

Crow Wing County HRA

AGENDA

5:00 p.m. Tuesday, March 12th, 2019

Jinx Ferrari Room

**(Located on 2nd floor of the Historic Courthouse,
326 Laurel Street, Brainerd, MN)**

AGENDA ITEMS

- 1. CALL to ORDER**
- 2. ROLL CALL**
- 3. OATH OF OFFICE:** Michael Morford (*Attachment 1*)
- 4. REVIEW and APPROVE MINUTES** (*Attachment 2*)
- 5. REVIEW and ACCEPT FINANCIAL STATEMENTS** (*Attachment 3*)
- 6. UNFINISHED BUSINESS:**
 - a. Adopt the 2019–2020 Strategic Plan (*Attachment 4*)
 - b. Workforce Housing Request for Proposal (*Attachment 5*)
- 7. NEW BUSINESS:**
 - a. Consider LAHFH Tax Forfeited Property Proposal (*Attachment 6*)
- 8. REPORTS:**
 - a. Executive Director (*Attachment 7*)
 - b. Brainerd HRA
 - c. BLAEDC
 - d. CWC
- 9. MEETING AGENDA TOPICS for APRIL 9, 2019**
- 10. ADJOURN**

2019 Officers and Commissioners

Chair – Craig Nathan/District 4 (12-31-20)

Vice Chair – Theresa Goble/District 1 (12-31-22)

Secretary – Sharon Magnan/District 3 (12-31-19)

Commissioner – Michael Morford /District 2 (12-31-23)

Commissioner – Michael Aulie/District 5 (12-31-21)



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Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Jennifer Bergman, Executive Director
Date: March 6, 2019
Re: Oath of Office: Michael Morford

Michael Morford was appointed to serve as commissioner for the Crow Wing County HRA representing District 2. Last month, HRA staff and the Board welcomed Commissioner Morford, but we would like him to be officially sworn in at Tuesday's board meeting.

No Action Requested; Discussion Item

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STATE OF MINNESOTA } ss.
COUNTY OF CROW WING }

I, **Michael Morford**, do solemnly affirm that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully and impartially discharge the duties as a member of the **CROW WING COUNTY HOUSING AND REDEVELOPMENT AUTHORITY** representing the County of Crow Wing, to which I have been appointed to the best of my knowledge and ability, so help me God.

Michael Morford

Subscribed and sworn to before me this 12th day of March, 2019.

JENNIFER BERGMAN
Executive Director

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Minutes from Tuesday, February 12th, 2019
Crow Wing County
Housing and Redevelopment Authority
Board Meeting

A regular meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the County of Crow Wing, Minnesota, was held at 5:00 p.m., Tuesday, February 12th, 2019.

1. **CALL TO ORDER:** Chair Nathan called the meeting to order at 4:58 p.m.
2. **ROLL CALL:** Present at the meeting were Chair Craig Nathan, Commissioners, Mike Aulie, Michael Morford and Sharon Magnan; Executive Director Jennifer Bergman, Finance Director Karen Young, Rehab Coordinator John Schommer, and Executive Assistant LeAnn Goltz. Absent: Theresa Goble.
3. **INTRODUCTION:** Michael Morford was appointed to serve as commissioner for the Crow Wing County HRA representing District 2. HRA staff and the Board welcomed Commissioner Morford, who will be officially sworn in at next month's board meeting.
4. **REVIEW AND APPROVE MINUTES:**

 Commissioner Aulie made a motion to approve the minutes from the board meeting held on January 8th, 2019. Commissioner Magnan seconded the motion. All commissioners voted in favor of the motion and none were opposed. The minutes were approved.
5. **REVIEW AND APPROVE FINANCIAL STATEMENTS:** CliftonLarsonAllen (CLA) was at the HRA office last week performing the 2018 audit. Young reported that it went well and she received a draft of the audit, which indicates there were no findings. CLA will present the final audit at April's board meeting.

 Commissioner Magnan made a motion to accept the financial statements as presented. Commissioner Morford seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion passed.
6. **UNFINISHED BUSINESS:**
 - a. **Review Committed Fund Balance:** The Fund Balance Policy recommends eight to 12 months of expenses. The Board approved the 2019 General Fund budget with \$33,650 assigned as Designated from Prior Year to utilize current fund balance to offset the 2019 budget shortfall. The Board also has funds committed for Redevelopment and Housing Projects. To reach a targeted unassigned fund balance of approximately 12 months, the Board would have to set the committed fund balance for Redevelopment and Housing Projects in an amount of \$38,650.

