



Brainerd HRA Board of Commissioners Meeting
Wednesday, December 20th, 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 November 15th, 2023 (*Attachment 1*)
Pg. 3
5. NEW BUSINESS
 - a. Accounts Receivable Write-Off (*Attachment 2*) *Pg. 9*
 - b. Shared Services Agreement between Brainerd HRA and the Crow Wing County HRA
(*Attachment 3*) *Pg. 11*
 - c. Earned Sick and Safe Time Policy (*Attachment 4*) *Pg. 21*
6. BILLS & COMMUNICATIONS
 - a. Financial Report (*Attachment 5*) *Pg. 31*
 - b. HCV Report (*Attachment 6*) *Pg. 61*
 - c. Housing Management Report (*Attachment 7*) *Pg. 65*
 - d. Rehab Programs Report (*Attachment 8*) *Pg. 71*
 - e. Executive Director Report (*Attachment 9*) *Pg. 75*
7. COMMISSIONER COMMENTS
8. NEXT MEETING: Wed. January 24th, 2024
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

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Brainerd HRA BOARD MEETING MINUTES Wednesday, November 15th, 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 Board Meeting Room at 1:00 p.m., Wednesday, November 15th, 2023.

1. **CALL TO ORDER:** Chair Kent-Ehlebracht called the meeting to order at 1:01 p.m.

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

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

3. **REVIEW AND APPROVAL OF AGENDA:**

Moved and seconded by Commissioners Erickson and Verchota to approve the agenda as presented for the November 15th, 2023, board meeting. Through a vote, all commissioners were in favor, and none were opposed. The minutes were approved.

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

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

5. **NEW BUSINESS:**

- a. **Review and Adoption of 2024 Budgets**

The 2024 budgets were presented 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%.
- Employee opt-out of health insurance benefit increased to \$400 per month to match City benefit.
- A 5% annual adjustment to wages is included for all permanent full-time permanent positions.
- Payroll allocations adjusted to reflect how staff tracking time.
- Property Insurance increased by about 8% and Liability Insurance increased by about 4%.
- Budgeted additional \$6,000 in legal fees for employee policy manual update.
- 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 and 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 and Trail Ridge, and Vally 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 and 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.

Budget Stabilization:

- No designated fund balance is needed in 2023. The budgeted revenues in 2023 are
- sufficient to cover the budgeted expenses.

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 (\$23,395) 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 – Increased based on three-year average.
- Elevator – Increase due to annual contract increase.
- Decorating – Based on three-year average.
- Exterminating – Increased based on three-year average.
- Other Contract Costs – Increase due to Snow Removal and Janitor/Cleaning.
- Water – Increased based on average.
- Electric – Decreased based on average.
- Gas – Increase based on average.
- Sewer – Increased 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.

Commissioner Verchota moved to Adopt the 2024 General Fund, Housing Choice Voucher and Bridges budgets. Commissioner Erickson seconded the motion. Upon a vote, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

Commissioner Erickson moved to Adopt Resolution No. 2023-09 Board Resolution Approving the 2024 Public Housing Operating Budget. Commissioner Duval seconded the motion. Upon a vote roll call vote (Erickson,

Decker, Verchota, Duval, & Kent-Ehlebracht), all commissioners voted in favor of the motion, and none were opposed. The motion carried.

b. HCV Admin Plan Update

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.

Commissioner Duval moved to Adopt Resolution No. 2023-10 Board Resolution Approving the Housing Choice Voucher Program Administrative Plan Commissioner Decker seconded the motion. Upon a vote roll call vote (Erickson, Decker, Verchota, Duval, & Kent-Ehlebracht), all commissioners voted in favor of the motion, and none were opposed. The motion carried.

6. BILLS & COMMUNICATIONS:

a. Financial Report

Financial information for October 2023 was presented by Karen Young

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.

Commissioner Duval moved to approve payments as presented. Commissioner Decker seconded the motion. Upon a vote, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

b. HCV Report (Presented by Shannon Fortune)

- 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.

c. Housing Management Report

Presented by Eric Charpentier

Vacancy Report for October 2023 Report Presented

Monthly Property Performance Report for October 2023 Report Presented

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
 - o SNAP Food Boxes: 28 residents; shelf-stable box; elderly tenants only.
 - o Catholic Charities: 13 residents; 230 frozen meals (10 - 30 each); elderly tenants only
- Activities Recap:
 - o 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:
 - o No new posts on the ROSS Facebook page this past month.
- Annual Report
 - o 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.

d. Rehab Programs Report: (Presented by Eric Charpentier)

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.

e. Executive Director Report

Presentation to Rotary Group

On November 7th Eric presented an overview of the HRA to the Rotary Club. He highlighted the 805 Laurel Street redevelopment that we continue to work on and the partnerships that need to happen to bring this 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

A digital copy of the Counselors of Real Estate report titled "Increasing Housing Supply to Meet Local Needs" was sent out to the board. There are some specific recommendations surrounding what we can do in Brainerd to increase the housing stock please take the opportunity to review at least the summary in the report ahead of our strategy session in December. Eric followed up with Dolly Matten with GLAR and is 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 crosstrain 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.

7. Commissioner Comments:

8. Next Meeting: Wednesday, December 20th, 2023 (2hr session)

9. ADJOURN:

Commissioner Erickson made a motion to adjourn the meeting. Commissioner Duval seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 2:37 p.m.



To: Brainerd HRA Board Members

From: Karen Young, Finance Director

Date: December 13, 2023

Re: Accounts Receivable Write-Off

Per Brainerd HRA policy, when an account remains unpaid for 90 days following the tenant's move out date with no repayment activity, the Finance Director shall obtain approval from the Board of Commissioner's to write-off those accounts. As such, we are requesting the approval to write-off all balances outstanding at 12/31/2023 in Public Housing Accounts Receivable that remain unpaid 90 days following the tenant's move out date. When feasible, these balances will be filed with the State of Minnesota for collection through the Revenue Recapture process. This process allows Housing Authorities to collect outstanding balances through any state return that the tenant is entitled.

Action Requested: A Board motion is required to write-off uncollectible Accounts Receivable for 2023.

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: December 20th, 2023
Re: Shared Services Agreement

In 2012 the Crow Wing County HRA entered into a shared services agreement with the Brainerd HRA to implement and conduct the day-to-day business of the agency. This shared services contract continues to renew on a yearly basis unless there are updates to that agreement. We reviewed the services agreement in 2021 and updated the document to reflect updates in services that we were performing. We have updated the services agreement again for 2024 to reflect an increase in funding to the Brainerd HRA which per the agreement will now total \$185,160 annually.

I have attached a draft of the updated services agreement that reflects the current compensation amount as well as an updated list of initiatives that we continue to work on and implement.

We will continue to update the agreement when there are changes to the scope of work or compensation and make sure to get this to the board for approval in those instances.

Recommendation: Authorize the Executive Director to execute Resolution 2023-12 the updated shared services agreement between the Crow Wing County HRA and the Brainerd HRA.

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SHARED SERVICES AGREEMENT

This agreement is entered into this the 20th day of December 2023; between the Crow Wing County Housing & Redevelopment Authority (CWC HRA) and the Brainerd Housing and Redevelopment Authority (Brainerd HRA).

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

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

NOW, THEREFORE IT IS HEREBY AGREED THAT:

I. Scope of Services

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

- A. Fiscal/Other Administrative Responsibility
 - a. Oversee the overall financial management of the CWC HRA by working closely with the CWC HRA Board of Commissioners
 - b. Prepare an annual budget for approval by the CWC HRA Board
 - c. Operate per the approved budget, oversee accounts payable, and prepare checks for CWC HRA Board approval and signature
 - d. Oversee accounts receivable processes and ensure that adequate bank security pledges for CWC HRA deposits are maintained
 - e. Communicate potential problems to the CWC HRA Board and offer viable solutions
 - f. Schedule CWC HRA Board meetings, prepare Agendas and materials (including program/project reports, fiscal reports, resolutions and minutes), attend Board meetings
 - g. Maintain all records of the CWC HRA per laws and regulations
 - h. The Brainerd HRA will use its own computer hardware and software programs for maintaining the CWC HRA's financial records

II. Compensation

The agreed upon compensation will be \$185,160 annually to be paid in monthly installments of \$15,430.00.

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

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

- C. CWC HRA Board costs such as stipend for attending meetings, mileage, Board liability, insurance, other
- D. Fees incurred for legal or other professional services/representation/consultation related to CWC HRA programs and initiatives
- E. TIF related expenses including continued TIF reporting fees incurred from BakerTilly or another financial advisor
- F. Costs incurred for Brainerd HRA staff including mileage, training and meeting costs

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

III. Term

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

IV. Indemnification

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

V. Insurance

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

VI. Compliance With Laws

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

VII. Independent Contractor Status

The Brainerd HRA is an independent Contractor, and nothing herein contained shall be

construed to create the relationship of an employer and employee between County and Brainerd HRA or Brainerd HRA's agents, servants or employees. The Brainerd HRA shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. The Brainerd HRA acknowledges and agrees that the Brainerd HRA, agents, servants and employees, are not entitled to receive any of the benefits received by County employees and is not eligible for workers' or unemployment compensation benefits. The Brainerd HRA also acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due the Brainerd HRA and that it is the Brainerd HRA's sole obligation to comply with applicable provisions of all Federal and State tax laws.

VIII. Assignment Of Interest

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

IX. Non-Discrimination

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

X. Authorized Representative

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

Brainerd HRA

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

CWC HRA

Crow Wing County HRA
Zach Tabatt
326 Laurel St. Suite 13
Brainerd, MN 56401
(218) 824-1067

XI. Severability

The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with

respect to either party.

XII. Modifications

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

Approved this the 20th day of December, 2023.

Crow Wing County Housing and Redevelopment Authority

By: _____
Zachary Tabatt

Its: _____
Chair

Brainerd Housing and Redevelopment Authority

By: _____
Eric Charpentier

Its: _____
Executive Director

Appendix A

CROW WING COUNTY HRA – CURRENT PROJECTS

1. TIF Revolving Loan Fund
2. Brainerd Oaks/Serene Pines/Dal Mar Estates: Oversee the Development Agreement for the construction of new single-family homes in all three subdivisions
3. BLAEDC Economic Development/CREDI Shared Services Agreement administration
4. MCPP Annual Application and Program Management
5. West Grove Townhomes Annual Project Management and Oversight
6. Administer the Tax Forfeit Property Policy
7. Administer Small Cities Development Program (SCDP) Local Income
8. Apply for a Small Cities Development Program (SCDP) grant every other year on behalf of a city in Crow Wing County outside of Brainerd
9. Housing Trust Fund administration
10. Veterans Service Member Housing

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BRAINERD

RESOLUTION NO. 2023-12

RESOLUTION APPROVING AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND
FOR THE CITY OF BRAINERD AND THE HOUSING AND
REDEVELOPMENT AUTHORITY IN AND FOR THE COUNTY OF CROW
WING

BE IT RESOLVED By the Board of Commissioners ("Board") of the Housing and Redevelopment Authority in and for the City of Brainerd ("Authority") as follows:

Section 1. Recitals.

1.01. The Authority is a housing and redevelopment authority governed by Minnesota Statutes, Sections 469.001 to 469.047 ("HRA Act"), and has determined to carry out housing and redevelopment activities within Crow Wing County (the "County") pursuant to the HRA Act.

