



Housing & Redevelopment Authority

**Board Meeting Agenda**  
**5:00pm Tuesday June 14<sup>th</sup>, 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=m107e5fded03c540ed9dfae49e6eee5f7>

Join by phone: 415-655-0001

Meeting number (access code): 2557 719 7248

Meeting password: qtXFSGpR859

*"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 & APPROVAL OF AGENDA**
- 4. REVIEW & APPROVE MINUTES** *(Attachment 1) Pg. 3*
  - a. Approval of the Tuesday, May 10<sup>th</sup>, 2022, Meeting Minutes as presented
- 5. REVIEW & ACCEPT FINANCIAL STATEMENTS** *(Attachment 2) Pg. 7*
  - a. CWC HRA Combined Balance Sheet May 2022
  - b. CWC HRA Combined Operating Statement May 2022
  - c. CWC HRA May 2022 Payments
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
- 8. REPORTS/UPDATES:**
  - a. Executive Director *(Attachment 3) Pg. 13*
  - b. Housing Trust Fund *(Attachment 4) Pg. 15*
  - c. Brainerd HRA/Rehab Programs *(Attachment 5) Pg. 17*
  - d. BLAEDC/CREDI *(Attachment 6) Pg. 19*
  - e. CWC

**9. COMMISSIONER COMMENTS**

**10. NEXT MEETING** Tuesday July 12<sup>th</sup>, 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 &amp; Redevelopment Authority

## Crow Wing County HRA BOARD MEETING MINUTES 05/10/2022

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, May 10th, 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, Michael Morford, Richard (George) Burton, and Zach Tabatt.

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

3. **REVIEW AND APPROVE AGENDA:**

**Moved and seconded by Commissioners Burton and Tabatt to approve the agenda as presented for the May 10th, 2022, board meeting. All commissioners were in favor, and none were opposed. The agenda was approved.**

**Chair Aulie Closed the CWC Board Meeting and opened Public Meeting at 5:01PM  
Aulie Called three times for any public questions or concerns. There were none.**

4. **PUBLIC HEARING: Proposed Sale of Lot 5, Block 3, Serene Pines**  
The board previously approved adding a tax forfeited lot in Serene Pines to the Master Purchase and Development Agreement with Level Contracting. In order to sell the property, we are required to hold a public hearing to allow comments from the public. A Notice of Public Hearing was published in the Brainerd Dispatch on April 27<sup>th</sup> (Attachment was provided).

**Chair Aulie Opened Public Meeting at of 5:03PM  
Aulie Called three times for any public questions or concerns. There were none.**

**Back to open CWC Board Meeting at 5:03PM**

5. **PUBLIC HEARING: Proposed Sale of Lot 2, Block 2 Jasperwood East**  
The board previously approved LAHFH (Lakes Area Habitat for Humanity), a local non-profit organization, acquiring a tax forfeited tract through our tax forfeited property policy. In order to sell the property, we are required to hold a public hearing to allow

comments from the public. A Notice of Public Hearing was published in the Brainerd Dispatch on April 27<sup>th</sup> (Attachment was provided).

**Moved by Commissioner Nathan and seconded by Commissioner Tabatt to approve resolution No. 2022-06, and the Purchase and Development Agreement between the CWC HRA and LAHFH for the sale of this parcel. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.**

**6. REVIEW AND APPROVE MINUTES:**

**Moved and seconded by Commissioners Nathan and Tabatt to approve the minutes from the April 12<sup>th</sup>, 2022, board meeting. All commissioners were in favor, and none were opposed. The minutes were approved.**

**7. FINANCIAL:**

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

*The financial information for April 2022 was presented by Karen Young.*

**Commissioner Tabatt moved to approve the April 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.**

Payments

In April we processed \$10,000 payments to the cities of Garrison and Jenkins for leverage dollars for their SCDP grants. These payments, out of CWC Local Income funds, were approved by the board at the November 10, 2020 board meeting.

**8. UNFINISHED BUSINESS:**

**9. NEW BUSINESS:**

**10. REPORTS:**

**a. Executive Director:**

MN NAHRO Executive Directors Boot Camp

I recently attended an Executive Director Boot camp through the Minnesota chapter of NAHRO from April 20<sup>th</sup> – 22<sup>nd</sup>. This was a 2.5 day session with various round table discussions along with specific training from the national association geared specifically for executive directors. This was a great opportunity for me to network with several other directors from around the state and region as well as gain a deeper understanding of the role the director plays for an agency. I am looking forward to attending future trainings with this group.



