



Housing & Redevelopment Authority

Board Meeting Agenda
5:00pm Tuesday August 9th, 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=mfb533e4f8fc8ba95341401f1ff650286>

Join by phone: 415-655-0001

Meeting number (access code): 2550 032 6490

Meeting password: VVaRPkTS233

"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, July 12th, 2022 and Thursday August 4th, Meeting Minutes as presented
- 5. REVIEW & ACCEPT FINANCIAL STATEMENTS** *(Attachment 2) Pg. 7*
 - a.** CWC HRA Combined Balance Sheet July 2022
 - b.** CWC HRA Combined Operating Statement July 2022
 - c.** CWC HRA May July Payments
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
 - a.** West Grove Townhomes Revenue Certificate *(Attachment 3) Pg. 7*

8. REPORTS/UPDATES:

- a. Executive Director (*Attachment 4*) Pg. 13
- b. Housing Trust Fund (*Attachment 5*) Pg. 15
- c. Brainerd HRA/Rehab Programs (*Attachment 6*) Pg. 17
- d. BLAEDC/CREDI (*Attachment 7*) Pg. 19
- e. CWC

9. COMMISSIONER COMMENTS

10. NEXT MEETING Tuesday September 13th, 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 07/12/2022

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, July 12th, 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, Richard (George) Burton, and Zach Tabatt
Absent: Michael Morford

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

3. **REVIEW AND APPROVE AGENDA:**

Moved and seconded by Commissioners Burton and Tabatt to approve the agenda as presented for the July 12th, 2022, board meeting. Upon roll call, all commissioners were in favor, and none were opposed. The agenda was approved.

4. **REVIEW AND APPROVE MINUTES:**

Moved and seconded by Commissioners Tabatt and Nathan to approve the minutes from the June 12th, 2022, board meeting. Upon roll call, all commissioners were in favor, and none were opposed. The minutes were approved.

5. **FINANCIAL:**

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

The financial information for June 2022 was presented by Karen Young.

CWC HRA Levy

Reflected in the June General Fund Financial Statements is the deposit of \$265,760.67 in Property Tax Revenue (levy). The second deposit of \$144,564.95 was deposited in July for total deposits of \$410,325.62. The total levy amount for 2022 is \$729,500. The second half property tax settlement will be in December.

Housing Trust Fund (HTF) – Homebuyer Assistance Program

Reflected in the June Financial Statements is the first loan out of the HTF for \$20,000. This loan is a 0% interest, 30-year term with no payments of principal required until the term of the loan or if a default should be triggered.

Tax Forfeit Property Closing

Reflected in the June Financial Statements is the closing that took place for the sale of Lot 2, Block 2 Jasperwood East in Baxter to Lakes Area Habitat for Humanity as approved at the May meeting. The total sales price received was \$2,374.84.

2023 Budget Preparation

The 2023 budget will be presented for approval at our August meeting. Staff would like to have a discussion regarding the 2023 budget and set a budget workshop date.

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

6. UNFINISHED BUSINESS:

7. NEW BUSINESS:

8. REPORTS:

a. Executive Director:

Area Administrator Luncheon:

We have been invited to the area City Administrator and City Clerk group meeting on July 21st to discuss the Housing Trust Fund as well as talk about the housing shortage in general, in Crow Wing County. Tyler with BLAEDC will also be there to discuss initiatives that their agency is working towards for housing as well. We are excited to be invited to this group of administrators to peak interest in our programs as well as get feedback on what our townships and cities are struggling with and/or planning for in the next 12-24 months.

Mainstreet Revitalization Program:

The Brainerd HRA board approved using up to \$20,000 in board designated funding to be utilized as matching grants for applicants for DEED's Mainstreet Revitalization Program. DEED has given the Initiative Foundation approximately \$4.5 million dollars for their service area to infuse for revitalization projects in specified project areas. Of those funds, the Initiative Foundation has authorized \$765,500 to be used for projects in Brainerd, specifically in their River to Rail corridor. These grants funds are a 30/70 match and the funds that our board has authorized using are intended to be used for businesses with projects under \$50,000 and that funding will be utilized as part of the 70% match that the business/building owner needs to infuse. The Brainerd EDA also authorized use of \$80,000 from their ARPA funds to also go towards the match. The funds from the HRA will still need to be within the scope of MN Statute 469 but the agency is excited to be able to help move some of the smaller projects forward with

these grant dollars. More information will be coming out in the coming weeks for this program and BLAEDC has created the application for program. We anticipate projects being authorized and approved by early October, and if Brainerd has more projects than can be funded, the Initiative Foundation is hopeful that they can request additional funds from the state.