1.02. The Authority and The Housing and Redevelopment Authority in and for the County of Crow Wing have proposed to enter into an Agreement for Professional Services (the "Agreement"), setting forth the scope and terms of various housing and redevelopment activities to be performed by the Authority on behalf of the Housing and Redevelopment Authority in and for the County of Crow Wing.

1.03. The Board has reviewed the Agreement and found that the execution thereof and performance of the Authority's obligations thereunder are in the public interest and will further the objectives of its general plan of housing and redevelopment, because it will further the above-stated redevelopment goals of the City and County.

Section 2. Authority Approval; Further Proceedings.

2.01. The Agreement as presented to the Board, including the terms of payment by the Authority for the Services described therein, is hereby in all respects approved, subject to modifications that do not alter the substance of the transaction and that are approved by the Chair and Executive Director, provided that execution of the documents by such officials shall be conclusive evidence of approval.

2.02. The Chair and Executive Director are hereby authorized to execute on behalf of the Authority the Agreement and any documents referenced therein requiring execution by the Authority, and to carry out, on behalf of the Authority, its obligations thereunder.

2.03. Authority staff are authorized and directed to take all actions to implement the Agreement.

Approved by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Brainerd this 20th day of December, 2023.

Chair

ATTEST:

Secretary



To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: December 12th, 2023
Re: Approve Earned Sick and Safe Time (ESST) Policy

Effective January 1, 2024, Minnesota's earned sick and safe time law requires employers to provide paid leave to employees who work in the state. This sick and safe time is paid leave that employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.

An employee is eligible for sick and safe time if they work at least 80 hours in a year for an employer in Minnesota. An employee earns one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours each year.

We have worked with the attorney who is updating our Employee Policy Manual to draft an ESST Policy. This ESST law was not drafted with public employers in mind. Since the HRA already provides paid time off that exceeds the minimum required by law, we are not required to provide additional time off. As allowed by law, the draft policy designates sick leave, up to 48 hours per year, as earned sick and safe time. Employees will then have two banks of sick time – under the current sick leave policy and then ESST policy. Our existing sick leave policy will require an amendment to reflect the designation as ESST leave.

It is a requirement that employers must give notice to all employees that they are entitled to ESST by January 1, 2024. We have included this notice along with the draft policy and resolution.

Action Requested; Approve Resolution No. 2023-11 adopting the Earned Sick and Safe Time (ESST) Policy

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4.06. Sick and Safe Time

A. Designation of Sick Leave as Earned Sick and Safe Time

Employees shall accrue one hour of earned sick and safe time for every 30 hours worked, up to 48 hours per year. These hours shall be designated as Earned Sick and Safe Time (ESST) pursuant to Minn. Stat. § 181.9445 and may be used for any of the purposes of that statute and for those family members set forth therein.

B. Carryover Year to Year

An employee may carryover up to a maximum of eighty (80) hours of their unused ESST from year to year. Year to year shall be calendar year. The first partial year of employment shall constitute a year for the purposes of this policy.

C. Earning ESST

Sick leave/ ESST benefits shall only accrue when an employee is in compensated payroll status. Sick leave ESST benefits shall not be earned by any employee while in a non-pay status.

For those part-time or other employees not covered under other personnel policy granting sick leave, ESST shall accrue at the rate of 1 hour for every 30 hours worked if the employee works 80 hours in the year.

D. ESST Use

ESST may be used for:

1. An employee's own or their family member's need for illness, injury, or their need for medical or mental health care, or preventative medical or mental health care.
2. Absence due to domestic abuse, sexual assault, or stalking of the employee or their family member, provided the leave is taken to seek medical care for related physical or psychological injury or disability, obtain services from Victim Services organization, obtain counseling, relocate or secure an existing home, or to receive legal advice, take legal action, or prepare for any related legal proceeding.
3. Closure of the employee's workplace due to weather or a public emergency.
4. Employee's need to care for a family member whose school or place of care has been closed due to weather or public emergency.
5. Employee's inability to work or telework because:

- a. The employer prohibits them from working due to potential transmission of illness related to a public emergency.
 - b. Seeking or awaiting the results of test or diagnosis of communicable disease related to a public emergency due to exposure or at the employer's request.
- 6. When a health care professional determines the presence of the employee or family member of the employee in the community would jeopardize the health of others because of exposure to a communicable disease regardless of whether they contracted the disease.

Sick/ ESST leave shall be taken in 15-minute increments.

E. Definition of Family Member. For the purpose of ESST, an employee's family shall include those individuals identified by Minn. Stat. 181.9445 Subd. 7.

The employee's, their spouse's, or their registered domestic partner's:

- a. Child, Foster Child, Adult Child, Legal Ward or Child In-Law
- b. Spouse or registered Domestic Partner
- c. Sibling, Stepsibling, Foster Sibling
- d. Parent, Stepparent, Foster Parent
- e. Grandparent, Step-Grandparent
- f. Grandchild, Step-grandchild, Foster Grand Parent
- g. Sibling of parents, Siblings Child
- h. Child for whom employee stands in place of parents.
- i. Person who stood in place of a parent when the employee was a minor.
- j. Any individual related by blood or whose is equivalent of a family relationship.
- k. One individual who the employee identifies at the time of hire and thereafter at the time of health insurance open enrollment each year.

F. Request for Leave

Employees shall request ESST leave from their supervisor prior to the start of the work day when leave is not foreseeable, or as soon thereafter as practicable. Requests shall be made by direct contact with the supervisor. When leave is foreseeable, the employee

shall request leave as far in advance as possible, at least seven (7) calendar days, and shall schedule appointments so as to have the least impact on the business of the employer.

G. Documentation

For ESST, the employer may request documentation of illness, injury, medical care or preventative treatment of the employee or a family member after three consecutive days of leave, consistent with the requirements of Minn. Stat. § 181.9447 Subd. 3.

Upon exhaustion of ESST time, the employer may require medical documentation for sick leave consistent with Brainerd HRA policy and practice for the use of sick leave.

The employer may designate ESST time used for an FMLA qualifying reason as FMLA leave and may request a certification of a health care provider.

For the use of ESST for domestic abuse, sexual assault, stalking, or other qualifying reasons, the employer may request documentation consistent with the requirements of Minn. Stat. § 181.9447 Subd. 3.

Employees are not required to disclose details relating to domestic abuse, sexual assault, or stalking or the details of an employee's or an employee's family member's medical condition as related to an employee's request to use ESST.

H. Retaliation Prohibited

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies.

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Earned sick and safe time employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is: January 1 to December 31. Employees starting during the calendar year shall have the first partial year deemed one year.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

Employees shall request Sick Leave/ESST from their supervisor prior to the start of the work day when leave is not foreseeable, or as soon thereafter as possible in an emergency situation. Requests shall be made by direct contact with the supervisor by phone or text. When leave is foreseeable the employee shall request leave as far in advance as possible, preferably seven (7) calendar days, and shall schedule appointments so as to have the least impact on the business of the employer.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or dli.laborstandards@state.mn.us or visit the department's earned sick and safe time webpage at dli.mn.gov/sick-leave.

This document contains important information about your employment. Check the box at the left to receive this information in this language.

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dokumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduuqan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວສານ	ເອກະສານນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງຫີຍຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສານີ້.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta'an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ደብዳቤ ስለሚያስተላልፎ የሚገኝ አስፈላጊ መረጃ የያዘ ነው፡፡ ይህንን ደብዳቤ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጠን ከፈለጉ በዛው በስተግራ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ፡፡
Karen / ကညီကျိာ်	လံာ်တိုလံာ်မိတာခါအဲဟ်သုတ်ဂုတ်ကရိုအကါဒိုင်လၢအဘဉ်သးဒီးန့တၢ်ဖဲတၢ်မၤန့တၢ်လီၤ. တၢ်န့တၢ်တၢ်လၢအဆူတၢ်ကမၤလၢတၢ်ကဒီးန့တၢ်ဂုတ်ကရိုလၢကရိုတၢ်ခါအဲအဂီၢ်တက့ၢ်.
Arabic/ العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.

HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR
THE CITY OF BRAINERD
RESOLUTION NO. 2023-11

EARNED SICK AND SAFE TIME (ESST) POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd is required to have in place an Earned Sick and Safe Time (ESST) Policy in compliance with all local, state and federal laws; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd has created an Earned Sick and Safe Time (ESST) Policy; and

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

1. The Earned Sick and Safe Time (ESST) Policy 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

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To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: December 13, 2023
Re: December Financial Report

Please find attached the financial information for November 2023.

Banking RFP

The Request for Proposals (RFP) for banking services closed with all proposal submittals due by December 6th. We received four proposals which our evaluation committee is in the process of reviewing. The committee plans to meet on December 18th to discuss the proposals and scoring with the hope of bringing a recommendation to the board at the meeting.

Quick Construction Payment

In November we processed a check in the amount of \$263,007.59 for the third and final draw to Quick Construction for the Public Housing scattered site roofing project.

Safeguard Security Inc. Payment

In November we processed a check in the amount of \$248,251 for the keyless entry project at the North Star, Scattered Sites, Valley Trail and HRA office building.

Fund Balance Review

In the past we have brought Fund Balance Review to the board at the December meeting. After discussing this process with our auditors last year, they agreed that we do not require formal action from the board each year to commit funds for Housing Rehab since the funds stay committed until the board takes action to uncommit them. As such, we will bring this before the board next year when we know the Fund Balance calculations for the board to set the amount for committed and assigned funds.

Scattered Site Replacement Program (SSRP)

In November we purchased 426 B Street through the SSRP. The purchase price was \$4,000 and closing costs were \$1,096 for a total of \$5,096. We also paid \$450 for an asbestos inspection.

Action Requested: Motion for approval of payments as presented.

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November 2023 Operating Account Balances

Property/Program	November 2022	October 2023	November 2023
General Fund	\$447,592.46	\$490,692.96	\$465,866.71
Housing Rehab Program	\$230,758.18	\$255,115.81	\$262,343.03
Bridges	\$6,334.58	\$7,272.69	\$8,110.04
Crow Wing County HRA	\$1,641,464.20	\$954,284.78	\$941,329.25
Public Housing	\$780,832.92	\$1,100,324.80	\$942,339.78
Brainerd South	\$57,616.50	\$60,771.31	\$33,619.76
Housing Choice Voucher	\$46,298.73	\$41,280.00	\$11,604.03
Total	\$3,210,897.57	\$2,909,742.35	\$2,665,212.60

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Brainerd Housing & Redevelopment Authority