Strategic Planning Session Updates:

Planning continues for our goal setting session to be held on Thursday May 19<sup>th</sup>. I have attached a draft agenda that we will use for both our Brainerd board and our Crow Wing County board. We will be hosting a lunch for both boards at noon and our session for Crow Wing County will start at 1pm. The session will be held at Brainerd City Hall on the 2<sup>nd</sup> floor in the conference room. For those that will need to attend remotely, I will have a Webex link that I will send out prior to the meeting.

**b. Housing Trust Fund:**

We have our first down payment assistance loan request for a borrower who is looking to purchase their home in May. We are working with a local mortgage lender who has provided us with the documentation necessary for us to qualify this individual for the program. We are also finalizing our partnership with MMFCU and believe we will be able to fund this loan by the end of May. The prospective borrower appears to qualify for the program, and we are thrilled to have this project moving forward. We also still have several owner-occupied rehab requests in the pipeline and our first project for rehab is going out to bid. We are hopeful that this first project will receive bids and can move forward with funding in late May or early June.

**Discussion**

On Tuesday May 10<sup>th</sup> John and I will be speaking on Community Focus, a radio program on the local radio station WJJY. Our discussion will focus on the shortage of housing in Crow Wing County. We will be talking about the housing study that we commissioned as well as giving information on all our Housing Trust Fund programs. This slot was offered to us from the City of Baxter to help us continue to market our programs to get the word out in the community about them.

**c. Brainerd HRA/Rehab Programs:**

Emily SCDD

8 Owner occupied projects complete  
2 Project is construction

Garrison SCDD

1 Owner Occupied project is ready to go out for bids  
1 Commercial project is waiting for owner review  
1 Owner Occupied application is in process

Jenkins SCDD

7 Applications have been sent out

MHFA

4 Projects are in construction  
1 Work Write-up  
6 Applications are in process

Housing Trust Fund

6 Application have been sent out  
1 Work Write-up  
1 Project is out for bid

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	64	57	0	8
Serene Pines	23	16	16	0	0
Dalmar Estates	7	3	1	0	2

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

**d. BLAEDC/CREDI:**

Staff time billing reports were presented for April 2022.  
Glenn presented an overview of happenings at BLAEDC.

**e. CWC:**

Erickson gave an overview of all happenings in Crow Wing County.

- Emergency alert system .... <https://www.crowwing.us/>
- Spring Business Electronic Collection Event Thursday, May 19<sup>th</sup> 9-1pm
- Land Services to Begin Safe Route Connection Project
- Paul M Thiede Fire Tower Park Temporary Closure
- Pick A Mile Program kicks off second year to assist in county road cleanup

**11. HRA Commissioner Comments:**

*None at this time*

**12. NEXT MEETING:** Tuesday, June 14<sup>th</sup>, 2022

**9. ADJOURNMENT:**

**Commissioner Burton made a motion to adjourn the meeting to the Strategic Planning Session Thursday, May 19<sup>th</sup>, 2022. Commissioner Tabatt seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 6:00 p.m.**



Housing &amp; Redevelopment Authority

To: CWC HRA Board Members

From: Karen Young, Finance Director

Date: June 7, 2022

Re: Review and Accept Financial Statements

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Please find attached the financial information for May 2022.

**Level Contracting Closing**

Reflected in the May financial statements is the closing that took place for the purchase of the five lots - two lots in Brainerd Oaks and three lots in Serene Pines for a total of \$59,286.93 as approved at the March meeting. Of this, \$11,500 went to the City for SAC/WAC/Park Fees, \$44,271.98 went to the City in lieu of assessments, and \$1,008.15 were for closing costs. We were reimbursed for direct costs of \$2,506.80. With this closing, 78% of the total lots have been purchased by the developer.