 Commissioner Aulie made a motion to set the committed fund balance amount for Redevelopment and Housing Projects to \$38,650. Commissioner Magnan seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion passed.
7. **EXECUTIVE DIRECTOR REPORT:** Bergman reported that she had a meeting with the City of Breezy Point and developers who are exploring the possibility of creating some workforce housing near the new clinic. The developers currently own the land the clinic is on as well as some nearby property.



They discussed how the HRA might be able to help. Bergman will be following up with them with more detailed information on housing TIF districts.

Bergman also informed the Board that the workforce housing RFP was sent out to a number of firms. Responses are due back to the HRA by February 28th.

Also, Bergman and Schommer were finally able to meet with Alan Roessler at Paxmar regarding the v-stone on some of the homes rather than the cultured stone. They came to a resolution that any homes with the v-stone that have not been sold will be replaced. Those homes that are sold will be left up to the buyer.

Bergman shared that she attended the Day at the Capitol and met with Rep. Heintzman, Senator Ruud, and Rep. Dale Lueck.

- 8. STRATEGIC PLANNING SESSION:** The Board reviewed their previous goals and objectives. Most of the goals and action steps have been successfully completed. They brainstormed and discussed their ideas while staff took notes to assist in identifying the following goals and action steps.

Mission: “Support the creation and preservation of affordable housing, economic development and redevelopment projects towards a more vibrant Crow Wing County.”

Goals and Action Steps:

1. Create awareness and visibility of the Crow Wing County HRA through education and collaboration with partners
 - » Explore and support partners on housing and redevelopment initiatives
 - » Support partners to create awareness of welcoming communities
 - » Explore administrative structure of HRA's
2. Explore funding or facilitate redevelopment projects
 - » Continue to support the Veteran's/Service Member project
 - » Consider TIF and TIF Revolving Loan request that support redevelopment projects
3. Improve housing quality and availability in Crow Wing County
 - » Apply for at least one Small Cities Development Program grant for a city in Crow Wing County
 - » Increase marketing for rehab programs available to all CWC residents
 - » Use existing programs to create new or increase the availability of housing including workforce housing
4. Address the workforce housing needs in CWC
 - » Complete the Workforce Housing Study and Needs Analysis
 - » Identify the need and determine the CWC HRA's role
 - » Use existing programs to create new or increase the availability of workforce housing
 - » Share the study with developers to solicit developments to address the need identified



9. **NEXT MEETING:** March 12th, 2019.

10. **ADJOURNMENT:**

Commissioner Magnan made a motion to adjourn the meeting. Commissioner Morford seconded the motion. All commissioners voted in favor and none were opposed. The motion was approved and the meeting was adjourned at 6:57 p.m.



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Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Karen Young, Finance Director
Date: March 5, 2019
Re: Review & Accept Financial Statements

Please find attached the financial information for February 2019.

2018 Audit

Auditors from CliftonLarsonAllen have completed the 2018 audit. Mary Reedy will attend the April meeting to present the audit to the Board.

TIF Revolving Loan Fund

A check for \$75,000 was issued in February for the TIF Revolving Loan to Paul Squared Properties LLC dba Victual. This loan was approved by the Board in January with a five-year term.

Action Requested: Accept the February financial statements as submitted.



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Date/Time roberta
3/6/2019 9:35:12 AM

**Crow Wing County
CWC HRA Combined Balance Sheet
February, 2019**

Cumulative

ASSETS

556-000-1120.000 A/R Other - Dev	18.39
550-000-1129.210 Cash Gen Fund	198,741.88
550-001-1129.210 Cash CWC SCDP	53,802.24
551-002-1129.210 Cash RLF TIF	282,880.86
556-000-1129.210 Cash Development Fund	-26.51
570-000-1129.210 Cash Tax Forf Property	250.67
551-002-1141.000 Loans Receivable	75,000.00
551-002-1143.000 Loan Rec Grand Oaks	48,000.00
551-002-1153.000 Accrued Int Grand Oaks	7,423.04
550-000-1211.000 Prepaid Insurance	1,151.66
556-000-1450.000 Land Held for Resale	648,843.33

TOTAL ASSETS

1,316,085.56

LIABILITIES

550-000-2600.000 Def Inflow of Resources	-7,423.04
556-000-2600.000 Def Inflow of Res - Dev	-648,861.72

TOTAL LIABILITIES

-656,284.76

SURPLUS

550-000-2700-000 Net Income	-10,193.02
550-000-2806.000 Retained Earnings	-649,607.78

TOTAL SURPLUS

-659,800.80

TOTAL LIABILITIES & SURPLUS

-1,316,085.56

Proof	0.00
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Date: 3/6/2019
Time: 9:35:23 AM
roberta

