



Housing & Redevelopment Authority

## Board Meeting Agenda

5:00pm Tuesday March 14<sup>th</sup>, 2023

**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=m794077e423df379cfbd64361de0b80be>

Join by phone: 415-655-0001

Meeting number (access code): 2551 648 8207

Meeting password: jtKJQVNC342

*"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. APPROVAL OF AGENDA**
- 4. APPROVE MINUTES (Attachment 1) Pg. 3**
  - a. Approval of the Tuesday, February 14<sup>th</sup>, 2023 Meeting Minutes**
- 5. REVIEW & ACCEPT FINANCIAL STATEMENTS (Attachment 2) Pg. 7**
  - a. CWC HRA Combined Balance Sheet February 2023**
  - b. CWC HRA Combined Operating Statement February 2023**
  - c. CWC HRA February 2023 Payments**
- 6. UNFINISHED BUSINESS (Attachment 3) Pg. 13**
  - a. Review Strategic Goals**

**7. NEW BUSINESS**

**8. REPORTS/UPDATES:**

- a.** Executive Director (*Attachment 4*) Pg. 17
- b.** Housing Trust Fund (*Attachment 5*) Pg. 19
- c.** Brainerd HRA/Rehab Programs (*Attachment 6*) Pg. 21
- d.** BLAEDC/CREDI (*Attachment 7*) Pg. 25
- e.** CWC

**9. COMMISSIONER COMMENTS**

**10. NEXT MEETING** Tuesday April 11<sup>th</sup>, 2023

**11. ADJOURNMENT**

CWC HRA Commissioners

Zach Tabatt, Chair - District 3 (12-31-24)  
Richard (George) Burton, Vice Chair - District 1 (12-31-27)  
Michael Morford, Secretary/Treasurer - District 2 (12-31-23)  
Michael Aulie, Commissioner - District 5 (12-31-26)  
Craig Nathan, Commissioner - District 4 (12-31-25)



**Crow Wing County HRA  
BOARD MEETING MINUTES  
02/14/2023**

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, February 14th, 2023.

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

**Others present:** Executive Director Eric Charpentier, Rehab Coordinator John Schommer, Rehab Administrative Specialist Kristin Miller, BLAEDC Executive Director Tyler Glynn, and Guest County Commissioner Jon Lubke. Absent: Finance Director Karen Young and Crow Wing County Administrative Services Director Deborah (Debby) Erickson.

**3. REVIEW AND APPROVE AGENDA:**

**Moved and seconded by Commissioners Morford and Tabatt to approve the agenda as presented for the February 15th, 2023, board meeting. Through a roll call vote, all commissioners were in favor, and none were opposed. The agenda was approved.**

**4. REVIEW AND APPROVE MINUTES:**

**Moved and seconded by Commissioners Nathan and Burton to approve the minutes from the January 10th, 2022, board meeting. Through a roll call vote, all commissioners were in favor, and none were opposed. The minutes were approved.**

**5. REVIEW & ACCEPT FINANCIAL STATEMENTS**

*The financial information for January 2023 was presented by Executive Director Eric Charpentier.*

**a. CWC HRA Tax Levy:**

We reported last month that we had received \$712,498.71 in tax levy revenue for 2022 compared to the total levy amount of \$729,500. In January we received an additional deposit of \$17,741.49, for a total of \$730,240.20.

**b. 2022 Audit:**

The 2022 audit fieldwork is scheduled with CliftonLarsonAllen (CLA) during the second week of February.

**c. 2022 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 2<sup>nd</sup> six months of reporting which was received in January.