b. Housing Trust Fund:

Our first Housing Trust Fund loan was scheduled to close on July 7th. This was a down payment assistance loan in the amount of \$20,000. We are thrilled to finally have our first funded project. This loan is being used to help a borrower purchase their home in Crow Wing County for a family of 4. The lead bank on this loan is Deerwood Bank which is also where we received this referral to our program from. We are finalizing the onboarding process with Mid MN Federal Credit Union for servicing and expect that to be onboarded with them in July. I am thankful for our staff in getting to this positive point in our program. A large thanks goes to John and Karen for getting the wheels going on this program and seeing it through. Another thank you goes to Kristin for working with the borrower and with the bank to get all of the paperwork we needed to verify the project before approval.

We have also approved our first owner-occupied rehab loan. We are waiting for our loan paperwork to be drafted and then we will be scheduling that closing. This will be for a household of 1 in the Crosby area with a project total around \$24,000.

There are additional loan requests in our pipeline that we continue to work through the process on and we are happy with the momentum that we are starting to build. We continue to talk with developers and landlords to get the message out about our programs as we hope to find a willing participant for our developer funds.

c. Brainerd HRA/Rehab Programs:

Emily SCDD

- 8 Owner occupied projects complete
- 1 Completion Walk Through Schedules
- 1 Project is construction

Garrison SCDD

- 2 Owner Occupied Rehab project out for bid
- 1 Owner Occupied Application is in process
- 3 Owner Occupied Applications mailed
- 1 Commercial Rehab project is waiting for asbestos test
- 4 Commercial Application in collection of documents

Jenkins SCDD

- 1 Owner Occupied Rehab out for Bidding
- 4 Owner Occupied Rehab Applications mailed

MHFA

4 Projects are in construction
2 Completed Paperwork Signing
3 Applications are in process
10 Applications mailed out 1 Out for Bid

Housing Trust Fund

1 Down Payment Assistance Closing 7/7/22
5 Owner Occupied Rehab Applications Mailed
1 Owner Occupied Rehab Out for Bidding
1 Owner Occupied Rehab Scheduled to Close
4 Rental Rehab Applications Mailed

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 June 2022 by Tyler Glynn.

e. CWC:

Crow Wing County overview was presented by Debby Erickson.

- Open discussion regarding the upcoming Budget committee meeting
- Road Construction Season/ongoing projects
- Land Services elevator is being repaired should be completed early Aug.
- Land Services is getting audio/visual technology updates should be completed within a week
- New pavilion being constructed behind the Veterans memorial, this will be open to the public and staff to enjoy. Funding for this project has come from the Land Sales.

9. HRA Commissioner Comments:

10. NEXT MEETING: Special Meeting Thursday, August 4th, 2022

11. ADJOURNMENT:

Commissioner Tabatt 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 6:00 p.m.



Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Karen Young, Finance Director
Date: August 2, 2022
Re: Review and Accept Financial Statements

Please find attached the financial information for July 2022.

CWC HRA Levy

Reflected in the July General Fund Financial Statements is the deposit of \$144,564.95 in Property Tax Revenue (levy) for total first half deposits of \$410,325.62. The total levy amount for 2022 is \$729,500. The second half property tax settlement will be in December.

Action Requested: Accept the July financial statements as submitted.