Crow Wing County
CWC HRA Combined Operating Stmt
February, 2019

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

	Current Period	Current Year	Year To Date Budget	Variance
INCOME				
550-000-3690.000 Other Revenue	0.00	0.00	-4,500.00	4,500.00
556-000-3696.000 Development Revenue	0.00	0.00	-31,866.66	31,866.66
570-000-3696.000 TFP Revenue	0.00	0.00	-3,333.34	3,333.34
TOTAL INCOME	0.00	0.00	-39,700.00	39,700.00
EXPENSE				
550-000-4110.000 Administrative Salaries	300.00	675.00	750.00	-75.00
550-000-4130.000 Legal	0.00	0.00	833.34	-833.34
550-000-4140.000 Staff Training	0.00	0.00	250.00	-250.00
550-000-4150.000 Travel	0.00	0.00	33.34	-33.34
550-000-4171.000 Auditing Fees	0.00	0.00	3,325.00	-3,325.00
550-000-4172.000 Management Fees	5,000.00	10,000.00	10,000.00	0.00
550-000-4190.000 Other Administrative	0.00	0.00	33.34	-33.34
550-000-4500.000 TIF Expense	30.00	30.00	100.00	-70.00
550-000-4510.000 Insurance	115.17	230.34	350.00	-119.66
550-000-4540.000 Employer FICA	22.96	51.66	58.34	-6.68
550-000-4590.000 Other General Expense	0.00	0.00	10,166.66	-10,166.66
550-001-4600.000 CWC SCDP Expense	0.00	0.00	4,500.00	-4,500.00
556-000-4600.000 Development Expense	8.12	8.12	31,866.66	-31,858.54
570-000-4600.000 TFP Expense	107.75	107.75	1,675.00	-1,567.25
TOTAL EXPENSE	5,584.00	11,102.87	63,941.68	-52,838.81
NET INCOME(-) OR LOSS	5,584.00	11,102.87	24,241.68	-13,138.81



**Crow Wing County HRA
February 2019 Payments**

Payment Number	Payment Date	Vendor	Description	Check Amount
592	2/14/2019	John Schommer	Mileage BO & SP	\$ 8.12
22292	2/14/2019	Crow Wing County Treasurer	TIF Audit Prep Fee	\$ 30.00
22311	2/14/2019	PaulSquared Properties, LLC	TIF Loan-PaulSquared	\$ 75,000.00
22326	2/27/2019	Kennedy & Graven, Chartered	Habitat Lots-Baxter	\$ 107.75
Total				\$ 75,145.87



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Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Jennifer Bergman, Executive Director
Date: March 7, 2019
Re: Approval of 2019–2020 Strategic Plan

At the February Board meeting, the Board conducted a strategic planning session. Attached is a draft of the Strategic Plan for 2019–2020. The goals and objectives were based on the discussion at the Board meeting. This is a draft and while I tried to capture the goals and objectives identified by the Board, I want to make sure that this was your intent.

Action Requested: Adopt the 2019–2020 CWC HRA Strategic Plan.

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Housing & Redevelopment Authority

Crow Wing County HRA 2019–2020 Strategic Plan

Mission Statement:

Support the creation and preservation of affordable housing, economic development, and redevelopment projects towards a more vibrant Crow Wing County.

Goals and Action Steps:

1. Create awareness and visibility of the Crow Wing County HRA through education and collaboration with partners
 - Explore and support partners on housing and redevelopment initiatives
 - Support partners to create awareness of welcoming communities
 - Explore administrative structure of HRAs
2. Explore funding or facilitate redevelopment projects
 - Continue to support the Veterans/Service Member project
 - Consider TIF and TIF Revolving Loan requests that support redevelopment projects
3. Improve housing quality and availability in Crow Wing County
 - Apply for at least one Small Cities Development Program grant for a city in Crow Wing County
 - Increase marketing for rehab programs available to all Crow Wing County residents
 - Use existing programs to create new or increase the availability of housing including workforce housing
4. Address the workforce housing needs in Crow Wing County
 - Complete the Workforce Housing Study and Needs Analysis
 - Identify the need and determine the Crow Wing County HRA's role
 - Use existing programs to create new or increase the availability of workforce housing
 - Share the study with developers to solicit developments to address the need identified

324 East River Road | Brainerd, MN 56401 | 218.828.3705 ph. | 218.828.8817 fax



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Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Jennifer Bergman, Executive Director
Date: March 7, 2019
Re: Workforce Housing Request for Proposal

Responses for the Workforce Housing Study and Needs Analysis were due on February 28th. We received one response from Maxfield with a total cost of \$40,010 with an additional cost of \$1,000 for incidentals.

Based on past performance with Maxfield, we would not recommend hiring them to complete this study. Staff would recommend extending the deadline for another month and attempt to solicit additional proposals. See Attachment 5a with the amended timeline.

