



Housing & Redevelopment Authority

Board Meeting Agenda
5:00pm Tuesday April 11th, 2023
Crow Wing County Land Services Building, Meeting Room 2 (Lower Level)
322 Laurel St. Brainerd, MN 56401

- *Commissioner Craig Nathan attending via WebEx at
8986 Sugarberry Creek, Brainerd, MN 56401
- *Commissioner Zach Tabatt attending via WebEx at
16225 N Agua Fria Dr, Sun City, AZ 85351

Join from browser:

<https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=md2990f41f6c434be6234c13bd00396c6>

Join by phone: 415-655-0001

Meeting number (access code): 2567 113 1306

Meeting password: Pbpqw2KqJ39

"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. PRESENTATION** *(Attachment 1) Pg. 3*
 - a. 2022 Crow Wing County Audit: Mary Reedy, Clifton Larson Allen
- 5. APPROVE MINUTES** *(Attachment 2) Pg. 5*
 - a. Approval of the Tuesday, March 14th, 2023 Meeting Minutes

6. REVIEW & ACCEPT FINANCIAL STATEMENTS *(Attachment 3) Pg. 9*

- a. CWC HRA Combined Balance Sheet March 2023
- b. CWC HRA Combined Operating Statement March 2023
- c. CWC HRA March 2023 Payments

7. UNFINISHED BUSINESS

8. NEW BUSINESS

9. REPORTS/UPDATES:

- a. Executive Director *(Attachment 4) Pg.15*
- b. Housing Trust Fund *(Attachment 5) Pg.17*
- c. Brainerd HRA/Rehab Programs *(Attachment 6) Pg.19*
- d. BLAEDC/CREDI *(Attachment 7) Pg.23*
- e. CWC

10. COMMISSIONER COMMENTS

11. NEXT MEETING Tuesday May 9th, 2023

12. 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 HOUSING
AND REDEVELOPMENT AUTHORITY
(A COMPONENT UNIT OF CROW WING COUNTY)
BRainerd, MINNESOTA**

**FINANCIAL STATEMENTS AND
REQUIRED SUPPLEMENTARY INFORMATION**

YEAR ENDED DECEMBER 31, 2022

(Reference Attached Packets)



CPAs | CONSULTANTS | WEALTH ADVISORS

CLAconnect.com

This page intentionally left blank.



Housing & Redevelopment Authority

Crow Wing County HRA BOARD MEETING MINUTES 03/14/2023

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, March 14th, 2023.

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

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Rehab Director John Schommer, Rehab Administrative Specialist Kristin Miller.

3. **APPROVE AGENDA:**

Moved and seconded by Commissioners Burton and Aulie to approve the agenda as presented for the March 14th, 2023, board meeting. Through vote, all commissioners were in favor, and none were opposed. The agenda was approved.

4. **APPROVE MINUTES:**

Moved and seconded by Commissioners Aulie and Burton to approve the minutes from the February 8th, 2022, board meeting. Through a vote, 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 February 2023 was presented.

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 8th HTF Loan Receivable. This latest loan was for \$20,000 down payment assistance.

Commissioner Aulie moved to approve the February financial statements as submitted, followed by a second from Commissioner Burton. All commissioners voted in favor of the motion, and none were opposed. The motion carried.

6. UNFINISHED BUSINESS:

Review Strategic Goals

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.

7. NEW BUSINESS: Nothing at this time

8. REPORTS:

a. Executive Director:

Crosslake Housing Meeting

Eric has been asked to attend and present information to a special Crosslake housing meeting that will be taking place on April 5th. There are a number of speakers on the agenda all surrounding the housing needs of the Crosslake area. He 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 Eric thinks 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 24th due to scheduling conflicts. A recap of that meeting will be given to this board at our April meeting.

b. Housing Trust Fund:

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.

Eric met with a 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.

c. Brainerd HRA/Rehab Programs:

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 1st. We have a meeting scheduled with our DEED rep on Monday, March 13th 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.

d. BLAEDC/CREDI:

Eric presented the staff time billing reports for February 2023.

e. CWC:

9. HRA Commissioner Comments:

Michael Aulie, Chair – Let's try and gather all the land assessments available in Crow Wing County by city. This would be a valuable tool when developers are looking for options.

Zach Tabatt, Vice Chair – Source well or Region 5 could help with finding this information.

Michael Morford, Secretary/Treasurer – N/A

Richard (George) Burton, Commissioner – Nothing at this time

Craig Nathan, Commissioner – N/A

10. NEXT MEETING: Tuesday, April 11th, 2023

11. ADJOURNMENT:

Commissioner Aulie 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 5:53 p.m.

This page intentionally left blank.



Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Karen Young, Finance Director
Date: April 4, 2023
Re: Review and Accept Financial Statements

2022 Audit

Mary Reedy, our auditor from CliftonLarsonAllen, will attend the April meeting to present the audit (electronic copy sent separately) to the board.

Action Requested: Accept the 2022 audited financial statements.

Housing Trust Fund (HTF) Loan

Reflected in the March financial statements is the 10th HTF Loan Receivable. This latest loan was for \$20,000 down payment assistance.

