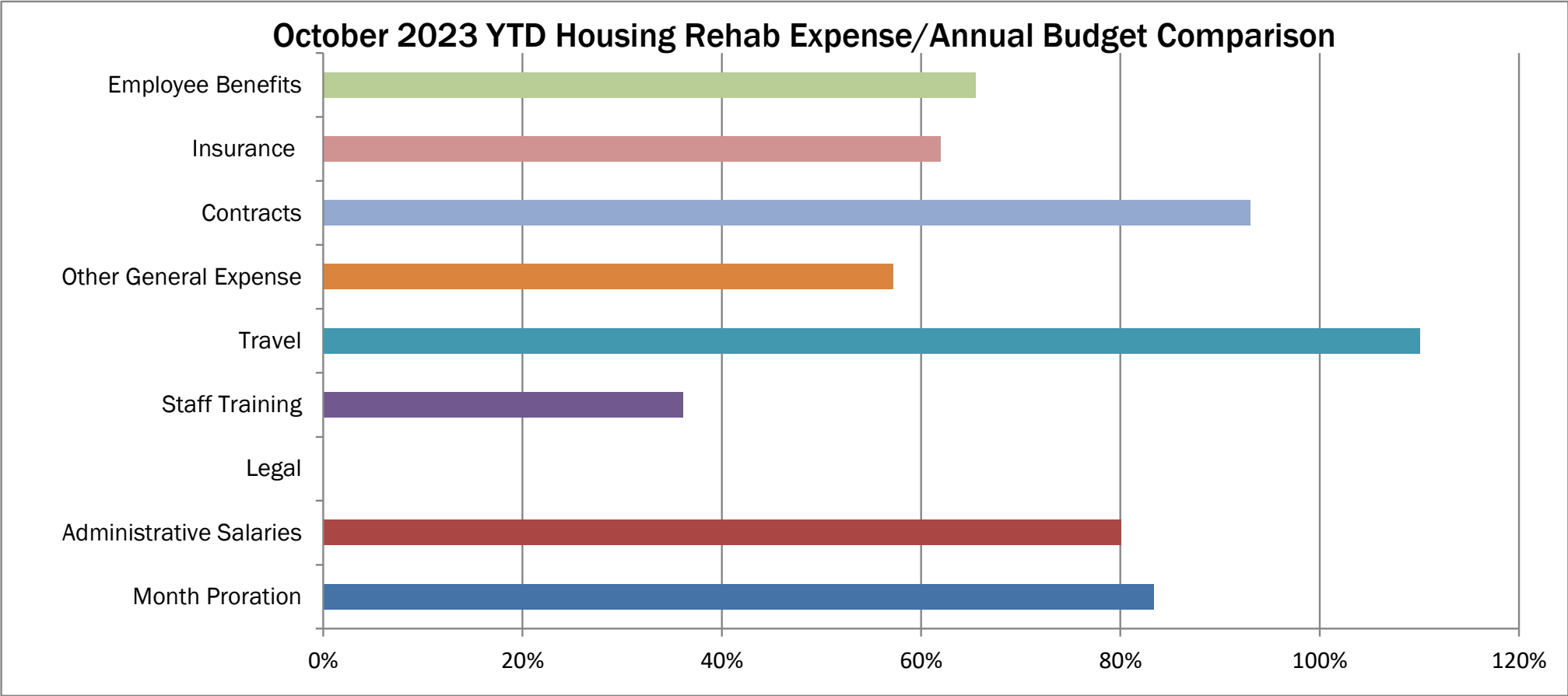
This page intentionally left blank.

October 2023 YTD General Fund Expense/Annual Budget Comparison

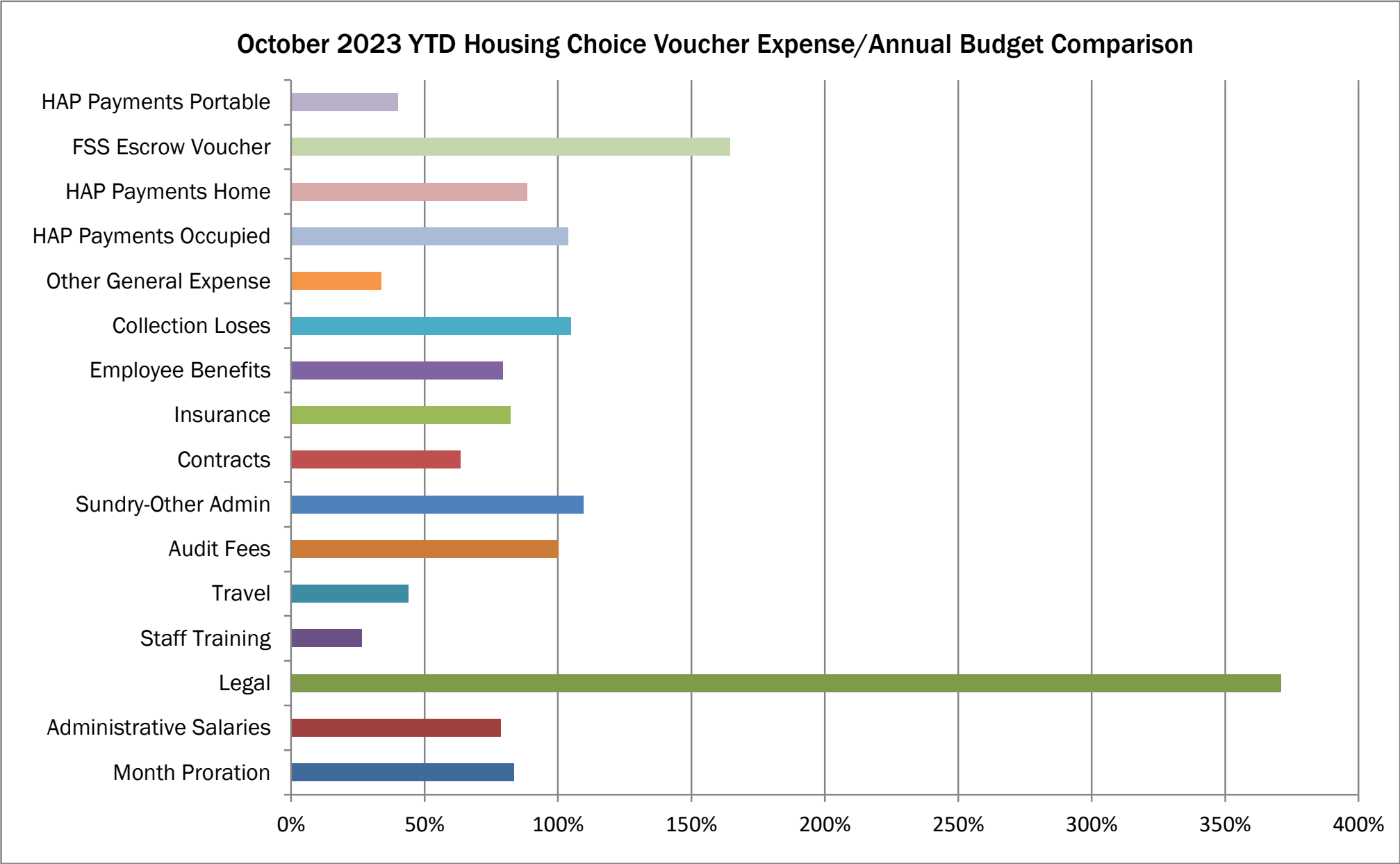


Audit Fees: Audit was completed.

Contracts: Quarterly HR Fees to the City of Brainerd.

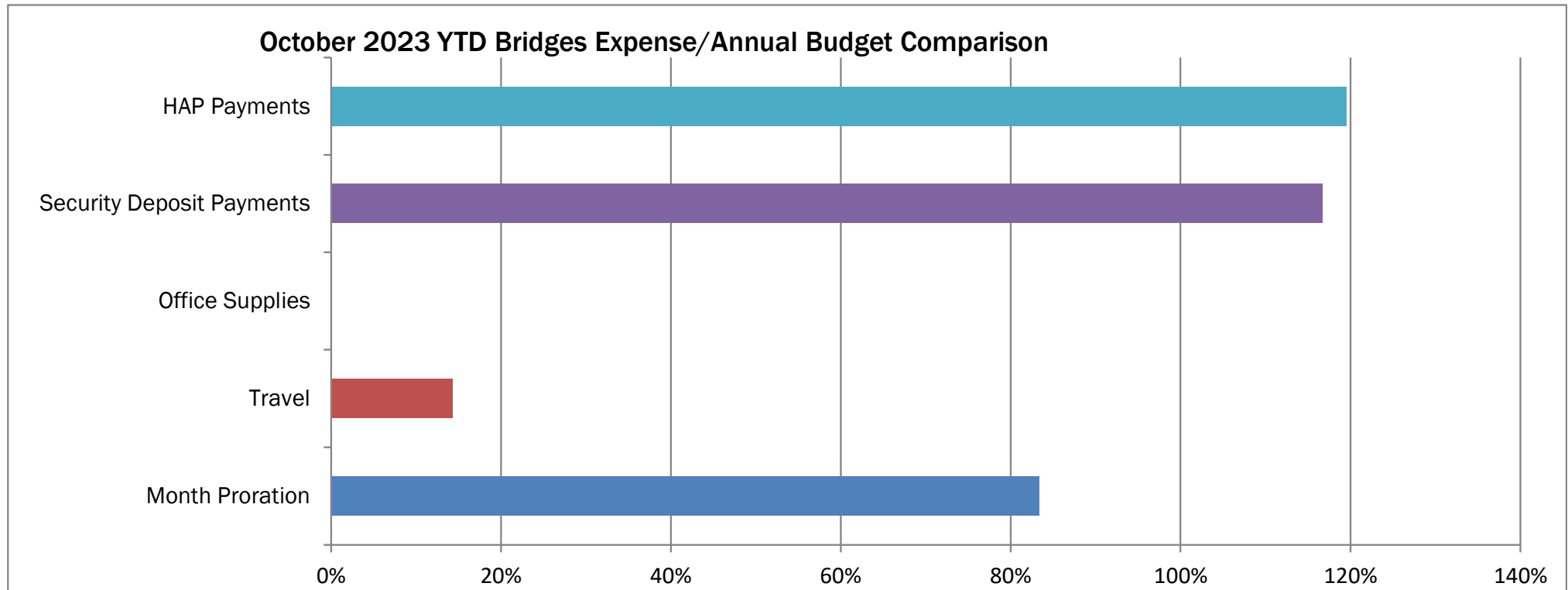


Contract Costs: Minnesota Housing loans project costs.



