



Housing & Redevelopment Authority

Board Meeting Agenda

5:00pm Tuesday February 8th, 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=ma3c31873baf081227c789d0f6a9f427a>

Join by phone: 415-655-0001

Meeting number (access code): 2550 603 7963

Meeting password: 9e9PbJHPZe2

"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 & APPROVE AGENDA

4. REVIEW & APPROVE MINUTES (Attachment 1) Pg. 3

Approval of the Tuesday, January 11th Meeting Minutes as presented

5. REVIEW & ACCEPT FINANCIAL STATEMENTS (Attachment 2) Pg. 9

a. CWC HRA Combined Balance Sheet January 2022 Pg. 11

b. CWC HRA Combined Operating Statement January 2022 Pg. 12

c. CWC HRA January 2022 Payments Pg. 13

6. UNFINISHED BUSINESS

7. NEW BUSINESS (Attachment 3) Pg. 15

a. Review Resolution for Conveyance of Tax Forfeited Property from Crow Wing County

8. 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. 29
- d.** BLAEDC/CREDI (*Attachment 7*) Pg. 31
- e.** CWC

9. COMMISSIONER COMMENTS

10. NEXT MEETING: Tuesday March 8th, 2022

11. ADJOURNMENT

CWC HRA Commissioners

Michael Aulie, Chair - District 5 (12-31-26)

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

Crow Wing County HRA BOARD MEETING MINUTES 01/11/2022

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, January 11th, 2022.

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), Michael Aulie, and, Richard (George) Burton, Zach Tabatt.

Others present: Executive Director Eric Charpentier (webex unproclaimed), Finance Director Karen Young, Rehab Coordinator John Schommer (webex unproclaimed), Rehab Administrative Specialist Kristin Miller, BLAEDC Executive Director Tyler Glynn, Michael Morford (webex unproclaimed), and Crow Wing County Administrative Services Director Deborah (Debby) Erickson (webex unproclaimed).

3. **ANNUAL MEETING:** Chair Michael Aulie called the meeting to order at 5:01 p.m.

a. 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. An official oath of office was conducted for Commissioner Nathan.

b. Election of Officers for 2021: Nominations were taken for chair.

Commissioner Nathan nominated Commissioner Aulie for **board chair**, followed by a roll call vote from Commissioner Nathan (Y), Tabatt (Y), Aulie (N).

Commissioner Aulie nominated Commissioner Tabatt for **board chair**, followed by a roll call vote from Commissioner Nathan (N), Tabatt (N), Aulie (Y).

Commissioner Aulie was elected as chair.

Chair Aulie continued in the chair seat and called for nominations for vice chair.

Commissioner Aulie nominated Commissioner Tabatt for **vice chair**, followed by a roll call vote from Commissioner Nathan (Y), Tabatt (N), Aulie (Y).
Commissioner Tabatt was elected as **vice chair**.

Chair Aulie called for nominations for secretary/treasurer.

Commissioner Tabatt nominated Commissioner Morford for **secretary/treasurer**, followed by a roll call vote from Commissioner Nathan (Y), Tabatt (Y), Aulie (Y).
Commissioner Morford was elected as **secretary/treasurer**.

- c. Review Bylaws: The Board reviewed the current bylaws and had no proposed changes.

Chair Aulie closed the annual meeting at 5:10 p.m.

4. REVIEW AND APPROVE MINUTES:

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

5. REVIEW and ACCEPT FINANCIAL STATEMENTS:

The financial information for December 2021 was presented.

a. 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.

b. 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.

c. 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.

Commissioner Tabatt moved to approve the December 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.

6. UNFINISHED BUSINESS: None at this time

7. NEW BUSINESS:

a. 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.

Moved by Commissioner Tabatt and seconded by Commissioner Burton to approve the designation of Bremer Bank as the official depository. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.

8. REPORTS:

a. Executive Director:

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.

b. Housing Trust Fund:

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.

c. Brainerd HRA/Rehab Programs:

Emily SCDD

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

Garrison SCDD

The environmental review has been submitted to DEED

Jenkins SCDD

The environmental review has been submitted to DEED

MHFA

5 Projects are in construction
4 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	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*

d. BLAEDC/CREDI:

Glynn presented the staff time billing reports for December 2021.

