



Housing & Redevelopment Authority

Board Meeting Agenda
5:00pm Tuesday November 9th, 2021
Crow Wing County Land Services Building, Pine/Maple Meeting Room
322 Laurel St. Brainerd, MN 56401
Commissioner Craig Nathan attending via WebEx at 8986 Sugarberry Creek,
Brainerd, MN 56401

Join from browser:

<https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=mee18d92661ae1fe2c192c1004259c6a9>

Join by phone: 415-655-0001

Meeting number (access code): 2552 809 3643

Meeting password: B8eDN97SRMW

"Our mission is to support the creation and preservation of affordable housing, economic development, and redevelopment projects towards a more vibrant Crow Wing County."

1. CALL TO ORDER

2. ROLL CALL

- 3. REVIEW AND APPROVE MINUTES** *(Attachment 1)..... Pg. 1*
- 4. REVIEW AND ACCEPT FINANCIAL STATEMENTS** *(Attachment 2)..... Pg. 5*
- CWC HRA Combined Balance Sheet October 2021 *(Attachment 2a)..... Pg. 7*
- CWC HRA Combined Operating Statement October 2021 *(Attachment 2b)..... Pg. 8*
- CWC HRA October 2021 Payments *(Attachment 2c)..... Pg. 9*

5. UNFINISHED BUSINESS

6. NEW BUSINESS:

- a. Shared Services Agreement between CWC HRA and Brainerd HRA *(Attachment 3).... Pg. 11*
- 2022 Shared Service Agreement Draft *(Attachment 3a)..... Pg. 13*
- 2022 Shared Service Agreement Appendix A *(Attachment 3b)..... Pg. 17*

7. REPORTS/UPDATES:

- a. Executive Director *(Attachment 4)..... Pg. 19*
- b. Housing Trust Fund *(Attachment 5)..... Pg. 21*
- c. Brainerd HRA/Rehab Programs *(Attachment 6)..... Pg. 23*

- d. BLAEDC/CREDI (*Attachment 7*)..... Pg. 25
- e. CWC

8. HRA Commissioner Comments

9. NEXT MEETING: Tuesday December 14th, 2021

10.ADJOURNMENT



Housing & Redevelopment Authority

Crow Wing County HRA BOARD MEETING MINUTES (Draft) October 12th, 2021

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 the Crow Wing County Land Services Building, Pine/Maple Meeting Room and via Webex video/teleconference at 5:00 p.m., Tuesday, October 12th, 2021.

1. **CALL TO ORDER:** Chair Michael Aulie called the meeting to order at 5:00 p.m.
2. **ROLL CALL:** Present: Commissioners Craig Nathan (via webex), Richard (George) Burton, Michael Aulie, and Zach Tabatt. Absent: Michael Morford

Others present: Executive Director Eric Charpentier, Rehab Coordinator John Schommer, Rehab Administrative Specialist Kristin Miller, BLAEDC Executive Director Tyler Glynn, Crow Wing County Administrative Services Director Deborah (Debby) Erickson, and Resident Guest JoAnna Story.

3. **REVIEW AND APPROVE MINUTES:**

Moved and seconded by Commissioners Burton and Tabatt to approve the minutes from the September 14th, 2021, board meeting. Through a roll call vote, all commissioners were in favor, and none were opposed. The minutes were approved.

4. **REVIEW and ACCEPT FINANCIAL STATEMENTS:**

Reflected in the September financial statements are the payments to BLAEDC in the amount of \$43,500 and to CREDI in the amount of \$12,500 for a total of \$56,000 per the Agreements for Professional Services for 2021.

Commissioner Tabatt moved to approve the September financial statements as submitted, followed by a second from Commissioner Burton. Upon roll call, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

5. **UNFINISHED BUSINESS:** Nothing to report at this time.

6. NEW BUSINESS:

a. **Approve Purchase & Redevelopment Agreement Between Crow Wing County HRA and Level Contracting:**

On Thursday, October 14th, 2021, Level Contracting LLC requested to purchase five lots, four in Brainerd Oaks and one in Dalmar Estates with a total purchase price of \$33,159.76. Attorney Martha Ingram from Kennedy & Graven drafted the Purchase and Redevelopment Agreement and corresponding resolution (John provided documents for reference).