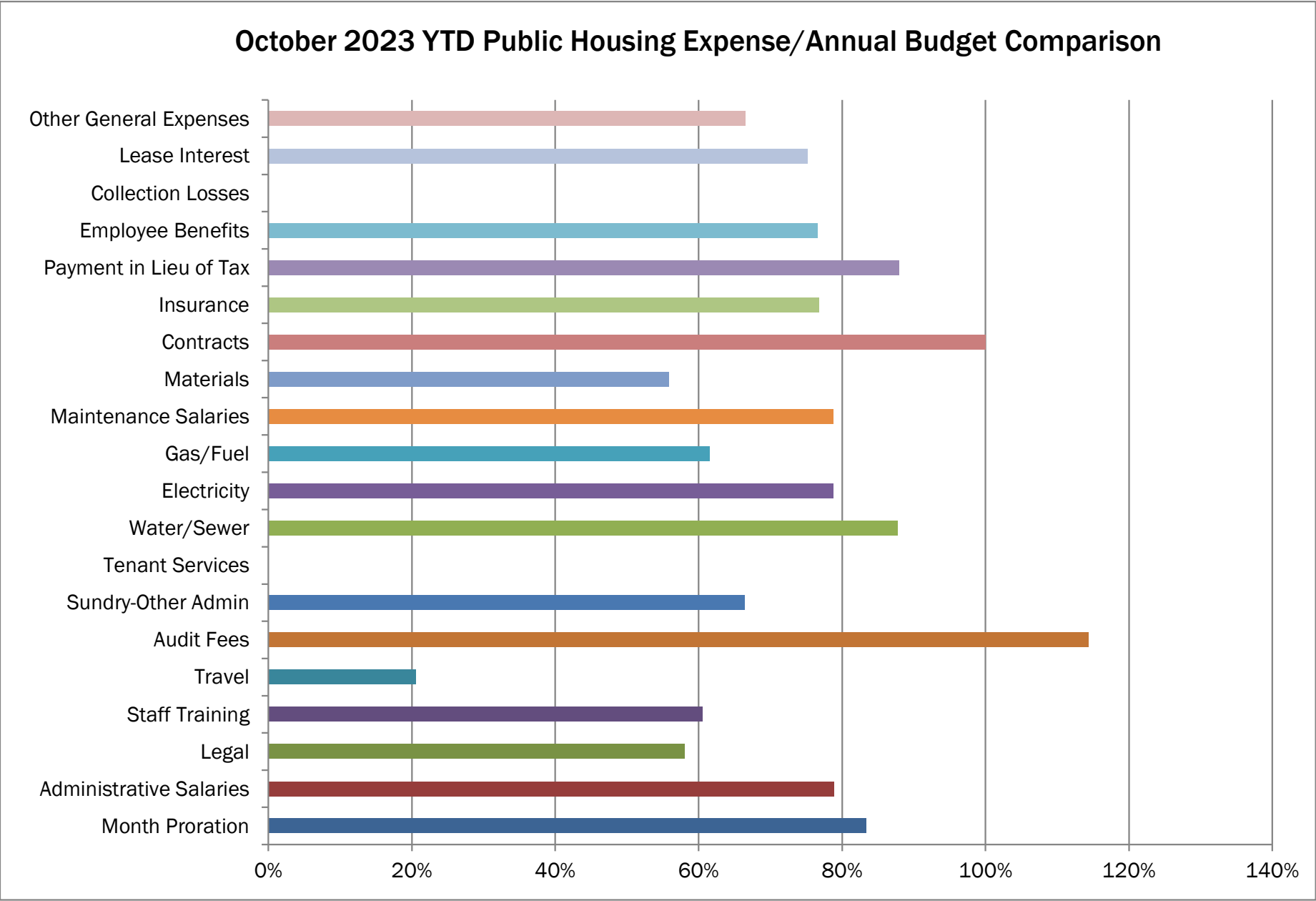
Audit Fees: Audit was completed.

Legal: Due to Human Resources issues.



Security Deposit Payments: Paid four security deposits.

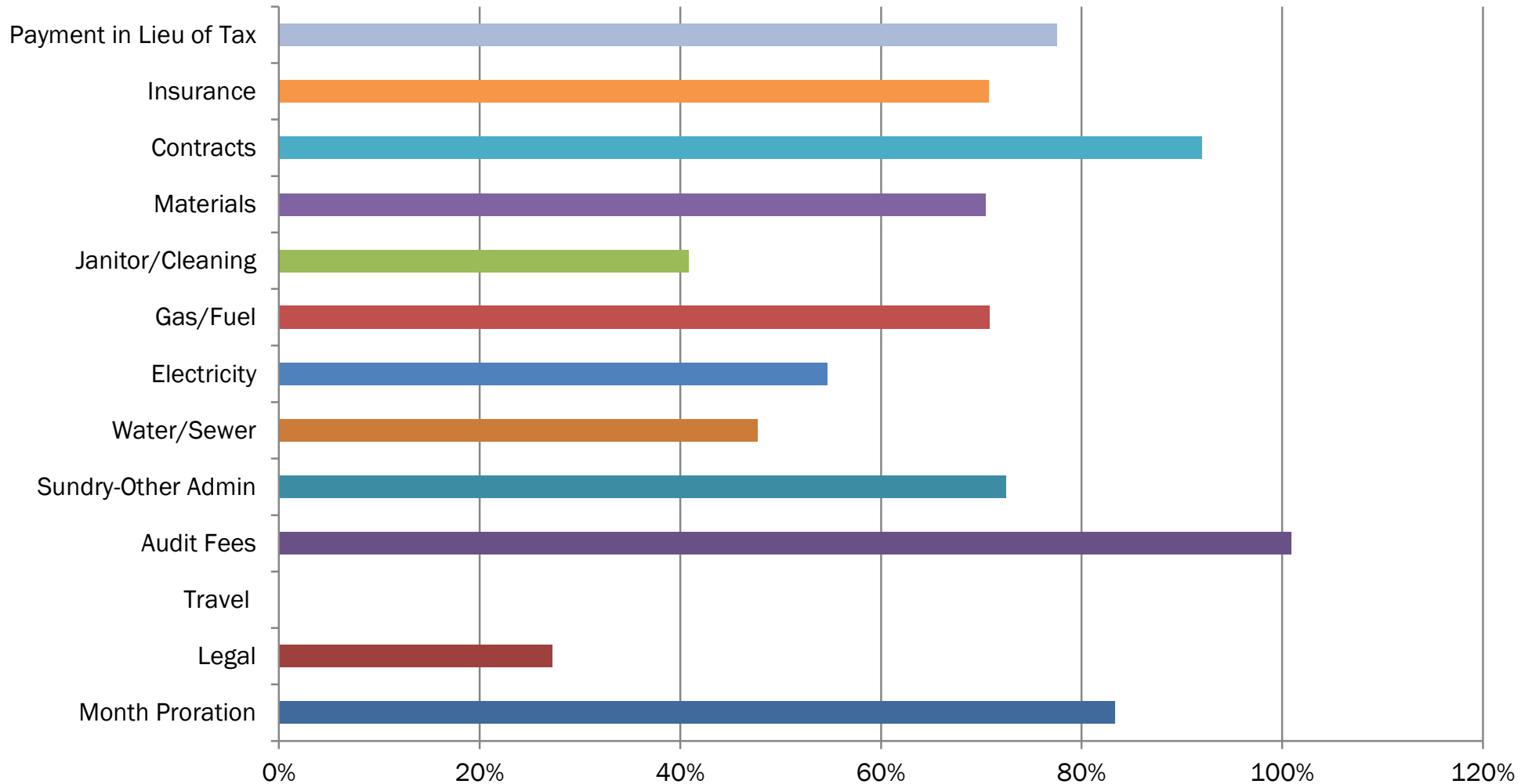
HAP Payments: Increased due to higher voucher utilization.



Audit Fees: Audit completed to date.

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

October 2023 YTD Brainerd South Expense/Annual Budget Comparison



Audit Fees: Audit completed to date.

Contract Costs: Snow Removal and Unit Turn Flooring Costs. Laundry Room Repairs.

