



Housing & Redevelopment Authority

Board Meeting Agenda
5:00pm Tuesday January 11th, 2022
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=mcd0dc62a809ada72f1a75d06ab11c384>

Join by phone: 415-655-0001

Meeting number (access code): 2553 844 2676

Meeting password: ATuiprSh263

"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. Annual Meeting (Attachment 1) Pg. 3

- a.** Oath of Office, Commissioner Aulie Pg. 5
- b.** Election of Officers for 2022
- c.** Review By-Laws Pg. 7

4. REVIEW AND APPROVE MINUTES (Attachment 2) Pg. 9

- a.** 2022 Crow Wing County HRA Board Meeting Schedule Pg.15

5. REVIEW AND ACCEPT FINANCIAL STATEMENTS (Attachment 3) Pg. 17

- a.** CWC HRA Combined Balance Sheet December 2021 Pg. 19
- b.** CWC HRA Combined Operating Statement December 2021 Pg. 20
- c.** CWC HRA November 2021 Payments Pg. 21

6. UNFINISHED BUSINESS

7. NEW BUSINESS (Attachment 4)

- a.** Designation of Official Depository Pg. 23

8. REPORTS/UPDATES:

- a. Executive Director (*Attachment 5*) Pg. 25
- b. Housing Trust Fund (*Attachment 6*) Pg. 27
- c. Brainerd HRA/Rehab Programs (*Attachment 7*) Pg. 29
- d. BLAEDC/CREDI (*Attachment 8*) Pg. 31
- e. CWC

9. HRA Commissioner Comments

10. NEXT MEETING: Tuesday February 8th, 2022

11. ADJOURNMENT

CWC HRA Commissioners:

Michael Aulie, Chair - District 5 (12-31-21)

Zach Tabatt, Vice Chair - District 3 (12-31-24)

Michael Morford, Secretary/Treasurer - District 2 (12-31-23)

Richard (George) Burton, Commissioner - District 1 (12-31-22)

Craig Nathan, Commissioner - District 4 (12-31-25)



Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Eric Charpentier, Executive Director
Date: January 11, 2022
Re: Annual Meeting

According to the bylaws, the CWC HRA is required to hold its annual meeting at the regular meeting in January. Typically, all new or reappointed members are given the oath of office, the board elects new officers, and bylaws are reviewed.

Oath of Office

At the December 14th, 2021, County board meeting, Michael Aulie was reappointed as the District 5 representative on the Crow Wing County Housing and Redevelopment Authority for a term expiring 12/31/26.

Election of Officers for 2022

According to the bylaws, the chair, vice chair, and secretary/treasurer shall be elected at the annual meeting of the HRA.

2021 Officers and Commissioners

Chair – Michael Aulie, District 5, Term through 12-31-21

Vice Chair – Zach Tabatt, District 3, Term through 12-31-24

Secretary/Treasurer – Michael Morford, District 2, Term through 12-31-23

Commissioner – Richard (George) Burton, District 1, Term through 12-31-22

Commissioner – Craig Nathan, District 4, Term through 12-31-25

Review Bylaws

Attachment 1b is a copy of the bylaws for your review. No changes have been made and no changes are being recommended at this time.

Action Items: Conduct Oath of Office; Elect an HRA chair, vice chair and secretary; and review bylaws.

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Oath

STATE OF MINNESOTA

COUNTY OF CROW WING

} **SS.**

I, **Michael Aulie**, 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 Aulie

Subscribed and sworn to before me this 11th day of January, 2022.

Eric Charpentier,
Executive Director

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**BY-LAWS OF THE HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE COUNTY OF CROW WING, MINNESOTA**

Amended – January 11, 2011

Amended – January 9, 2017

1. THE AUTHORITY

Section 1.1 Name of the Authority. The name of the Authority shall be the Housing and Redevelopment Authority in and for the County of Crow Wing, Minnesota (hereinafter, the "Authority"), and its governing body shall be called the Board of Commissioners (hereinafter, the "Board").

Section 1.2. Office. The principal office of the Authority shall be the Crow Wing County Historic Courthouse.

Section 1.3. Seal. The Authority shall have no official seal.

2. ORGANIZATION

Section 2.1. Officers. The officers of the Authority shall consist of a Chair, a Vice Chair, a Secretary, and an Executive Director. The Chair, the Vice Chair and the Secretary shall be members of the board and shall be elected at the annual meeting of the Authority.