Action Requested: Amend the Workforce Housing and Needs Analysis timeline and re-release the RFP.

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REQUEST FOR PROPOSAL

WORKFORCE HOUSING STUDY AND NEEDS ANALYSIS CROW WING COUNTY, MINNESOTA

PROPOSALS DUE NO LATER THAN:
Thursday, April 18, 2019
Time: 4:00 p.m.

REQUEST FOR PROPOSALS

The Crow Wing County Housing and Redevelopment Authority (HRA) is soliciting proposals for a comprehensive workforce housing study and needs analysis for the cities in Crow Wing County. The results of this workforce housing study and needs analysis will help decision makers, stakeholders, and community members develop a meaningful sense of the availability and needs for workforce housing as well as an understanding of key housing issues. The report is intended to offer community leaders and stakeholders a basis for formulating community-specific workforce housing priorities, policy alternatives, and strategies.

ABOUT THE COMMUNITY/SERVICE AREA

Crow Wing County is located in the north central part of Minnesota and is the 15th most populated county in Minnesota. As of the 2010 Census, Crow Wing County had a total population of 62,500 people spread over a land area of 1,157 square miles. The population density for Crow Wing County as of 2010 was 54 people per square mile. Its county seat is Brainerd with a population of 13,590 with the city of Baxter adjacent with a population of 7,610. Crow Wing County is comprised of 18 cities, 28 townships, and two unorganized territories.

Crow Wing County is home to the Whitefish Chain of Lakes, one of the top tourist destinations in Minnesota. Tourism-related industries and businesses account for a substantial portion of the employment in the region. Employers include Grand View Resort, Madden's Resort, and Cragun's. Although both Cragun's and Madden's reside in Cass County, they employ many people in Crow Wing County.

In addition, the county is home to several large manufacturing and service employers. Brainerd and Baxter account for the largest employers in the county. Together, they have 72 of the 102 largest employers, including Essentia Health, ISD 181, Cuyuna Regional Medical Center, and Ascensus.

A comprehensive housing needs assessment was completed in 2015 and can be accessed on the HRA's website: <http://brainerdhra.org/wp-lib/wp-content/uploads/2019/01/Final-Crow-Wing-County-Comp-Housing-Needs-12-2015.pdf>

SCOPE OF WORK

Research Questions – All answers should be county-wide as well by city.

1. What are the demographic, housing, and economic characteristics of individuals and households living in our county?
2. What is the median household income by renters and homeowners?
3. What are the income levels of households living in our community now and in the future?
4. What can our community expect with respect to economic, employment, and population change in the next 2–5 years? 10 years? 15 years?
5. How many jobs exist with wages between \$10–20 per hour?
6. How much are people paying for rent and utilities in that wage range?
7. What would rent or a mortgage need to be for each salary range to afford a unit?
8. What are the commuting patterns in the county? Where are employees currently living? How far is their commute? If there is a long commute, what is the reason?
9. How much housing is available in that salary range?
10. Is there a gap for workforce housing? If so, how many units and in what range?
11. What needs do employers see for their employee's housing?
12. What programs are available to help fill the affordability gap if one exists?
13. Identify housing needs for the next 5, 10, and 20 years.



Minimum Required Data Elements

The consultant selected to complete the study is free to develop specific methodology as they deem appropriate. However, the HRA would like the study to cover all 18 cities within the county. Those city's include:

- | | | |
|----------------|---------------|-------------------|
| • Baxter | • Deerwood | • Jenkins |
| • Brainerd | • Emily | • Manhattan Beach |
| • Breezy Point | • Fifty Lakes | • Nisswa |
| • Crosby | • Fort Ripley | • Pequot Lakes |
| • Crosslake | • Garrison | • Riverton |
| • Cuyuna | • Ironton | • Trommald |

The final document should at a minimum quantify the following data elements (use of as much available 2010 and newer census data as possible is required):

1. Existing Housing Stock

- By tenure – rent, own
- By type – single, multi family, manufactured
- By value – mortgage costs, property values, rents
- By cost – rental costs by unit size
- By age and condition
- Vacancy rates

2. Other Housing Issues

- Affordable housing – Low Income Housing, Tax Credit, Public Housing, Sec 8, USDA, etc.
- Housing market including turnover/sales data; market projections
- Building permit history (community's experience with new construction)
- Infrastructure capacity/challenges (if applicable)
- Rental market analysis including information on existing rental properties over four units related to rents, vacancies, and amenities. Include information on pending developments and rental housing needs.
- Senior and family market analysis including information on existing properties related to rents, vacancies, services, amenities, and resident profiles. Include information on pending developments.
- Housing affordability compared to other similar markets