2023 Ratios (and December, 2022)

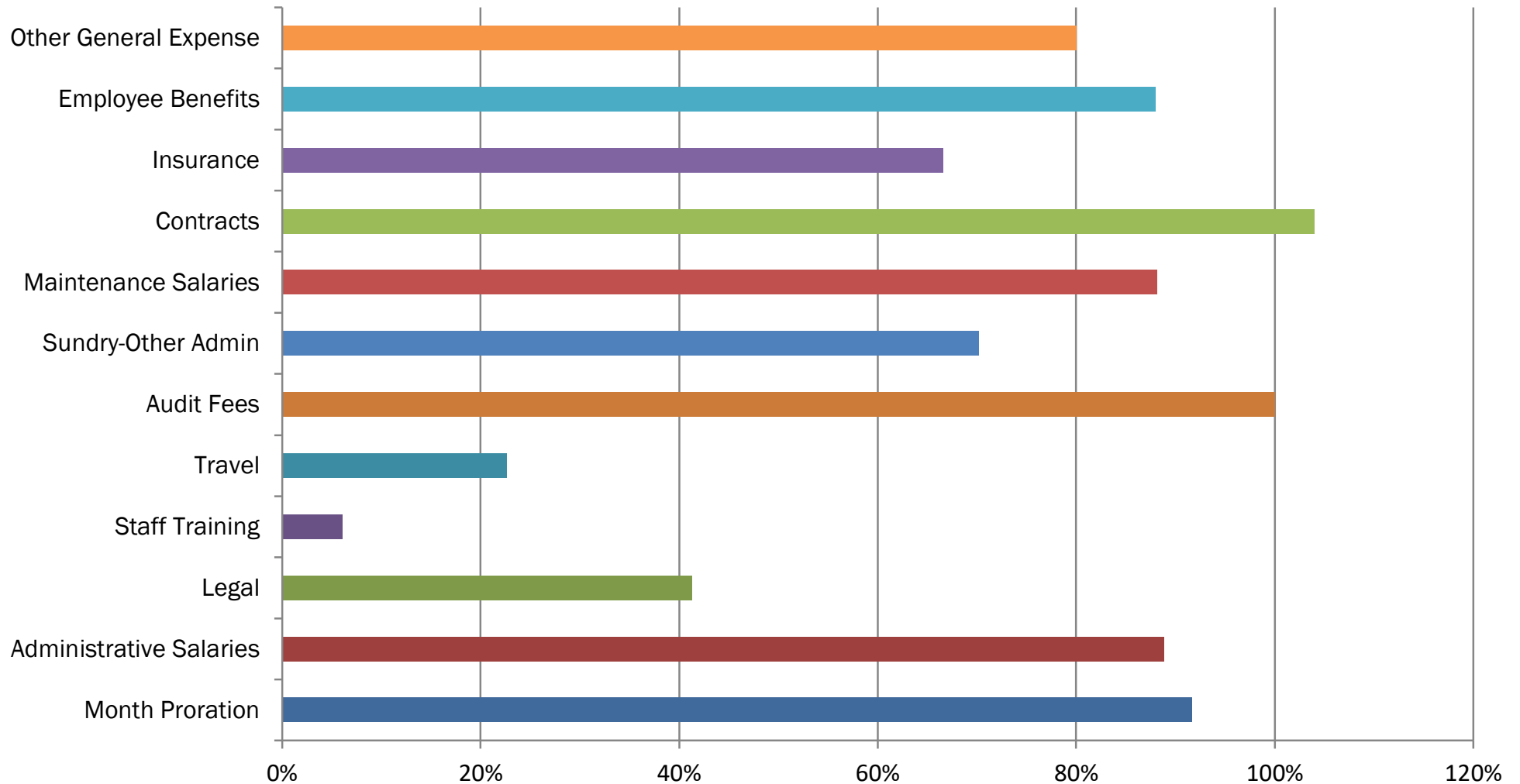
FASS Ratios	Max Pts	Scoring	Dec 2022 After YE JE, B4 audit	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	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	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	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	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	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	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	22.00
Total of Above Ratios	50		50.00	45	45	45	45	45	45	47	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	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or Capital Fund Troubled	5.00	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		10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0

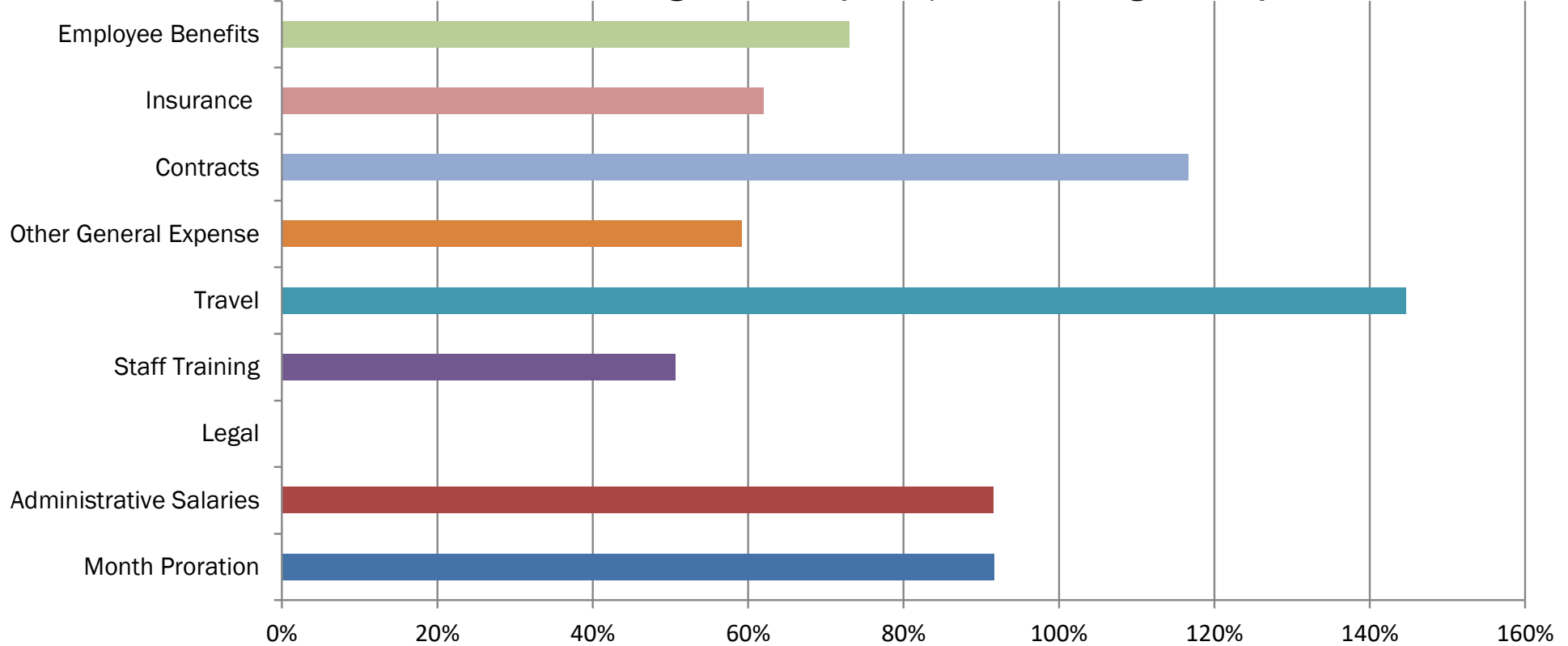
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November 2023 YTD General Fund Expense/Annual Budget Comparison



Contracts: Quarterly HR Fees to the City of Brainerd.

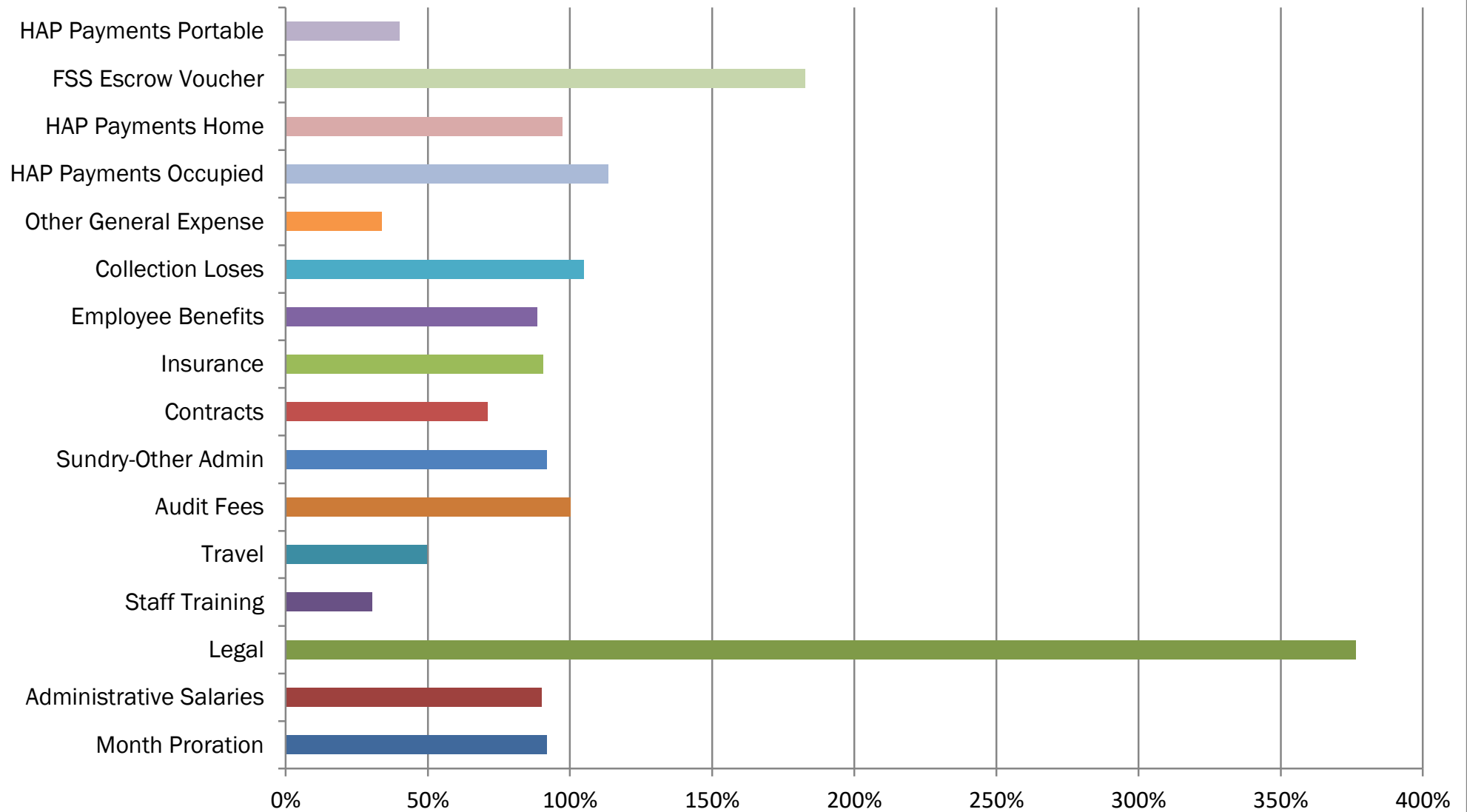
November 2023 YTD Housing Rehab Expense/Annual Budget Comparison