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Date/Time joe
8/3/2022

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

	Cumulative
ASSETS	
550-000-1129.210 Cash Gen Fund	311,867.00
550-001-1129.210 Cash CWC SCDP	63,884.51
551-002-1129.210 Cash RLF TIF	394,162.13
556-000-1129.210 Cash Development Fund	-2,121.94
557-000-1129.210 Cash Tax Forf Property	-4,370.95
558-000-1129.210 Cash HTF	1,052,329.55
551-002-1141.000 Loans Rec RLF TIF	27,822.19
558-000-1141.000 HTF Loan Receivable	20,540.00
556-000-1450.000 Land Held for Resale	236,511.70
TOTAL ASSETS	<u>2,100,624.19</u>
LIABILITIES	
550-000-2112.000 A/P Other	-975.00
556-000-2600.000 Def Inflow of Res - Dev	-236,511.70
TOTAL LIABILITIES	<u>-237,486.70</u>
SURPLUS	
550-000-2700-000 Net Income	-284,849.16
550-000-2806.000 Retained Earnings	-1,578,288.33
TOTAL SURPLUS	<u>-1,863,137.49</u>
TOTAL LIABILITIES & SURPLUS	<u>-2,100,624.19</u>
Proof	0.00

Date: 8/3/2022
Time: 1:20:41 PM
joe

Crow Wing County
CWC HRA Combined Operating Stmt
July, 2022

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

	Current Period	Current Year	Year To Date Budget	Variance
INCOME				
550-000-3610.000 Investment Earnings	-47.73	-93.94	0.00	-93.94
550-000-3690.000 Other Revenue	0.00	-285.50	0.00	-285.50
550-000-3691.000 Property Tax Revenue	-144,564.95	-410,325.62	-424,500.00	14,174.38
551-002-3610.000 RLF TIF Interest Rev	-158.19	-1,180.60	-1,038.38	-142.22
556-000-3696.000 Development Revenue	0.00	-85,539.95	-111,533.31	25,993.36
557-000-3696.000 TFP Revenue	0.00	-2,874.84	-5,833.31	2,958.47
TOTAL INCOME	-144,770.87	-500,300.45	-542,905.00	42,604.55
EXPENSE				
550-000-4110.000 Administrative Salaries	225.00	2,100.00	2,625.00	-525.00
550-000-4130.000 Legal	0.00	0.00	5,833.31	-5,833.31
550-000-4140.000 Staff Training	0.00	0.00	875.00	-875.00
550-000-4150.000 Travel	1.18	44.25	145.81	-101.56
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	87,500.00	87,500.00	0.00
550-000-4190.000 Other Administrative	0.00	0.00	116.69	-116.69
550-000-4500.000 TIF Expense	0.00	30.00	350.00	-320.00
550-000-4510.000 Insurance	0.00	2,703.00	2,600.00	103.00
550-000-4540.000 Employer FICA	17.20	160.66	204.19	-43.53
550-000-4590.000 Other General Expense	1,952.50	4,799.59	71,169.00	-66,369.41
550-001-4600.000 CWC SCDP Expense	0.00	20,000.00	15,750.00	4,250.00
556-000-4600.000 Development Expense	553.78	86,997.69	111,533.31	-24,535.62
557-000-4600.000 TFP Expense	1,392.00	2,299.52	5,833.31	-3,533.79
558-000-4600.000 HTF Expense	-915.33	1,676.58	23,333.38	-21,656.80
TOTAL EXPENSE	15,726.33	215,451.29	335,009.00	-119,557.71
NET INCOME(-) OR LOSS	-129,044.54	-284,849.16	-207,896.00	-76,953.16

**Crow Wing County HRA
July 2022 Payments**

Payment Number	Payment Date	Vendor	Description	Check Amount
910	7/15/2022	John Schommer	Mileage	\$38.04
915	7/15/2022	Big River Group, LLC	Statagic Planning 2nd half (Reissue Lost Check)	\$1,952.50
24754	7/14/2022	Crow Wing Cty Recorder's Office	HTF Downpayment Assistance Loan Recording	\$46.00
24760	7/14/2022	Kennedy & Graven, Chartered	Legal-BO. SP & Habitat Jasperwood	\$3,853.00
24761	7/14/2022	Kristin Miller	Mileage	\$0.59
24785	7/28/2022	Crow Wing County Land Services Dept	Habitat Jasperwood Recording Fee	\$46.00
Total				\$5,936.13

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Housing & Redevelopment Authority

To: CWC HRA Board Members

From: Karen Young, Finance Director

Date: August 2, 2022

Re: Approve Revenue Certificate for the West Grove Townhomes

In 2003, the Crow Wing County HRA issued \$1,280,000 in General Obligation Housing Revenue Bonds which were used to construct 3 buildings consisting of 8 townhomes in Pequot Lakes. The townhomes provide housing to the elderly who would not be served by the private housing market or to non-elderly persons with incomes at or below 80% of the area median income. These bonds were refunded in 2012 for \$1,290,000 for a lower interest rate.