Section 2.2. Chair. The Chair shall preside at all meetings of the Board.

Section 2.3. Vice Chair. The Vice Chair shall preside at any meeting of the Board in the absence of the Chair and may exercise all powers and perform all responsibilities of the Chair if the Chair cannot exercise or perform the same due to absence or other inability.

Section 2.5. Secretary. The Secretary shall oversee the keeping of minutes of all meetings of the Board and shall oversee the maintenance of all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time by resolution prescribe.

Section 2.6. Executive Director. The Executive Director shall be appointed by resolution and shall serve at the pleasure of the Board of Commissioners, shall be the chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe.

3. PROCEDURES OF BOARD OF COMMISSIONERS

Section 3.1. Annual Meeting. The annual meeting of the Board shall coincide with the regular meeting of the month of January in each year.

Section 3.2. Regular Meetings. The Board shall hold regular meetings at such time and place as the Board may determine.

Section 3.3. Special Meetings. Special meetings of the Board may be called by the Chair or, in the event of the Chair's absence or inability, by the Vice Chair at any time, upon seventy-two hours prior notice exclusive of Saturdays, Sundays and holidays to all Commissioners and Executive Director. Upon the same notice, special meetings of the Board may also be called by any two Commissioners. Notice of any special meeting in the principal office of the Authority no less than seventy-two hours prior to such special meeting exclusive of Saturdays, Sundays and holidays.

Section 3.4. Quorum. A quorum of the Board shall consist of a simple majority of the appointed Commissioners. In the absence of a quorum, no official action may be taken by, on behalf of, or in the name of the Board or the Authority.

Section 3.5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present. Resolutions may but need not be read aloud prior to vote taken thereon and may but need not be executed after passage.

Section 3.6. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

4. MISCELLANEOUS

Section 4.1. Fiscal Year. The fiscal year of the Authority shall be the calendar year.

Section 4.2. Execution of Contracts. All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be executed by the Chair and/or the Executive Director or by such other Commissioner or officers of the Authority as the Board may by resolution prescribe.

Section 4.3. Amendment of By-Laws. These By-Laws may be amended by the Board only by not less than a majority vote of all the Commissioners, provided that any such proposed amendment shall first have been delivered to each Commissioner at least one regular meeting prior to the meeting at which such amendment is considered.



Housing & Redevelopment Authority

Crow Wing County HRA BOARD MEETING MINUTES 12/14/2021

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, December 14th, 2021.

1. **CALL TO ORDER:** Chair Michael Aulie called the meeting to order at 5:01 p.m.
2. **ROLL CALL:** Present: Commissioners Craig Nathan (via webex), Michael Aulie, and Michael Morford

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Rehab Coordinator John Schommer, Rehab Administrative Specialist Kristin Miller, BLAEDC Executive Director Tyler Glynn, Zach Tabatt (webex unproclaimed), Monty Jensen Level Contracting, LLC., and Mary Traufler Basswood Real Estate.

3. **REVIEW AND APPROVE MINUTES:**

Moved and seconded by Commissioners Morford and Nathan to approve the minutes from the November 9th, 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:**

The financial information for November 2021 was presented.

Level Contracting Closing

Reflected in the November financial statements is the closing that took place for the purchase of the five lots – four lots in Brainerd Oaks and one lot in DalMar Estates for a total of \$33,159.76 as approved at the October meeting. Of this, \$11,500 went to the City for SAC/WAC/Park Fees, \$19,635.45 went to the City in lieu of assessments, and \$487.50 were for closing costs. We were reimbursed for direct costs of \$1,536.81. With this closing, 69% of the total lots have been purchased by the developer.

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

5. UNFINISHED BUSINESS: None at this time

6. NEW BUSINESS:

a. Review and Discuss Fund Balance:

The Fund Balance Policy sets the recommended unassigned fund balance to be maintained at 8 to 12 months of General Fund operating expenses for the year. The following classifications are established for governmental funds and define the constraints placed on the current fund balance.

1. Nonspendable - fund balance not expected to be converted to cash such as inventory or prepaid expenses.
2. Restricted - fund balance with constraints from an external source such as TIF Revolving Loan Funds and CWC Local Income (SCDP).
3. Committed – fund balance constrained for a specific purpose by the HRA board prior to yearend.
4. Assigned – fund balance that is intended for a specific purpose by the board or Executive Director/Finance Director. These funds are neither restricted nor committed.
5. Unassigned – General Fund balance that is available for any purpose.