**Commissioner Morford moved to approve the January financial statements as submitted, followed by a second from Commissioner Nathan. 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. BLAEDC and CREDI Agreements for Professional Services:**

The 2023 budget approved by the Board included using levy dollars for funding economic development and redevelopment services of \$89,600 to the Brainerd Lakes Area Economic Development Corporation (BLAEDC) and \$25,750 to Cuyuna Range Economic Development Inc. (CREDI). We have updated the previous agreements to reflect the change in compensation. A significant factor in drafting the agreements is that all of the funds provided to BLAEDC and CREDI from the CWC HRA must be used on eligible activities per the HRA statute. Monthly reports on activities and progress will continue to be provided to the CWC HRA from both organizations and certification that all funds were expended on authorized activities.

**Moved by Commissioner Morford and seconded by Commissioner Burton to approve resolution No. 2023-01 and 2023-02, approving the Agreements between for Professional Services between the CWC HRA and BLAEDC and CREDI. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.**

**8. REPORTS:**

**a. Executive Director:**

Pequot Lakes HRA Update:

With board direction, Eric attended the Pequot Lakes HRA board of directors meeting on February 3rd. He was able to introduce himself to the board members that were present and to inform the board that the Brainerd HRA continues to have interest in helping their agency and exploring all possibilities, including a shared services agreement. The Pequot board has agreed to another meeting between their board chair, an additional board member, and staff of the Brainerd HRA in the upcoming weeks to further discuss these possibilities.

Breezy Point City Council

Eric attended the February 6th Breezy Point city council meeting at the request of their City Administrator, David Chanski. The topic of discussion in front of the

council was in regards to if they should look at re-engaging their public to re-form an economic development authority. He was asked to speak to what the HRA's role in housing and redevelopment is and how there is overlap from what an EDA does to what an HRA does. Tyler with BLAEDC was also there to speak to economic development support that he provides to their community. This was a good opportunity to meet this council's newer members and to give them insight into how the HRA can help their community.

**Joint Powers Agreement Surrounding West Grove Townhomes**

At our last board meeting in January there was discussion regarding what the joint powers agreement looked like between the County, CWC HRA and the Pequot Lakes HRA. Eric included the executed joint powers agreement for board review, included in the board packet.

**b. Housing Trust Fund:**

We continue to receive applications for our 3 primary programs. We are currently working on 2 owner occupied rehab loans that have been approved as well as one down payment assistance loan. We have reached out to our applicant that submitted an application for our new development program to request further information from them as they are a first time developer. Per our guidelines for new development, if the proposed developer does not have prior experience, we do require the applicant to partner with another group that does have development experience in hopes of mitigating the risk of the project. We continue to work with the applicant to work through our guidelines with them.

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

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

**SE Brainerd SCDP Preliminary Proposal**

We received 13 interest letters for owner-occupied single-family rehab and 3 interest letters from 2 different property owners for single-family rental rehab by the due date for the 2023 SCDP Preliminary Proposal that we submitted on behalf of the City of Brainerd. Based off these responses we proposed 5 units of single-family owner-occupied rehab and 2 units of single-family rental rehab. The tentative determination date is February 21<sup>st</sup>. Proposals are categorized as competitive, marginally competitive, or not competitive, if our proposal is deemed as competitive or marginally competitive, we will be allowed to submit a formal application which would be due May 1<sup>st</sup>.

**NE Brainerd FY18 SCDP Grant**

We received the final FY18 SCDP Grant Closeout Adjustment Notice today formally closing out the grant with DEED, this is the final step for this grant.

**Jenkins SCDP Grant**

We have a meeting set up with the mayor and city clerk to strategize how we can get more participation from homeowners.

**Rehab Reports**

*Rehab Reports were presented by Rehab Director John Schommer.*

**d. BLAEDC/CREDI:**

*January 2023 staff time billing report was presented by BLAEDC Executive Director Tyler Glynn.*

**e. CWC:**

**9. HRA Commissioner Comments: (No Comments)**

Michael Aulie, Commissioner – N/A

Zach Tabatt, Chair – Commissioners would like to review the agenda & minutes prior to the meetings.  
Only calling for approval of them during the meeting starting next month 3/14/23.