**Action Requested: Accept the May financial statements as submitted.**

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Date/Time joe  
6/7/2022

1:10:57 PM

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

**Cumulative**

**ASSETS**

550-000-1129.210 Cash Gen Fund	10,909.59
550-001-1129.210 Cash CWC SCDP	63,884.51
551-002-1129.210 Cash RLF TIF	391,241.26
556-000-1129.210 Cash Development Fund	512.84
557-000-1129.210 Cash Tax Forf Property	-3,705.79
558-000-1129.210 Cash HTF	991,638.70
551-002-1141.000 Loans Rec RLF TIF	30,423.49
556-000-1450.000 Land Held for Resale	236,511.70
<b>TOTAL ASSETS</b>	<b><u>1,721,416.30</u></b>

**LIABILITIES**

550-000-2112.000 A/P Other	-975.00
557-000-2115.000 Escrow Account TFP	-1,000.00
556-000-2600.000 Def Inflow of Res - Dev	-236,511.70
<b>TOTAL LIABILITIES</b>	<b><u>-238,486.70</u></b>

**SURPLUS**

550-000-2700-000 Net Income	95,358.73
550-000-2806.000 Retained Earnings	-1,578,288.33
<b>TOTAL SURPLUS</b>	<b><u>-1,482,929.60</u></b>

**TOTAL LIABILITIES & SURPLUS**

**-1,721,416.30**

Proof	0.00
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Date: 6/7/2022  
Time: 1:11:01 PM  
joe

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

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Rpt File: F:\HMS\REP

	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date Budget</b>	<b>Variance</b>
<b>INCOME</b>				
550-000-3610.000 Investment Earnings	-5.75	-28.89	0.00	-28.89
550-000-3690.000 Other Revenue	-100.00	-185.50	0.00	-185.50
551-002-3610.000 RLF TIF Interest Rev	-158.38	-861.03	-741.70	-119.33
556-000-3696.000 Development Revenue	-59,286.93	-85,539.95	-79,666.65	-5,873.30
557-000-3696.000 TFP Revenue	0.00	-500.00	-4,166.65	3,666.65
<b>TOTAL INCOME</b>	<b>-59,551.06</b>	<b>-87,115.37</b>	<b>-84,575.00</b>	<b>-2,540.37</b>
<b>EXPENSE</b>				
550-000-4110.000 Administrative Salaries	225.00	1,350.00	1,875.00	-525.00
550-000-4130.000 Legal	0.00	0.00	4,166.65	-4,166.65
550-000-4140.000 Staff Training	0.00	0.00	625.00	-625.00
550-000-4150.000 Travel	0.00	43.07	104.15	-61.08
550-000-4171.000 Auditing Fees	0.00	7,140.00	7,140.00	0.00
550-000-4172.000 Management Fees	12,500.00	62,500.00	62,500.00	0.00
550-000-4190.000 Other Administrative	0.00	0.00	83.35	-83.35
550-000-4500.000 TIF Expense	0.00	30.00	250.00	-220.00
550-000-4510.000 Insurance	0.00	2,703.00	2,600.00	103.00
550-000-4540.000 Employer FICA	17.20	103.29	145.85	-42.56
550-000-4590.000 Other General Expense	0.00	1,952.50	10,835.00	-8,882.50
550-001-4600.000 CWC SCDP Expense	0.00	20,000.00	11,250.00	8,750.00
556-000-4600.000 Development Expense	59,378.29	84,362.91	79,666.65	4,696.26
557-000-4600.000 TFP Expense	62.16	259.52	4,166.65	-3,907.13
558-000-4600.000 HTF Expense	558.14	2,029.81	16,666.70	-14,636.89
<b>TOTAL EXPENSE</b>	<b>72,740.79</b>	<b>182,474.10</b>	<b>202,075.00</b>	<b>-19,600.90</b>
<b>NET INCOME(-) OR LOSS</b>	<b>13,189.73</b>	<b>95,358.73</b>	<b>117,500.00</b>	<b>-22,141.27</b>

**Crow Wing County HRA  
May 2022 Payments**

Payment Number	Payment Date	Vendor	Description	Check Amount
894	5/11/2022	John Schommer	Mileage	\$1.76
24626	5/10/2022	Forum Communications Company	Public Hearing Notices-Serene Pines & Jasperwood	\$124.32
24631	5/10/2022	Kristin Miller	Mileage	\$16.38
24658	5/19/2022	Kennedy & Graven, Chartered	Brainerd Oaks & Serene Pines Legal Fees	\$2,536.00
24661	5/19/2022	Miller Testing & Consulting LLC	Lead Based Paint Assessment - HTF	\$450.00
<b>Total</b>				<b>\$3,128.46</b>

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Housing &amp; Redevelopment Authority

To: CWC HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: June 14<sup>th</sup>, 2022  
Re: Executive Director Report

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**Strategic Planning Session Update:**

Our strategic planning session was held on May 19<sup>th</sup>. Thank you to our commissioners and staff that sat in on the session. There were several great ideas and I think the goals that will come out of the session are all things that we can work towards in the coming year and beyond. I am continuing to work with Bruce Miles to put together a goal sheet and will then work with staff to finalize that. I plan on presenting that at our regular July meeting.