Date: 11/1/2023
Time: 4:29:18 PM
joe

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

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

| | Current Period | Current Year | Year To Date Budget | Variance |
|--------------------------------------|-------------------|--------------------|---------------------|-------------------|
| General Fund Operating INCOME | | | | |
| Management Fees | -16,812.96 | -163,610.52 | -153,975.00 | -9,635.52 |
| Interest Income | -981.49 | -7,100.19 | -250.00 | -6,850.19 |
| Other Income | 0.00 | -90,881.36 | -108,081.70 | 17,200.34 |
| TOTAL INCOME | -17,794.45 | -261,592.07 | -262,306.70 | 714.63 |
| EXPENSE | | | | |
| Administrative | | | | |
| Administrative Salaries | 17,100.45 | 170,151.13 | 183,787.50 | -13,636.37 |
| Legal | 0.00 | 1,677.50 | 3,583.30 | -1,905.80 |
| Staff Training | 0.00 | 279.50 | 4,166.70 | -3,887.20 |
| Travel | 0.00 | 107.20 | 416.70 | -309.50 |
| Auditing Fees | 0.00 | 7,950.00 | 7,950.00 | 0.00 |
| Sundry-Other Admin | 1,849.97 | 6,838.31 | 7,116.60 | -278.29 |
| Total Administration | 18,950.42 | 187,003.64 | 207,020.80 | -20,017.16 |
| Maintenance | | | | |
| Maintenance Salaries | 1,131.60 | 11,286.11 | 12,250.00 | -963.89 |
| Contracts | 364.45 | 7,822.30 | 7,716.70 | 105.60 |
| Total Maintenance | 1,496.05 | 19,108.41 | 19,966.70 | -858.29 |
| General | | | | |
| TIF Expense | 0.00 | 36.50 | 108.30 | -71.80 |
| Insurance | 411.65 | 4,147.04 | 5,708.30 | -1,561.26 |
| Employee Benefits | 7,637.46 | 77,351.16 | 82,187.50 | -4,836.34 |
| Other General Expense | 0.00 | 20,011.68 | 20,833.30 | -821.62 |
| Total General | 8,049.11 | 101,546.38 | 108,837.40 | -7,291.02 |
| TOTAL EXPENSE | 28,495.58 | 307,658.43 | 335,824.90 | -28,166.47 |
| Net Income/Loss | 10,701.13 | 46,066.36 | 73,518.20 | -27,451.84 |

Date: 11/1/2023

Time: 4:29:24 PM

joe

Housing Rehab Operating Statement

October, 2023

Page: 1

Rpt File: F:\HMS\REP

| | Current Period | Current Year | Year To Date Budget | Variance |
|---------------------------------------|-------------------|--------------------|---------------------|-------------------|
| Housing Rehab Operating INCOME | | | | |
| Other Income | -95,109.00 | -293,361.36 | -270,416.70 | -22,944.66 |
| Grant Admin Revenue | 0.00 | -5,686.23 | -14,062.50 | 8,376.27 |
| TOTAL INCOME | -95,109.00 | -299,047.59 | -284,479.20 | -14,568.39 |
| EXPENSE | | | | |
| Administrative | | | | |
| Administrative Salaries | 7,327.22 | 76,253.57 | 79,383.30 | -3,129.73 |
| Legal | 0.00 | 0.00 | 166.70 | -166.70 |
| Staff Training | 615.05 | 1,805.05 | 4,166.70 | -2,361.65 |
| Travel | 265.95 | 1,320.59 | 1,000.00 | 320.59 |
| Other Admin Exp | 137.44 | 3,355.15 | 4,900.00 | -1,544.85 |
| Total Administration | 8,345.66 | 82,734.36 | 89,616.70 | -6,882.34 |
| Maintenance | | | | |
| Contracts | 5,666.00 | 167,403.80 | 150,000.00 | 17,403.80 |
| Total Maintenance | 5,666.00 | 167,403.80 | 150,000.00 | 17,403.80 |
| General | | | | |
| Insurance | 0.00 | 371.78 | 500.00 | -128.22 |
| Employee Benefits | 2,651.98 | 27,301.78 | 34,766.70 | -7,464.92 |
| Total General | 2,651.98 | 27,673.56 | 35,266.70 | -7,593.14 |
| TOTAL EXPENSE | 16,663.64 | 277,811.72 | 274,883.40 | 2,928.32 |
| Net Income/Loss | -78,445.36 | -21,235.87 | -9,595.80 | -11,640.07 |

Date: 11/1/2023
Time: 4:29:26 PM
joe

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

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

| | Current Period | Current Year | Year To Date Budget | Variance |
|--|--------------------|----------------------|----------------------|--------------------|
| Housing Choice Voucher Operating INCOME | | | | |
| HUD HAP Received | -161,185.00 | -1,634,427.00 | -1,250,000.00 | -384,427.00 |
| Admin Fees Earned | -20,219.75 | -336,666.94 | -276,861.70 | -59,805.24 |
| Interest Income | -30.40 | -320.87 | 0.00 | -320.87 |
| Other Income | -534.00 | -19,534.32 | -24,625.00 | 5,090.68 |
| TOTAL INCOME | -181,969.15 | -1,990,949.13 | -1,551,486.70 | -439,462.43 |
| EXPENSE | | | | |
| Administrative | | | | |
| Administrative Salaries | 16,741.67 | 170,479.88 | 181,025.00 | -10,545.12 |
| Legal | 2,310.00 | 10,011.19 | 2,250.00 | 7,761.19 |
| Staff Training | 645.53 | 1,327.53 | 4,166.70 | -2,839.17 |
| Travel | 81.83 | 658.25 | 1,250.00 | -591.75 |
| Accounting & Audit Fees | 0.00 | 5,300.00 | 5,300.00 | 0.00 |
| Sundry-Other Admin | 1,475.94 | 6,237.16 | 4,812.40 | 1,424.76 |
| Total Administration | 21,254.97 | 194,014.01 | 198,804.10 | -4,790.09 |
| Maintenance | | | | |
| Contracts | 331.43 | 13,752.43 | 18,033.30 | -4,280.87 |
| Total Maintenance | 331.43 | 13,752.43 | 18,033.30 | -4,280.87 |
| General | | | | |
| Insurance | 519.94 | 5,210.66 | 5,279.20 | -68.54 |
| Employee Benefits | 8,882.88 | 91,470.12 | 96,129.20 | -4,659.08 |
| Collection Losses | 0.00 | 2,623.00 | 700.00 | 1,923.00 |
| Other General Expense | 0.00 | 568.50 | 1,408.30 | -839.80 |
| Total General | 9,402.82 | 99,872.28 | 103,516.70 | -3,644.42 |
| HAP Payments | | | | |
| HAP Payments Occupied | 135,435.00 | 1,433,276.00 | 1,150,000.00 | 283,276.00 |
| HAP Payments - Port In | 770.00 | 3,080.00 | 0.00 | 3,080.00 |
| HAP Payments Home | 2,689.00 | 26,513.00 | 25,000.00 | 1,513.00 |
| FSS Escrow Voucher | 11,582.00 | 98,626.00 | 50,000.00 | 48,626.00 |
| HAP Payments Portable | 0.00 | 12,015.00 | 25,000.00 | -12,985.00 |
| Total HAP | 150,476.00 | 1,573,510.00 | 1,250,000.00 | 323,510.00 |
| TOTAL EXPENSE | 181,465.22 | 1,881,148.72 | 1,570,354.10 | 310,794.62 |
| Net Income/Loss | -503.93 | -109,800.41 | 18,867.40 | -128,667.81 |

Date: 11/1/2023
Time: 4:29:29 PM
joe

Bridges Program
Bridges Operating Statement
October, 2023

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

| | Current Period | Current Year | Year To Date Budget | Variance |
|---------------------------------|------------------|-------------------|---------------------|-------------------|
| Bridges Operating INCOME | | | | |
| HAP Received MHFA | -6,457.00 | -66,608.00 | -46,500.00 | -20,108.00 |
| Admin Revenue | -803.00 | -7,292.00 | -6,000.00 | -1,292.00 |
| Operating Transfer | 0.00 | 0.00 | 5,625.00 | -5,625.00 |
| Total Income | -7,260.00 | -73,900.00 | -46,875.00 | -27,025.00 |
| EXPENSE | | | | |
| Administrative | | | | |
| Travel | 0.00 | 57.01 | 333.30 | -276.29 |
| Office Supplies | 0.00 | 0.00 | 41.70 | -41.70 |
| Total Administration | 0.00 | 57.01 | 375.00 | -317.99 |
| General | | | | |
| Security Deposit Pmts | 0.00 | 3,500.00 | 2,500.00 | 1,000.00 |
| HAP Payment to Landlords | 6,457.00 | 63,108.00 | 44,000.00 | 19,108.00 |
| Total General | 6,457.00 | 66,608.00 | 46,500.00 | 20,108.00 |
| TOTAL EXPENSE | 6,457.00 | 66,665.01 | 46,875.00 | 19,790.01 |
| Net Income/Loss | -803.00 | -7,234.99 | 0.00 | -7,234.99 |