Michael Morford, Secretary/Treasurer – None at this time

Richard (George) Burton, Vice Chair – None at this time

Craig Nathan, Commissioner – None at this time

**10. NEXT MEETING:** Tuesday, March 14th, 2023

**11. ADJOURNMENT:**

**Commissioner Nathan made a motion to adjourn the meeting. Commissioner Morford seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 5:44 p.m.**



Housing & Redevelopment Authority

To: CWC HRA Board Members  
From: Karen Young, Finance Director  
Date: March 8, 2023  
Re: Review and Accept Financial Statements

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Please find attached the financial information for February 2023.

**2022 Audit**

The 2022 audit fieldwork with CliftonLarsonAllen has been completed and we have received a draft audit for review. Mary Reedy will attend the April meeting to present the audit to the board.

**Housing Trust Fund (HTF) Loan**

Reflected in the February financial statements is the 8<sup>th</sup> HTF Loan Receivable. This latest loan was for \$20,000 down payment assistance.

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

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Date/Time joe  
3/8/2023 10:24:51 AM

**Crow Wing County  
CWC HRA Combined Balance Sheet  
February, 2023**

**Cumulative**

**ASSETS**

556-000-1120.000 A/R Other - Dev	8,971.21
550-000-1129.210 Cash Gen Fund	107,384.11
550-001-1129.210 Cash CWC SCDP	87,331.72
551-002-1129.210 Cash RLF TIF	404,902.69
556-000-1129.210 Cash Development Fund	-8,980.39
557-000-1129.210 Cash Tax Forf Property	2,244.11
558-000-1129.210 Cash HTF	1,243,880.75
551-002-1141.000 Loans Rec RLF TIF	18,515.60
558-000-1141.000 HTF Loan Receivable	145,374.00
556-000-1450.000 Land Held for Resale	236,511.70
<b>TOTAL ASSETS</b>	<b><u>2,246,135.50</u></b>

**LIABILITIES**

557-000-2115.000 Escrow Account TFP	-5,000.00
556-000-2600.000 Def Inflow of Res - Dev	-236,511.70
<b>TOTAL LIABILITIES</b>	<b><u>-241,511.70</u></b>

**SURPLUS**

550-000-2700-000 Net Income	-426,335.47
550-000-2806.000 Retained Earnings	-1,578,288.33
<b>TOTAL SURPLUS</b>	<b><u>-2,004,623.80</u></b>

**TOTAL LIABILITIES & SURPLUS**

**-2,246,135.50**

Proof	0.00
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Date: 3/8/2023  
 Time: 10:24:54 AM  
 joe

**Crow Wing County**  
**CWC HRA Combined Operating Stmt**  
**February, 2023**

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	<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	-733.78	-1,576.74	0.00	-1,576.74
550-000-3690.000 Other Revenue	0.00	-200.00	0.00	-200.00
551-002-3610.000 RLF TIF Interest Rev	-303.27	-634.46	-136.66	-497.80
556-000-3696.000 Development Revenue	0.00	0.00	-31,866.66	31,866.66
557-000-3696.000 TFP Revenue	0.00	0.00	-1,666.66	1,666.66
<b>TOTAL INCOME</b>	<b>-1,037.05</b>	<b>-2,411.20</b>	<b>-33,669.98</b>	<b>31,258.78</b>
<b>EXPENSE</b>				
550-000-4110.000 Administrative Salaries	225.00	525.00	750.00	-225.00
550-000-4130.000 Legal	0.00	0.00	1,666.66	-1,666.66
550-000-4140.000 Staff Training	0.00	0.00	250.00	-250.00
550-000-4150.000 Travel	13.89	13.89	41.66	-27.77
550-000-4172.000 Management Fees	13,564.16	27,128.32	27,128.32	0.00
550-000-4190.000 Other Administrative	0.00	0.00	33.34	-33.34
550-000-4500.000 TIF Expense	0.00	0.00	100.00	-100.00
550-000-4510.000 Insurance	0.00	2,748.00	2,900.00	-152.00
550-000-4540.000 Employer FICA	17.22	40.18	58.34	-18.16
550-000-4590.000 Other General Expense	0.00	0.00	4,334.00	-4,334.00
550-001-4600.000 CWC SCDP Expense	0.00	0.00	3,333.34	-3,333.34
556-000-4600.000 Development Expense	9.18	9.18	31,866.66	-31,857.48
557-000-4600.000 TFP Expense	0.00	0.00	1,666.66	-1,666.66
558-000-4600.000 HTF Expense	571.31	571.31	6,666.68	-6,095.37
<b>TOTAL EXPENSE</b>	<b>14,400.76</b>	<b>31,035.88</b>	<b>80,795.66</b>	<b>-49,759.78</b>
<b>NET INCOME(-) OR LOSS</b>	<b>13,363.71</b>	<b>28,624.68</b>	<b>47,125.68</b>	<b>-18,501.00</b>