3. Demographics – now and future (5-year, 10-year, 15-year)

- Population by age
- Households by income, age, size
- Number of renter households at 50%, 60%, and 80% of AMI and the supply of adequate housing for same, now and projected
- Migration patterns (if available)

4. Workforce Component

- Employers with 50+ employees by industry including tourism and seasonal
- Number of jobs between \$10–\$20 per hour by city
- Availability of affordable housing in the \$10–\$20 per hour range



- Anticipated employment trends
- Employers housing needs
- Commuting patterns

5. Recommendations (based on analysis of data collected)

- What types of housing (i.e. owner-occupied, rental, market, assisted, elderly, special needs, workforce, student, young professional, New American, etc.) should the development of which be pursued and supported?
- What types of housing (i.e. owner-occupied, rental, market, assisted, elderly, special needs, workforce, student, young professional, New American, etc.) will be needed in the short-, medium-, and long-term?
- Are employers finding it difficult to recruit employees as a result of lack of available affordable, workforce housing?
- What is the status of existing, ready-to-build lots for new housing based upon expected new housing construction needs?
- What programs, established as well as new and innovative, should the Crow Wing County HRA seek/provide for the development and/or redevelopment of necessary housing?
- What housing demands will likely not be met without subsidy, incentives, innovative programs, code revisions, etc.?
- The bottom line is, does Crow Wing County have the workforce housing available to support our employers' and employees' needs. If not, what housing is needed and what programs should/could the community develop to facilitate said housing?

STUDY PROCESS AND TIMELINE

The workforce housing study and needs analysis will be overseen by the CWC HRA's executive director and the HRA's board of commissioners.

The primary contact for the study will be Jennifer Bergman, Executive Director, 324 East River Road, Brainerd, MN, 56401. Phone: (218) 824-3425. Email: Jennifer@brainerdhra.org

Input and Community Relations

Once chosen, the selected firm will meet with the HRA executive director, local businesses, and community leaders to better define the results being sought and the methodology the firm will use. This meeting is anticipated to take place one week after the contract is signed.

The firm will provide preliminary findings to the HRA executive director at which time refinements to the study may be requested. The HRA may request others to review the preliminary findings and give feedback to the firm.

The firm will provide a final report and presentation to the CWC HRA Board of Commissioners at a regularly scheduled meeting.

Timeline for Study Process*

- | | |
|----------------------------------|----------------|
| • HRA Publishes RFP | March 13, 2019 |
| • Response to RFP due to HRA | April 18, 2019 |
| • Selection of consultant by HRA | May 14, 2019 |
| • Execution of contract | May 15, 2019 |



- | | |
|-------------------------------------|--------------------------------------|
| • Submit first draft for review | Please indicate date in the proposal |
| • Submit final report | Please indicate date in the proposal |
| • Presentation to the CWC HRA Board | Within 4 weeks of report completion |

*Timeline dates are tentative and can be changed to accommodate schedules. However, contract must be executed and services must be initiated on or before May 15, 2019.

**In addition to publishing this RFP through local print media sources, the HRA reserves the right to submit electronic and/or hard copies of this RFP through direct solicitation of proposals from qualified firms so as to ensure that a sufficient number of qualified proposals may be received for consideration of acceptance by the HRA.

Work Product

The final report/work product should be mailed or delivered to the HRA both as an electronic PDF file, three (3) bound copies and one (1) unbound copy. Once completed and delivered to the HRA, the final report/work product and any and all associated documents, data, files, information, etc., become the property of the HRA. The HRA may, at its sole discretion, copy, post electronically, distribute, disseminate in any means and/or share the final report/work product and any associated data, files, documents and information with any interested parties as the agency determines acceptable and feasible and may do so in any form of media as available to the HRA and the requesting parties.

PROPOSAL CONTENT & CRITERIA FOR EVALUATION

1. Project Understanding & Approach (45 points)
 - Narrative response to RFP showing an understanding of the goals and purpose of the study.
 - Describe the proposed study methodology/approach, sources to be used, interaction with community, and an outline of the process.
2. Qualifications of Consultant (30 points)
 - Brief statement of qualifications, including summary of key personnel assigned to the project.
 - Similar project experience – demonstrate experience with a minimum of three similar projects (type of analysis, similar-sized communities, etc.). Include references for each.
 - Experience working within Crow Wing County.
3. Adherence to Timeline (10 points)
 - Proposed timeline for study process
4. Cost of Services (15 points)
 - Cost proposal including any reimbursable cost

The CWC HRA reserves the right to waive any irregularities or informalities and the right to accept or reject any and all proposals including, but not limited to any proposal which does not meet any applicable bonding or insurance requirements; proposals which do not furnish the quality or offer the availability of materials, equipment or services as required by the specifications, description or scope of services; proposals from offerors who lack experience or financial responsibility; proposals which are not made to form. The HRA reserves the right not to award contracts to the lowest and most responsive offeror and may require new proposals.