The childcare grant application process concluded on Monday, December 6, 2021. There were 29 applications collected. Tyler noted they are hoping to get the funds out to the applicants by the end of January, beginning of February.

e. CWC:

Erickson gave an overview of the continued grant process. She is hoping to get the funds out to the applicants as soon as possible looking at the end of January and beginning of February.

New approved lease agreement with the Brainerd license exam office to relocate to the basement of the land services building. This should open the beginning of February.

Please check out the New Positions posted on the website:

[Crow Wing County Employment Opportunities](#)

9. HRA Commissioner Comments:

Tabatt would like to see added education pertaining to the HRA itself. Detailed presentations on the goals and responsibilities of the Board and association.

Nathan would like to see the strategic planning return and have goals set within the plan.

10. NEXT MEETING: Tuesday, February 8th, 2022

11. ADJOURNMENT:

Commissioner Tabatt made a motion to adjourn the meeting. Commissioner Burton seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 5:52 p.m.

This page intentionally left blank.



Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Karen Young, Finance Director
Date: February 1, 2022
Re: Review and Accept Financial Statements

Please find attached the financial information for January 2022.

CWC HRA Tax Levy

We reported last month that we had received/accrued \$705,975.52 in tax levy revenue for 2021 compared to the total levy amount of \$729,500. In January we received an additional deposit of \$24,743.84, which puts us at a 100% collection rate.

2021 Audit

The 2021 audit fieldwork was conducted with CliftonLarsonAllen (CLA) during the first week of February.

2021 BLAEDC/CREDI Funding

The second half funding payments to BLAEDC/CREDI were processed in January. Per the agreements with both entities, payment will be due and payable pursuant to the submission of the 2nd six months of reporting which was received in January.

Action Requested: Accept the January financial statements as submitted.

This page intentionally left blank.

Date/Time joe
2/2/2022 12:03:03 PM

**Crow Wing County
CWC HRA Combined Balance Sheet
January, 2022**

Cumulative

ASSETS

550-000-1120.000 A/R Other	855.00
556-000-1120.000 A/R Other - Dev	20.40
550-000-1129.210 Cash Gen Fund	70,266.16
550-001-1129.210 Cash CWC SCDP	83,884.51
551-002-1129.210 Cash RLF TIF	385,433.40
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	993,648.37
551-002-1141.000 Loans Rec RLF TIF	35,559.90
556-000-1450.000 Land Held for Resale	322,072.05
TOTAL ASSETS	1,886,773.12

LIABILITIES

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

SURPLUS

550-000-2700-000 Net Income	-452,171.69
550-000-2806.000 Retained Earnings	-1,111,554.38
TOTAL SURPLUS	-1,563,726.07

TOTAL LIABILITIES & SURPLUS

Proof	0.00
-------	------

Date: 2/2/2022
 Time: 1:51:20 PM
 karen

**Crow Wing County
 CWC HRA Combined Operating Stmt
 January, 2022**

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

	Current Period	Current Year	Year To Date Budget	Variance
INCOME				
550-000-3610.000 Investment Earnings	-6.29	-6.29	0.00	-6.29
551-002-3610.000 RLF TIF Interest Rev	-189.58	-189.58	-148.34	-41.24
556-000-3696.000 Development Revenue	0.00	0.00	-15,933.33	15,933.33
557-000-3696.000 TFP Revenue	0.00	0.00	-833.33	833.33
TOTAL INCOME	-195.87	-195.87	-16,915.00	16,719.13
EXPENSE				
550-000-4110.000 Administrative Salaries	225.00	225.00	375.00	-150.00
550-000-4130.000 Legal	0.00	0.00	833.33	-833.33
550-000-4140.000 Staff Training	0.00	0.00	125.00	-125.00
550-000-4150.000 Travel	0.00	0.00	20.83	-20.83
550-000-4172.000 Management Fees	12,500.00	12,500.00	12,500.00	0.00
550-000-4190.000 Other Administrative	0.00	0.00	16.67	-16.67
550-000-4500.000 TIF Expense	0.00	0.00	50.00	-50.00
550-000-4510.000 Insurance	2,703.00	2,703.00	2,600.00	103.00
550-000-4540.000 Employer FICA	17.23	17.23	29.17	-11.94
550-000-4590.000 Other General Expense	0.00	0.00	2,167.00	-2,167.00
550-001-4600.000 CWC SCDP Expense	0.00	0.00	2,250.00	-2,250.00
556-000-4600.000 Development Expense	0.00	0.00	15,933.33	-15,933.33
557-000-4600.000 TFP Expense	0.00	0.00	833.33	-833.33
TOTAL EXPENSE	15,445.23	15,445.23	37,733.66	-22,288.43
NET INCOME(-) OR LOSS	15,249.36	15,249.36	20,818.66	-5,569.30