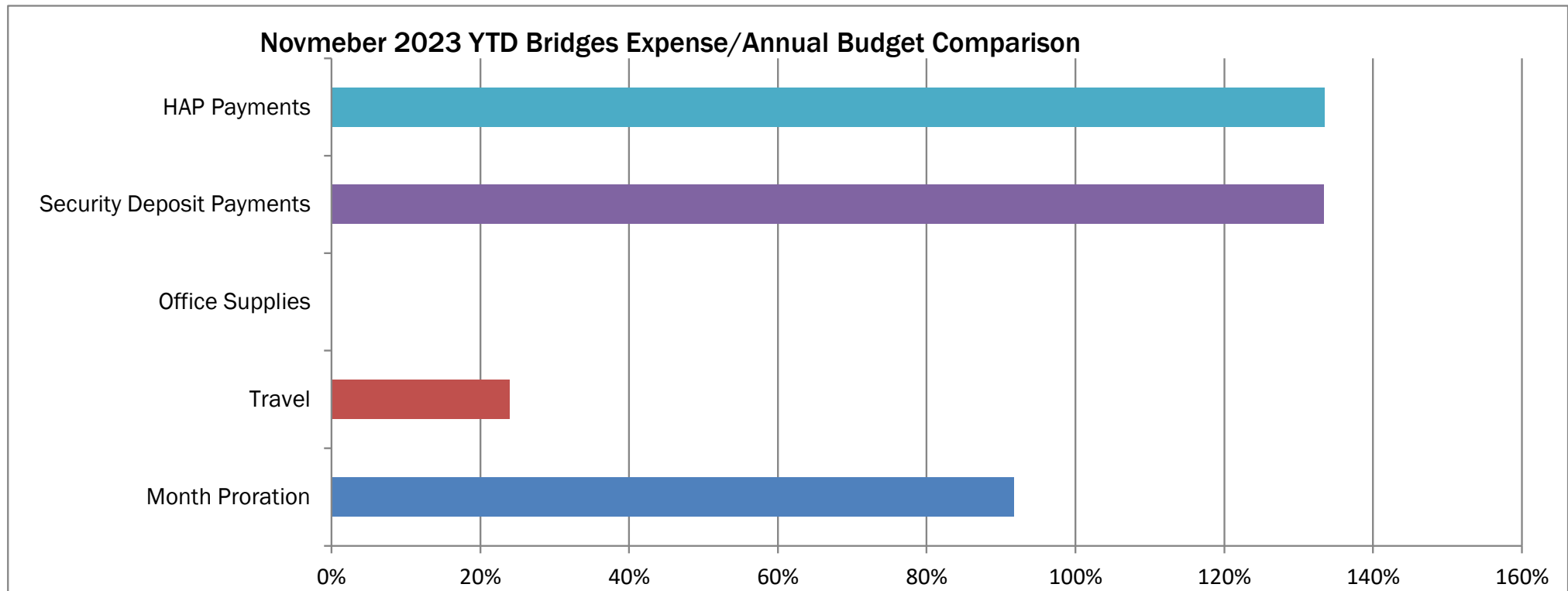
Contract Costs: Minnesota Housing loans project costs.

Travel: Minnesota Housing projects have increased along with project distances.

November 2023 YTD Housing Choice Voucher Expense/Annual Budget Comparison

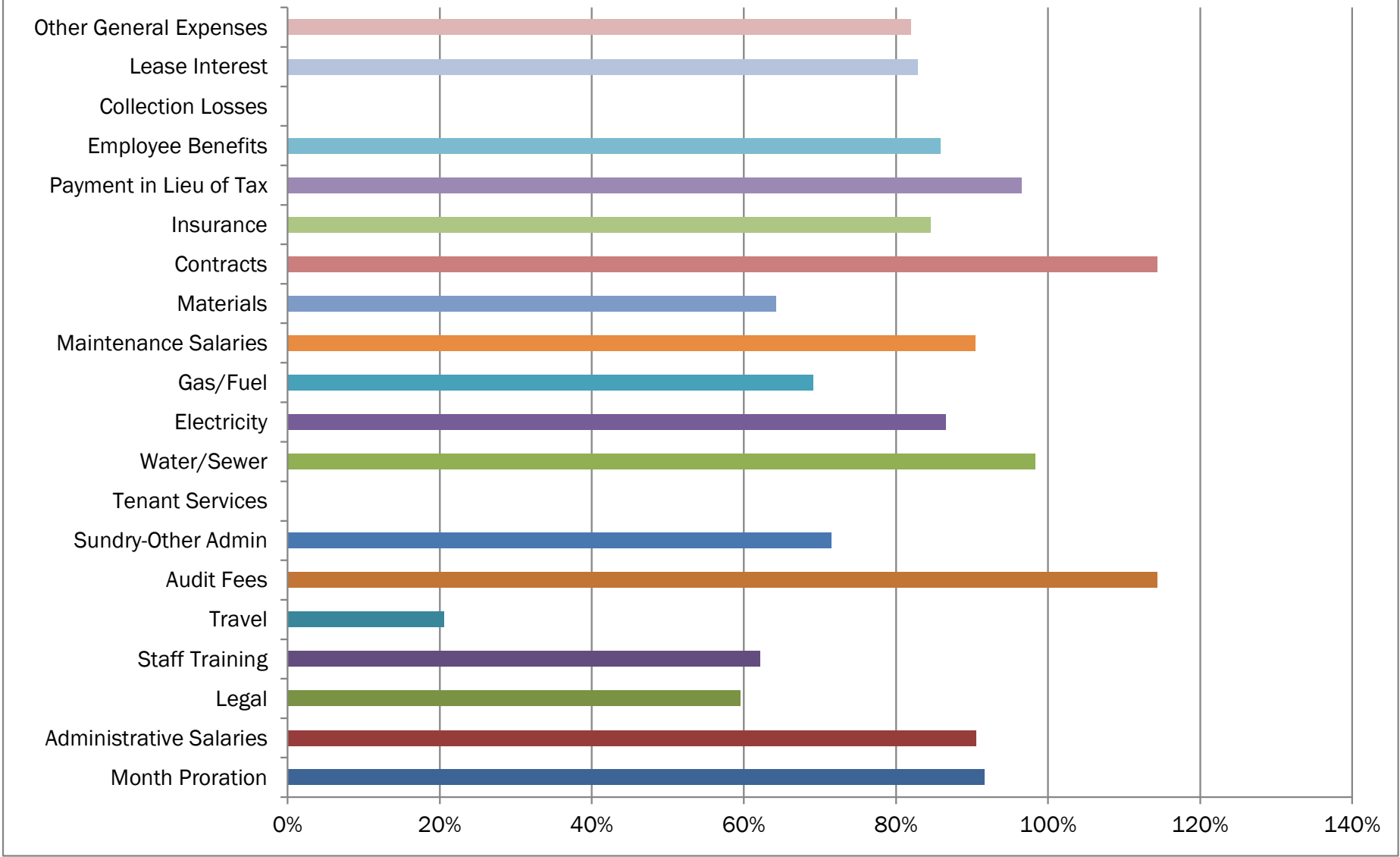


Legal: Due to Human Resources issues.



Security Deposit Payments: Paid five security deposits.
HAP Payments: Increased due to higher voucher utilization.

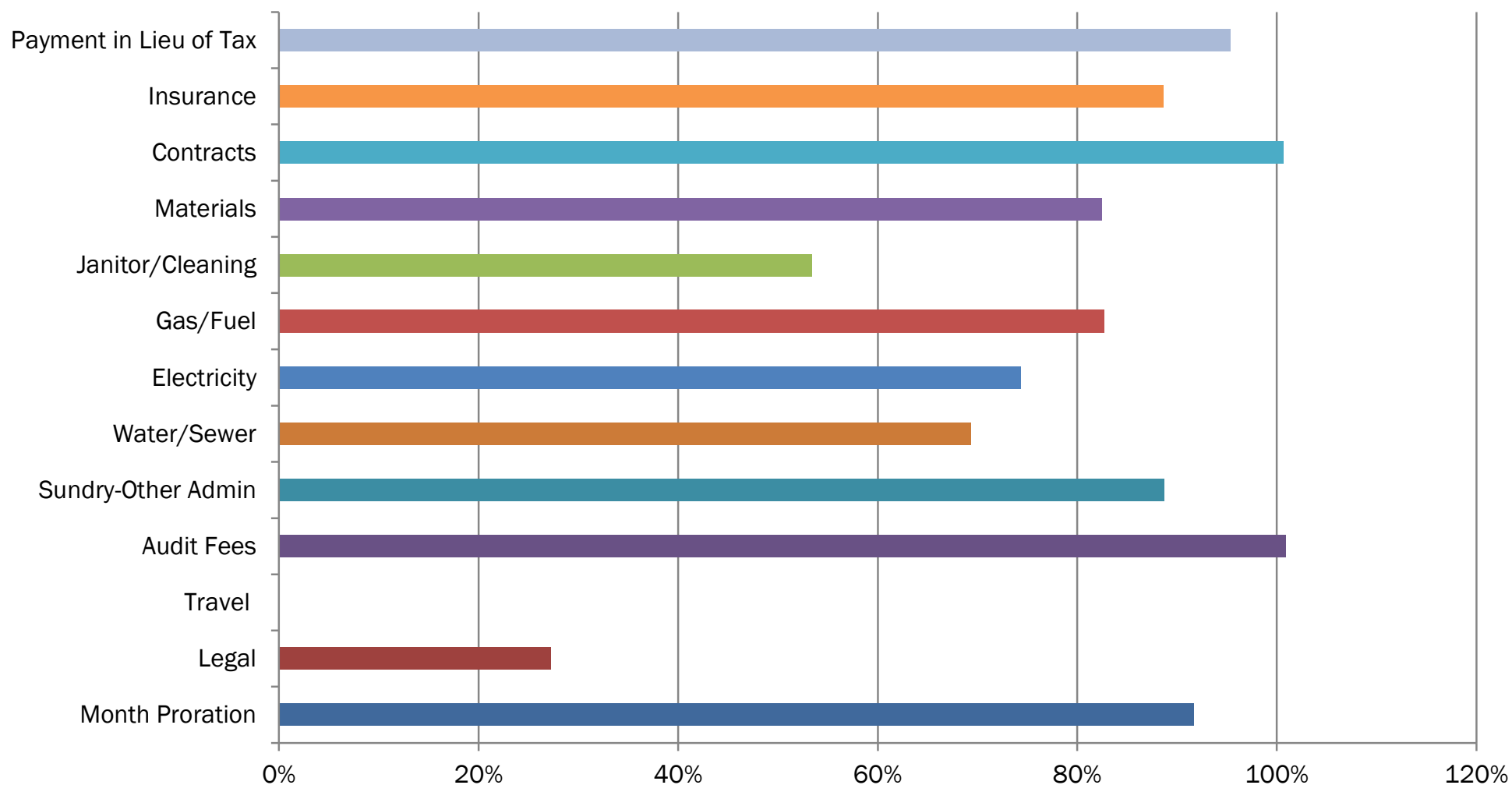
November 2023 YTD Public Housing Expense/Annual Budget Comparison



Audit Fees: Audit was completed.