The HRA may rescind the award of any proposal within one week thereof or at its next regularly-scheduled board meeting, whichever is later, when the public interest will best be served by such action. Following the acceptance of a proposal, the HRA reserves the right to further negotiate the terms and conditions of the work requirements and the form of the contractual agreement with the firm chosen to provide the services as requested in this RFP.

Only sealed proposals received by the HRA will be accepted; three (3) copies and one (1) electronic PDF. Any submissions received at the HRA office after the time and date of the deadline for receipt of proposals as indicated below will be rejected and discarded by the HRA.

Responses to this RFP are to be submitted to:

Jennifer Bergman, Executive Director
Crow Wing County HRA
324 East River Road
Brainerd, MN 56401

Proposals must be received at the HRA office on or before 4:00 p.m., Thursday, April 18, 2019.

The Crow Wing County HRA is an Equal Opportunity Employer and Equal Housing Opportunity Provider.





Housing & Redevelopment Authority

To: CWC HRA Board Members
From: John Schommer, Rehab Coordinator
Date: March 6, 2019
Re: Consider LAHFH Tax Forfeited Property Proposal

We received a proposal from LAHFH (Lakes Area Habitat for Humanity), a local non-profit organization, to acquire a tax forfeited tract through our Tax Forfeited Property Policy. They are proposing building a 4-bedroom, 1 ½ bath owner-occupied home on the tract for a LMI family (see Attachment 6a).

Contingent upon a clear title search, staff will utilize the policy to have the tract conveyed to the Crow Wing County HRA and will sell the parcel to LAHFH for 25% of the estimated market value (\$2,000) plus special assessments of \$11,450.02. The special assessments will be paid to Crow Wing County by a separate check from LAHFH at the same time the Crow Wing County HRA purchases the tract from the County.

Action Requested: Accept the proposal from Lakes Area Habitat for Humanity contingent upon a clear title search.



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Housing & Redevelopment Authority

Application to Acquire Tax Forfeited Property

GENERAL INFORMATION

Business Name: LAKES AREA HABITAT FOR HUMANITYAddress: PO BOX 234, BRAINERD, MN

Type (Partnership): _____

Authorized Representative: _____

Description of Business: affordable house constructionPrevious experience with this type of development: we are now building our 114th house.

PROPERTY INFORMATION

Tract Number(s) 41-17Do any of the tracts contain occupied buildings? NOAcquisition price of property \$19,450.02 * 2,000⁰² + 11,450⁰² special assessments
see attached

PROJECT INFORMATION

Tax forfeited properties may only be purchased through the CWC HRA if they eliminate blight or for the construction of affordable housing.

324 East River Road | Brainerd, MN 56401 | 218.828.3705 ph. | 218.828.8817 fax



Will the project eliminate blight? Yes No

If yes, please explain how. Include pictures with your explanation.

Does the proposed project include the construction of "affordable" housing (115% of AMI)?

Yes No

Description of the Proposed Project: Construction of a 4 Bdrm, 1.5 Bath house. Family income is at 40% AMI. Mortgage will not exceed 22% of family's income.

Will there be relocation as part of the project? No

Who will be responsible for improvements and maintenance after closing?

Name Kevin Pelkey (Landlord)

Phone 218-828-8517 Email Kevin.pelkey@lakota-rehab.org

Will all improvements be complete within 12 months after closing? Yes

PLEASE INCLUDE:

1. Plans and drawing of project
2. Print out of each tract from Crow Wing County tax forfeit list
3. Maintenance and holding cost fee of \$1,000 payable to Crow Wing County HRA
4. Non-refundable administrative fee of \$500 payable to Crow Wing County HRA

SIGNATURE

Applicant's signature:

Kevin Pelkey

Date:

2-19-19





Land Services Building
322 Laurel Street, Suite 15
Brainerd, MN 56401
Website: www.crowwing.us

Phone: 218-824-1010
Fax: 218-824-1126

Crow Wing County Land Services Department Tax Forfeit Land Sales

TRACT 41-17

City of Crosby
Section 11, Township 46, Range 29
West Park Addition to Crosby
Lots 4, 5, 6 & 7, except West 10 feet thereof of Lot 7, Block 5
RE Codes: 111120050040009, 111120050050009, 111120050060009,
111120050070009
(Approx. 0.42 Acre)