**Budget Session and Strategy:**

Our yearly budget is typically presented at our August board meeting ahead of the County budget sessions where they set their preliminary levy. As we look forward to our budget planning, staff is recommending that the board hold a separate budget workshop to go through our funding for the upcoming year and discuss our levy request to the County.

**Action Requested: No action requested, for informational purposes only**

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Housing &amp; Redevelopment Authority

To: CWC HRA Board Members  
 From: Eric Charpentier, Executive Director  
 Date: June 14<sup>th</sup>, 2022  
 Re: Housing Trust Fund Report

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John and I recently met with the County Administrator, a couple of County Commissioners and BLAEDC to review the Housing Trust fund and give updates on projects that are in our pipeline. We received good feedback from our partners, and we are aware of the importance of getting projects funded in the short term. I will be attending a meeting with City administrators in the County at their upcoming meeting in July to educate this group on the availability of the fund and to build connections with them, so we are a first thought when developers approach them. Tyler with BLAEDC and I will be working on drafting a worksheet or checklist of ideas to help administrators and their staff field and respond to inquiries from developers that may contact them about interest in building housing. We will also be reviewing land that is available for development with each City in the coming months. These are good strategies to keep building our project pipeline to create more development opportunities.

We will be meeting with this group again in one year to discuss our progress and we are confident that we will have projects being funded by then.

I recently met with real estate lenders at Deerwood Bank to educate their staff about our down payment assistance program. There was great dialogue with their staff and excitement about the program. We continue to look for opportunities to sit down with banks, realtors, and other organizations within the County to cross market the fund. I will be speaking with the Sertoma service organization in the coming months as well.

We recently received a development request for a project that would build a number of twin homes on a 5-acre parcel that is currently owned by the Brainerd HRA. Site plans and

a plat drawing has been completed by the developer and we anticipate a formal application to be submitted for our review. This would be our first formal applicant for our development program! We are optimistic about the project and will work to get this opportunity in front of this board for review in July. I recently spoke with another new developer that was referred on by one of our commissioners. We appreciate any referrals that come from our community members and our board. Thank you for keeping our programs in the front of your minds as you are out having conversations in the community.

**Action Requested: No action requested, for information only.**



Housing & Redevelopment Authority

To: Brainerd HRA Board Members  
 From: Kristin A. Miller, Rehab Administrative Specialist  
 Date: June 7, 2022  
 Re: Rehab Programs Report

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#### **Emily SCDP**

8 Owner occupied projects are complete  
 2 Projects are in construction

#### **Garrison SCDP**

1 Owner Occupied Rehab project out for bid  
 1 Owner Occupied Rehab reviewing Work Write Up/Contractors for Bidding  
 1 Owner Occupied Application is in process  
 3 Owner Occupied Applications mailed  
 1 Commercial Rehab project is waiting for owner to review the work write up  
 3 Commercial Application in collection of documents  
 1 Commercial Application Requested and Mailed

#### **Jenkins SCDP**

1 Owner Occupied Rehab reviewing Work Write Up/Contractors for Bidding  
 4 Owner Occupied Rehab Applications mailed

#### **MHFA**

4 Projects are in construction  
 1 Scheduled to sign  
 1 Out for Bid  
 4 Applications are in process  
 7 Applications mailed out

#### **Housing Trust Fund**

7 Owner Occupied Rehab Applications Mailed  
 1 Owner Occupied Rehab reviewing Work Write Up/Contractors for Bidding  
 2 Owner Occupied Rehab Out for Bid  
 4 Rental Rehab Applications Mailed  
 1 Down Payment Assistant Application in process per Deerwood Bank