It is a GASB 54 requirement that any Board commitments be established prior to yearend with an amount to be set after yearend when the calculation can be finalized. As we discussed at our August board meeting, the fund balance is below the recommended minimum of 8 months set by policy. As a result, it is not recommended that the Board take action to commit funds at this time.

b. Approval of BLADC and CREDI Agreements for Professional Services

The 2022 budget approved by the Board included using levy dollars for funding economic development and redevelopment services of \$87,000 to the Brainerd Lakes Area Economic Development Corporation (BLADC) and \$25,000 to Cuyuna Range Economic Development Inc. (CREDI). As such, staff worked with Tyler Glynn from BLADC to update the previous draft Agreements for Professional Services for both organizations.

A significant factor in drafting the agreements is that all of the funds provided to BLADC and CREDI from the CWC HRA must be used on eligible activities per the HRA statute. Monthly reports on activities and progress will be provided to the CWC HRA from both organizations and certification that all funds were expended on authorized activities.

Commissioner Morford moved to Approve Resolutions No. 2021-07 and 2021-08, Approving the Agreements for Professional Services between the CWC HRA and BLADC and CREDI. Commissioner Nathan seconded the motion. Upon roll call, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

c. Authorize Participation in the Minnesota City Participation Program

Minnesota Housing sells mortgage revenue bonds on behalf of cities to meet locally identified housing needs. The proceeds of these bonds provide below-market interest rate home mortgage loans for low-and moderate-income first-time homebuyers. The Minnesota City Participation Program (MCP) provides cities throughout the state with a unique opportunity to easily access housing resources to meet the needs of their citizens.

Funds are available to local participating lenders to offer low interest loans to eligible home buyers. The funds are initially available to the specific community. For 2021, \$943,306.19 was allocated for Crow Wing County and as of 10/31/21, November, \$3,955,034.00 in loans have been committed (Attachment was presented). This equates to a usage rate of 419%, which is excellent. (There is a minimum usage requirement of 50% of the allocation in order to participate the following year.) After a period of time, the funds are put into a state-wide pool.

In order to participate in the MCP, we need to submit the application by Wednesday, January 15th (Attachment was presented).

This program provides another mortgage option for potential home buyers in Crow Wing County

Commissioner Morford moved to Authorize Executive Director to submit the 2022 Minnesota Cities Participation Program application to Minnesota Housing. Commissioner Nathan 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 Meeting

John and Eric met with a developer that is potentially interested in building a multi-family apartment building on the Eastern side of the County. This individual was referred to us by County Commissioner Houge. This individual is just starting the process, but sees a need for additional housing units in the Crosby/Ironton/Deerwood area. We discussed the tax forfeit property policy with him as well as explained our Housing Trust Fund programs. We are planning on having a follow up meeting with him in December where we will discuss what may be available via tax forfeited properties. This is encouraging as we have not had any other developer interest come to us for units on the Eastern side of the County.

Homeless Warming Shelter

The homeless warming shelter successfully opened on Friday December 3rd. The overnight shelter is located at 1926 South 7th Street in Brainerd and is open nightly from 8pm – 8am. The shelter will take guests in nightly from 8pm – 11pm at which time no more guests will be admitted for the evening. The shelter had their first guest on Saturday December 4th and that individual was very thankful for the warm, safe place

to sleep for the night. The HRA has been part of a larger group to make this a reality in the County as there were no local options for local homeless individuals. Bridges of Hope has been the leader of this group and are hopeful that this service will be overseeing the operations of the shelter for this winter. Many thanks go out to the staff and City Council for the City of Brainerd for moving this process along through an ordinance update and interim use permit approval. Please do tell other business and local civic organizations about the warming shelter so the word can get out in the community. This is a good first step towards helping mitigate the effects of homelessness in the County. (Flier was presented)

b. Housing Trust Fund:

The scope of work was completed for what we hope to be is our first funded project through the trust fund. The borrower now has to agree to the scope before we can put the project out for bid and finalize what the numbers will look like. We will know more once the borrower accepts the scope and we can get the project bids back. The timeline will probably extend out past the end of the year, but we are still optimistic that we will fund this loan. Again, this potential borrower is located in Brainerd and is in need of a new roof on their home.