**Crow Wing County HRA
January 2022 Payments**

Attachment 2c

Payment Number	Payment Date	Vendor	Description	Check Amount
24396	1/1/2022	MCIT	Insurance	\$2,703.00
24401	1/13/2022	Brainerd Lakes Area Economic Development	2nd Half of 2021 Crow Wing County HRA Funding	\$43,500.00
24405	1/13/2022	Cuyuna Range Economic Development Inc.	2nd Half of 2021 Crow Wing County HRA Funding	\$12,500.00
Total				\$58,703.00

This page intentionally left blank.



Housing & Redevelopment Authority

To: CWC HRA Board Members

From: John Schommer, Rehabilitation Coordinator

Date: February 1, 2022

Re: Approve Resolution 2022-01 Accepting the Conveyance of Tax Forfeited Property by Crow Wing County to the Housing and Redevelopment Authority in and for the County of Crow Wing

Monty Jensen with Level Contracting LLC has requested to purchase a tax forfeited lot in Serene Pines that was not available at the time of the original Purchase and Development Agreement. We consulted with our attorney and they recommended amending the master Purchase and Development Agreement to include this lot rather than utilizing the Tax Forfeited Property Policy. We reached out to Crow Wing County to request the lot and was informed that the board needs to adopt a resolution accepting conveyance of the tax forfeited lot and provide that to county staff before we can proceed any further in the process.

Action Requested: Approve Resolution No. 2022-01, Approving the Purchase and Redevelopment Agreement between the Housing and Redevelopment Authority in and for the County of Crow Wing and Level Contracting LLC.

This page intentionally left blank.

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

Resolution No. 2022-01

**Resolution Accepting the Conveyance of Tax Forfeited Property by Crow Wing County to
the Housing and Redevelopment Authority in and for the County of Crow Wing**

WHEREAS, Crow Wing County (the "County") has completed the tax forfeiture process as required by law for certain property in the City of Brainerd (the "City") described as Lot 5, Block 3, Serene Pines (the "Property"), which is part of a larger housing subdivision and includes associated public infrastructure financed by the City; and

WHEREAS, the Housing and Redevelopment Authority in and for the County of Crow Wing ("County HRA") has previously established its Redevelopment Project No. 1 ("County Project") pursuant to Minnesota Statutes, Sections 469.001 to 469.047 ("HRA Act"), the area of which includes all property in the County; and

WHEREAS, the County HRA has developed a plan to acquire the Property from the County pursuant to Minnesota Statutes, Section 469.012, subd. 1g. of the HRA Act, in order to manage and dispose of the Property for the purpose of preventing and eliminating blight; and

WHEREAS, the County HRA has entered into negotiations with Level Contracting, LLC (the "Developer") to enter into a Purchase and Redevelopment Agreement (the "Agreement") providing for the conveyance of the Property by the County HRA to the Developer, and for the construction by the Developer of an owner-occupied single-family home on such Property; and

WHEREAS, the City previously levied special assessments on the Property for the installation of public infrastructure supported by City-issued bonds; and

WHEREAS, the County HRA acknowledges this investment by the City, and in order to assist the City in satisfying these outstanding assessments, the County HRA agrees to pay to the City the net proceeds from the sale of the Property by the County HRA to the Developer, provided that prior to conveyance of the Property from the County to the County HRA and execution of the Agreement by the County HRA and the Developer, the City must adopt a resolution permanently waiving its right to recertify the special assessments allocable to the Property for any of the improvements previously completed and assessed.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing and Redevelopment Authority in and for the County of Crow Wing will accept title to the Property from the County upon transfer of title to such Property from the State of Minnesota, contingent upon receipt of an executed resolution by the City of Brainerd agreeing to accept the net proceeds from the sale of the Property in lieu of recertifying previously-certified special assessments in connection with the Property, and further agreeing to permanently waive its right to recertify such special assessments.