**Brainerd Oaks/Serene Pines/Dalmar Estates**

*5 lots selling May 18<sup>th</sup> 2-Brainerd Oaks & 3 Serene Pines*

<b>Development</b>	<b>Total</b>	<b># Sold to Developer</b>	<b># Sold to End Buyer</b>	<b>For Sale</b>	<b>In Construction</b>
Brainerd Oaks	81*	64	57	0	8
Serene Pines	23	16	16	0	0
Dalmar Estates	7	3	1	0	2

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

# 2022 CWC HRA BLAEDC/CREDI STAFF Time - May



Date Range: 5/1/2022 - 5/30/2022

Project	Group	Project	Task	Date	Employee	Comment	Hours	Amount
Crow Wing County HRA								
		CWC HRA-Redev	Redevelopment Projects					
		E-mail	E-mail Correspondence				15.00	\$2,250.00
				5/3/2022		email correspondence and phone call with new project in Crosby. Funding has been provided by BLAEDC Unified Fund as a gap financier. Project is redeveloping an old property in Crosby to a boutique hotel.	1.50	\$225.00
				5/4/2022		email communication with owner of local childcare center regarding additional funding opportunities to redevelop property at a 3rd location for childcare. Owner has found a building that will need significant work and cost to convert building to childcare.	1.50	\$225.00
				5/5/2022		phone conversation and email correspondence with local lender that needs additional funding for large redevelopment project in Crosby. Project has exceeded initial funding as costs of materials and labor have continued to increase. BLAEDC Unified fund was a funding source for this project.	1.50	\$225.00
				5/6/2022		email correspondence with county staff, blaedc staff and daycare providers who received funding from ARPA funds. Primary conversation occurred with Emily provider who needed additional assistance and up-front funding to redevelop her property in Emily.	2.00	\$300.00
				5/10/2022		phone conversation with Emily childcare recipient, who is working through items that will allow her to redevelop the property she currently owns in Emily. This is a long process and will involve assistance from IRR for demolition funding before she is able to redevelop the property to accommodate children	1.50	\$225.00
				5/17/2022		email communication and phone call with developer who is looking at property in Crosslake for housing consideration. Developer needs assistance from the EDA and the city to move his project forward.	1.50	\$225.00

# 2022 CWC HRA BLAEDC/CREDI STAFF Time - May



Date Range: 5/1/2022 - 5/30/2022

Project	GroProject	Task	Date	Employee	Comment	Hours	Amount
Crow Wing County HRA							
			5/19/2022		Virtual meeting w/local bank leader to discuss the use of New Market Tax Credits for financing assistance for the Brainerd YMCA childcare facility. BLAEDC staff in attendance to assist with process and follow through.	2.00	\$300.00
			5/24/2022		email communication with IRR representative regarding the Emily childcare project and the Crosby redevelopment project. IRR funding will be replenished on July 1 of this year. Both projects will be eligible for assistance based on demolition and redevelopment	1.50	\$225.00
			5/26/2022		email correspondence with gap lender, lead financier and borrowers for Crosby redevelopment project. Cost increases are causing the borrowers to seek additional funding to complete the project. This is a significant redevelopment project in Crosby that is already in progress. Unified fund will look to increase gap amount	2.00	\$300.00
		Mtgs Meetings				46.50	\$6,975.00
			5/3/2022		Meeting w/potential buyer of Pequot Lakes property. BLAEDC staff met with buyer to review financials and start prepping for business plan. BLAEDC Unified Fund is also under consideration, as this project has significant redevelopment costs to bring vacant business up to code.	3.00	\$450.00
			5/4/2022		BLAEDC staff in development meeting with ceo and board members of the Brainerd YMCA regarding the plans and development details for the proposed childcare facility in downtown Brainerd.	2.50	\$375.00
			5/5/2022		Development meeting in Crosslake with members of the Crosslake EDA as well as local developer to discuss new housing complex in Crosslake. BLAEDC staff time to prepare reports, attend meeting and provide summary to full EDA board upon completion of the meeting with follow up to developer.	3.00	\$450.00