One of the requirements in the Joint Powers Agreement is that the Pequot Lakes HRA provides to the CWC HRA a cash flow projection for the following year on or before August 1st of each year. The CWC HRA must sign the Revenue Certificate indicating there will or will not be sufficient cash flow to pay 105% of the principal and interest on the bonds. If the cash flow is not sufficient enough to pay 105% of the principal and interest on the bonds, the City of Pequot Lakes must approve the HRA's levy to cover the difference.

Recommendation: Authorize the Executive Director to sign the Revenue Certificate indicating that, with the Pequot Lakes HRA levy, there will be cash flow sufficient to pay 105% of the principal and interest on the Bonds.

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2023 West Grove Cash Flow Projection

Revenues

Account # 161346000, Section 4.15

Rent Revenue

Rental Revenue	75,360
Rental Vacancies	7,536

Budgeted \$25.00 rent increase for both size units
Calculated 10% potential vacancy rate

Net Rent Revenue	<u>67,824</u>
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Total Projected Annual Revenue	67,824
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Operating Expenses

Administrative Expenses

Administrative Expenses	8,000
Accounting Fees	2,500
Credit Reports	280
Office Supplies	300

Office staff time, health insurance
Monthly fee accountant and audit costs
\$35/report

Total Administrative Expenses	<u>11,080</u>
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Utilities

Electric	240
Gas	470
Sewer & Water	300
Refuse Removal	1,280

Estimate for vacant units utilities
Estimate for vacant units utilities
Estimate for vacant units utilities

Total Utilities	<u>2,290</u>
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Maintenance & Repairs

Maintenance Labor	4,200
Maintenance Supplies	2,200
Contracts	3,000
General Repairs	2,500

PLHRA Maint personnel costs (repairs, lawn care, snow removal, plumbing)
Self explanatory
Landscaping, cement repairs, HVAC maintenance, garage door repairs
As needed outside contractor labor repairs

Total Repairs & Maintenance	<u>11,900</u>
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Taxes & Insurance

Real Estate Taxes (PILOT)	4,200
Property Insurance	4,400

Estimate for 2023
Estimate for 2023

Total Taxes & Insurance	<u>8,600</u>
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Total Operating Expenses Before Debt	<u>33,870</u>
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Net Operating Income	33,954
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Annual Debt Service	55,000
	24,720

Principal payable FY 2023
Interest payable FY 2023

Total Debt Service	<u>79,720</u>	
	x 105%	83,706

Net Income After Debt Service Payments	(49,752)
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Levy Revenue

49,752 Levy needed to remain in compliance (105% of P&I)

Net Income Including Necessary Levy

0

2023 West Grove Cash Flow Projection

Revenue Certificate

Account # 161346000, Section 4.15

The Crow Wing County HRA does hereby certify that the cash flow projections for the West Grove Townhomes, Pequot Lakes, MN Bond Series 2012A, after taking in account the City HRA's Special Benefits Tax, the total Revenues expected to be available according to the cash flow projections, together with the projected balances in the Operating Fund and Repair and Replacement Fund, will be sufficient to pay 105% of the principal and interest on the Bonds.

Eric Charpentier
CWC HRA Executive Director



Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Eric Charpentier, Executive Director
Date: August 9th, 2022
Re: Executive Director Report

Area Administrator Meeting:

I attended the area administrators and clerk meeting on July 21st to talk about the opportunities we have available through the trust fund for development and rehabilitation work throughout Crow Wing County. There was a good group in attendance and I was able to answer a lot of questions on the fund and I believe this will help create opportunities for our development loans. This meeting did lead to a follow up meeting with the City of Crosby and a developer that is looking to build single family homes in that community.