Chair, Crow Wing County HRA – Michael Aulie

ATTEST:

Executive Director – Eric Charpentier

February 8, 2022 Meeting

Dated at Brainerd, Minnesota this 8th day of February 2022.



Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Eric Charpentier, Executive Director
Date: Februray 1st, 2022
Re: Executive Director Report

Downtown Brainerd Redevelopment Project

I sat in on a meeting with the proposed developer for the former Thrifty White building, on February 7th to discuss options for this housing project going forward. There is still interest in the property and the HRA and the City of Brainerd are helping the developer explore any funding options that may be available for the site.

Tax Forfeit Lots in Baxter

On February 2nd John and I met with a developer that was interested in purchasing tax forfeited lots in Baxter through the CWC HRA. We discussed with them that if this was going to be multiple lots that it might make sense to identify the lots and then start to draw up a purchase and development agreement as we have previously done with the Brainerd Oaks project. The developer is willing to purchase the lots and will now be looking at what the pricing would need to be to make purchasing them and building on them a viable option. We will be discussing some options with the City of Baxter as well as getting input from the County. There are approximately 60 lots that the City and developer have identified that would be of interest for single family development.

Action Requested: Staff is looking for authorization to pursue if a purchase and development agreement is a viable option for the developer and for the City of Baxter.

This page intentionally left blank.



Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Eric Charpentier, Executive Director
Date: February 1st, 2022
Re: Housing Trust Fund Report

We did receive a bid for our first project through the rehab program. We unfortunately have hit a speed bump. The borrower is past due on their primary mortgage and is currently trying to work with their bank to get the mortgage back on track. Per our procedures, we will not process a loan if a borrower is delinquent on their property whether that is the mortgage or their real estate taxes. We are hoping that the borrower can get this cleared up with their primary mortgage holder, but we are on a pause until that gets resolved.

John and I attended a 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. This was well received by the members of the EDA and there was good conversation within the group. The City of Crosby is going to include our Housing Trust Fund marketing piece in their utility bill in March, to help us get the word out about our programs, to their community.

Per the Housing Trust Fund ordinance, we are required to submit an annual report to the County on the activities undertaken throughout the year, within 30 days of the close of the fiscal year. This annual report was submitted to County Administrator Houle on January 31st. A copy of the report is attached.

Action Requested: No action requested, for information only.

This page intentionally left blank.



Housing & Redevelopment Authority

January 31st, 2022

Tim Houle, Crow Wing County Administrator
Historic Court House
326 Laurel Street
Brainerd, MN 56401

Re: Crow Wing County Housing Trust Fund Annual Report

Dear Mr. Houle:

Per the Ordinance Establishing a Housing Trust Fund in Crow Wing County (Ordinance No. 2001), adopted by the Board of Crow Wing County Commissioners, "The HRA shall within thirty (30) days following the close of each fiscal year prepare and submit an annual report to the County on the activities undertaken with funds from the Trust Fund." Following is a summary of the Crow Wing County HRA's work with the housing trust fund in 2021.

Housing Trust Fund (HTF) Loan Servicing— In 2021 we were able to secure a loan servicer for our program. Mid Minnesota Federal Credit Union has agreed to partner with the Crow Wing County HRA to service our loan portfolio and be a point of contact for payment of these loans. MMFCU sees these types of partnerships fitting into their core values as an organization and we are very appreciative to have their expertise. MMFCU has a similar program with the Lakes Area Habitat for Humanity, and we couldn't be more thankful for their partnership.

Housing Trust Fund Loan Agreement and Documentation— We have continued to work on the documentation that is required for our loan programs and have drafted a loan note, mortgage and loan agreement that will be utilized for our borrowers for each loan that we process. Our team has decided that all three documents will be filed with the County for each loan closing to help ensure that the terms and repayment agreement are easily accessible to both our borrowers and to the public.

Technical Assistance: Strengthening Rural Communities Program—To assist us in our initiatives to address the affordable housing shortage in the county and the HTF, the Crow Wing County HRA was awarded a grant through Minnesota Housing Partnership's (MHP) Strengthening Rural Communities Program. This program provides technical assistance to rural communities to overcome impediments to successful planning and implementation of affordable housing and community development projects. Throughout 2021 our team worked with the group at MHP to provide insight and to help guide our staff through creating and documenting our internal procedures, help create a marketing plan as well as assist with our outreach strategies. We are grateful for the opportunity to receive this grant funding and we feel that the time spent with their team was worth our time investment.