**Crow Wing County HRA****February 2023****Payments**

Payment Number	Payment Date	Vendor	Description	Check Amount
965	2/9/2023	Eric Charpentier	Mileage	\$ 13.89
967	2/9/2023	John Schommer	Mileage	\$ 10.49
25230	2/8/2023	Atlas Abstract & Title	O&E Report HTF	\$ 100.00
25281	2/23/2023	Miller Testing & Consulting LLC	Lead Based Paint Testing HTF-OOR	\$ 470.00
25289	2/23/2023	The Title Team-Noble Escrow	HTF-Down Payment Assitance Loan	\$ 20,000.00
<b>Total</b>				<b>\$ 20,594.38</b>

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Housing & Redevelopment Authority

To: CWC HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: March 14<sup>th</sup>, 2023  
Re: Strategic Goals Review

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As has been discussed previously, the strategic goals worksheet is attached for the board to review. We have updated the status of the goals that we have been working on in the past few months. We want to get this in front of the board on a quarterly basis so that as we work through these goals the board can continue to give staff feedback and/or guidance on what goals they would like staff to focus on. This will help staff as we continue to move forward. Some of these goals will be ongoing throughout the two-year cycle.

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

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2022-2024 CWC HRA Goals and Action Steps Status Report		
Goal	Action Steps	Status
Goal 1: SMART goals for funding and programs/projects	Define goals for funding and programs/projects	
	Establish timeline for each program/project	
	Define measurable success for each program/project	
	Create written format for each goal	
Goal 2: Communications with counties, cities and other partners	Identify strategies/expectations with BLAEDC, per the MOU, for more focused results on CWC HRA initiatives such as HTF	<i>Direct Marketing to Developers that BLAEDC is in communication with to promote the use of the HTF. Ongoing</i>
	Use technology to make CWC HRA programs and opportunities known and easier to access	<i>Creating and updating presentation slides specifically for the HTF</i>
	Utilize professional presentations to highlight successes and increase networking	<i>Updating our presentation slide decks for CWC and the HTF</i>
	Explore administrative structure and synergy of HRAs within CWC	<i>Ongoing dialogue with PLHRA</i>
Goal 3: Improve housing quality and availability in Crow Wing County	Explore and support partners on housing and redevelopment initiatives with Housing Trust Fund (HTF) and possible pooling of funds	<i>Ongoing, participated in a listening/brainstorm session with CWC staff on resources for housing</i>
	Utilize HTF to purchase land that is not tax-forfeited	<i>Currently Reviewing Statute</i>
	Increase marketing for HTF and rehab programs available to all Crow Wing County residents	
	Increase affordable housing inventory through active engagement with partners/developers	<i>Working with a number of developers on projects throughout the County to promote the use of the HTF for affordable housing creation.</i>