Action Requested: No action requested, for informational purposes only

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Housing & Redevelopment Authority

To: CWC HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: August 9th, 2022
 Re: Housing Trust Fund Report

Our first owner occupied rehabilitation loan was closed through the Housing Trust Fund at the end of July. We have now successfully closed on two loans and funded them within the last 30 days. Kristin continues to work with prospective borrowers for both down payment assistance and our rehab programs and she continues to field calls from interested borrowers.

There continues to be interest in the property on the corner of 7th Street and Laurel Street in Brainerd for a redevelopment opportunity that would have several rental housing units included in the redevelopment plan. We are working with the City and the developer and have been touting the trust fund as a viable funding source as long as the affordability metrics would be met with the project. The developer is scheduled to close on the purchase of the property in the next 10 days.

We have had our first developer submit an application for the development of low to moderate income housing with 2 proposed 6-plex units. The developer is working with the City of Brainerd on their site plan and we are working through the application with them. I do not have a timeline on when this may come before this board, but I will keep this board posted as we move forward if this project is viable.

Action Requested: No action requested, for information only.

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Housing & Redevelopment Authority

To: Brainerd HRA Board Members
 From: Kristin A. Miller, Rehab Administrative Specialist
 Date: August 3, 2022
 Re: Rehab Programs Report

Emily SCDP

8 Owner occupied projects are complete
 2 Scheduling Final Walk through for 8/8/22

Garrison SCDP

1 Owner Occupied Rehab Project Under Construction
 1 Owner Occupied Rehab project out for bid
 1 Owner Occupied Application being delivered
 1 Commercial Rehab project is waiting contractor list
 4 Commercial Application in collection of documents

Jenkins SCDP

1 Owner Occupied Rehab out for Bidding
 1 Owner Occupied Rehab Scope of Work Write-up Process
 2 Owner Occupied Rehab Applications mailed

MHFA

4 Projects are in construction
 1 Project is out for bid
 2 Completed Paperwork Signing
 2 Applications are in process
 1 Applications mailed out

Housing Trust Fund

1 Down Payment Assistance Closed 7/7/22
 1 Owner Occupied Rehab Paperwork Signed 7/27/22
 3 Owner Occupied Rehab Out for Bidding
 1 Owner Occupied Rehab Application in Review (Collecting documents)
 1 Rental Rehab Application in Review (Collecting documents)

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*

2022 CWC HRA BLAEDC/CREDI STAFF TIME - JULY



Date Range: 7/1/2022 - 7/31/2022

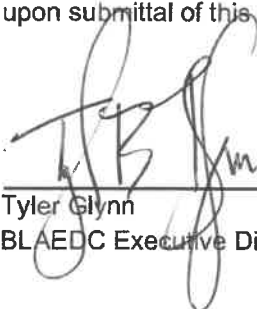
Project Group	Project	Task	Date	Comment	Hours	Amount
Crow Wing County HRA						
	CWC HRA-Redev	Redevelopment Projects				
	E-mail	E-mail Correspondence			22.00	\$3,300.00
			7/4/2022	email correspondence with Crosslake developer, additional phone call with developer to discuss options for funding.	2.00	\$300.00
			7/5/2022	email communication with IF director regarding questions for Main Street grant program and eligible uses.	1.50	\$225.00
			7/6/2022	email correspondence with grant subcommittee members regarding changes to application and suggestions to guidelines, blaedc staff time to update changes and modify application for full EDA to approve	2.50	\$375.00
			7/7/2022	email correspondence with Brainerd city administrator, IF direction regarding EDA Main Street Revitalization grant program, goal of grant would be for redevelopment and housing.	2.50	\$375.00
			7/12/2022	phone communication with Brainerd business that is redeveloping building that they already own for childcare expansion.	1.50	\$225.00
			7/14/2022	email communication with Brainerd property owner regarding redevelopment and funding for property that needs to be redeveloped. Made owners aware of grant opportunity as this property resides inside the river to rail corridor.	1.50	\$225.00
			7/18/2022	email communication with developer regarding Baxter property and Pequot development of multi-family housing options and what incentives are available from each city.	2.00	\$300.00
			7/21/2022	zoom meeting w/Pequot Lakes developer to review property in Heart of the Good Life development.	1.00	\$150.00
			7/22/2022	phone calls and email correspondence with Pequot city administrator, city engineer and developer to discuss possible site plans for Pequot development.	1.50	\$225.00
			7/25/2022	multiple email correspondence regarding Main Street Revitalization grant. Approval to open grant application was provided, BLAEDC staff will manage site and application process.	2.50	\$375.00