Date: 11/1/2023

Time: 4:29:34 PM

joe

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

Page: 4

Rpt File: F:\HMS\REP

| | Current Period | Current Year | Year To Date Budget | Variance |
|--|-------------------|----------------------|----------------------|--------------------|
| Public Housing Operating INCOME | | | | |
| Dwelling Rental | -73,684.00 | -694,948.00 | -697,816.70 | 2,868.70 |
| Excess Utilities | 0.00 | -3,694.00 | -3,900.00 | 206.00 |
| Operating Subsidy | 0.00 | -345,912.00 | -270,250.00 | -75,662.00 |
| Investment Interest | -1,901.61 | -8,883.71 | 0.00 | -8,883.71 |
| Other Income | 7,195.41 | -75,915.80 | -77,541.70 | 1,625.90 |
| Insurance Proceeds | -4,701.00 | -263,254.98 | 0.00 | -263,254.98 |
| Other Income Tenants | -1,275.00 | -22,588.08 | -19,791.70 | -2,796.38 |
| Lease Revenue | -19,407.09 | -128,651.16 | -85,625.00 | -43,026.16 |
| Capital Fund Income | 0.00 | -199,804.00 | -55,000.00 | -144,804.00 |
| Laundry Income | -2,233.00 | -17,766.00 | -16,483.30 | -1,282.70 |
| TOTAL INCOME | -96,006.29 | -1,761,417.73 | -1,226,408.40 | -535,009.33 |
| EXPENSE | | | | |
| Administrative | | | | |
| Administrative Salaries | 25,535.11 | 258,575.65 | 273,350.00 | -14,774.35 |
| Legal | 0.00 | 7,540.20 | 10,833.30 | -3,293.10 |
| Staff Training | 300.53 | 8,478.22 | 11,666.70 | -3,188.48 |
| Travel | 48.41 | 206.13 | 833.30 | -627.17 |
| Accounting & Audit Fees | 0.00 | 15,152.50 | 13,250.00 | 1,902.50 |
| Sundry-Other Admin | 1,322.33 | 14,897.26 | 18,800.00 | -3,902.74 |
| Total Administration | 27,206.38 | 304,849.96 | 328,733.30 | -23,883.34 |
| Tenant Services | | | | |
| Rec Public and Other | 0.00 | 0.00 | 4,125.00 | -4,125.00 |
| Total Tenant Services | 0.00 | 0.00 | 4,125.00 | -4,125.00 |
| Utilities | | | | |
| Water/Sewer | 8,559.19 | 73,886.08 | 70,137.40 | 3,748.68 |
| Electricity | 8,887.63 | 67,453.92 | 71,375.00 | -3,921.08 |
| Gas/Fuel | 919.72 | 37,183.36 | 50,375.00 | -13,191.64 |
| Total Utilities | 18,366.54 | 178,523.36 | 191,887.40 | -13,364.04 |
| Maintenance | | | | |
| Labor | 13,162.65 | 133,495.91 | 141,133.30 | -7,637.39 |
| Materials | 3,209.52 | 16,749.14 | 25,000.00 | -8,250.86 |
| Contracts | 34,354.50 | 215,182.02 | 179,325.10 | 35,856.92 |
| Casualty Loss | 0.00 | 18,384.63 | 0.00 | 18,384.63 |
| Total Maintenance | 50,726.67 | 383,811.70 | 345,458.40 | 38,353.30 |
| General | | | | |
| Insurance | 8,456.58 | 84,725.59 | 91,875.00 | -7,149.41 |
| Payment in Lieu of Tax | 2,652.20 | 25,499.72 | 24,166.70 | 1,333.02 |
| Employee Benefits | 17,087.97 | 173,265.77 | 188,545.80 | -15,280.03 |
| Lease Interest | 28.47 | 274.45 | 304.20 | -29.75 |
| Other General Expense | 133.95 | 3,732.67 | 4,675.00 | -942.33 |
| Total General | 28,359.17 | 287,498.20 | 309,566.70 | -22,068.50 |
| TOTAL EXPENSE | 124,658.76 | 1,154,683.22 | 1,179,770.80 | -25,087.58 |
| Net Income/Loss | 28,652.47 | -606,734.51 | -46,637.60 | -560,096.91 |

Date: 11/1/2023

Time: 4:29:39 PM

joe

Brainerd South Operating Statement
October, 2023

Page: 1

Rpt File: F:\HMS\REP

| | Current Period | Current Year | Year To Date Budget | Variance |
|---------------------------------|-------------------|--------------------|---------------------|-------------------|
| Brainerd South Operating | | | | |
| INCOME | | | | |
| Dwelling Rental | -24,343.00 | -231,474.00 | -227,750.00 | -3,724.00 |
| Rental Supplement | -4,465.00 | -44,960.60 | -47,500.00 | 2,539.40 |
| Investment Interest | -1,490.92 | -10,870.96 | -625.00 | -10,245.96 |
| Other Income | -300.30 | -10,416.18 | -8,933.30 | -1,482.88 |
| Laundry Income | -1,595.50 | -7,044.35 | -6,666.70 | -377.65 |
| TOTAL INCOME | -32,194.72 | -304,766.09 | -291,475.00 | -13,291.09 |
| EXPENSE | | | | |
| Administrative | | | | |
| Legal | 0.00 | 1,361.32 | 4,166.70 | -2,805.38 |
| Travel | 0.00 | 0.00 | 83.30 | -83.30 |
| Accounting & Audit Fees | 0.00 | 6,142.00 | 6,090.00 | 52.00 |
| Sundry-Other Admin | 4,150.49 | 40,496.56 | 40,624.90 | -128.34 |
| Total Administration | 4,150.49 | 47,999.88 | 50,964.90 | -2,965.02 |
| Utilities | | | | |
| Water | 1,386.86 | 10,596.29 | 16,100.00 | -5,503.71 |
| Electricity | 316.97 | 3,269.31 | 4,500.00 | -1,230.69 |
| Gas/Fuel | 524.34 | 18,391.63 | 21,025.00 | -2,633.37 |
| Total Utilities | 2,228.17 | 32,257.23 | 41,625.00 | -9,367.77 |
| Maintenance | | | | |
| Labor | 1,440.00 | 13,083.75 | 23,750.00 | -10,666.25 |
| Materials | 1,684.22 | 21,937.57 | 23,958.40 | -2,020.83 |
| Contracts | 2,039.10 | 60,642.90 | 53,083.40 | 7,559.50 |
| Total Maintenance | 5,163.32 | 95,664.22 | 100,791.80 | -5,127.58 |
| General | | | | |
| Insurance | 3,359.54 | 29,884.09 | 31,250.00 | -1,365.91 |
| Payment in Lieu of Tax | 1,078.86 | 9,608.90 | 9,166.70 | 442.20 |
| Total General | 4,438.40 | 39,492.99 | 40,416.70 | -923.71 |
| TOTAL EXPENSE | 15,980.38 | 215,414.32 | 233,798.40 | -18,384.08 |
| Net Income/Loss | -16,214.34 | -89,351.77 | -57,676.60 | -31,675.17 |



October 2023 Prior Year Comparative Operating Statements

This page intentionally left blank.

Date: 11/1/2023
Time: 4:29:59 PM
joe

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

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

| | YTD 2023 | YTD 2023 Budget | YTD 2022 | YTD 2021 |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|
| General Fund Operating INCOME | | | | |
| Management Fees | -163,610.52 | -153,975.00 | -145,950.29 | -144,540.99 |
| Interest Income | -7,100.19 | -250.00 | -460.23 | -49.00 |
| Other Income | -90,881.36 | -108,081.70 | -104,578.43 | -107,577.64 |
| TOTAL INCOME | -261,592.07 | -262,306.70 | -250,988.95 | -255,396.63 |
| EXPENSE | | | | |
| Administrative | | | | |
| Administrative Salaries | 170,151.13 | 183,787.50 | 126,883.20 | 123,345.62 |
| Legal | 1,677.50 | 3,583.30 | 491.05 | 0.00 |
| Staff Training | 279.50 | 4,166.70 | 1,335.82 | 96.25 |
| Travel | 107.20 | 416.70 | 91.06 | 18.26 |
| Auditing Fees | 7,950.00 | 7,950.00 | 6,900.00 | 6,900.00 |
| Sundry-Other Admin | 6,838.31 | 7,116.60 | 6,351.60 | 4,809.83 |
| Total Administration | 187,003.64 | 207,020.80 | 142,052.73 | 135,169.96 |
| Maintenance | | | | |
| Maintenance Salaries | 11,286.11 | 12,250.00 | 2,092.65 | 5,037.41 |
| Contracts | 7,822.30 | 7,716.70 | 8,410.21 | 1,600.44 |
| Total Maintenance | 19,108.41 | 19,966.70 | 10,502.86 | 6,637.85 |
| General | | | | |
| TIF Expense | 36.50 | 108.30 | 85.60 | 88.40 |
| Insurance | 4,147.04 | 5,708.30 | 3,566.10 | 5,079.49 |
| Employee Benefits | 77,351.16 | 82,187.50 | 56,802.53 | 58,149.84 |
| Other General Expense | 20,011.68 | 20,833.30 | 3,949.60 | 3,750.00 |
| Total General | 101,546.38 | 108,837.40 | 64,403.83 | 67,067.73 |
| TOTAL EXPENSE | 307,658.43 | 335,824.90 | 216,959.42 | 208,875.54 |
| Net Income/Loss | 46,066.36 | 73,518.20 | -34,029.53 | -46,521.09 |