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

November 2023 YTD Brainerd South Expense/Annual Budget Comparison



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

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

Page: 1
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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-16,720.60	-180,331.12	-169,372.50	-10,958.62
Interest Income	-1,643.98	-8,744.17	-275.00	-8,469.17
Other Income	-835.24	-91,716.60	-110,310.87	18,594.27
TOTAL INCOME	-19,199.82	-280,791.89	-279,958.37	-833.52
EXPENSE				
Administrative				
Administrative Salaries	25,820.69	195,971.82	202,166.25	-6,194.43
Legal	99.00	1,776.50	3,941.63	-2,165.13
Staff Training	25.00	304.50	4,583.37	-4,278.87
Travel	5.90	113.10	458.37	-345.27
Auditing Fees	0.00	7,950.00	7,950.00	0.00
Sundry-Other Admin	-804.34	6,033.97	7,783.26	-1,749.29
Total Administration	25,146.25	212,149.89	226,882.88	-14,732.99
Maintenance				
Maintenance Salaries	1,667.41	12,953.52	13,475.00	-521.48
Contracts	1,805.40	9,627.70	8,488.37	1,139.33
Total Maintenance	3,472.81	22,581.22	21,963.37	617.85
General				
TIF Expense	0.00	36.50	119.13	-82.63
Insurance	411.61	4,558.65	6,279.13	-1,720.48
Employee Benefits	9,411.63	86,762.79	90,406.25	-3,643.46
Other General Expense	0.00	20,011.68	22,916.63	-2,904.95
Total General	9,823.24	111,369.62	119,721.14	-8,351.52
TOTAL EXPENSE	38,442.30	346,100.73	368,567.39	-22,466.66
Net Income/Loss	19,242.48	65,308.84	88,609.02	-23,300.18

Date: 12/13/2023

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Housing Rehab Operating Statement

November, 2023

Page: 1

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-63,351.10	-356,712.46	-297,458.37	-59,254.09
Grant Admin Revenue	-1,887.61	-7,573.84	-14,062.50	6,488.66
TOTAL INCOME	-65,238.71	-364,286.30	-311,520.87	-52,765.43
EXPENSE				
Administrative				
Administrative Salaries	10,990.82	87,244.39	87,321.63	-77.24
Legal	0.00	0.00	183.37	-183.37
Staff Training	727.44	2,532.49	4,583.37	-2,050.88
Travel	415.94	1,736.53	1,100.00	636.53
Other Admin Exp	120.00	3,475.15	5,372.50	-1,897.35
Total Administration	12,254.20	94,988.56	98,560.87	-3,572.31
Maintenance				
Contracts	42,587.00	209,990.80	165,000.00	44,990.80
Total Maintenance	42,587.00	209,990.80	165,000.00	44,990.80
General				
Insurance	0.00	371.78	550.00	-178.22
Employee Benefits	3,170.29	30,472.07	38,243.37	-7,771.30
Total General	3,170.29	30,843.85	38,793.37	-7,949.52
TOTAL EXPENSE	58,011.49	335,823.21	302,354.24	33,468.97
Net Income/Loss	-7,227.22	-28,463.09	-9,166.63	-19,296.46

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**Brainerd HRA
HCV Operating Statement
November, 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	-143,301.00	-1,777,728.00	-1,375,000.00	-402,728.00
Admin Fees Earned	-30,810.50	-367,477.44	-304,547.87	-62,929.57
Interest Income	-90.11	-410.98	0.00	-410.98
Other Income	-1,088.00	-20,622.32	-27,087.50	6,465.18
TOTAL INCOME	-175,289.61	-2,166,238.74	-1,706,635.37	-459,603.37
EXPENSE				
Administrative				
Administrative Salaries	25,160.03	195,639.91	199,127.50	-3,487.59
Legal	149.00	10,160.19	2,475.00	7,685.19
Staff Training	192.20	1,519.73	4,583.37	-3,063.64
Travel	87.80	746.05	1,375.00	-628.95
Accounting & Audit Fees	0.00	5,300.00	5,300.00	0.00
Sundry-Other Admin	-1,003.19	5,233.97	5,162.39	71.58
Total Administration	24,585.84	218,599.85	218,023.26	576.59
Maintenance				
Contracts	1,618.12	15,370.55	19,836.63	-4,466.08
Total Maintenance	1,618.12	15,370.55	19,836.63	-4,466.08
General				
Insurance	519.89	5,730.55	5,807.12	-76.57
Employee Benefits	10,494.87	101,964.99	105,742.12	-3,777.13
Collection Losses	0.00	2,623.00	700.00	1,923.00
Other General Expense	0.00	568.50	1,549.13	-980.63
Total General	11,014.76	110,887.04	113,798.37	-2,911.33
HAP Payments				
HAP Payments Occupied	131,456.00	1,564,732.00	1,265,000.00	299,732.00
HAP Payments - Port In	770.00	3,850.00	0.00	3,850.00
HAP Payments Home	2,689.00	29,202.00	27,500.00	1,702.00
FSS Escrow Voucher	11,032.00	109,658.00	55,000.00	54,658.00
HAP Payments Portable	0.00	12,015.00	27,500.00	-15,485.00
Total HAP	145,947.00	1,719,457.00	1,375,000.00	344,457.00
TOTAL EXPENSE	183,165.72	2,064,314.44	1,726,658.26	337,656.18
Net Income/Loss	7,876.11	-101,924.30	20,022.89	-121,947.19

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Bridges Program
Bridges Operating Statement
November, 2023

Page: 1

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-7,877.00	-74,485.00	-51,150.00	-23,335.00
Admin Revenue	-876.00	-8,168.00	-6,600.00	-1,568.00
Operating Transfer	0.00	0.00	6,187.50	-6,187.50
Total Income	-8,753.00	-82,653.00	-51,562.50	-31,090.50
EXPENSE				
Administrative				
Travel	38.65	95.66	366.63	-270.97
Office Supplies	0.00	0.00	45.87	-45.87
Total Administration	38.65	95.66	412.50	-316.84
General				
Security Deposit Pmts	500.00	4,000.00	2,750.00	1,250.00
HAP Payment to Landlords	7,377.00	70,485.00	48,400.00	22,085.00
Total General	7,877.00	74,485.00	51,150.00	23,335.00
TOTAL EXPENSE	7,915.65	74,580.66	51,562.50	23,018.16
Net Income/Loss	-837.35	-8,072.34	0.00	-8,072.34

Date: 12/13/2023
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**Brainerd HRA
Public Housing Operating Statement
November, 2023**

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

	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-72,810.00	-767,758.00	-767,598.37	-159.63
Excess Utilities	0.00	-3,694.00	-3,900.00	206.00
Operating Subsidy	0.00	-345,912.00	-297,275.00	-48,637.00
Investment Interest	-2,529.22	-11,412.93	0.00	-11,412.93
Other Income	-8,633.36	-84,549.16	-85,295.87	746.71
Insurance Proceeds	-98,517.00	-361,771.98	0.00	-361,771.98
Other Income Tenants	-1,315.00	-23,903.08	-21,770.87	-2,132.21
Lease Revenue	-8,937.50	-137,588.66	-94,187.50	-43,401.16
Capital Fund Income	-310,169.00	-509,973.00	-60,500.00	-449,473.00
Laundry Income	-1,881.25	-19,647.25	-18,131.63	-1,515.62
TOTAL INCOME	-504,792.33	-2,266,210.06	-1,348,659.24	-917,550.82
EXPENSE				
Administrative				
Administrative Salaries	38,397.74	296,973.39	300,685.00	-3,711.61
Legal	198.00	7,738.20	11,916.63	-4,178.43
Staff Training	217.19	8,695.41	12,833.37	-4,137.96
Travel	0.00	206.13	916.63	-710.50
Accounting & Audit Fees	0.00	15,152.50	13,250.00	1,902.50
Sundry-Other Admin	1,135.48	16,032.74	20,435.00	-4,402.26
Total Administration	39,948.41	344,798.37	360,036.63	-15,238.26
Tenant Services				
Rec Public and Other	0.00	0.00	4,537.50	-4,537.50
Total Tenant Services	0.00	0.00	4,537.50	-4,537.50
Utilities				
Water/Sewer	8,906.05	82,792.13	77,151.14	5,640.99
Electricity	6,720.12	74,174.04	78,512.50	-4,338.46
Gas/Fuel	4,594.72	41,778.08	55,412.50	-13,634.42
Total Utilities	20,220.89	198,744.25	211,076.14	-12,331.89
Maintenance				
Labor	19,645.85	153,141.76	155,246.63	-2,104.87
Materials	2,509.12	19,258.26	27,500.00	-8,241.74
Contracts	30,848.78	246,030.80	197,257.61	48,773.19
Casualty Loss	0.00	18,384.63	0.00	18,384.63
Total Maintenance	53,003.75	436,815.45	380,004.24	56,811.21
General				
Insurance	8,456.53	93,182.12	101,062.50	-7,880.38
Payment in Lieu of Tax	2,504.36	28,004.08	26,583.37	1,420.71
Employee Benefits	20,943.44	194,209.21	207,400.38	-13,191.17
Lease Interest	27.96	302.41	334.62	-32.21
Other General Expense	864.49	4,597.16	5,142.50	-545.34
Total General	32,796.78	320,294.98	340,523.37	-20,228.39
TOTAL EXPENSE	145,969.83	1,300,653.05	1,296,177.88	4,475.17
Net Income/Loss	-358,822.50	-965,557.01	-52,481.36	-913,075.65

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Brainerd South Operating Statement
November, 2023

Page: 1
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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-24,164.00	-255,638.00	-250,525.00	-5,113.00
Rental Supplement	-4,615.00	-49,575.60	-52,250.00	2,674.40
Investment Interest	-1,710.00	-12,580.96	-687.50	-11,893.46
Other Income	-449.45	-10,865.63	-9,826.63	-1,039.00
Laundry Income	-843.25	-7,887.60	-7,333.37	-554.23
TOTAL INCOME	-31,781.70	-336,547.79	-320,622.50	-15,925.29
EXPENSE				
Administrative				
Legal	0.00	1,361.32	4,583.37	-3,222.05
Travel	0.00	0.00	91.63	-91.63
Accounting & Audit Fees	0.00	6,142.00	6,090.00	52.00
Sundry-Other Admin	3,990.74	44,487.30	44,687.39	-200.09
Total Administration	3,990.74	51,990.62	55,452.39	-3,461.77
Utilities				
Water	2,800.94	13,397.23	17,710.00	-4,312.77
Electricity	744.31	4,013.62	4,950.00	-936.38
Gas/Fuel	2,467.77	20,859.40	23,127.50	-2,268.10
Total Utilities	6,013.02	38,270.25	45,787.50	-7,517.25
Maintenance				
Labor	2,142.00	15,225.75	26,125.00	-10,899.25
Materials	1,770.24	23,707.81	26,354.24	-2,646.43
Contracts	3,478.41	64,121.31	58,391.74	5,729.57
Total Maintenance	7,390.65	103,054.87	110,870.98	-7,816.11
General				
Insurance	3,359.54	33,243.63	34,375.00	-1,131.37
Payment in Lieu of Tax	879.64	10,488.54	10,083.37	405.17
Total General	4,239.18	43,732.17	44,458.37	-726.20
TOTAL EXPENSE	21,633.59	237,047.91	256,569.24	-19,521.33
Net Income/Loss	-10,148.11	-99,499.88	-64,053.26	-35,446.62

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**Brainerd HRA
SSRP Operating Statement
November, 2023**

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

	Current Period	Current Year	Year Budget	
INCOME				
EXPENSE				
650-000-4424.000 Inspections	450.00	450.00	0.00	
650-000-4591.000 Closing Costs	1,096.00	1,096.00	0.00	
TOTAL EXPENSE	1,546.00	1,546.00	0.00	
NET INCOME(-) OR LOSS	1,546.00	1,546.00	0.00	

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November 2023 Prior Year Comparative Operating Statements

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

Page: 1

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
General Fund Operating INCOME				
Management Fees	-180,331.12	-169,372.50	-160,486.73	-158,879.96
Interest Income	-8,744.17	-275.00	-841.55	-57.29
Other Income	-91,716.60	-110,310.87	-104,578.43	-107,577.64
TOTAL INCOME	-280,791.89	-279,958.37	-265,906.71	-269,743.89
EXPENSE				
Administrative				
Administrative Salaries	195,971.82	202,166.25	147,453.76	134,722.21
Legal	1,776.50	3,941.63	491.05	0.00
Staff Training	304.50	4,583.37	1,362.76	96.25
Travel	113.10	458.37	122.31	18.26
Auditing Fees	7,950.00	7,950.00	6,900.00	6,900.00
Sundry-Other Admin	6,033.97	7,783.26	6,877.93	4,997.08
Total Administration	212,149.89	226,882.88	163,207.81	146,733.80
Maintenance				
Maintenance Salaries	12,953.52	13,475.00	2,092.65	5,928.41
Contracts	9,627.70	8,488.37	9,896.34	1,606.82
Total Maintenance	22,581.22	21,963.37	11,988.99	7,535.23
General				
TIF Expense	36.50	119.13	85.60	88.40
Insurance	4,558.65	6,279.13	3,922.65	5,564.92
Employee Benefits	86,762.79	90,406.25	64,134.95	63,006.70
Other General Expense	20,011.68	22,916.63	3,949.60	3,750.00
Total General	111,369.62	119,721.14	72,092.80	72,410.02
TOTAL EXPENSE	346,100.73	368,567.39	247,289.60	226,679.05
Net Income/Loss	65,308.84	88,609.02	-18,617.11	-43,064.84