We will be wrapping up our time with Minnesota Housing Partnership on December 16th with a final wrap up meeting. Our time spent with their group was productive and helped fine tune our internal procedures for the Trust Fund. We were able to utilize some of the grant dollars for training for John through the National Development Council (NDC). John is taking one of his classes online the week of December 13th – 17th for their housing development finance program. The training proved to be a bit elusive through COVID and he was not able to get signed up for all of the classes that MHP was willing to fund for him, but the classes that he was able to take, were productive and worthwhile.

c. Brainerd HRA/Rehab Programs:

Emily SCDD

8 Owner occupied projects complete
1 Project is bidding
1 Project is in application review

MHFA

3 Projects are in construction
1 Project is in the construction phase
1 Project is bidding
3 Projects are in the applications phase

Housing Trust Fund

1 Project is in Work Write-up Review
1 Application is in process

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	59	47	0	10
Serene Pines	23	16	14	0	2
Dalmar Estates	7	3	1	0	1

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

d. BLAEDC/CREDI:

Glynn presented the staff time billing reports for November 2021.

e. Level Contracting, LLC:

Monty gave an overview of the year's developments and potential projects for the upcoming new year.

f. CWC:

Residents can now view all snowplows on county roads during winter events. The web-based map uses GPS to track the 15 county plows and show current locations. Using the link will inform you of when plows are out and where they headed in relation to your commute.

'Where's My Snowplow?' Features

- Location of each vehicle that is currently in use and direction of travel. (look for the red truck symbols)
- Track plows in near real time
- Click or tap on the map to zoom in and move the map on the screen
- Updated every 5 minutes during snow events

[View snowplow map here](#)



Scan this QR code to get to the mobile app.

Crow Wing County crews plow around 550 centerline miles of county roads ways and many require multiple passes because of the width of the roads. The First Assessment District (FAD) and Second Assessment District (SAD) equal about 63 miles and the plowing is contracted out. The FAD and SAD roads will not be seen in this link. This information is also useful for county plow crews to make real time adjustments to plow routes.

8. HRA Commissioner Comments: Nothing at this time.

9. NEXT MEETING: Tuesday, January 11th, 2022

10. ADJOURNMENT:

Commissioner Morford made a motion to adjourn the meeting. Commissioner Nathan seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 6:08 p.m.



Housing & Redevelopment Authority

Crow Wing County HRA Board Meeting Schedule for 2022

Board meetings are typically held on the second Tuesday of each month at 5:00 p.m. in the Crow Wing County Land Services Building, Pine/Maple Meeting Room, 322 Laurel Street, Brainerd, MN. Due to the COVID-19 pandemic, meetings are currently offered virtually as well via Webex Video/Teleconference. Details for joining each meeting are posted at <https://www.crowwing.us/413/Crow-Wing-County-HRA>.

MONTH	DAY	DATE
January	11	1-11-22
February	8	2-8-22
March	8	3-8-22
April	12	4-12-22
May	10	5-10-22
June	14	6-14-22
July	12	7-12-22
August	9	8-9-22
September	13	9-13-22
October	11	10-11-22
November	8	11-8-22
December	13	12-13-22

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Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Karen Young, Finance Director
Date: January 4, 2022
Re: Review and Accept Financial Statements

Please find attached the financial information for December 2021.

CWC HRA Tax Levy

Reflected in the December financial statements is the deposit of \$279,482.01 and accrual of \$1,471.45 in property tax and other tax revenue. The tax payments received/accrued to date for 2021 totaled \$705,975.52.

2021 Audit

The 2021 audit fieldwork is scheduled with CliftonLarsonAllen (CLA) during the first week of February. The December financial statements do not fully reflect all yearend entries and adjustments. The final yearend entries and adjustments will be recorded prior to the audit.

2021 BLAEDC/CREDI Funding

The second half funding payments to BLAEDC/CREDI have not been processed prior to 2021 yearend. Per the agreements with both entities, payment will be due and payable pursuant to the submission of the 2nd six months of reporting. As such payment will be issued in January.

Action Requested: Accept the December financial statements as submitted.