Date: 11/1/2023
Time: 4:30:03 PM
joe

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

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

| | YTD 2023 | YTD 2023 Budget | YTD 2022 | YTD 2021 |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|
| Housing Rehab Operating INCOME | | | | |
| Other Income | -293,361.36 | -270,416.70 | -239,701.92 | -170,058.60 |
| Grant Admin Revenue | -5,686.23 | -14,062.50 | -3,202.82 | -5,172.01 |
| TOTAL INCOME | -299,047.59 | -284,479.20 | -242,904.74 | -175,230.61 |
| EXPENSE | | | | |
| Administrative | | | | |
| Administrative Salaries | 76,253.57 | 79,383.30 | 67,996.44 | 66,654.63 |
| Legal | 0.00 | 166.70 | 1,304.00 | 105.00 |
| Staff Training | 1,805.05 | 4,166.70 | 745.27 | 0.00 |
| Travel | 1,320.59 | 1,000.00 | 878.33 | 594.72 |
| Other Admin Exp | 3,355.15 | 4,900.00 | 2,847.95 | 4,126.66 |
| Total Administration | 82,734.36 | 89,616.70 | 73,771.99 | 71,481.01 |
| Maintenance | | | | |
| Contracts | 167,403.80 | 150,000.00 | 118,476.00 | 47,702.79 |
| Total Maintenance | 167,403.80 | 150,000.00 | 118,476.00 | 47,702.79 |
| General | | | | |
| Insurance | 371.78 | 500.00 | 552.29 | 507.32 |
| Employee Benefits | 27,301.78 | 34,766.70 | 31,207.42 | 26,729.03 |
| Total General | 27,673.56 | 35,266.70 | 31,759.71 | 27,236.35 |
| TOTAL EXPENSE | 277,811.72 | 274,883.40 | 224,007.70 | 146,420.15 |
| Net Income/Loss | -21,235.87 | -9,595.80 | -18,897.04 | -28,810.46 |

Date: 11/1/2023
Time: 4:30:06 PM
joe

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

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

| | YTD 2023 | YTD 2023 Budget | YTD 2022 | YTD 2021 |
|--|----------------------|----------------------|----------------------|----------------------|
| Housing Choice Voucher Operating INCOME | | | | |
| HUD HAP Received | -1,634,427.00 | -1,250,000.00 | -1,143,735.00 | -1,250,440.00 |
| Admin Fees Earned | -336,666.94 | -276,861.70 | -249,232.04 | -227,783.03 |
| Interest Income | -320.87 | 0.00 | -52.14 | -1.63 |
| Other Income | -19,534.32 | -24,625.00 | -18,145.76 | -36,515.86 |
| TOTAL INCOME | -1,990,949.13 | -1,551,486.70 | -1,411,164.94 | -1,514,740.52 |
| EXPENSE | | | | |
| Administrative | | | | |
| Administrative Salaries | 170,479.88 | 181,025.00 | 155,460.12 | 135,154.99 |
| Legal | 10,011.19 | 2,250.00 | 0.00 | 0.00 |
| Staff Training | 1,327.53 | 4,166.70 | 1,798.87 | 404.00 |
| Travel | 658.25 | 1,250.00 | 899.93 | 239.68 |
| Accounting & Audit Fees | 5,300.00 | 5,300.00 | 3,650.00 | 3,650.00 |
| Sundry-Other Admin | 6,237.16 | 4,812.40 | 4,239.10 | 2,798.97 |
| Total Administration | 194,014.01 | 198,804.10 | 166,048.02 | 142,247.64 |
| Maintenance | | | | |
| Contracts | 13,752.43 | 18,033.30 | 13,417.55 | 4,422.37 |
| Total Maintenance | 13,752.43 | 18,033.30 | 13,417.55 | 4,422.37 |
| General | | | | |
| Insurance | 5,210.66 | 5,279.20 | 5,090.30 | 5,184.12 |
| Employee Benefits | 91,470.12 | 96,129.20 | 83,242.59 | 75,594.55 |
| Collection Losses | 2,623.00 | 700.00 | 1,973.00 | 2,174.00 |
| Other General Expense | 568.50 | 1,408.30 | 1,253.66 | 939.60 |
| Total General | 99,872.28 | 103,516.70 | 91,559.55 | 83,892.27 |
| HAP Payments | | | | |
| HAP Payments Occupied | 1,433,276.00 | 1,150,000.00 | 1,120,112.00 | 1,131,588.00 |
| HAP Payments - Port In | 3,080.00 | 0.00 | 0.00 | 0.00 |
| HAP Payments Home | 26,513.00 | 25,000.00 | 27,472.00 | 29,396.00 |
| FSS Escrow Voucher | 98,626.00 | 50,000.00 | 42,818.99 | 19,925.00 |
| HAP Payments Portable | 12,015.00 | 25,000.00 | 22,034.00 | 25,992.00 |
| Total HAP | 1,573,510.00 | 1,250,000.00 | 1,212,436.99 | 1,206,901.00 |
| TOTAL EXPENSE | 1,881,148.72 | 1,570,354.10 | 1,483,462.11 | 1,437,463.28 |
| Net Income/Loss | -109,800.41 | 18,867.40 | 72,297.17 | -77,277.24 |

Date: 11/1/2023
Time: 4:30:09 PM
joe

Bridges Program PY
Bridges Operating Statement
October, 2023

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

| | YTD 2023 | YTD 2023 Budget | YTD 2022 | YTD 2021 |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|
| Bridges Operating INCOME | | | | |
| HAP Received MHFA | -66,608.00 | -46,500.00 | -42,199.00 | -36,143.00 |
| Admin Revenue | -7,292.00 | -6,000.00 | -5,760.00 | -4,050.00 |
| Operating Transfer | 0.00 | 5,625.00 | 0.00 | 3,229.00 |
| Total Income | -73,900.00 | -46,875.00 | -47,959.00 | -36,964.00 |
| EXPENSE | | | | |
| Administrative | | | | |
| Travel | 57.01 | 333.30 | 38.94 | 152.88 |
| Office Supplies | 0.00 | 41.70 | 16.80 | 13.00 |
| Total Administration | 57.01 | 375.00 | 55.74 | 165.88 |
| General | | | | |
| Security Deposit Pmts | 3,500.00 | 2,500.00 | 2,960.00 | 2,995.00 |
| HAP Payment to Landlords | 63,108.00 | 44,000.00 | 39,239.00 | 39,758.00 |
| Total General | 66,608.00 | 46,500.00 | 42,199.00 | 42,753.00 |
| TOTAL EXPENSE | 66,665.01 | 46,875.00 | 42,254.74 | 42,918.88 |
| Net Income/Loss | -7,234.99 | 0.00 | -5,704.26 | 5,954.88 |

Date: 11/1/2023

Time: 4:30:17 PM

joe

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

Page: 4

Rpt File: F:\HMS\REPORTS\GLSTOSP

| | YTD 2023 | YTD 2023 Budget | YTD 2022 | YTD 2021 |
|--|----------------------|----------------------|----------------------|----------------------|
| Public Housing Operating INCOME | | | | |
| Dwelling Rental | -694,948.00 | -697,816.70 | -671,300.00 | -632,910.00 |
| Excess Utilities | -3,694.00 | -3,900.00 | -3,870.99 | -3,680.00 |
| Operating Subsidy | -345,912.00 | -270,250.00 | -270,317.00 | -310,993.00 |
| Investment Interest | -8,883.71 | 0.00 | -205.24 | 467.54 |
| Other Income | -75,915.80 | -77,541.70 | -133,387.75 | -123,815.17 |
| Insurance Proceeds | -263,254.98 | 0.00 | 0.00 | 0.00 |
| Other Income Tenants | -22,588.08 | -19,791.70 | -24,861.37 | -13,472.65 |
| Lease Revenue | -128,651.16 | -85,625.00 | 0.00 | 0.00 |
| Capital Fund Income | -199,804.00 | -55,000.00 | -74,082.03 | -624,860.30 |
| Laundry Income | -17,766.00 | -16,483.30 | -16,750.25 | -16,342.75 |
| TOTAL INCOME | -1,761,417.73 | -1,226,408.40 | -1,194,774.63 | -1,725,606.33 |
| EXPENSE | | | | |
| Administrative | | | | |
| Administrative Salaries | 258,575.65 | 273,350.00 | 228,759.48 | 232,827.04 |
| Legal | 7,540.20 | 10,833.30 | 10,670.95 | 6,025.99 |
| Staff Training | 8,478.22 | 11,666.70 | 4,460.59 | 2,460.95 |
| Travel | 206.13 | 833.30 | 113.25 | 35.28 |
| Accounting & Audit Fees | 15,152.50 | 13,250.00 | 11,541.51 | 9,212.50 |
| Sundry-Other Admin | 14,897.26 | 18,800.00 | 16,730.56 | 14,428.67 |
| Total Administration | 304,849.96 | 328,733.30 | 272,276.34 | 264,990.43 |
| Tenant Services | | | | |
| Rec Public and Other | 0.00 | 4,125.00 | 0.00 | 0.00 |
| Total Tenant Services | 0.00 | 4,125.00 | 0.00 | 0.00 |
| Utilities | | | | |
| Water/Sewer | 73,886.08 | 70,137.40 | 68,645.84 | 60,162.99 |
| Electricity | 67,453.92 | 71,375.00 | 63,004.77 | 60,014.13 |
| Gas/Fuel | 37,183.36 | 50,375.00 | 42,709.70 | 27,531.76 |
| Total Utilities | 178,523.36 | 191,887.40 | 174,360.31 | 147,708.88 |
| Maintenance | | | | |
| Labor | 133,495.91 | 141,133.30 | 149,972.52 | 142,938.89 |
| Materials | 16,749.14 | 25,000.00 | 34,835.93 | 11,725.58 |
| Contracts | 215,182.02 | 179,325.10 | 196,090.96 | 125,714.21 |
| Casualty Loss | 18,384.63 | 0.00 | 0.00 | 0.00 |
| Total Maintenance | 383,811.70 | 345,458.40 | 380,899.41 | 280,378.68 |
| General | | | | |
| Insurance | 84,725.59 | 91,875.00 | 82,927.90 | 85,946.45 |
| Payment in Lieu of Tax | 25,499.72 | 24,166.70 | 24,550.09 | 23,712.65 |
| Employee Benefits | 173,265.77 | 188,545.80 | 165,768.95 | 182,072.78 |
| Lease Interest | 274.45 | 304.20 | 0.00 | 0.00 |
| Other General Expense | 3,732.67 | 4,675.00 | 1,000.00 | 1,000.00 |
| Total General | 287,498.20 | 309,566.70 | 274,246.94 | 292,731.88 |
| TOTAL EXPENSE | 1,154,683.22 | 1,179,770.80 | 1,101,783.00 | 985,809.87 |
| Net Income/Loss | -606,734.51 | -46,637.60 | -92,991.63 | -739,796.46 |