	Explore additional grant opportunities to further this initiative	<i>Currently waiting on final guidance on a program through MN Housing on matching state funds with our levied dollars into the housing trust fund.</i>
Goal 4: Transfer land control for tax-forfeited properties to CWC HRA and market to developers through an RFP	Identify parcels in CWC for HRA to market to developers	<i>Working with the City of Brainerd and BLAEDC on developable land in the City of Brainerd for a developer that requested a listing.</i>
	Work with CWC TFPP to hold/convey land to CWC HRA for site control	
	Work with municipalities to make parcels marketable through TFPP – ie. address existing assessments on TFP parcels	<i>We continue to work with the City of Brainerd and City of Baxter on this. Another area of focus will be Breezy Point</i>
	Execute RFP and enter into development agreements with developers	
	Continue to market TFP lots to developers throughout CWC	



To: CWC HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: March 14<sup>th</sup>, 2023  
Re: Executive Director Report

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**Crosslake Housing Meeting:**

I have been asked to attend and present information to a special Crosslake housing meeting that will be taking place on April 5<sup>th</sup>. There are a number of speakers on the agenda all surrounding the housing needs of the Crosslake area. I will be presenting information on the housing trust fund. Tyler Glynn will be presenting on housing as well as the daycare needs of the area, County administrator Houle will be talking about tax forfeited property in the County and there will be additional speakers as well. We keep hearing from the EDA members in Crosslake that they are in need of housing and I think this meeting will be a good opportunity for information sharing and hopefully getting the community to understand the workforce housing needs of the community.

**Pequot Lakes HRA:**

We are still planning on meeting with the Pequot HRA board chair and another of their board members but that meeting has been delayed until March 24<sup>th</sup> due to scheduling conflicts. A recap of that meeting will be given to this board at our April meeting.

**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: March 14<sup>th</sup>, 2023  
Re: Housing Trust Fund Report

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We continue to meet with developers that are interested in learning more about our new development financing through the housing trust fund. Our team has spoken with three separate land owners in the past month that are interested in their options for their land and what the development potential is for these parcels. It is exciting to have so many landowners that are interested in development options, specifically for housing.

There continues to be interest from the land owner of the former Thrifty Drug site in Brainerd for redeveloping this property. They are hoping to have cost estimates within the next month before they start looking at financing packages for this project. We continue to be in contact with them throughout their planning process.

I did have a meeting with the developer that submitted an application for our new development program to discuss their options as they have not formally completed a project as a developer. They do have one project in the works though and are hoping that they will have that completed this spring.

We have approved one more down payment assistance loan that should be closing soon.

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

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Housing &amp; Redevelopment Authority

To: CWC HRA Board Members  
 From: John Schommer, Rehab Director  
 Date: March 8, 2023  
 Re: Rehab Programs Report

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**SE Brainerd SCDP Preliminary Proposal**

We were notified that our preliminary proposal was deemed marginally competitive so we will be able to submit an application. The formal application is due May 1<sup>st</sup>. We have a meeting scheduled with our DEED rep on Monday, March 13<sup>th</sup> to gain insight as to how we can strengthen our application.

**Jenkins SCDP Grant**

We met with city staff and the new mayor to brainstorm ways to get community members to participate in the SCDP grant and had a volunteer from the community that has been working hard to get the word out. She has personally been down all but 2 streets of the entire town not only promoting the SCDP grant but also utilizing brochures for our other programs that Kristin has given her to try to help the residents in any way possible.

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

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	64	59	2	5
Serene Pines	23	19	19	0	3
Dalmar Estates	7	3	3	0	0

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

**Action Requested: None, discussion items.**

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**1. COMPLETED OO PROJECTS 2023**

	HTF	MHFA	SCDP	Total
City of Brainerd		1		1
County of Crow Wing		1		1
Total				2

**2. CURRENT PROJECTS IN PROCESS**

	HTF	MHFA	SCDP	Total
City of Brainerd	3	2		5
County of Crow Wing	1	2	5	8
County of Morrison		1		1
Total				14

**3. GARRISON SMALL CITIES – 2 Commercial Rehab / 5 Owner-Occupied**

	App. Request	App. Review	Inspection Scheduled	Work Writeup	Out for Bid	Prebid Meeting	Closing Loan	Under Constr.	Complete
CML.								1	
OOR.								1	1