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Date/Time joe
1/5/2022

4:14:39 PM

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

Cumulative

ASSETS

556-000-1120.000 A/R Other - Dev	20.40
550-000-1121.000 Taxes Receivable	1,471.45
550-000-1129.210 Cash Gen Fund	141,710.22
550-001-1129.210 Cash CWC SCDP	83,884.51
551-002-1129.210 Cash RLF TIF	383,981.37
556-000-1129.210 Cash Development Fund	-20.40
557-000-1129.210 Cash Tax Forf Property	-4,946.27
558-000-1129.210 Cash HTF	967,427.96
551-002-1141.000 Loans Rec RLF TIF	36,822.35
556-000-1450.000 Land Held for Resale	322,072.05
TOTAL ASSETS	<u>1,932,423.64</u>

LIABILITIES

550-000-2112.000 A/P Other	-975.00
556-000-2600.000 Def Inflow of Res - Dev	-322,072.05
TOTAL LIABILITIES	<u>-323,047.05</u>

SURPLUS

550-000-2700-000 Net Income	-497,822.21
550-000-2806.000 Retained Earnings	-1,111,554.38
TOTAL SURPLUS	<u>-1,609,376.59</u>

TOTAL LIABILITIES & SURPLUS

-1,932,423.64

Proof	0.00
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Date: 1/5/2022
Time: 4:15:26 PM
joe

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

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

	Current Period	Current Year	Year To Date Budget	Variance
INCOME				
550-000-3610.000 Investment Earnings	-17.72	-60.63	-500.00	439.37
550-000-3690.000 Other Revenue	0.00	-18,236.35	-27,000.00	8,763.65
550-000-3691.000 Property Tax Revenue	-280,953.46	-705,975.52	-729,500.00	23,524.48
551-002-3610.000 RLF TIF Interest Rev	-194.98	-2,719.76	-4,560.00	1,840.24
556-000-3696.000 Development Revenue	-20.40	-120,260.93	-191,200.00	70,939.07
557-000-3696.000 TFP Revenue	0.00	-500.00	-10,000.00	9,500.00
TOTAL INCOME	-281,186.56	-847,753.19	-962,760.00	115,006.81
EXPENSE				
550-000-4110.000 Administrative Salaries	975.00	3,825.00	4,500.00	-675.00
550-000-4130.000 Legal	1,356.00	5,202.20	10,000.00	-4,797.80
550-000-4140.000 Staff Training	855.00	3,420.00	5,300.00	-1,880.00
550-000-4150.000 Travel	53.54	133.96	250.00	-116.04
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	150,000.00	150,000.00	0.00
550-000-4190.000 Other Administrative	0.00	0.00	200.00	-200.00
550-000-4500.000 TIF Expense	0.00	88.40	600.00	-511.60
550-000-4510.000 Insurance	0.00	2,530.00	2,100.00	430.00
550-000-4540.000 Employer FICA	17.22	235.25	350.00	-114.75
550-000-4590.000 Other General Expense	5.60	56,408.10	138,000.00	-81,591.90
550-001-4600.000 CWC SCDP Expense	0.00	0.00	27,000.00	-27,000.00
551-002-4600.000 RLF TIF Expense	897.14	897.14	1,190.00	-292.86
556-000-4600.000 Development Expense	1,462.66	120,260.93	191,200.00	-70,939.07
557-000-4600.000 TFP Expense	0.00	0.00	10,000.00	-10,000.00
TOTAL EXPENSE	18,122.16	349,930.98	547,690.00	-197,759.02
NET INCOME(-) OR LOSS	-263,064.40	-497,822.21	-415,070.00	-82,752.21

**Crow Wing County HRA
December 2021 Payments**

Attachment 3c

Payment Number	Payment Date	Vendor	Description	Check Amount
858	12/3/2021	John Schommer	Mileage	\$5.60
863	12/30/2021	Eric Charpentier	Mileage	\$53.54
865	12/30/2021	John Schommer	Mileage	\$7.84
24287	12/2/2021	Bremer Bank Credit Card	NDC Training	\$855.00
24297	12/2/2021	Kennedy & Graven, Chartered	BO & DE November Closing Legal Fees	\$1,498.10
24312	12/16/2021	Brainerd Lakes Area Economic Development	2021 1% Virtual Loan Fee	\$448.57
24320	12/16/2021	Initiative Foundation	2021 1% Virtual Loan Fee	\$448.57
24343	12/29/2021	Petty Cash	Postage	\$4.72
24354	12/29/2021	Kennedy & Graven, Chartered	Legal-Emily SCDP & HTF Legal Review	\$1,308.00
Total				\$4,629.94

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Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Karen Young, Finance Director
Date: January 4, 2022
Re: Designation of Official Depository

Pursuant to Minnesota Statute 118A.02, the Crow Wing County HRA Board shall designate as a depository of its funds, one or more financial institutions. At this time, the official depository is Bremer Bank.