Date: 11/1/2023
Time: 4:30:22 PM
joe

Brainerd South Operating Statement
October, 2023

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

| | YTD 2023 | YTD 2023 Budget | YTD 2022 | YTD 2021 |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|
| Brainerd South Operating | | | | |
| INCOME | | | | |
| Dwelling Rental | -231,474.00 | -227,750.00 | -215,249.00 | -210,980.00 |
| Rental Supplement | -44,960.60 | -47,500.00 | -46,737.00 | -42,194.00 |
| Investment Interest | -10,870.96 | -625.00 | -718.10 | 97.68 |
| Other Income | -10,416.18 | -8,933.30 | -21,549.79 | -21,219.57 |
| Laundry Income | -7,044.35 | -6,666.70 | -5,707.25 | -6,154.00 |
| TOTAL INCOME | -304,766.09 | -291,475.00 | -289,961.14 | -280,449.89 |
| EXPENSE | | | | |
| Administrative | | | | |
| Legal | 1,361.32 | 4,166.70 | 8,792.45 | 14,518.49 |
| Travel | 0.00 | 83.30 | 0.00 | 0.00 |
| Accounting & Audit Fees | 6,142.00 | 6,090.00 | 5,512.50 | 5,250.00 |
| Sundry-Other Admin | 40,496.56 | 40,624.90 | 38,031.60 | 41,221.31 |
| Total Administration | 47,999.88 | 50,964.90 | 52,336.55 | 60,989.80 |
| Utilities | | | | |
| Water | 10,596.29 | 16,100.00 | 11,715.77 | 12,094.28 |
| Electricity | 3,269.31 | 4,500.00 | 3,544.50 | 3,335.45 |
| Gas/Fuel | 18,391.63 | 21,025.00 | 19,833.93 | 12,161.91 |
| Total Utilities | 32,257.23 | 41,625.00 | 35,094.20 | 27,591.64 |
| Maintenance | | | | |
| Labor | 13,083.75 | 23,750.00 | 4,138.94 | 12,373.05 |
| Materials | 21,937.57 | 23,958.40 | 17,241.60 | 16,831.58 |
| Contracts | 60,642.90 | 53,083.40 | 49,360.77 | 41,757.22 |
| Total Maintenance | 95,664.22 | 100,791.80 | 70,741.31 | 70,961.85 |
| General | | | | |
| Insurance | 29,884.09 | 31,250.00 | 29,460.07 | 28,542.29 |
| Payment in Lieu of Tax | 9,608.90 | 9,166.70 | 8,663.73 | 8,856.72 |
| Total General | 39,492.99 | 40,416.70 | 38,183.43 | 38,640.88 |
| TOTAL EXPENSE | 215,414.32 | 233,798.40 | 196,355.49 | 198,184.17 |
| Net Income/Loss | -89,351.77 | -57,676.60 | -93,605.65 | -82,265.72 |

Brainerd Housing and Redevelopment Authority
Payment Summary Report
October 2023

| Payment Date | Payment Number | Remit to Vendor | Total Check Amt |
|--------------|----------------|---------------------------------------|-----------------|
| 10/5/2023 | 1017 | Eric Charpentier | \$256.15 |
| 10/5/2023 | 1018 | John Schommer | \$695.69 |
| 10/5/2023 | 1019 | Nancy Thull | \$7.21 |
| 10/5/2023 | 1020 | Taylor Crocker | \$15.72 |
| 10/19/2023 | 1021 | Carrie Burrell | \$18.35 |
| 10/19/2023 | 1022 | Creo Block | \$87.77 |
| 10/19/2023 | 1023 | Jessica Mulroy | \$19.66 |
| 10/19/2023 | 1024 | Ryan Barnett | \$15.08 |
| 10/19/2023 | 1025 | Shannon Fortune | \$146.72 |
| 10/5/2023 | 2212 | Health Savings Accounts | \$3,406.69 |
| 10/5/2023 | 2213 | Harpers Payroll Service | \$102.88 |
| 10/5/2023 | 2214 | Harpers Payroll Service | \$10,587.38 |
| 10/5/2023 | 2215 | Security Benefit | \$5,211.95 |
| 10/5/2023 | 2216 | Minnesota State Retirement System | \$1,649.10 |
| 10/3/2023 | 2217 | 90 Degree Benefits Inc. | \$22,857.66 |
| 10/5/2023 | 2218 | Payroc LLC | \$268.07 |
| 10/19/2023 | 2219 | Health Savings Accounts | \$823.35 |
| 10/19/2023 | 2220 | Harpers Payroll Service | \$10,609.21 |
| 10/19/2023 | 2221 | Harpers Payroll Service | \$87.06 |
| 10/19/2023 | 2222 | Minnesota State Retirement System | \$1,899.09 |
| 10/19/2023 | 2223 | Security Benefit | \$5,232.55 |
| 10/19/2023 | 2224 | Lofts of Novotny LLC | \$1,000,000.00 |
| 10/5/2023 | 25748 | Ace Hardware | \$46.26 |
| 10/5/2023 | 25749 | Atlas Abstract & Title | \$100.00 |
| 10/5/2023 | 25750 | Batteries Plus | \$71.01 |
| 10/5/2023 | 25751 | Brainerd Public Utilities | \$2,317.88 |
| 10/5/2023 | 25752 | Bremer Bank Credit Card | \$3,073.29 |
| 10/5/2023 | 25753 | CIGNA Health & Life Insurance Company | \$807.95 |
| 10/5/2023 | 25754 | Capital One Commercial | \$703.35 |
| 10/5/2023 | 25755 | CenterPoint Energy | \$1,444.06 |
| 10/5/2023 | 25756 | College Drive Townhouses | \$27.37 |
| 10/5/2023 | 25757 | Crow Wing County Treasurer | \$18,693.83 |
| 10/5/2023 | 25758 | Dacotah Paper Co | \$408.45 |
| 10/5/2023 | 25759 | Granite Pest Control, LLC | \$2,145.00 |
| 10/5/2023 | 25760 | Handyman's, Inc. | \$446.45 |
| 10/5/2023 | 25761 | Harpers Time & Attendance Division | \$58.50 |
| 10/5/2023 | 25762 | Home Depot Credit Services | \$491.39 |
| 10/5/2023 | 25763 | Home Depot Supply | \$1,214.54 |
| 10/5/2023 | 25764 | Kennedy & Graven, Chartered | \$176.00 |
| 10/5/2023 | 25765 | Kristin Miller | \$233.80 |
| 10/5/2023 | 25766 | MN Chapter NAHRO | \$295.00 |
| 10/5/2023 | 25767 | MN Elevator, Inc. | \$1,574.24 |
| 10/5/2023 | 25768 | Mike Jones | \$66.82 |
| 10/5/2023 | 25769 | Morrison County Records Office | \$92.00 |
| 10/5/2023 | 25770 | Northland Fire Protection | \$597.20 |
| 10/5/2023 | 25771 | Office Shop | \$771.94 |
| 10/5/2023 | 25772 | Paper Storm | \$52.00 |
| 10/5/2023 | 25773 | Pike Plumbing & Heating, Inc | \$230.00 |
| 10/5/2023 | 25774 | Quick Construction, Inc | \$4,362.39 |
| 10/5/2023 | 25775 | Quick Construction, Inc | \$121,383.91 |
| 10/5/2023 | 25776 | Quick Construction, Inc | \$3,561.82 |
| 10/5/2023 | 25777 | Quick Construction, Inc | \$5,382.00 |
| 10/5/2023 | 25778 | T-Mobile | \$157.35 |
| 10/5/2023 | 25779 | Thelen Heating and Roofing, Inc. | \$1,574.00 |
| 10/5/2023 | 25780 | West Central Flooring | \$3,106.94 |
| 10/5/2023 | 25781 | Wideth Smith Nolting | \$564.00 |
| 10/5/2023 | 25782 | Xtona | \$1,130.00 |
| 10/5/2023 | 25783 | Yde's Major Appliance | \$120.00 |
| 10/5/2023 | 25784 | Jen-Tor Construction LLC | \$78,387.50 |
| 10/19/2023 | 25785 | Batteries Plus | \$113.96 |
| 10/19/2023 | 25786 | Brainerd Glass Company | \$255.00 |
| 10/19/2023 | 25787 | Brainerd Public Utilities | \$16,832.77 |
| 10/19/2023 | 25788 | CTC | \$887.24 |
| 10/19/2023 | 25789 | CenturyLink | \$111.70 |