Commissioner Tabatt moved to Approve Resolution No. 2021-06, Approving the Purchase and Redevelopment Agreement between the Housing and Redevelopment Authority in and for the County of Crow Wing and Level Contracting LLC.. Commissioner Burton seconded the motion. Upon roll call, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

7. REPORTS:

a. **Executive Director:**

Developer Meetings

We have had multiple meetings throughout the County in the last 4 weeks with developers that are interested in both multi-family and single-family development. I think this is an encouraging sign that there has been so much interest not only from developers but from the local municipalities and commissions on enticing and encouraging new development. We will continue to be at the table as these meetings continue to take place so that we can be a partner to help move some of these projects forward.

Downtown Brainerd Redevelopment Project

The developer that is interested in redeveloping the former Thrifty White site in downtown Brainerd was informed in late September that they were not one of the projects that would be funded through the LIHTC program through Minnesota Housing. While this is disappointing for the developer they are still interested in this site. We are still in communication with the developer and are hopeful that they can retool their project to still get the project moving forward.

b. Housing Trust Fund:

On September 28th John and I attended a housing task force meeting in Pequot Lakes that included City staff, members of the Pequot EDA, their housing task force, BLAEDC and a developer. The meeting centered around how to bring a multi-family housing development to Pequot Lakes and what incentives, if any, are available for prospective developers. Through the discussion we were also able to talk about the Housing Trust Fund that is available for gap financing on these types of projects. The discussion overall was fruitful and we continue to be a partner with this community to help them with their development needs.

On October 6th, John and I attended the Crosslake EDA meeting to talk about the workforce housing study as well as share information about the Housing Trust Fund. In attendance were a couple of developers that are interested in multi-family development in the Crosslake area as well. We supplied this group with the housing study and spoke about the new development program that is available through the fund. This was another great opportunity to get the information out about our programs as we try and peak interest from the community in utilizing our programs.

Our technical assistance grant with MHP is starting to wind down. We do expect that we will have at least one more in person session with them in the lakes area as we plan our roll out of these programs.

c. Brainerd HRA/Rehab Programs:

Emily SCDD

8 Owner occupied projects complete
1 Project is in the inspection phase
3 Applications have been sent out

MHFA

2 Projects are in construction
1 Project is in the contract phase
1 Project is bidding
1 Project is in work write-up

FHLB AHP

We submitted additional information Federal Home Loan Bank of Des Moines requested regarding the application and, provided they don't need any additional information, will find out in December if the application is funded.

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	55	47	0	7
Serene Pines	23	16	14	0	2
Dalmar Estates	7	2	1	0	1

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

d. BLAEDC/CREDI:

Glynn shared the staff time billing reports for July, August, and September with the board. He reports that they held a strategic planning session. During this session they reiterated their focus. Discussion is still happening on where to best utilize the ARPA funds. Glynn shared that on September 30th a grant application was submitted by the YMCA to purchase a local building for childcare birth-5yrs. resources.

e. CWC:

Erickson reported that they are still looking at ARPA funding and how to utilize this most effectively in the community (Daycare, Infrastructure, Broadband). She also stated that the second half of property taxes are due this Friday, October 15th. The County is looking at the building spaces they have available and how to utilize these in a more productive way.

8. HRA Commissioner Comments: Nothing to report at this time.

9. NEXT MEETING: Tuesday, November 9th, 2021

10. ADJOURNMENT:

Commissioner Burton made a motion to adjourn the meeting. Commissioner Tabatt seconded the motion. Upon a roll call, all commissioners voted in favor of the motion and none were opposed. The motion was approved, and meeting was adjourned at 6:03 p.m.



Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Karen Young, Finance Director
Date: November 2, 2021
Re: Review and Accept Financial Statements

Please find attached the financial information for October 2021.

CWC SCDP Local Income

Reflected in the October financial statements is the receipt of \$15,602.84 in SCDP Local Income from Crow Wing County. The balance in this account is currently \$83,884.51. The Board allocated \$10,000 to the City of Garrison and \$10,000 to the City of Jenkins as leverage dollars for their SCDP applications.