	7/27/2022	Phone conversations with 3 Brainerd businesses located in the River to Rail corridor discussing grant opportunities to redevelop and enhance current property with grant funds.	1.50	\$225.00
	7/29/2022	email and phone communication with Pequot developer and city administrator as well as communication with Crosby developer.	2.00	\$300.00
Mtgs Meetings			40.50	\$6,075.00
	7/5/2022	Meeting w/Brainerd city staff and IF staff to finalize grant application and guidelines.	2.00	\$300.00
	7/6/2022	Housing meeting with city officials in Crosslake along with developer and Crosslake citizens to hear about potential project and city involvement. Developer presented project and BLAEDC staff discussed funding options that included housing trust fund, TIF and bank funding. Project would be multi-family housing.	3.00	\$450.00
	7/7/2022	Brainerd EDA meeting where discussions were finalized regarding Main Street Revitalization grant program, goal of grant would be for redevelopment and housing.	2.50	\$375.00
	7/12/2022	Crow Wing County HRA meeting. BLAEDC staff time to create reports and to attend and present at the meeting.	3.50	\$525.00
	7/13/2022	Brainerd meeting to discuss status of Main Street grant project, application and sub-committee responsibilities. Grant is designed to assist with housing, redevelopment projects and other uses related to blighted projects. Grant funds will come from IF through a grant from MN DEED.	3.50	\$525.00
	7/14/2022	Meeting with BLAEDC staff and developer to discuss projects in multiple communities inside Crow Wing County. Developer would like to address housing concerns in the area. Options for assistance were discussed which included HRA tools.	2.50	\$375.00
	7/15/2022	Meeting w/Crosslake developer and city administrator to discuss land availability for multi-family housing project in Crosslake. 4 sites have been identified, developer will contact 1 and the city will contact the other 3 along with BLAEDC.	2.50	\$375.00

7/19/2022	Pequot Lakes EDC meeting, detailed discussions around the best use of Heart of Good life development and housing options. BLAEDC staff presented regarding the housing trust fund and best use of those funds for future development. Meeting with developer to discuss 2 housing development options in Baxter and Pequot Lakes	4.50	\$675.00
7/20/2022	CREDI board meeting, discussions around downtown Crosby redevelopment and Ironton housing development options. BLAEDC staff informed board about funding options for development in and around Cuyuna range area. Staff prepared reports and attending meeting.	3.00	\$450.00
7/21/2022	Attendance and participation in a meeting that involved the city administrators and city clerks from Crow Wing and Cass Counties. Participated with CWC HRA director to provide resources to those in attendance regarding the housing trust fund, unified fund and other resources that can be made available to each of their respective cities to assist with housing.	2.50	\$375.00
7/25/2022	Tour of large commercial property in east Brainerd that is now open for lease. This space can be subdivided or leased as 1 business operation. Space can be redeveloped to fit the needs of the next owner. Property will be listed on BLAEDC site for redevelopment opportunity.	3.50	\$525.00
7/26/2022	BLAEDC staff in meetings with developer to tour Pequot Lakes development to consider for multi-family and single family housing. Staff met with developer and city staff to discuss options and refer existing site plans. Housing trust fund will be considered for infrastructure cost assistance.	3.00	\$450.00
7/27/2022	Meeting with city staff and EDA staff in Crosslake regarding multi-family housing opportunities within the city limits. Proposed financing could involve assistance from HRA housing trust fund.	2.50	\$375.00
7/28/2022	Housing meeting in Crosby with city staff, developer and HRA staff to discuss multiple properties inside the Crosby city limits for housing opportunities. Discussions were also held regarding projects in the city that developer is already working on.	2.00	\$300.00

Redevelopment Projects Subtotal	62.50	\$9,375.00
Crow Wing County HRA Subtotal	62.50	\$9,375.00
Grand Total	62.50	\$9,375.00

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