Date: 12/13/2023
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Housing Rehab Proj Operating PY
Housing Rehab Operating Statement
November, 2023

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

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Housing Rehab Operating INCOME				
Other Income	-356,712.46	-297,458.37	-291,576.92	-253,312.80
Grant Admin Revenue	-7,573.84	-14,062.50	-3,202.82	-5,172.01
TOTAL INCOME	-364,286.30	-311,520.87	-294,779.74	-258,484.81
EXPENSE				
Administrative				
Administrative Salaries	87,244.39	87,321.63	76,940.78	73,295.33
Legal	0.00	183.37	1,304.00	105.00
Staff Training	2,532.49	4,583.37	745.27	0.00
Travel	1,736.53	1,100.00	999.58	707.28
Other Admin Exp	3,475.15	5,372.50	2,917.48	4,447.88
Total Administration	94,988.56	98,560.87	82,907.11	78,555.49
Maintenance				
Contracts	209,990.80	165,000.00	119,118.00	48,711.79
Total Maintenance	209,990.80	165,000.00	119,118.00	48,711.79
General				
Insurance	371.78	550.00	552.29	507.32
Employee Benefits	30,472.07	38,243.37	34,744.78	29,531.03
Total General	30,843.85	38,793.37	35,297.07	30,038.35
TOTAL EXPENSE	335,823.21	302,354.24	237,322.18	157,305.63
Net Income/Loss	-28,463.09	-9,166.63	-57,457.56	-101,179.18

Date: 12/13/2023
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**Brainerd HRA
HCV Operating Statement
November, 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	-1,777,728.00	-1,375,000.00	-1,254,073.00	-1,340,586.00
Admin Fees Earned	-367,477.44	-304,547.87	-275,499.88	-247,114.70
Interest Income	-410.98	0.00	-74.36	-1.68
Other Income	-20,622.32	-27,087.50	-21,385.02	-43,113.01
TOTAL INCOME	-2,166,238.74	-1,706,635.37	-1,551,032.26	-1,630,815.39
EXPENSE				
Administrative				
Administrative Salaries	195,639.91	199,127.50	178,656.08	148,477.80
Legal	10,160.19	2,475.00	0.00	82.50
Staff Training	1,519.73	4,583.37	1,809.91	404.00
Travel	746.05	1,375.00	1,035.56	264.88
Accounting & Audit Fees	5,300.00	5,300.00	3,650.00	3,650.00
Sundry-Other Admin	5,233.97	5,162.39	4,555.66	2,928.57
Total Administration	218,599.85	218,023.26	189,707.21	155,807.75
Maintenance				
Contracts	15,370.55	19,836.63	19,009.34	4,513.74
Total Maintenance	15,370.55	19,836.63	19,009.34	4,513.74
General				
Insurance	5,730.55	5,807.12	5,599.30	5,697.27
Employee Benefits	101,964.99	105,742.12	93,205.10	82,196.81
Collection Losses	2,623.00	700.00	1,973.00	2,174.00
Other General Expense	568.50	1,549.13	1,346.82	980.56
Total General	110,887.04	113,798.37	102,124.22	91,048.64
HAP Payments				
HAP Payments Occupied	1,564,732.00	1,265,000.00	1,254,556.00	1,241,251.00
HAP Payments - Port In	3,850.00	0.00	0.00	0.00
HAP Payments Home	29,202.00	27,500.00	29,755.00	32,056.00
FSS Escrow Voucher	109,658.00	55,000.00	49,000.99	26,331.00
HAP Payments Portable	12,015.00	27,500.00	23,536.00	27,559.00
Total HAP	1,719,457.00	1,375,000.00	1,356,847.99	1,327,197.00
TOTAL EXPENSE	2,064,314.44	1,726,658.26	1,667,688.76	1,578,567.13
Net Income/Loss	-101,924.30	20,022.89	116,656.50	-52,248.26

Date: 12/13/2023
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Bridges Program PY
Bridges Operating Statement
November, 2023

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

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Bridges Operating INCOME				
HAP Received MHFA	-74,485.00	-51,150.00	-46,293.00	-48,677.00
Admin Revenue	-8,168.00	-6,600.00	-6,360.00	-5,490.00
Operating Transfer	0.00	6,187.50	0.00	3,229.00
Total Income	-82,653.00	-51,562.50	-52,653.00	-50,938.00
EXPENSE				
Administrative				
Travel	95.66	366.63	38.94	190.96
Office Supplies	0.00	45.87	16.80	13.00
Total Administration	95.66	412.50	55.74	203.96
General				
Security Deposit Pmts	4,000.00	2,750.00	2,960.00	2,995.00
HAP Payment to Landlords	70,485.00	48,400.00	43,333.00	45,682.00
Total General	74,485.00	51,150.00	46,293.00	48,677.00
TOTAL EXPENSE	74,580.66	51,562.50	46,348.74	48,880.96
Net Income/Loss	-8,072.34	0.00	-6,304.26	-2,057.04

Date: 12/13/2023

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

Page: 4

Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Public Housing Operating INCOME				
Dwelling Rental	-767,758.00	-767,598.37	-738,845.00	-697,212.00
Excess Utilities	-3,694.00	-3,900.00	-3,870.99	-3,680.00
Operating Subsidy	-345,912.00	-297,275.00	-297,204.00	-342,038.00
Investment Interest	-11,412.93	0.00	-677.36	434.05
Other Income	-84,549.16	-85,295.87	-148,734.02	-136,510.30
Insurance Proceeds	-361,771.98	0.00	0.00	0.00
Other Income Tenants	-23,903.08	-21,770.87	-26,251.76	-14,739.31
Lease Revenue	-137,588.66	-94,187.50	0.00	0.00
Capital Fund Income	-509,973.00	-60,500.00	-74,082.03	-712,310.30
Laundry Income	-19,647.25	-18,131.63	-18,607.00	-17,659.75
TOTAL INCOME	-2,266,210.06	-1,348,659.24	-1,308,272.16	-1,923,715.61
EXPENSE				
Administrative				
Administrative Salaries	296,973.39	300,685.00	265,241.64	255,288.48
Legal	7,738.20	11,916.63	10,802.95	6,025.99
Staff Training	8,695.41	12,833.37	4,728.40	2,460.95
Travel	206.13	916.63	173.25	35.28
Accounting & Audit Fees	15,152.50	13,250.00	11,541.51	11,050.00
Sundry-Other Admin	16,032.74	20,435.00	17,969.91	15,199.99
Total Administration	344,798.37	360,036.63	310,457.66	290,060.69
Tenant Services				
Rec Public and Other	0.00	4,537.50	0.00	222.04
Total Tenant Services	0.00	4,537.50	0.00	222.04
Utilities				
Water/Sewer	82,792.13	77,151.14	76,481.71	66,496.29
Electricity	74,174.04	78,512.50	69,570.51	66,376.35
Gas/Fuel	41,778.08	55,412.50	45,676.35	29,003.24
Total Utilities	198,744.25	211,076.14	191,728.57	161,875.88
Maintenance				
Labor	153,141.76	155,246.63	170,387.22	158,709.49
Materials	19,258.26	27,500.00	38,205.19	14,316.46
Contracts	246,030.80	197,257.61	213,047.56	134,603.78
Casualty Loss	18,384.63	0.00	0.00	0.00
Total Maintenance	436,815.45	380,004.24	421,639.97	307,629.73
General				
Insurance	93,182.12	101,062.50	91,220.66	94,436.34
Payment in Lieu of Tax	28,004.08	26,583.37	26,934.76	25,287.98
Employee Benefits	194,209.21	207,400.38	187,345.41	198,551.49
Lease Interest	302.41	334.62	0.00	0.00
Other General Expense	4,597.16	5,142.50	1,000.00	8,737.99
Total General	320,294.98	340,523.37	306,500.83	327,013.80
TOTAL EXPENSE	1,300,653.05	1,296,177.88	1,230,327.03	1,086,802.14
Net Income/Loss	-965,557.01	-52,481.36	-77,945.13	-836,913.47

Date: 12/13/2023

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**Brainerd South Operating Statement
November, 2023**

Page: 1

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Brainerd South Operating				
INCOME				
Dwelling Rental	-255,638.00	-250,525.00	-237,507.00	-231,665.00
Rental Supplement	-49,575.60	-52,250.00	-51,172.00	-46,582.00
Investment Interest	-12,580.96	-687.50	-1,251.41	106.38
Other Income	-10,865.63	-9,826.63	-23,319.79	-23,024.57
Laundry Income	-7,887.60	-7,333.37	-7,160.50	-6,154.00
TOTAL INCOME	-336,547.79	-320,622.50	-320,410.70	-307,319.19
EXPENSE				
Administrative				
Legal	1,361.32	4,583.37	8,792.45	14,743.49
Travel	0.00	91.63	0.00	0.00
Accounting & Audit Fees	6,142.00	6,090.00	5,512.50	5,250.00
Sundry-Other Admin	44,487.30	44,687.39	41,610.17	44,965.70
Total Administration	51,990.62	55,452.39	55,915.12	64,959.19
Utilities				
Water	13,397.23	17,710.00	13,412.33	13,557.78
Electricity	4,013.62	4,950.00	3,959.85	3,689.49
Gas/Fuel	20,859.40	23,127.50	21,771.88	13,117.66
Total Utilities	38,270.25	45,787.50	39,144.06	30,364.93
Maintenance				
Labor	15,225.75	26,125.00	4,231.56	13,503.67
Materials	23,707.81	26,354.24	18,613.83	18,243.40
Contracts	64,121.31	58,391.74	54,393.09	46,130.34
Total Maintenance	103,054.87	110,870.98	77,238.48	77,877.41
General				
Insurance	33,243.63	34,375.00	32,423.81	31,453.93
Payment in Lieu of Tax	10,488.54	10,083.37	9,549.72	9,717.93
Total General	43,732.17	44,458.37	42,033.16	42,533.69
TOTAL EXPENSE	237,047.91	256,569.24	214,330.82	215,735.22
Net Income/Loss	-99,499.88	-64,053.26	-106,079.88	-91,583.97