Action Requested: Accept the October financial statements as submitted.

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Date/Time joe
11/4/2021

8:50:47 AM

**Crow Wing County
CWC HRA Combined Balance Sheet
October, 2021**

	Cumulative
ASSETS	
550-000-1129.210 Cash Gen Fund	168,439.20
550-001-1129.210 Cash CWC SCDP	83,884.51
551-002-1129.210 Cash RLF TIF	381,970.21
556-000-1129.210 Cash Development Fund	-86.71
557-000-1129.210 Cash Tax Forf Property	-4,946.27
558-000-1129.210 Cash HTF	687,558.42
551-002-1141.000 Loans Rec RLF TIF	39,333.98
556-000-1450.000 Land Held for Resale	355,231.82
TOTAL ASSETS	<u>1,711,385.16</u>
LIABILITIES	
550-000-2112.000 A/P Other	-225.00
556-000-2600.000 Def Inflow of Res - Dev	-355,231.82
TOTAL LIABILITIES	<u>-355,456.82</u>
SURPLUS	
550-000-2700-000 Net Income	-244,373.96
550-000-2806.000 Retained Earnings	-1,111,554.38
TOTAL SURPLUS	<u>-1,355,928.34</u>
TOTAL LIABILITIES & SURPLUS	<u>-1,711,385.16</u>
Proof	0.00

**Crow Wing County
CWC HRA Combined Operating Stmt
October, 2021**

	Current Period	Current Year	Year To Date Budget	Variance
INCOME				
550-000-3610.000 Investment Earnings	-2.87	-40.13	-416.70	376.57
550-000-3690.000 Other Revenue	-15,602.94	-18,168.35	-22,500.00	4,331.65
550-000-3691.000 Property Tax Revenue	0.00	-423,552.59	-438,000.00	14,447.41
551-002-3610.000 RLF TIF Interest Rev	-201.27	-2,323.09	-3,800.00	1,476.91
556-000-3696.000 Development Revenue	0.00	-87,080.77	-159,333.30	72,252.53
557-000-3696.000 TFP Revenue	0.00	-500.00	-8,333.30	7,833.30
TOTAL INCOME	-15,807.08	-531,664.93	-632,383.30	100,718.37
EXPENSE				
550-000-4110.000 Administrative Salaries	225.00	2,550.00	3,750.00	-1,200.00
550-000-4130.000 Legal	0.00	3,846.20	8,333.30	-4,487.10
550-000-4140.000 Staff Training	0.00	2,565.00	4,416.70	-1,851.70
550-000-4150.000 Travel	31.14	51.30	208.30	-157.00
550-000-4171.000 Auditing Fees	0.00	6,930.00	7,000.00	-70.00
550-000-4172.000 Management Fees	12,500.00	125,000.00	125,000.00	0.00
550-000-4190.000 Other Administrative	0.00	0.00	166.70	-166.70
550-000-4500.000 TIF Expense	0.00	88.40	500.00	-411.60
550-000-4510.000 Insurance	0.00	2,530.00	2,100.00	430.00
550-000-4540.000 Employer FICA	17.22	195.09	291.70	-96.61
550-000-4590.000 Other General Expense	0.00	56,367.50	115,000.00	-58,632.50
550-001-4600.000 CWC SCDP Expense	0.00	0.00	22,500.00	-22,500.00
556-000-4600.000 Development Expense	7.84	87,167.48	159,333.30	-72,165.82
557-000-4600.000 TFP Expense	0.00	0.00	8,333.30	-8,333.30
TOTAL EXPENSE	12,781.20	287,290.97	456,933.30	-169,642.33
NET INCOME(-) OR LOSS	-3,025.88	-244,373.96	-175,450.00	-68,923.96

This report was exported to excel due to technical issues with HAB (accounting software)

**Crow Wing County HRA
October 2021 Payments**

Payment Number	Payment Date	Vendor	Description	Check Amount
847	10/7/2021	Eric Charpentier	Mileage	\$ 24.42
849	10/7/2021	John Schommer	Mileage	\$ 14.56
Total				\$ 38.98

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Housing & Redevelopment Authority

To: CWC HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: November 9th, 2021
 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. In reviewing that original agreement that was executed, it seemed as though updates to the agreement are needed to reflect the updated contract amount as well as the scope of services and initiatives that the Brainerd HRA has been working on for the Crow Wing County HRA.