\$19,450.02

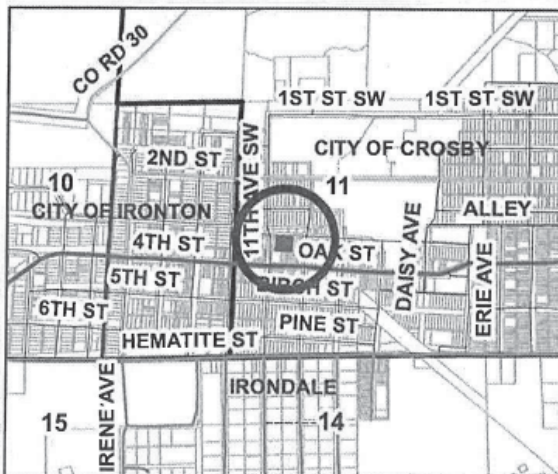


Commissioner District #5

Crow Wing County, Minnesota



Subject Property



Comments/Brief Description:

All upland, nice level lots.

Zoning: R-2

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose. This drawing is neither a legally recorded map nor a survey and is not intended to be used as such.



Tract #	Description	Lot(s)	Block	Approx. Lot Size	Appraised Land Value	Appraised Value of Buildings (B) & Timber (T)	Remarks	Specials	Starting Bid	Zoning
City of Breezy Point										
Township One Hundred Thirty-six (136), Range Twenty-eight (28)										
59-14	Whitebirch Sixteen RE CODE: 101750290060009	6	29	0.60 Acre	\$8,200.00	\$0.00 (T)	Reduction in value of \$2,720. 2005 road improvement	\$2,107.71	\$10,307.71	R-2
07-13	Whitebirch Sixteen RE CODE: 101750290110009	11	29	0.67 Acre	\$8,500.00	\$0.00 (T)	Reduction in value of \$3,074. 2005 road improvement	\$2,107.71	\$10,607.71	R-2
17-16	Whitebirch Sixteen RE CODE: 101750300030009	3 & 3A	30	0.93 Acre	\$3,000.00	\$0.00 (T)	front 1/3 lot unbuildable due to topography	\$0.00	\$3,000.00	R-2
33-12	Whitebirch Sixteen RE CODE: 101750320100009	10 & 10A	32	0.59 Acre	\$8,100.00	\$0.00 (T)	Reduction in value of \$2,762. All high, requires 16,000 sq ft for building, lots are approx. 25,781 sq ft; 2005 road improvement	\$2,107.71	\$10,207.71	R-2
168-15	Whitebirch Sixteen RE CODE: 101750360070009	7	36	0.62 Acre	\$8,300.00	\$0.00 (T)	Reduction in value of \$2,800	\$0.00	\$8,300.00	R-2
07-17	Deacons Lodge Addition RE code: 101890009010009	Outlot 1		5.76 Acres	\$16,400.00	\$600.00	25% lowland, 75% upland, level to steep topography	\$0.00	\$17,000.00	R-2
Deeds for the following unplatted parcel(s) 169-15 will contain a restrictive covenant which will prohibit enrollment of the land in a state funded program providing compensation for conservation of marginal land or wetlands.										
Tract #	Description	Sec-Twp-Rge	Approx. Lot Size	Appraised Land Value	Appraised Value of Buildings (B) & Timber (T)	Remarks	Specials	Starting Bid	Zoning	
169-15	That part of Government Lot 3 described: commencing at the witness corner on the North line of said Lot 3 which is 45 feet West of the northeast corner of Lot 3, then West 546.7 feet along the North line of said Lot 3, then South 0 degrees 14 minutes West 391.3 feet to the centerline of the Township Road the point of beginning, then North 78 degrees 51 minutes East 168.2 feet along centerline of said road, then North 0 degrees 14 minutes East 90 feet more or less to the shore of Fawn Lake, then westerly along said to point which is 97.7 feet North 0 degrees 14 minutes East of point of beginning, then South 0 degrees 14 minutes West 97.7 feet to point of beginning with right of way except part to Brisson, and also except highway right of way deeded to Crow Wing County on Document #734059. RE CODE: 100012103B00009	1-136-28	0.15 Acre	\$5,400.00	\$0.00 (T)	Approx. 100 feet on Fawn Lake. Requires 32,000 sq ft to build, parcel is 6,620 sq ft	\$0.00	\$5,400.00	R-2	
Deeds for the following platted parcel(s) will not contain a restrictive covenant which will prohibit enrollment of the land in a state funded program providing compensation for conservation of marginal land or wetlands.										
Tract #	Description	Lot(s)	Block	Approx. Lot Size	Appraised Land Value	Appraised Value of Buildings (B) & Timber (T)	Remarks	Specials	Starting Bid	Zoning
City of Crosby										
Township Forty-six (46), Range Twenty-nine (29)										
86-16	Central Addition No. 2 to Crosby, except minerals RE codes: 111000080170009 & 111000080180009	17 & 18	8	0.22 Acre	\$6,800.00	\$0.00 (T)		\$1,509.78	\$8,309.78	R-2
09-13	Central Addition No. 2 to Crosby RE CODE: 111000090030009	3	9	40' x 125' (0.11 Acre)	\$500.00	\$0.00 (T)	Reduction in value of \$1,400	\$0.00	\$500.00	R-2
34-12	Central Addition to Crosby RE CODES: 111010040240009 & 111010040250009	24 & 25	4	50' x 125' (0.14 Acre)	\$5,500.00	\$0.00 (T)	Old house demolished in 2011; all high	\$366.90	\$5,866.90	R-2
08-17	Lake View Addition to Crosby RE codes: 111060030040009, 111060030050009, 111060030060009, 111060030070009, 111060030080009, 111060030090009, 111060030100009, 111060030110009, 111060030120009, 111060030130009, 111060030140009, 111060030150009, 111060030160009, 111060030170009, 111060030180009, 111060030190009, 111060030200009, 111060030210009, 111060030220009, 111060030230009, 111060030240009, 111060030250009, 111060030260009, 111060030270009, 111060030280009, 111060030290009	4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28 & 29	3	1.82 Acres	\$19,400.00	\$0.00	at least 60% is lowland	\$0.00	\$19,400.00	R-1
37-12	West Park Addition to Crosby RE CODE: 11120040110009	11	4	25' x 125' (0.07 Acre)	\$3,900.00	\$0.00 (T)	all high	\$1,374.64	\$5,274.64	R-1
41-17	West Park Addition to Crosby RE CODES: 111120050040009, 111120050050009, 111120050060009, 111120050070009	4, 5, 6 & 7, except West 10 feet thereof of Lot 7	5	0.42 Acre	\$8,000.00	\$0.00 (T)	All upland, nice level lots	\$11,450.02	\$19,450.02	R-2
176-14	West Park Addition to Crosby RE CODE: 111120050080009	8	5	40' x 124' (0.11 Acre)	\$6,200.00	\$0.00 (T)		\$2,045.07	\$8,245.07	R-2