Action Requested: Approve the designation of Bremer Bank as the official depository.

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Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Eric Charpentier, Executive Director
Date: January 11th, 2022
Re: Executive Director Report

Serene Pines Lot

We continue to move forward with the process of securing Lot 5, Block 3 (Parcel ID 41280507) of the Serene Pines development through conveyance from the County for what we anticipate will be an amendment to the purchase and development agreement with Level Contracting, LLC to sell this currently tax forfeited property to Level Contracting for the purpose of building a single-family residence. We have worked with our attorney to draft documentation and have requested that the County convey the lot to the County HRA. We anticipate bringing a resolution before the board to accept the property from the County and agreement to provide the net proceeds to the City as per the other lot sales. We will also need to schedule a public hearing for the sale of this lot which we anticipate in February or March.

Homeless Warming Shelter

The numbers continue to be steady for the first month of operation for the warming shelter. The nightly numbers have averaged between 5-8 guests per night and continues to increase as the word gets out about the availability of the service. Their busiest night was 10 guests. The director of the shelter has stated that all guests have behaved within the rules and guidelines and that there have been no major concerns at this point. There is also a new nonprofit called My Neighbor to Love Coalition that is working on supportive and transitional housing to help serve our homeless population. They are working on a supportive and affordable housing community and will be presenting to the Brainerd Planning Commission in January.

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: January 11th, 2022
Re: Housing Trust Fund Report

We are awaiting the closing of the bid period for our first rehab loan which is set for mid-January. From there a bid will be awarded and the process of getting our first loan completed will commence. We are still on track to have this loan completed soon and are very excited to share this with the County commissioners in our yearly update that is due by the end of the month. We will submit the yearly report to the board and look to give a verbal update at a future meeting of the County board in February.

John and I will be attending the Crosby EDA meeting on January 20th to discuss the trust fund loan programs as well as have a conversation regarding the need for housing throughout the County. We will also be putting together some information for the Crosby City Council regarding the need for workforce housing based off of our housing study to help educate the Council on the need for low to moderate income housing within their City. John is also going to be attending the Emily City Council meeting to discuss our trust fund programs so now that our small cities grant dollars will be just about used up. We want to encourage their City to help us get the word out to their residents that we do have dollars available for rehab even though the SCDP grant dollars will be used up.

Action Requested: None requested, informational only.

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Housing & Redevelopment Authority

To: CWC HRA Board Members
From: John Schommer, Rehab Coordinator
Date: January 5, 2022
Re: Rehab Programs Report

Emily SCDP

8 Owner occupied projects are complete
1 Project is construction
1 Project is bidding

Garrison SCDP

The environmental review has been submitted to DEED

Jenkins SCDP

The environmental review has been submitted to DEED

MHFA

5 Projects are in construction
4 Projects are in the application phase

Housing Trust Fund

1 Project is in Work Write-up Review
1 Application is in process

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	59	49	0	9
Serene Pines	23	16	15	0	1
Dalmar Estates	7	3	1	0	2