**4. JENKINS SMALL CITIES – 5 Owner Occupied Rehab**

	App. Request	App. Review	Inspection Scheduled	Work Writeup	Out for Bid	Prebid Meeting	Closing Loan	Under Constr.	Complete
OOR.								2	

**5. HOUSING TRUST FUND**

	App. Request	App. Review	Inspection Scheduled	Work Writeup	Out for Bid	Prebid Meeting	Closing Loan	Under Constr.	Complete
DPA.	1						1		4
OOR.	1			1				3	2
RR	1								

**6. MINNESOTA HOUSING**

	App. Request	App. Review	Inspection Scheduled	Work Writeup	Prebid Mtg.	Out for Bid	Closing Loan	Under Constr.	Complete
OOR.	3			1	1			3	2

## 7. OVERALL CURRENT LOAN APPLICATION/PROJECT OUTLINE

	HTF	MHFA	SCDP	Total
Application Requested	5	7	0	12
Application Received/Collection				
Inspection Scheduled				
Work Write Up/Review Proof	1	1		2
Out for Bid		1		1
Pre-Bid Meeting				
Closing/Signing Paperwork	1			1
Under Construction	3	3	5	11
Total	10	12	5	27

## 8. COMPLETED OO PROJECTS 2022

	HTF	MHFA	SCDP	Total
City of Brainerd	1	1		2
County of Crow Wing	1	4	3	8
Total				10

\*City of Emily SCDP Grant was closed in 2022 w/ 5 Owner-Occupied Projects completed

# **2023 CWC HRA BLAEDC/CREDI STAFF TIME - February**

## Attachment 7



Date Range: 2/1/2023 - 2/28/2023

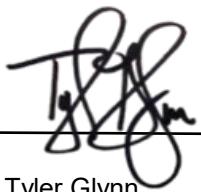
Project Group	Project	Task	Date	Comment	Hours	Amount
Crow Wing County HRA						
	CWC HRA-Redev	Redevelopment Projects				
		E-mail	E-mail Correspondence		17.50	\$2,625.00
		2/2/2023	email and phone conversation with developer surrounding previous days meeting for redevelopment project in Brainerd. Updated developer with sources of funding.		17.50	\$2,625.00
		2/3/2023	Virtual conference call with developer for housing project in Baxter. Meeting was attended by developer staff, Baxter city staff and BLAEDC staff to discuss project costs and timing of project. Housing Trust Fund was also discussed, BLAEDC staff working to set meeting for discussion.		1.50	\$225.00
		2/7/2023	Virtual conference call with developer for housing project in Baxter. Meeting was attended by developer staff, Baxter city staff and BLAEDC staff to discuss project costs and timing of project. Housing Trust Fund was also discussed, BLAEDC staff working to set meeting for discussion.		2.00	\$300.00
		2/9/2023	email communication with Jenkins business owner to review financial projections and purchase agreement for building that will be redeveloped into a new care facility.		1.50	\$225.00
		2/14/2023	email correspondence with developer from St. Paul, where BLAEDC staff provided some available opportunities in the area for development.		2.00	\$300.00
		2/15/2023	Video conference with multi-family housing developer. Reviewed final plans for development project, reviewed financing opportunities that are available.		2.50	\$375.00
		2/21/2023	video conference call with city of Baxter administrator and Florida development team regarding financing options for new project. Further discussions were around review of redevelopment opportunities and additional available properties in the city of Baxter for further development. Issued information via email regarding other available properties.		2.50	\$375.00
		2/23/2023	email correspondence with State of MN officials regarding commercial redevelopment project. Video conference with DEED official to review project and identify property opportunities with rep and discuss state funding opportunities that could be made available to the project with addition of employees.		2.50	\$375.00
		2/24/2023	phone correspondence with new business owner regarding available properties in downtown Brainerd that would be available for redevelopment of a new business. Owner needs 5,000 square feet building to address new business needs. Reviewed options and email multiple properties to owner for review and discussion.		2.00	\$300.00
		Mtg	Meetings		46.00	\$6,900.00