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. This is the same compensation that the agencies agreed to for 2021 as well as what was budgeted for in 2022. We wanted to make sure that the agreement was as up to date as possible.

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 and adopt 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 ____ day of ____, 2021; 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 \$150,000 annually to be paid in monthly installments of \$12,500.

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 other 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, 2022 and terminating on the 31st day of December, 2022. 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 themselves and the Brainerd HRA from claims and liability for all work performed by the Brainerd HRA and its respective employees or agents. The minimum accepted coverage is \$500,000 per Claimant and \$1,500,000 per occurrence.

VI. Compliance With Laws

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

of Crow Wing, State of Minnesota.

VII. Independent Contractor Status

The Brainerd HRA is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between 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
Michael Aulie
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 ____ day of _____, 2021.

Crow Wing County Housing and Redevelopment Authority

By: _____

Its: _____

Brainerd Housing and Redevelopment Authority

By: _____

Its: _____

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 & Redevelopment Authority

To: CWC HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: November 9th, 2021
 Re: Executive Director Report

Developer Meeting

I sat in on an initial meeting with a developer and the City of Brainerd to talk about a potential 60-70 unit multi-family apartment project. This developer used our housing study as well as his familiarity with the region in looking for a new housing project. While the developer has looked at one location, he has asked that the City and HRA assist him in getting in touch with other potential landowners that might fit what they are looking for. We will be following up in early December to keep this process moving.

Homeless Warming Shelter

There continues to be progress with a homeless warming shelter in Brainerd. The HRA has been part of a larger group to make this a reality in the County as there are currently no local options for local homeless individuals. Throughout the pandemic Crow Wing County did house a number of individuals in short term housing which helped show the need for a shelter in the area. Bridges of Hope has been the leader of this group and are hopeful that this service will be available to Crow Wing County residents as early as December.

Action Requested: No action needed - for informational purposes and review only.

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Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Eric Charpentier, Executive Director
Date: November 9th, 2021
Re: Housing Trust Fund Report

We are happy to announce that John has been out on an initial inspection for what could be our first HTF owner occupied rehab project. This potential borrower is located in Brainerd and is in need of a new roof on their home and garage. John will be working on a scope of work and we will be moving through the process with the potential to have this first loan closed in December.

On October 28th John and I met with our partners with Minnesota Housing Partnership for a workshop day in our office. We did some process planning for our programs, discussed what our performance metrics may look like for our program and worked through a mind mapping exercise to go through some of our development opportunities that are present in the County, for our development program.

Action Requested: None requested, informational only.

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Housing & Redevelopment Authority

To: CWC HRA Board Members
 From: John Schommer, Rehab Coordinator
 Date: November 3, 2021
 Re: Rehab Programs Report

Emily SCDP

8 Owner occupied projects are complete
 1 Project is in the work write up phase

MHFA

3 Projects are in construction
 1 Project is in the contract phase
 2 Projects are bidding
 1 Project is in the application phase

FHLB AHP

We submitted additional information Federal Home Loan Bank of Des Moines requested regarding the application and, provided they don't need any additional information, will find out in December if the application is funded.

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
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Dalmar Estates	7	3	1	0	1

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

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2021 CWC HRA - BLAEDC/CREDI STAFF TIME- October