Program Marketing and Outreach — Our team continued to meet with strategic partners, local units of government as well as community groups in 2021 to educate these leaders on the availability of our programs. In July we set up two round table sessions with the help of Minnesota Housing Partnership, to discuss housing in Crow Wing County and how our local partners can help us get the word out about our programs while educating them on what we have available. We sent out invitations to these sessions to all our local units of government, our County Commissioners, as well as professionals in the economic development and real estate professionals, to cast a wide net to make sure that the message is getting out. We have also attended numerous City Council meetings across the County, EDA meetings through our local municipalities as well as other targeted groups that are trying to find solutions to our housing issues. Our staff has spoken with multiple developers that are interested in building workforce housing throughout the County and have recommended the trust fund for any financing gaps that these developers may have as they move forward with projects. We will continue to attend meetings and aggressively market our programs to these groups and to the community as we implement our loan programs.

HTF Branding— We created a marketing piece that we have been distributing to our local partners that gives a brief description of our programs along with information on our targeted income populations. We have a community partner that will be including this piece in their public utility billing mailer, and we intend on approaching other local units of government to request that they help distribute this info sheet as well. We hope to get this information out to each household in the County to help educate our residents and encourage them to utilize this resource.

Our staff did work with several interested parties, primarily for our rehab program, in 2021 and we have been eager to close our first loan. We currently have one project through our rehabilitation assistance program that has gone through a project bid phase, and we are working to clear up an issue with their primary mortgage before we can get this project funded. John and his staff are confident that we will be able to get this project funded in the first quarter of the new year. We will be giving a presentation to the Greater Lakes Association of Realtors (GLAR) in early March to educate our local realtors on our home buyer assistance program and we plan on doing more localized outreach to local lenders as well. We are ready to fund projects and we are excited to utilize these funds to address the workforce housing needs within Crow Wing County. We are looking forward to a busy 2022!

Thank you for your continued support of the Crow Wing County HRA.

Sincerely,



Eric Charpentier
Executive Director

Enclosures:

- HTF Marketing Piece

This page intentionally left blank.

Supporting
people and
projects...



HOUING TRUST FUND

A source of funding to meet the housing needs of moderate- to low-income households within Crow Wing County.



...improving
housing
availability and
options.



Crow Wing County HRA Mission:

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

324 East River Road
Brainerd, MN 56401
218-828-3705

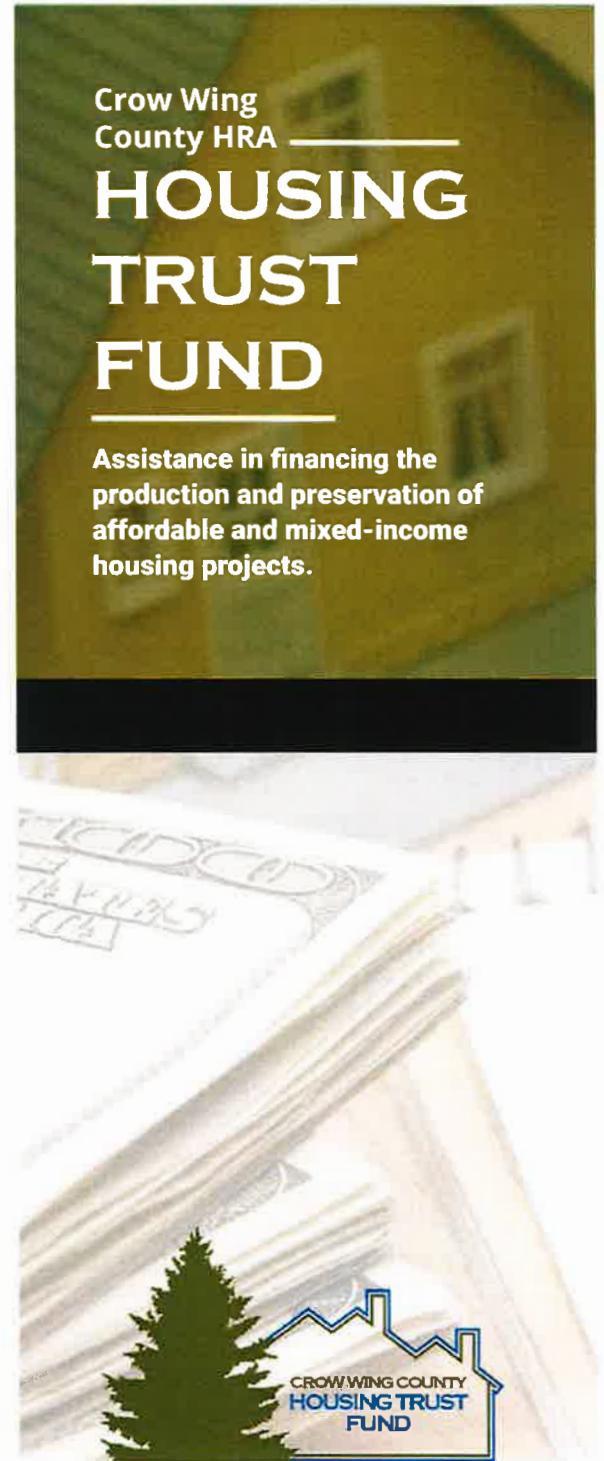
[http://brainerdhra.org/
housing-trust-fund/](http://brainerdhra.org/housing-trust-fund/)