Brainerd Housing and Redevelopment Authority
Payment Summary Report
November 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
11/2/2023	1026	Carrie Burrell	\$26.20
11/2/2023	1027	Creo Block	\$85.81
11/2/2023	1028	Jessica Mulroy	\$19.32
11/2/2023	1029	John Schommer	\$438.86
11/2/2023	1030	Ryan Barnett	\$100.25
11/2/2023	1031	Taylor Crocker	\$31.44
11/16/2023	1032	Eric Charpentier	\$198.00
11/30/2023	1033	Jessica Mulroy	\$8.52
11/2/2023	2225	Health Savings Accounts	\$3,406.69
11/2/2023	2226	Harpers Payroll Service	\$10,670.15
11/2/2023	2227	Harpers Payroll Service	\$102.88
11/2/2023	2228	Security Benefit	\$5,232.55
11/2/2023	2229	Minnesota State Retirement System	\$1,899.10
11/2/2023	2230	90 Degree Benefits Inc.	\$22,857.66
11/16/2023	2231	Health Savings Accounts	\$823.35
11/16/2023	2232	Harpers Payroll Service	\$10,557.48
11/16/2023	2233	Harpers Payroll Service	\$82.90
11/16/2023	2234	Security Benefit	\$5,232.55
11/16/2023	2235	Minnesota State Retirement System	\$1,899.10
11/30/2023	2236	Health Savings Accounts	\$1,356.68
11/30/2023	2237	Harpers Payroll Service	\$10,764.51
11/30/2023	2238	Harpers Payroll Service	\$98.71
11/30/2023	2239	Security Benefit	\$5,206.55
11/30/2023	2240	Minnesota State Retirement System	\$1,899.10
11/17/2023	2241	Brainerd Daily Dispatch	\$239.40
11/17/2023	2242	Brainerd Daily Dispatch	\$239.40
11/5/2023	2243	Payroc LLC	\$291.55
11/2/2023	25819	Ace Hardware	\$80.45
11/2/2023	25820	Atlas Abstract & Title	\$100.00
11/2/2023	25821	Batteries Plus	\$118.93
11/2/2023	25822	Brainerd Public Utilities	\$2,511.21
11/2/2023	25823	Bremer Bank Credit Card	\$1,885.10
11/2/2023	25824	CIGNA Health & Life Insurance Company	\$807.95
11/2/2023	25825	Capital One Commercial	\$1,258.26
11/2/2023	25826	CenterPoint Energy	\$2,333.41
11/2/2023	25827	Cintas	\$271.50
11/2/2023	25828	Crow Wing County Landfill	\$10.00
11/2/2023	25829	Crow Wing Cty Recorder's Office	\$46.00
11/2/2023	25830	Granite Pest Control, LLC	\$2,433.50
11/2/2023	25831	Hagman Inc.	\$1,008.00
11/2/2023	25832	Handyman's, Inc.	\$1,019.98
11/2/2023	25833	Home Depot Credit Services	\$258.82
11/2/2023	25834	Horizon Plumbing & Heating	\$617.00
11/2/2023	25835	Housing Auth Risk Retention Group	\$730.54
11/2/2023	25836	Integrity Woodwork LLC	\$908.00
11/2/2023	25837	Kennedy & Graven, Chartered	\$2,312.50
11/2/2023	25838	Kristin Miller	\$19.67
11/2/2023	25839	MN Elevator, Inc.	\$876.24
11/2/2023	25840	Midwest Machinery Co	\$280.18
11/2/2023	25841	Miller Testing & Consulting LLC	\$940.00
11/2/2023	25842	Morrison County Records Office	\$92.00
11/2/2023	25843	Nic's Works LLC Tree Service	\$2,040.00
11/2/2023	25844	Office Shop	\$539.72
11/2/2023	25845	Paper Storm	\$52.00
11/2/2023	25846	Pike Plumbing & Heating, Inc	\$115.00
11/2/2023	25847	Ratwik, Roszak & Maloney, P.A.	\$396.00
11/2/2023	25848	Schrupp Excavating LLC	\$14,000.00
11/2/2023	25849	T-Mobile	\$161.76
11/2/2023	25850	West Central Flooring	\$5,087.64
11/2/2023	25851	Wicks Advanced Drain Cleaning LLC	\$250.00
11/16/2023	25852	Borden Steinbauer Krueger & Knudson, PA	\$50.00
11/16/2023	25853	Brainerd Public Utilities	\$13,394.51
11/16/2023	25854	CTC	\$889.64
11/16/2023	25855	CenturyLink	\$111.70

Brainerd Housing and Redevelopment Authority
Payment Summary Report
November 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
11/16/2023	25856	City of Brainerd	\$1,750.00
11/16/2023	25857	Crow Wing Cty Recorder's Office	\$184.00
11/16/2023	25858	Crow Wing Cty Recorder's Office	\$46.00
11/16/2023	25859	Culligan	\$207.00
11/16/2023	25860	Dearborn National	\$194.98
11/16/2023	25861	FRS Professionals	\$12,165.00
11/16/2023	25862	Granite Pest Control, LLC	\$1,129.00
11/16/2023	25863	HDS, LLC DBA Kanso Software	\$170.00
11/16/2023	25864	Hagman Inc.	\$1,134.00
11/16/2023	25865	Harpers Time & Attendance Division	\$58.50
11/16/2023	25866	Holden Electric Company Inc	\$120.75
11/16/2023	25867	Home Depot Supply	\$53.98
11/16/2023	25868	MRI Software LLC	\$50.00
11/16/2023	25869	North Central Lawn Care & Irrigation	\$160.00
11/16/2023	25870	Park Supply, Inc.	\$55.96
11/16/2023	25871	Strike Painting & Finishing	\$1,200.00
11/16/2023	25872	VSP	\$42.70
11/16/2023	25873	Waste Partners, Inc.	\$3,060.15
11/16/2023	25874	Wex Health	\$8.50
11/16/2023	25875	Widseth Smith Nolting	\$376.00
11/16/2023	25876	Xtona	\$1,130.00
11/16/2023	25877	Yde's Major Appliance	\$64.95
11/21/2023	25878	Tenant Refund	\$204.17
11/21/2023	25879	Tenant Refund	\$216.17
11/21/2023	25880	Tenant Refund	\$214.33
11/21/2023	25881	Tenant Refund	\$212.17
11/30/2023	25882	Atlas Abstract & Title	\$5,096.00
11/30/2023	25883	Absolute Electric of Central MN LLC	\$3,350.00
11/30/2023	25884	Brainerd Public Utilities	\$17,535.37
11/30/2023	25885	Bremer Bank Credit Card	\$687.57
11/30/2023	25886	CIGNA Health & Life Insurance Company	\$807.95
11/30/2023	25887	Cass County	\$92.00
11/30/2023	25888	CenterPoint Energy	\$4,729.08
11/30/2023	25889	Elite Environmental Services LLC	\$450.00
11/30/2023	25890	Granite Pest Control, LLC	\$682.50
11/30/2023	25891	Handyman's, Inc.	\$266.73
11/30/2023	25892	Home Depot Credit Services	\$675.65
11/30/2023	25893	Jen-Tor Construction LLC	\$24,562.50
11/30/2023	25894	Kapsner Construction Inc	\$15,584.00
11/30/2023	25895	LandWex LLC	\$544.20
11/30/2023	25896	Life Insurance Company of North America	\$41.35
11/30/2023	25897	MN Dept of Labor and Industry	\$50.00
11/30/2023	25898	MN Elevator, Inc.	\$3,868.00
11/30/2023	25899	Mike Jones	\$77.29
11/30/2023	25900	Morrison County Records Office	\$92.00
11/30/2023	25901	Morrison County Records Office	\$92.00
11/30/2023	25902	Pike Plumbing & Heating, Inc	\$10,716.37
11/30/2023	25903	Quick Construction, Inc	\$263,007.59
11/30/2023	25904	Safeguard Security Inc.	\$253,111.00
11/30/2023	25905	The Hartford	\$334.59
11/30/2023	25906	Turf & More	\$937.50
11/30/2023	25907	West Central Flooring	\$2,277.79
		Report Total	\$775,653.26



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Dec-14-2023
Re: Housing Choice Voucher Report

HCV Report

- Through November, our Unit Months Leased (UML) is 95% and HAP utilization is 103%.
- Notification Progress:
 - 51 households notified; 41 briefing packets picked up; 11 follow-up calls and 28 follow-up memos sent to assist with paperwork submission; 20 completed packets received back and ready for voucher issuance.
- Please see attached report.

Bridges Report

- We have 12 families on the program with a monthly HAP payment of \$7,377.00
- Paid \$500.00 for a security deposit.
- Please see attached report.

Family Self-Sufficiency (FSS) Report

- We have 53 families on the program and 26 families currently escrowing a total of \$11,032.00 per month.
- Please see attached report.

No Action Requested; Discussion Items

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Bridges Program November 2023

Summary

- Tenants leased up in units: 12
- Participants issued a Voucher & searching for a unit: 3
- Notified: 0
- Participants receiving HCV voucher: 0
- Participants giving up Bridges voucher: 0
- Tenants Residing Counties:
 - Cass County: 1
 - Morrison: 0
 - Aitkin: 0
 - Crow Wing: 11
 - Todd:
 - Wadena:

Total HAP Payment: \$7,377.00

Additional Info: Paid \$500 in security deposit.

Family Self-Sufficiency Program November 2023

Summary

- Active FSS participants: 53
- Tenants going OFF for month: 3
- Tenants going ON for month: 0
- New tenants ESCROWING: 1
- Total number of FSS participants escrowing monthly: 26
- Total amount of escrow: \$11,032.00
- Total combined amount of monthly escrow:
\$166,858.33

Update: nothing to report

<u>Voucher Allocation</u>	325
November Move-ins	0
November Move-outs	1
November Vouchers - looking for housing	1
November Vouchers - first day of month	298
Average Vouchers to date	330
Unit Months Leased	95%
HAP Utilization through 11/30/2023	103%
HAP Payments	\$145,539

Reasons For Leaving Program

Voluntarily Left	1
Terminated	0
Port	0

Revenue

Housing Assistance Payment (HAP)	\$142,531
November HUD Administrative Fee	\$23,829

Port Out Vouchers

0
\$0

Homeownership

Homeownership HAP	6 \$2,689
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FYI Vouchers

FYI Vouchers HAP	0 \$0
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Length of Time on Program

< 1 year	9%
< 2 years	26%
< 3 years	8%
< 4 years	8%
< 5 years	9%
> 5 years	40%

Demographics

Elderly Households	105
Disabled/Handicapped Households	157
Families with Children	100
Average Annual Income	\$16,240
Average HAP	\$448

Waiting List Total

Crow Wing County Preference	104
Non Preference	76



To: Brainerd HRA Board Members
From: Shannon Fortune, Housing Manager
Date: Dec-14-2023
Re: Housing Management Report

Vacancy Report for November 2023

Please see attachment.

Monthly Property Performance Report for November 2023

Please see attachment.

ROSS Program Updates

- 17 active participants in the ROSS program; 1 newly enrolled participants; 1 exited participant.
- 6 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: 12 residents; 220 frozen meals (10 - 30 each); elderly tenants only
- Activities & Initiatives Recap:
 - Humana-hosted health seminar "Steps To Boost Immunity" (4); sent Angel Tree registration forms mailed to the 28 Valley Trail and Scattered Site households with eligible children; facilitated registration for American Legion-sponsored Thanksgiving meal for 35 North Star tenants; assisted with Tenant Council Executive Committee nomination process.
- Facebook Stats:
 - 1 new post on the ROSS Facebook page this past month which reached 9 individuals, with no additional likes, comments, or shares, but 1 viewer did click through to obtain additional information.