Date Range: 10/1/2021 -
10/31/2021

Project Group	Project	Date	Comment	Hours	Billing Amount
Crow Wing County HRA					
CWC HRA - Redev Redevelopment Projects					
		10/1/2021	Meeting w/state leaders regarding grant opportunities for redevelopment of Brainerd child care facility and use of funds to determine best use.	2.50	\$375.00
		10/4/2021	Email communication with city clerk and Mayor in Emily regarding a redevelopment opportunity with existing property to convert to a daycare facility	1.50	\$225.00
		10/5/2021	Communication with property owners in Emily regarding redevelopment of commercial property for potential child care facility	2.50	\$375.00
		10/6/2021	Development meeting w/city staff and Mayor of Pequot Lakes regarding housing and redevelopment opportunities. River to Rail meeting, reports made to group which also involves staff time to create reports and attend meetings	6.00	\$900.00
		10/7/2021	Brainerd EDA meeting to discuss opportunities and provide reports of activity occurring in the city of Brainerd. Staff time to create reports and to attend meetings with redevelopment and housing is discussed	3.00	\$450.00
		10/8/2021	BLAEDC Board Meeting, updates provided to board, city and county employees regarding activity related to all projects in crow wing county, staff time to prepare reports and present to board	4.50	\$675.00
		10/11/2021	CLC Housing Meeting, staff attendance and representation to board to address housing needs within CLC and adjacent properties	3.00	\$450.00
		10/12/2021	Crow Wing County HRA board meeting. Preparation of reports by staff and attendance and presentation at meeting to provide September reporting	3.50	\$525.00
		10/12/2021	email correspondence with SBDC representative to discuss TIF opportunity for Deerwood redevelopment project.	2.00	\$300.00
		10/13/2021	Meeting w/blaedc staff and representatives of local building trades to discuss housing shortages in crow wing county. group will present finding of housing efforts to staff at a later date once research is complete	3.00	\$450.00
		10/15/2021	Teleconference with SBDC rep and property owner regarding TIF opportunity for redevelopment of building located in Deerwood to convert church to a dental practice.	2.00	\$300.00
		10/18/2021	Email correspondence and phone meetings w/city of Emily staff and mayor regarding commercial redevelopment projects in the city	2.00	\$300.00
		10/19/2021	Pequot Lakes EDC meeting. Staff time to create reports, attend meeting and present on housing and redevelopment opportunities and discussions with board about projects and discussions that are moving forward in the city. Teleconference with city of Emily staff regarding daycare facility	5.00	\$750.00
		10/19/2021	email communication and teleconference with Mayor of Deerwood regarding TIF opportunity and redevelopment of existing Deerwood property	2.50	\$375.00


10/20/2021	CREDI board of directors meeting. Staff time to create reports, draft agenda and attend meeting. Staff presented redevelopment opportunities located in cuyuna range area.	3.50 <i>Attachment 26</i>	\$525.00
10/20/2021	Communication with Mayor and financial advisors concerning TIF opportunity and file review to determine who city has utilized in the past for TIF for redevelopment.	1.50	\$225.00
10/22/2021	Site visit to Emily location for redevelopment of existing commercial property inside the city limits of Emily. Building owners want to redevelop property for a new daycare facility. Reviewed funding options with owners.	4.00	\$600.00
10/25/2021	Housing and redevelopment meeting with Crosslake staff and EDC representatives around housing opportunities. Staff discussion also related to redevelopment projects that need assistance in the city	2.50	\$375.00
10/26/2021	email communication with Emily property owners and city staff to discuss opportunities with the city to redevelop existing restaurant property and redevelop commercial building for child care facility	2.00	\$300.00
10/27/2021	email communication w/developer who is interested in property located in Baxter and Pequot Lakes. Set meetings with both city staff and leadership	1.50	\$225.00
10/28/2021	Meeting w/developer and city of Pequot Lakes staff to discuss housing and possible redevelopment of existing commercial property for housing and mixed-use development, staff time to create documentation for city and developer	3.00	\$450.00
10/29/2021	Teleconference w/city of Emily clerk, county child care licensing staff and property owners to discuss needs for redevelopment of Emily commercial building to child care facility	1.50	\$225.00

CWC HRA - Redev	Redevelopment Projects Total:	62.50	\$9,375.00
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Crow Wing County HRA Total:		62.50	\$9,375.00
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Grand Total		62.50	\$9,375.00
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Staff time and notes listed above have been reviewed and approved by BLAEDC's Executive Director, Tyler Glynn upon submittal of this


Tyler Glynn, BLAEDC Executive Director