**Crow Wing
County HRA**

HOUSING TRUST FUND

**Assistance in financing the
production and preservation of
affordable and mixed-income
housing projects.**



Our goal is to address the workforce housing needs within Crow Wing County and help leverage these dollars with those in the private sector to increase our available housing stock.

Programs supported by the Housing Trust Fund:



WORKFORCE HOUSING ASSISTANCE

- HRA matches employer contributions toward down payment or closing costs for the purchase of a home (\$5,000 max)
- Low-interest, five-year installment loan



HOMEBUYER ASSISTANCE

- Up to \$20,000 for homebuyer assistance
- Acts as a soft second loan at zero percent interest



REHABILITATION ASSISTANCE

- Owner-occupied and renter-occupied assistance available
- General repairs and improvements that increase the health, safety and energy efficiency of the home



NEW CONSTRUCTION/ DEVELOPMENT FINANCING

- Funding for pre-development costs, new construction, property acquisition, conversion of non-residential to residential use, conversion of rental units to relocation, and rehabilitation costs

PROGRAM BASIS AND POLICY GUIDANCE

Managed by the Crow Wing County Housing & Redevelopment Authority (HRA), the HTF Program administration is guided primarily by the following documents:

- Minn. Stat. §462C.16 462C.16 Housing Trust Funds for Local Housing Development
- Ordinance Establishing a Housing Trust Fund in Crow Wing County (Ordinance No. 2001), effective 3/4/20

NEEDS AND PRIORITIES OF THE HTF

Target population:

- Very Low Income: gross household income at or below 50% of Area Median Income (AMI), as determined by the US Dept. of HUD.
- Low Income: gross household income at or below 80% of AMI, but more than 50% of AMI.
- Moderate Income: gross household income at or below 115 percent (115%) of AMI, but more than 80% of AMI.

For more information on the Housing Trust Fund and its programs, please visit www.brainerdhra.org or contact:

JOHN SCHOMMER, Rehab Coordinator
Phone: 218-824-3432
Email: John@brainerdhra.org



Housing & Redevelopment Authority

To: CWC HRA Board Members
From: John Schommer, Rehab Coordinator
Date: February 1, 2022
Re: Rehab Programs Report

Emily SCDP

8 Owner occupied projects are complete
2 Projects are in construction
4 Applications have been sent out

Garrison SCDP

We are waiting for DEED to finish their review of the environmental review so we can move on to the next step.

Jenkins SCDP

We are waiting for DEED to finish their review of the environmental review so we can move on to the next step.

MHFA

5 Projects are in construction
3 Applications are in process
5 Applications have been sent out

We have one application from Outing that is about seven miles from the Crow Wing County line in Cass County. Previously the board did approve staff to administer MHFA loans in the northern part of Morrison and Western part of Cass County. Provided the board does not have any issues with staff administering the loan in this area, we will move forward with processing the application.

Housing Trust Fund

1 Project is in the contract phase
4 Applications have been sent out

FHLB

Unfortunately, our application to the Federal Home Loan Bank for 6 units of county wide owner-occupied housing rehabilitation was not approved. There were 122 applications requesting \$67,250,694 submitted with 67 of those being approved for \$40,048,983.