Brainerd Housing and Redevelopment Authority
Payment Summary Report
October 2023

| Payment Date | Payment Number | Remit to Vendor | Total Check Amt |
|--------------|----------------|---|-----------------------|
| 10/19/2023 | 25790 | Cintas | \$271.52 |
| 10/19/2023 | 25791 | City of Brainerd | \$391.16 |
| 10/19/2023 | 25792 | City of Brainerd | \$5,869.53 |
| 10/19/2023 | 25793 | Crow Wing Cty Recorder's Office | \$92.00 |
| 10/19/2023 | 25794 | Culligan | \$55.50 |
| 10/19/2023 | 25795 | Dearborn National | \$194.98 |
| 10/19/2023 | 25796 | Forum Communications Company | \$42.58 |
| 10/19/2023 | 25797 | Granite Pest Control, LLC | \$3,013.50 |
| 10/19/2023 | 25798 | Holden Electric Company Inc | \$1,493.45 |
| 10/19/2023 | 25799 | Home Depot Supply | \$281.41 |
| 10/19/2023 | 25800 | Integrity Woodwork LLC | \$1,070.00 |
| 10/19/2023 | 25801 | Lakes Printing Inc. | \$572.70 |
| 10/19/2023 | 25802 | Life Insurance Company of North America | \$41.35 |
| 10/19/2023 | 25803 | MN Elevator, Inc. | \$1,047.00 |
| 10/19/2023 | 25804 | MRI Software LLC | \$100.00 |
| 10/19/2023 | 25805 | Midwest Machinery Co | \$10.89 |
| 10/19/2023 | 25806 | Park Supply, Inc. | \$150.51 |
| 10/19/2023 | 25807 | Pike Plumbing & Heating, Inc | \$865.42 |
| 10/19/2023 | 25808 | Ratwik, Roszak & Maloney, P.A. | \$2,310.00 |
| 10/19/2023 | 25809 | ServiceMaster of Brainerd | \$1,440.00 |
| 10/19/2023 | 25810 | Siemens Industry, Inc. | \$3,970.00 |
| 10/19/2023 | 25811 | Strike Painting & Finishing | \$800.00 |
| 10/19/2023 | 25812 | The Hartford | \$334.59 |
| 10/19/2023 | 25813 | Thelen Heating and Roofing, Inc. | \$522.00 |
| 10/19/2023 | 25814 | Turf & More | \$525.00 |
| 10/19/2023 | 25815 | VSP | \$42.70 |
| 10/19/2023 | 25816 | Waste Partners, Inc. | \$2,811.15 |
| 10/19/2023 | 25817 | Wex Health | \$8.50 |
| 10/19/2023 | 25818 | Yde's Major Appliance | \$79.00 |
| | | | |
| | | Report Total | \$1,366,472.69 |



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Nov-08-2023
Re: Housing Choice Voucher Report

HCV Report

- Through October, our Unit Months Leased (UML) is 96% and HAP utilization is 94%.
- We are preparing to notify 50 households from the HCV waiting list, with an anticipated lease up/voucher issuance date of January 2024.
- Please see attached report.

Bridges Report

- We have 11 families on the program with a monthly HAP payment of \$6,457.00
- Please see attached report.

Family Self-Sufficiency (FSS) Report

- We have 56 families on the program and 29 families currently escrowing a total of \$11,582.00 per month.
- Please see attached report.

No Action Requested; Discussion Items

This page intentionally left blank.



Bridges Program October 2023

Summary

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

Total HAP Payment: \$6,457.00

Additional Info: No changes.

Family Self-Sufficiency Program October 2023

Summary

- Active FSS participants: 56
- Tenants going OFF for month: 2
- Tenants going ON for month: 4
- New tenants ESCROWING: 0
- Total number of FSS participants escrowing monthly: 29
- Total amount of escrow: \$11,582.00
- Total combined amount of monthly escrow:
\$169,828.53

Update: One FSS participant was terminated so their escrow was forfeited. That amount was \$828.03. Two other FSS participants graduated. The first FSS participant gave up her voucher and purchased a house and received a disbursement of \$22,354.59. The second FSS participant was originally an FYI voucher and she gave up her voucher. She will be disbursed \$3,163.00.

June Housing Choice Voucher Programs (HCV)

| | |
|--|-----------|
| <u>Voucher Allocation</u> | 325 |
| October Move-ins | 0 |
| October Move-outs | 10 |
| October Vouchers - looking for housing | 1 |
| October Vouchers - first day of month | 307 |
| Average Vouchers to date | 332 |
| Unit Months Leased | 96% |
| HAP Utilization through 10/31/2023 | 94% |
| HAP Payments | \$150,358 |

Reasons For Leaving Program

| | |
|------------------|---|
| Voluntarily Left | 5 |
| Terminated | 5 |
| Port | 0 |

Revenue

| | |
|----------------------------------|-----------|
| Housing Assistance Payment (HAP) | \$160,415 |
| October HUD Administrative Fee | \$20,171 |

| | |
|---------------------------------|-----|
| <u>Port Out Vouchers</u> | 0 |
| | \$0 |

| | |
|-----------------------------|---------|
| <u>Homeownership</u> | 6 |
| Homeownership HAP | \$2,689 |

| | |
|----------------------------|-------|
| <u>FYI Vouchers</u> | 1 |
| FYI Vouchers HAP | \$127 |

Length of Time on Program

| | |
|-----------|-----|
| < 1 year | 12% |
| < 2 years | 23% |
| < 3 years | 7% |
| < 4 years | 7% |
| < 5 years | 9% |
| > 5 years | 42% |

Demographics

| | |
|---------------------------------|----------|
| Elderly Households | 104 |
| Disabled/Handicapped Households | 154 |
| Families with Children | 101 |
| Average Annual Income | \$16,322 |
| Average HAP | \$448 |

Waiting List Total

| | |
|-----------------------------|-----|
| Crow Wing County Preference | 137 |
| Non Preference | 77 |



To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Manager
 Date: Nov-08-2023
 Re: Housing Management Report

Vacancy Report for October 2023

Please see attachment.

Monthly Property Performance Report for October 2023

Please see attachment.

ROSS Program Updates

- 18 active participants in the ROSS program; 2 newly enrolled participants; 1 exited participant.
- 2 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - SNAP Food Boxes: 28 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 13 residents; 230 frozen meals (10 - 30 each); elderly tenants only
- Activities Recap:
 - Humana-hosted health seminar "Is Your Plate Healthy?" (4); working with North Star Resident Council to restart meetings and elect an Executive Committee; starting plans for a health and wellness event; assisting residents work through keyless systems and guest access.
- Facebook Stats:
 - No new posts on the ROSS Facebook page this past month.
- Annual Report
 - The deadline for the annual report has been pushed back to the end of December. Patsy is entering participant goals and progress into the online data collection module and has submitted the annual SF-425 financial report. A summary report will be provided to the board at the December meeting.

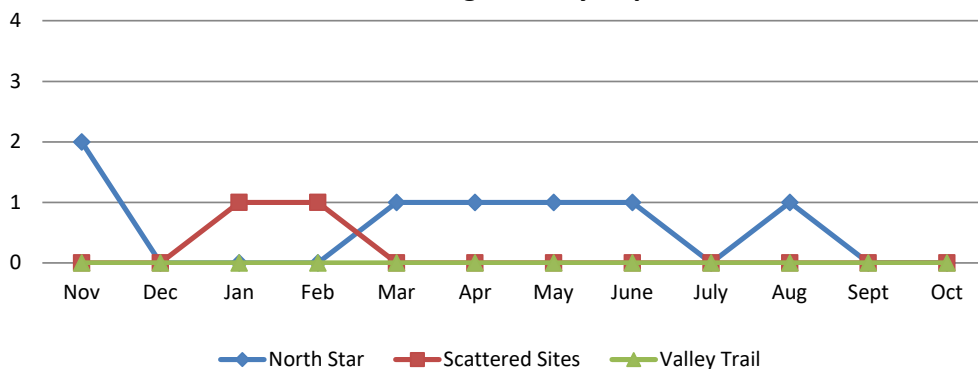
No Action Requested; Discussion Items

This page intentionally left blank.