# 2022 CWC HRA BLAEDC/CREDI STAFF Time - May



Date Range: 5/1/2022 - 5/30/2022

Project	Gro Project	Task	Date	Employee	Comment	Hours	Amount
Crow Wing County HRA			5/6/2022		Meeting w/Pequot Lakes EDC members who are hosting a housing and inventory meeting w/local and regional developers to discuss housing options and incentives that the city has put into place to entice developers. Discussion also included a local property owner who has redeveloped a commercial building in the community for his new business and would like to understand more about housing needs to recruit additional workforce.	2.00	\$300.00
			5/10/2022		Crow Wing County HRA meeting. Staff time to prepare reports, attend meeting and present reports to full board regarding activities throughout the month in Crow Wing County.	3.50	\$525.00
			5/11/2022		Face to face meeting with new owner of Washington Street building that will require significant redevelopment for proper use of building for owners intended use. Plans for building will be revealed in the very near future once further discussions with city occur	2.00	\$300.00
			5/12/2022		Meeting w/owners of Brainerd building that was to be converted into a new childcare center. Building is in the process of being redeveloped as they no longer need the space for childcare and would like to customize the building for another buyer. BLAEDC staff attending the meeting and will work with the owners to identify potential buyers	3.00	\$450.00
			5/13/2022		Staff meetings w/2 county commissioners regarding activity on housing and redevelopment in the county. Discussions surrounding the housing trust fund and developer meetings were had. BLAEDC staff attending meeting updates regarding childcare status and grant updates for facility in Brainerd that involves redevelopment of property.	4.00	\$600.00

# 2022 CWC HRA BLAEDC/CREDI STAFF Time - May



Date Range: 5/1/2022 - 5/30/2022

Project	GroProject	Task	Date	Employee	Comment	Hours	Amount
Crow Wing County HRA							
			5/16/2022		Meeting onsite w/potential owner of Pequot Lakes property that needs significant redevelopment to open and operate a new restaurant at this location. Property has been closed for a number of years and has issues with both septic and water. BLAEDC staff is providing assistance to the potential buyer to draft financial projections and business plan to secure financing if building meets all the necessary standards.	2.50	\$375.00
			5/17/2022		Pequot Lakes EDC meeting, blaedc staff time to attend meeting, prepare reports. Staff led meeting that involved area developers and discussed options for proposed housing changes and availability of property for new developments in and around the city of Pequot Lakes. City has adopted ordinances that allow for waiving of certain fees if housing is located within the city limits.	4.00	\$600.00
			5/18/2022		Meeting and tour of Crosby properties that are moving forward with redevelopment plans. Property is located on the main road through the downtown section of Crosby. Property owner has already redeveloped other properties in and around the county and this will be the 3rd property in Crosby that the company has redeveloped. Business plans will be delivered in the next month to 2 months.	3.00	\$450.00
			5/20/2022		In person meeting and site tour of Brainerd property located in east Brainerd that was recently purchased. Property owners are looking for some grant assistance and help from any other source to redevelop property, which has experienced water damage and other needs before the building can be redeveloped into a new business. BLAEDC staff will continue work with the owners to identify sources of funds.	2.50	\$375.00

# 2022 CWC HRA BLAEDC/CREDI STAFF Time - May



Date Range: 5/1/2022 - 5/30/2022

Project	GroProject	Task	Date	Employee	Comment	Hours	Amount
Crow Wing County	HRA		5/25/2022		Meeting w/county commissioners, county administrator and HRA staff to discuss Crow Wing County HRA housing trust fund. Discussions around best use and future of the fund.	2.00	\$300.00
			5/26/2022		blaedc staff meeting w/city of baxter staff to discuss commercial properties available for purchase and development for properties owned by the city. Staff time to prepare options for listing properties as well as marketing property for development.	2.50	\$375.00
			5/27/2022		Staff meeting with VP of the Initiative Foundation regarding the Main Street Revitalization Program that has been approved for the city of Brainerd. Projects can use these funds for projects that involve housing, redevelopment and the creation of jobs and tax base. BLAEDC staff will create the application, market the grant and administer all activities related to this process.	3.50	\$525.00
			5/24/2022		In person meetings with property owner and potential developer to consider building veteran housing in Brainerd/Baxter. Property is currently owned by a local individual; potential buyer is looking to acquire property for future development.	3.50	\$525.00
					Redevelopment Projects Subtotal	61.50	\$9,225.00
					<b>Crow Wing County HRA Subtotal</b>	<b>61.50</b>	<b>\$9,225.00</b>
					<b>Grand Total</b>	<b>61.50</b>	<b>\$9,225.00</b>

Staff time and notes listed above have been reviewed and approved by BLAEDC Executive Director, Tyler Glynn, upon Submittal of this report.

  
Tyler Glynn, BLAEDC Executive Director

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