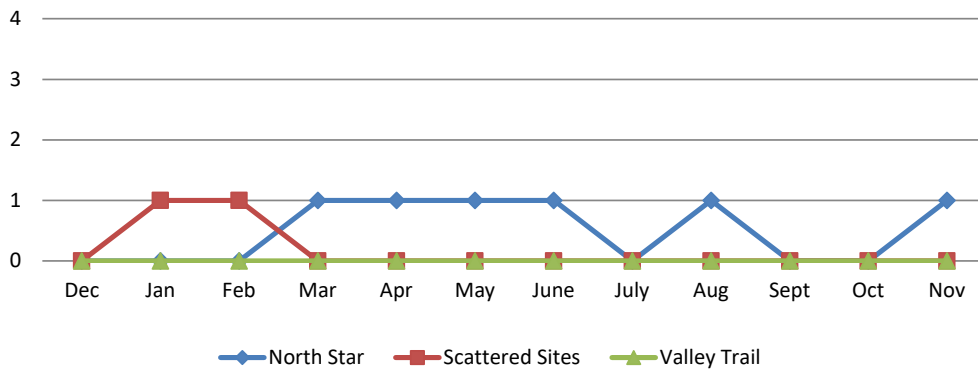
No Action Requested; Discussion Items

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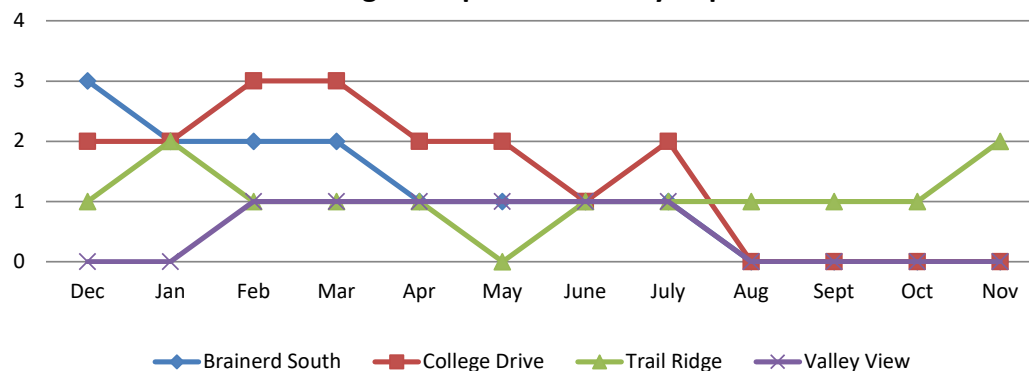
Brainerd HRA 2023 Vacancy Report

	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	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	1	0	0	1	0	0	2	0
Nov %	0.62%	0.00%	0.00%	0.49%	0.00%	0.00%	11.11%	0.00%
Dec 31								
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	6	2	0	8	10	15	12	6
%	0.34%	1.14%	0.00%	0.36%	1.52%	5.68%	6.06%	2.73%

Public Housing Vacancy Report



Managed Properties Vacancy Report



Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report November 2023

1. Property Narrative

2. Physical Occupancy

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

3. Customer Traffic

Applications Requested	32
Applications Placed on PH Wait List	9
Applications Denied on PH Wait List	2

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	105	6	5	0
2 bdrm	14	51	0	0	0
3 bdrm	24	25	0	0	0
4 bdrm	5	5	0	0	0
TOTAL	203	186	6	5	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	3	25
Move-Outs	2	26

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
NS#1013	1BR	12/18/23	Yes

7. Recertifications

Interim Recertifications	4
Annual Recertifications	3
Completed for this month	7

8. Annual Unit Inspections

Total units to be inspected this year	203
Number completed start of month	0
Number inspected for the month	0
Number completed year-to-date	0
Total left to be inspected this year	203
Have all building system inspections been completed?	Yes
If yes, please enter date	Ongoing

9. Lease Enforcements

Lease warnings/violations issued	9
30-day lease terminations	2

10. Evictions

Resident	Reason	Summons Date	Judgment Action
NS#509	Behavior/Prog. NonCompl.	12/27/23	TBD

11. Non-Emergency Work Orders

Beginning Balance	12
Received	64
Closed	71
Ending Balance	5
Total Completed Work Orders for Year	926

12. Emergency Work Orders

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

13. Rent Collection

	This Month
Rent Charges	73,580
Other Charges	1,234
Total New Charges	74,814
Arrears, tenants in possession	1,939

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	1,665
Current Rent Charges	73,580
Current Rent Collections	71,915
Accounts Receivable Rate	2%
Collection Rate	98%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	5,791
Prior Rent Charges	842,373
Collection Rate	99%



To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: December 14, 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. The grant agreement between the City of Brainerd and DEED has been executed on the city's side and is waiting for DEED's signature.

Surveillance Project Bids

We received 6 bids for the surveillance project with the low bid from Holden Electric coming in at \$165,321. We are reviewing the bid to ensure it is responsive and responsible and will award the contract after we have determined that it is. We anticipate the work starting in January.

Flooring IFB

We continue to work on issuing an IFB for flooring installation services.

Concrete and landscaping at North Star Apartments

We are working with TKDA to retain their services to complete this project and hope to have their proposal for consideration within the next few weeks.

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	72	66	0	4
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

**Originally 23 lots, 1 was added

Action Requested: None, discussion items.

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1.CURRENT PROJECTS IN PROCESS

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

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								4	3

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

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To: Brainerd HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: December 20th, 2023
 Re: Executive Director Report

Presentation to Brainerd Lakes Area Landlord Group

On December 13th I had the opportunity to present to the Brainerd landlord group about rehab opportunities that we have through the HRA for rental properties in Brainerd. I was very appreciative for the opportunity to talk with other property owners about the importance of keeping our housing units in good condition as we continue to feel the effects of a housing shortage in the area. In January I will also be talking to a group that Riverwood Bank is putting together for a lunch and learn to highlight and talk about the work we are doing in Brainerd and throughout the County and what programs are available through the HRA.

Scattered Site Replacement Program Update

The HRA executed and successfully purchased the property located at 426 B street on November 30th, 2023. The scheduled asbestos abatement was completed on December 8th. We have received bids back for the demolition and elimination of junk and debris at this site and have awarded the contract to the low bid. After visually inspecting the garage structure and speaking with Lakes Area Habitat for Humanity we are planning on having the roof of the garage removed as well as the lean-to structure that is attached. The roof and lean-to are safety hazards that need to be eliminated. The block structure of the garage walls are in good condition and Habitat will be able to attach a roof system to the structure when they build the home on site. We requested the use of local program dollars from the EDA at their meeting on December 7th in which there was support from the EDA for splitting the costs of the asbestos remediation and demolition on site. This will next to go the City Council for final approval on December 18th. We are still on track to have the demolition of the home completed by year end.

Letter of Support for BPU Grant Request

I received a request from Mike Angland, one of the commissioners on the Brainerd Public Utilities commission, to lend our support for a grant that they are pursuing through Region V for planning services as they look to becoming more carbon neutral per the State's mandate timeline in 2040. This grant would provide up to \$50,000 for planning services to create an energy plan and strategy to help the utility become carbon free. This request came in after our meeting in November and the application was due from BPU to Region V on December 14th. After reviewing the grant program, the request and after speaking with our board chair, I did provide a letter of support for this initiative. This would not be a grant for the HRA, but we would be aligned with BPU to help support their organization as they plan for the future. A copy of the letter as well as information on the grant is attached.

Staff Resignation

Tania Eller has submitted her resignation as our Rental Assistance Manager, effective 12/13/2024. I would like to thank Tania for her 20+ years of service to the organization and wish her well in her future endeavors.

No Action Requested; Discussion Items









Communities LEAP (Local Energy Action Program) Cohort 2

The U.S. Department of Energy's (DOE) Communities LEAP (Local Energy Action Program) partners with low income, energy-burdened communities that experience environmental justice challenges and/or direct economic impacts from reducing their historical reliance on fossil fuels to build community-driven action plans for clean energy-related economic development.

Communities LEAP reflects the Biden-Harris Administration's commitment to combat climate change through community-led transitions that decarbonize the economy and build a more equitable and sustainable future.

Opportunities and benefits from the transition to net zero emissions include:

-  Lower local air pollution
-  High-quality, local jobs
-  Lower utility costs and energy burden
-  Enhanced economic productivity
-  Improved access to reliable energy
-  New clean energy supply chain demonstration and manufacturing opportunities

Planning for a Cleaner Future

Through Communities LEAP, DOE provides customized, high quality technical assistance to competitively selected communities to advance approaches for clean energy-related economic development. In each community, coalitions of local partners, including at least one local government partner and one community-based organization, contribute to project oversight and delivery. The National Renewable Energy Laboratory (NREL) is the primary technical assistance provider, delivering technical expertise and supporting community engagement, as well as managing the overall network of TA providers.

“



Communities LEAP has been an invaluable opportunity for Louisville. It has supported us with experts who really care, provided customized approaches to our unique challenges, and facilitated stronger relationships with important community partners.

What's more, our Communities LEAP project managers have proactively helped us identify aligned funding opportunities to build on this work. Communities LEAP is an important catalyst for Louisville's equitable clean energy transition!”

Sumedha Rao,
Executive Director of the Mayor's
Office of Sustainability, Louisville Metro

Many Approaches to a Community Energy Transition

Communities are pursuing various approaches toward clean energy-related economic development, and communities are encouraged to explore integrating multiple approaches to increase community benefits:

- Advanced Nuclear Technology and Support for Existing Reactors
- Carbon Capture and Storage
- Clean Energy Planning and Development
- Clean Transportation Planning and Investment
- Community Resilience Microgrids
- Critical Minerals Resource Potential from Energy Wastes and By-products
- Energy Efficient Buildings and Beneficial Electrification Planning and Investment
- New or Enhanced Manufacturing
- Puerto Rico Community Resilience

Participants may also strategize plans to leverage funding or financing opportunities in collaboration with the public, private, and philanthropic sectors.

Cohort 2 is Now Accepting Applications

Application Deadline: Dec. 14, 2023, at 5 p.m. ET

Learn more, register for informational webinars, and apply at: energy.gov/communitiesLEAP



For more information, visit energy.gov/communitiesLEAP
or email CommunitiesLEAPinfo@hq.doe.gov

Produced for the U.S. Department of Energy by the
National Renewable Energy Laboratory (NREL).
DOE/GO-10109-6071 December 2023

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December 8th, 2023

Region Five Development Commission (R5DC)
Cheryal Lee Hills, Executive Director
200 1st Street NE, Suite 2
Staples, MN 56479

Dear Ms. Hills:

The Brainerd HRA is pleased to be an engaged stakeholder in the Region Five Development Commission request for Local Energy Action Plan technical assistance entitled, **"2040: A Brainerd Odyssey, Path to Resiliency."** In order to achieve the shared vision to increase local resiliency, expand clean energy economic development, and improve the quality of life for our low-income neighbors, a significant partnership is needed to create and implement an Action Plan, and we are one of the critical community partners. This proposal aligns with our mission to provide affordable housing and redevelopment opportunities to strengthen our neighborhoods and community.

As a Community Partner, we are committed to helping develop the Local Energy Action Plan, actively participating throughout the 12-18 month planning process, as well as during project execution. Our organization is uniquely positioned to assist in developing and implementing the local clean energy transition plan through identifying ways to improve existing and plan for future affordable housing throughout the Brainerd community. We are further committed as a Community Member in reducing our own energy consumption and have partnered with Brainerd Public Utilities on projects to make our buildings more energy efficient. We look forward to learning more during this process about additional available options to improve our buildings throughout the City and County.

Technical expertise from the National Renewable Energy Lab is essential to our rural community's success. We support DOE's investment in Brainerd. Together, we have the power to achieve this important vision in Region Five and continue building our resilient region.

Many thanks,



Eric Charpentier
Executive Director
Brainerd Housing and Redevelopment Authority

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