2/1/2023	BLAEDC staff met with developer in Crosby to discuss redevelopment of an existing building in Crosby for a new hotel/restaurant. Staff also presented at CREDI board meeting with project updates for board. Staff attended a lunch meeting w/developer who is looking at a property in Brainerd and discussed property, needs and initial cost of redevelopment.	6.00	\$900.00
2/6/2023	Attended Breezy Point city council meeting to discuss overall BLAEDC goals and to discuss development opportunities with council and administration. BLAEDC staff attended a meeting with county staff to discuss opportunities within the county for redevelopment.	5.00	\$750.00
2/7/2023	Main Street development and redevelopment project assistance provided by BLAEDC staff. We are assisting the entire process for projects in the river to rail corridor in Brainerd. Many of the approved projects involve redevelopment.	3.00	\$450.00
2/8/2023	Meeting w/new business owner in Jenkins regarding financing opportunities as well as grant opportunities for a new building purchase and the redevelopment of that property into an adult and childcare center.	2.00	\$300.00
2/10/2023	BLAEDC staff meeting with city of Breezy Point Mayor and staff to discuss development opportunities in and around the city to address housing shortages for both affordable single family homes and possible multi-family housing. Also discussed redevelopment of some existing building that could be used to address other needs in the community.	3.50	\$525.00
2/13/2023	Meeting w/developer to discuss housing projects in Baxter. BLAEDC staff attended Crosslake City Council to discuss housing development in the city limits and what options are available to the city. Housing trust fund was discussed as was county assistance for infrastructure needs.	4.00	\$600.00
2/14/2023	Attendance at the CWC HRA meeting to present staff reports and address any questions regarding activity for previous month. Staff time to create reports. Additional meeting with Brainerd redevelopment project and potential barriers in place to complete project.	3.00	\$450.00
2/16/2023	Meeting w/metro developer to discuss opportunities in Crow Wing County for housing and retail projects. BLAEDC staff attending a meeting with Baxter city official regarding potential commercial project that is looking for buildings and land.	5.00	\$750.00
2/17/2023	Meeting w/Nisswa city staff and BLAEDC staff to discuss housing opportunities in the city and what the county and BLAEDC can do to assist with addressing the housing shortage that exists in the city. Staff indicate available land that needs to be developed for single family housing that is affordable.	3.50	\$525.00
2/21/2023	BLAEDC staff time to participate, create reports and present at the Pequot Lakes EDC meeting. Primary discussion was around housing opportunities plus significant discussions regarding redevelopment opportunities with vacant downtown properties.	3.50	\$525.00
2/22/2023		5.00	\$750.00

BLAEDC staff attended the CLC housing forum meeting to discuss housing concerns at the college and how could we assist with solutions for housing issues in and around the college. Staff presented at the CREDI board meeting updates surrounding projects in the Cuyuna range, provided an update on childcare project in Emily which was a major redevelopment project that may not occur now due to funding issues. Also provided updates on other redevelopment projects occurring in Crosby.

2/23/2023	BLAEDC staff meeting with buyer of Jenkins building that will be converted to childcare facility to discuss funding, grant opportunities as well as review of business plan, and review floor plan changes. Discussed licensing options for childcare and reviewed financial projections. Redevelopment will occur after March closing of building.	2.50	\$375.00
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	<i>Redevelopment Projects Subtotal</i>	<b>63.50</b>	<b>\$9,525.00</b>
	<b>Crow Wing County HRA Subtotal</b>	<b>63.50</b>	<b>\$9,525.00</b>
	<b>Grand Total</b>	<b>63.50</b>	<b>\$9,525.00</b>

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



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Tyler Glynn  
BLAEDC Executive Director

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