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

2021 CWC HRA - BLAEDC/CREDI STAFF TIME- December



Date Range: 12/1/2021 -
12/31/2021

Project Group	Project	Date	Comment	Hours	Billing Amount
Crow Wing County HRA					
CWC HRA - Redev Redevelopment Projects					
		12/1/2021	River to Rail meeting, staff time required to create agenda and attendance at meeting. Post meeting minutes for group. Crosslake EDA meeting, discussions around redevelopment projects occurring in the city and blaedc's assistance. Staff time to attend meeting and present.	5.00	\$750.00
		12/2/2021	City of Brainerd EDA meeting, discussed monthly reports and discussed opportunities at the Brainerd Industrial Park. Also discussed grant progress and redevelopment opportunities for a couple of grant applicants	3.50	\$525.00
		12/3/2021	Meeting w/daycare provider who is looking at Brainerd building for redevelopment for new daycare facility. Reviewed building plans, financials and business plan	2.00	\$300.00
		12/6/2021	email correspondence with childcare applicants to discuss multiple location ideas and to discuss projects in Brainerd and Emily that will involve significant redevelopment in those communities	2.00	\$300.00
		12/6/2021	BLAEDC staff attending the CLCF student housing meeting to address housing shortages in Crow Wing County as well as housing shortages for students at CLC.	2.50	\$375.00
		12/7/2021	Review site plan, business plan and financial projections w/Emily city staff and potential owner of building for redevelopment through virtual meeting platform	1.50	\$225.00
		12/7/2021	Attendance and presentation at Pequot Lakes city council meeting where new incentive programs to assist housing in Pequot Lakes was discussed and approved. Plan will allow for reduction in fees from the city for new housing incentives. Staff time to present and create reports for meeting.	2.00	\$300.00
		12/9/2021	teleconference with developer in Emily regarding potential apartment complex build, prior communication with the city clerk in Emily to discuss this project, looking for assistance from city or HRA.	2.00	\$300.00
		12/9/2021	Special Brainerd EDA meeting to discuss projects for the Brainerd Industrial Park in addition to meeting with prospective owners to redevelop existing Baxter facility.	3.00	\$450.00
		12/10/2021	BLAEDC Board Meeting with elected officials from Brainerd and Baxter, discussed projects in place at this time and discussions for wrapping up the grant work, discussed with board the projects that will require redevelopment for Crow Wing County properties. Staff time to create reports and attend meeting	3.50	\$525.00
		12/13/2021	email correspondence and conference call with potential childcare providers regarding redevelopment plans for building throughout the county, 1 in Emily, 1 in Brainerd and 1 in Crosby. All projects if approved for grant funds will be redevelopment projects.	2.50	\$375.00
		12/14/2021	Staff time to prepare reports for CWC HRA meeting and participation at the monthly meeting to provide verbal report of activities during the month.	3.00	\$450.00
		12/15/2021	teleconference with IRR representative regarding Emily project and redevelopment options for IRR funding with business owner as property needs major redevelopment to convert to daycare.	1.50	\$225.00
		12/15/2021	Developer meeting in Crosslake to discuss housing and apartment options with city staff, city eda members, cwc hra and blaedc to increase affordable housing options in and around Crosslake. Spent additional time with developers discussing funding options as well. Met with property owner in Crosslake to tour his building that he is in process of redevelopment. Property owner has converted a call center and is planning to turn it in to an event space. Discussed funding options through Unified Fund as well.	6.00	\$900.00
		12/16/2021	Crow Wing County meeting to discuss childcare grants and properties included in those grants, including use of funds and locations for redevelopment of properties. Staff time to update reports for meeting and attend meeting.	2.50	\$375.00
		12/17/2021	Conference call with city of Ironton Mayor and city clerk regarding development of Ironton property for housing options. Email communication prior to meeting to provide information regarding the process to list property for sale.	2.00	\$300.00

12/20/2021	staff time to communicate with grant submissions regarding space and redevelopment options of downtown Brainerd Y to expand daycare services and redevelop a building in which they have a purchase agreement for.	2.50	\$375.00
12/21/2021	Pequot Lakes EDA meeting, staff time to prepare reports plus staff time to attend meetings for verbal presentation. Discussion items included fee adjustments for new housing in the city that was adopted by the city council and other housing options and development that are moving forward in the city. Meeting with local Baxter business owner to find a new property to redevelop and move his existing business as owner next to him wants his space to expand and redevelop the	5.00	\$750.00
12/22/2021	Meeting w/Crosslake property owner to review redevelopment plans and to discuss funding options for redevelopment. Converting call center in Crosslake to an event space. Owner has received approval from planning and zoning to proceed with project.	2.00	\$300.00
12/23/2021	email communication with Emily developer to discuss city involvement as well as funding sources for project. Continued discussion at the city level will occur the first 2 weeks of January.	2.00	\$300.00
12/28/2021	communication with city of Emily regarding apartment development and the city's involvement and also the city needing to be involved in IRR application for redevelopment of childcare property that is planning to open	2.50	\$375.00
12/29/2021	ARPA meetings with crow wing county, discussions centered around meetings that blaedc staff have been having with grant applicants and the projects they are submitting for approval. More than half of the projects involve purchase or lease of properties in cwc that will require significant redevelopment. Staff time to prepare documentation for staff and attend meeting to present findings	4.50	\$675.00
CWC HRA - Redev Redevelopment Projects Total:		63.00	\$9,450.00
Crow Wing County HRA Total:		63.00	\$9,450.00
Grand Total		63.00	\$9,450.00

The staff time and details listed above have been reviewed and approved by BLAEDC's Executive Director, Tyler Glynn, upon submittal of this report

Tyler Glynn
BLAEDC Executive Director