LAKES AREA HABITAT FOR HUMANITY
PO BOX 234
BRAINERD, MN 56401
(218) 828-8517

BREMER BANK, N.A.
BRAINERD OFFICE
PO BOX 687 (218) 829-8781
BRAINERD, MN 56401
75-1041/960

20992

2/19/2019

PAY TO THE ORDER OF Crow Wing County HRA

\$ **500.00

Five Hundred and 00/100***** DOLLARS

CROW WING COUNTY HRH
324 EAST RIVER ROAD
BRAINERD, MN 56401

MEMO

Karin Pelley
AUTHORIZED SIGNATURE



⑈020992⑈ ⑆096010415⑆ 0600⑈5208⑈



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LAKES AREA HABITAT FOR HUMANITY

20991

Crow Wing County HRA
1200 - CONSTRUCTION IN PROGRESS LISA DUBRAY LOT

2/19/2019

1,000.00

CROSBY - Lisa DuBra

1,000.00



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Housing & Redevelopment Authority

To: CWC HRA Board Members
 From: Jennifer Bergman, Executive Director
 Date: March 7, 2019
 Re: Executive Director Report

Breezy Point

On February 12th, I met with City Administrator Patrick Wussow and Bob Spizzo, owner of Breezy Point Resort, to discuss a potential affordable housing development. There is a shortage of housing for their employees and they are considering building some affordable housing. They were interested in discussing potential funding sources such as Tax Increment Financing. I followed up by providing our Housing TIF Application.

Tax Forfeit Property Policy

After using the Tax Forfeit Property Policy a few times now, we have found that there are a few items that we need to address to clarify the policy. We are working with Attorney Martha Ingram to assist us with those changes and we have a revised policy on the April board meeting agenda for your consideration.

BLAEDC Information and Discussion

I attended the February 27th BLAEDC information and discussion meeting. BLAEDC was soliciting input from partners on what they could do to assist their partners in the future. If the Board has any suggestions, I would suggest sharing them with Tyler Glynn at the board meeting.

NAHRO Day at the Capitol

On February 6th, I attended the Minnesota NAHRO Day at the Capitol. I had meetings scheduled with Senator Ruud, Representative Heintzeman, and Representative Lueck. I shared with them what HRAs do and specifically projects that the Brainerd HRA and CWC HRA are currently working on.

No Action Requested; Discussion Item

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