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	59	51	0	7
Serene Pines	23	16	15	1	0
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- January



Date Range: 1/1/2021 -

1/31/2021

Project Group	Project	Date	Comment	Hours	Billing Amount
Crow Wing County HRA					
CWC HRA - Redev Redevelopment Projects					
		1/4/2021	email and phone calls w/grant applicants and staff working w/cwc economic assistance grant program as well as working w/cwc staff to obtain necessary documentation for grant approval	2.00	\$300.00
		1/5/2021	email and phone correspondence regarding property in Deerwood for purchase and redevelopment	2.00	\$300.00
		1/6/2021	staff working w/cwc economic assistance grant program	2.00	\$300.00
		1/6/2021	Crosslake EDA meeting and meeting with building owner regarding sale and redevelopment of property	3.00	\$450.00
		1/7/2021	Brainerd EDA meeting, prepare reports and prep time with staff to discuss open projects for blighted and redevelopment options	2.00	\$300.00
		1/8/2021	staff working w/cwc economic assistance grant program communication w/local business owners to assist w/applications for grant funds	3.00	\$450.00
		1/11/2021	email and phone calls w/grant applicants and staff working w/cwc economic assistance grant program	2.00	\$300.00
		1/12/2021	CWC HRA board meeting attendance and reporting, staff time to create reports	2.50	\$375.00
		1/12/2021	email and phone calls w/grant applicants and staff working w/cwc economic assistance grant program	3.00	\$450.00
		1/13/2021	virtual meeting w/crosby city admin regarding property for redevelopment and tif options if available	2.00	\$300.00
		1/14/2021	staff working w/cwc staff and commissioners regarding eligibility for business owners applying for economic assistance grant program	5.00	\$750.00
		1/15/2021	email and phone calls w/grant applicants and staff working w/cwc economic assistance grant program	2.00	\$300.00
		1/18/2021	email and phone calls w/grant applicants and staff working w/cwc economic assistance grant program as well as working w/cwc staff to obtain necessary documentation for grant approval	3.00	\$450.00
		1/19/2021	Pequot Lakes EDC meeting presentation and discussion of housing options and plans for city leaders to address housing needs with use of HRA housing trust fund options, cwc board meeting to approve economic assistance grant approvals	5.00	\$750.00
		1/20/2021	CREDI board meeting and preparation of reports for board meeting to discuss redevelopment projects as well as updates on impact of grant program in cuyuna range	3.00	\$450.00
		1/20/2021	email and phone calls w/grant applicants and staff working w/cwc economic assistance grant program as well as working w/cwc staff to obtain necessary documentation for grant approval	3.00	\$450.00
		1/21/2021	Pequot Lakes planning and zoning meeting w/industrial park projects and available land for redevelopment	2.00	\$300.00
		1/21/2021	email and phone calls w/grant applicants and staff working w/cwc economic assistance grant program as well as working w/cwc staff to obtain necessary documentation for grant approval	2.00	\$300.00
		1/22/2021	email and phone calls w/grant applicants and staff working w/cwc economic assistance grant program as well as working w/cwc staff to obtain necessary documentation for grant approval	1.50	\$225.00

1/25/2021	email and phone calls w/grant applicants and staff working w/cwc economic assistance grant program as well as working w/cwc staff to obtain necessary documentation for grant approval	2.00	\$300.00
1/27/2021	meetings w/local real estate agents regarding multiple properties in BLA for sale and possible redevelopment	3.00	\$450.00
1/27/2021	email and phone calls w/grant applicants and staff working w/cwc economic assistance grant program as well as working w/cwc staff to obtain necessary documentation for grant approval	2.00	\$300.00
1/28/2021	phone meeting w/Crosslake building owner and review of property listing along w/discussions around redevelopment and sale of property	1.50	\$225.00
1/29/2021	meeting w/potential commercial business buyers looking at Brainerd building for purchase and major redevelopment, met w/buyers and realtors, meeting w/brainerd city admin to discuss project as well as other redevelopment projects slated for the city	4.00	\$600.00

CWC HRA - Redev **Redevelopment Projects Total:** **62.50** **\$9,375.00**

Crow Wing County HRA Total: **62.50** **\$9,375.00**

Grand Total **62.50** **\$9,375.00**

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