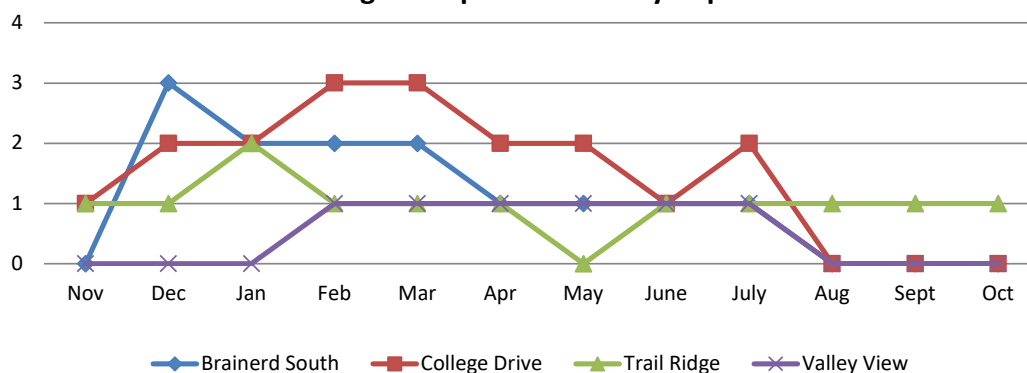
Brainerd HRA 2023 Vacancy Report

| | Public Housing | | | | Section 236 Brainerd South | Tax Credit - DW Jones | | |
|-----------------|----------------|-----------------|--------------|----------------|-------------------------------|-----------------------|-------------|-------------|
| | North Star | Scattered Sites | Valley Trail | Total PH Vac/% | | College Drive | Trail Ridge | Valley View |
| # units | 162 | 16 | 25 | 203 | 60 | 24 | 18 | 20 |
| 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 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 1 |
| June % | 0.62% | 0.00% | 0.00% | 0.49% | 1.67% | 4.17% | 5.56% | 5.00% |
| July 31 | 0 | 0 | 0 | 0 | 1 | 2 | 1 | 1 |
| July % | 0.00% | 0.00% | 0.00% | 0.00% | 1.67% | 8.33% | 5.56% | 5.00% |
| Aug 31 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 |
| Aug % | 0.62% | 0.00% | 0.00% | 0.49% | 0.00% | 0.00% | 5.56% | 0.00% |
| Sept 30 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Sept % | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 5.56% | 0.00% |
| Oct 31 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Oct % | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 5.56% | 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 | 5 | 2 | 0 | 7 | 10 | 15 | 10 | 6 |
| % | 0.31% | 1.25% | 0.00% | 0.34% | 1.67% | 6.25% | 5.56% | 3.00% |

Public Housing Vacancy Report



Managed Properties Vacancy Report



This page intentionally left blank.

Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report October 2023

1. Property Narrative

2. Physical Occupancy

| Unit Size | Total Units | Occupied Units | Mod Rehab | Make Ready | Vacant Units | Percent Occupied |
|-----------------|-------------|----------------|-----------|------------|--------------|------------------|
| North Star | 162 | 162 | n/a | n/a | 0 | 100% |
| Valley Trail | 25 | 25 | n/a | n/a | 0 | 100% |
| Scattered Sites | 16 | 16 | n/a | n/a | 0 | 100% |
| TOTAL | 203 | 203 | 0 | 0 | 0 | 100% |

3. Customer Traffic

| | |
|-------------------------------------|----|
| Applications Requested | 39 |
| Applications Placed on PH Wait List | 8 |
| Applications Denied on PH Wait List | 7 |

4. Waiting List

| Unit Size | # of Units | Total # on Wait List | Notified | Screening | Denied |
|--------------|------------|----------------------|----------|-----------|----------|
| 1 bdrm | 160 | 87 | 7 | 2 | 1 |
| 2 bdrm | 14 | 46 | 0 | 0 | 0 |
| 3 bdrm | 24 | 25 | 0 | 0 | 0 |
| 4 bdrm | 5 | 5 | 0 | 0 | 0 |
| TOTAL | 203 | 163 | 7 | 2 | 1 |

5. Move-Ins and Move Outs

| | This Month | Year-to-Date |
|-----------|------------|--------------|
| Move-Ins | 2 | 22 |
| Move-Outs | 4 | 24 |

6. Lists of Vacant Units and Unit Status

| Unit | Unit Size | Anticipated Lease Date | Applicant Approved? |
|------|-----------|------------------------|---------------------|
| None | | | |

7. Recertifications

| | |
|--------------------------|----|
| Interim Recertifications | 14 |
| Annual Recertifications | 5 |
| Completed for this month | 19 |

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 | 8 |

10. Evictions

| Resident | Reason | Summons Date | Judgment Action |
|----------|--------|--------------|-----------------|
| None | | | |

11. Non-Emergency Work Orders

| | |
|--------------------------------------|-----|
| Beginning Balance | 7 |
| Received | 90 |
| Closed | 85 |
| Ending Balance | 12 |
| Total Completed Work Orders for Year | 855 |

12. Emergency Work Orders

| | This Month | Year-to-Date |
|-----------------------------------|------------|--------------|
| Requested | 3 | 21 |
| Completed within 24 hours | 3 | 21 |
| Percent completed within 24 hours | 100% | 100% |

13. Rent Collection

| | This Month |
|--------------------------------|------------|
| Rent Charges | 73,365 |
| Other Charges | 1,174 |
| Total New Charges | 74,539 |
| Arrears, tenants in possession | 1,045 |

Accounts Receivable

| | |
|---|--------|
| Current Tenant Accounts Receivable (Rent) | 635 |
| Current Rent Charges | 73,365 |
| Current Rent Collections | 72,730 |
| Accounts Receivable Rate | 1% |
| Collection Rate | 99% |

Collections - Prior 12 Month Period

| | |
|--|---------|
| Prior Tenants Accounts Receivable (Rent) | 4,071 |
| Prior Rent Charges | 837,146 |
| Collection Rate | 100% |

This page intentionally left blank.



To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: November 8, 2023
 Re: Rehab Programs and Maintenance Report

SE Brainerd SCDP Application

We are still waiting for DEED to complete their review of the environmental review so we can solicit applicants from the interest list we compiled during the preliminary proposal.

Surveillance IFB

We have issued the IFB to replace our current camera system with a pre-bid meeting scheduled for Tuesday, November 21st, question deadline Tuesday, November 28th and bids due December 5th.

Flooring IFB

We are currently working on issuing an IFB for flooring installation services and anticipate releasing it before the end of the month.

Concrete and landscaping at North Star Apartments

We have some areas at North Star Apartments where the concrete is spalling and cracking, especially on the canopy over the main entrance. We are working to have a structural engineer assess the extent of deterioration and develop a scope of work to make sure the deterioration is addressed properly. We will also be having the sidewalk at the office replaced at the same time. We are also working to address some landscaping concerns in addition to the dumpster enclosure to comply with city regulations and establishing a pet area.

Brainerd Oaks/Serene Pines/Dalmar Estates

| Development | Total | # Sold to Developer | # Sold to End Buyer | For Sale | In Construction |
|----------------|-------|---------------------|---------------------|----------|-----------------|
| Brainerd Oaks | 80* | 71 | 65 | 0 | 1 |
| Serene Pines | 24 | 21 | 19 | 0 | 2 |
| Dalmar Estates | 7 | 4 | 3 | 0 | 1 |

**Originally 83 lots, 3 have been merged/combined into a single parcel*

Action Requested: None, discussion items.

This page intentionally left blank.



1. CURRENT PROJECTS IN PROCESS

| | HTF | MHFA-RLP/ELP | SCDP | Total |
|------------------|-----|--------------|------|-------|
| City of Brainerd | 1 | 0/0 | * | 1 |
| Morrison County | * | 3/1 | * | 4 |

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

2. BRAINERD - 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 | | | | | | | | | 7 |
| Owner Occupied Rehab | | | | | | | | 1 | 5 |

3. BRAINERD - 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 | 3 | | | | | | | | 3 |

4. MORRISON COUNTY – MN 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 | | | | | | | 2 | 2 | 1 |

5. BRAINERD COMPLETED PROJECTS

| | HTF (DP/OO) | MHFA | SCDP | Total |
|-----------------------|-------------|------|-------|-------|
| January-December 2022 | 3/2 | 1 | ----- | 7 |
| January-December 2023 | 4/3 | 3 | ----- | 10 |
| | | | | |
| Total | | | | 17 |

This page intentionally left blank.



To: Brainerd HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: November 15th, 2023
 Re: Executive Director Report

Presentation to Rotary Group

On November 7th I had the opportunity to present to the noon Rotary club that I am a member of. This was a great opportunity to talk about what we do at the HRA but also the partnerships that we work with in trying to bring more housing units to the City. I took the opportunity to highlight the 805 Laurel St. redevelopment that we continue to work on and highlighted the public-private partnerships that will be needed to bring the project to fruition.

Scattered Site Replacement Program Update

Staff have met with the property owner at 426 B street as well as hired a firm to conduct a lead and asbestos test on the property site. We are awaiting the results from that test to make a formal offer for the purchase of the property. Staff is also working to get quotes for the demolition of the property. Staff is also working with city staff in anticipation of making a request to the Brainerd EDA to consider utilizing funds from the local income fund to partner on the demolition of the property. I will keep the board updated on the progress of this project in the coming weeks.

Counselors of Real Estate Consulting Corps Report

After our October meeting I sent out a digital copy of the Counselors of Real Estate report titled "Increasing Housing Supply to Meet Local Needs". There are some specific recommendations surrounding what we can do in Brainerd to increase the housing stock and I hope that you will all have an opportunity to review at least the summary in the report ahead of our strategy session in December. I have followed up with Dolly Matten with GLAR and we are going to reach out to staff in both Brainerd and Pequot Lakes to talk about next steps as we want to utilize this as a tool for these communities.

Future Reorganization of Departments

I continue to look at ways for our departments to work more efficiently as well as ways for us to cross-train our staff to support our operations when we have staffing changes or challenges. Our public housing and voucher teams have a lot of similarities working with our federal programs where it feels like a natural fit to capitalize on the similarities. Similar to how we have a combined supervisor over our maintenance and rehab programs I am looking to have Shannon Fortune oversee our housing programs for the agency. Shannon will continue to lead the public housing staff daily but will also be steering the housing group overall. This will not cause any staffing changes to the organization. I am excited to move this plan forward and we have budgeted for this move into the new year in 2024.

No Action Requested; Discussion Items

This page intentionally left blank.