Action Requested: Accept the March financial statements as submitted.

This page intentionally left blank.

Date/Time joe
4/5/2023

12:51:39 PM

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

Cumulative

ASSETS

556-000-1120.000 A/R Other - Dev	8,971.21
550-000-1129.210 Cash Gen Fund	86,249.24
550-001-1129.210 Cash CWC SCDP	87,331.72
551-002-1129.210 Cash RLF TIF	406,584.75
556-000-1129.210 Cash Development Fund	-8,316.19
557-000-1129.210 Cash Tax Forf Property	2,244.11
558-000-1129.210 Cash HTF	1,224,539.78
551-002-1141.000 Loans Rec RLF TIF	17,150.72
558-000-1141.000 HTF Loan Receivable	165,420.00
556-000-1450.000 Land Held for Resale	236,511.70
TOTAL ASSETS	<u>2,226,687.04</u>

LIABILITIES

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

SURPLUS

550-000-2700-000 Net Income	-406,887.01
550-000-2806.000 Retained Earnings	-1,578,288.33
TOTAL SURPLUS	<u>-1,985,175.34</u>

TOTAL LIABILITIES & SURPLUS

-2,226,687.04

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

Date: 4/5/2023
Time: 12:51:45 PM
joe

Crow Wing County
CWC HRA Combined Operating Stmt
March, 2023

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

	Current Period	Current Year	Year To Date Budget	Variance
INCOME				
550-000-3610.000 Investment Earnings	-820.62	-2,397.36	0.00	-2,397.36
550-000-3690.000 Other Revenue	-100.00	-300.00	0.00	-300.00
551-002-3610.000 RLF TIF Interest Rev	-317.18	-951.64	-204.99	-746.65
556-000-3696.000 Development Revenue	0.00	0.00	-47,799.99	47,799.99
557-000-3696.000 TFP Revenue	0.00	0.00	-2,499.99	2,499.99
TOTAL INCOME	-1,237.80	-3,649.00	-50,504.97	46,855.97
EXPENSE				
550-000-4110.000 Administrative Salaries	150.00	675.00	1,125.00	-450.00
550-000-4130.000 Legal	0.00	0.00	2,499.99	-2,499.99
550-000-4140.000 Staff Training	0.00	0.00	375.00	-375.00
550-000-4150.000 Travel	46.50	60.39	62.49	-2.10
550-000-4171.000 Auditing Fees	6,906.25	6,906.25	6,250.00	656.25
550-000-4172.000 Management Fees	13,564.16	40,692.48	40,692.48	0.00
550-000-4190.000 Other Administrative	0.00	0.00	50.01	-50.01
550-000-4500.000 TIF Expense	0.00	0.00	150.00	-150.00
550-000-4510.000 Insurance	0.00	2,748.00	2,900.00	-152.00
550-000-4540.000 Employer FICA	11.49	51.67	87.51	-35.84
550-000-4590.000 Other General Expense	0.00	0.00	6,501.00	-6,501.00
550-001-4600.000 CWC SCDP Expense	0.00	0.00	5,000.01	-5,000.01
556-000-4600.000 Development Expense	0.00	9.18	47,799.99	-47,790.81
557-000-4600.000 TFP Expense	0.00	0.00	2,499.99	-2,499.99
558-000-4600.000 HTF Expense	7.86	579.17	10,000.02	-9,420.85
TOTAL EXPENSE	20,686.26	51,722.14	125,993.49	-74,271.35
NET INCOME(-) OR LOSS	19,448.46	48,073.14	75,488.52	-27,415.38

**Crow Wing County HRA
March 2023
Payments**

Payment Number	Payment Date	Vendor	Description	Check Amount
973	3/9/2023	John Schommer	Mileage	\$ 7.86
975	3/23/2023	Eric Charpentier	Mileage	\$ 46.50
25298	3/9/2023	CliftonLarsonAllen LLP	2022 Audit Fees	\$ 6,906.25
25300	3/9/2023	Crow Wing Cty Recorder's Office	Recording Fee	\$ 46.00
25315	3/9/2023	RG Title LLC	HTF Down Payment Assistance Loan	\$ 20,000.00
Total				\$ 27,006.61

This page intentionally left blank.



Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Eric Charpentier, Executive Director
Date: April 11th, 2023
Re: Executive Director Report

Pequot Lakes HRA:

I did meet with one Pequot board member along with one of our Brainerd board members on 3/24 to further discuss what the Pequot board is looking for from our agency. There are a few options that were discussed and I provided their board with our shared services agreement with the Crosby HRA so they would have an idea of what an agreement could look like between the Brainerd HRA and Pequot HRA. The Pequot board will be discussing options at their next board meeting which I am planning on attending.

Action Requested: No action requested, for informational purposes only

This page intentionally left blank.



Housing & Redevelopment Authority

To: CWC HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: April 11th, 2023
 Re: Housing Trust Fund Report

I have had a couple of meetings with the director of the greater lakes association of realtors (GLAR), Tyler from BLAEDC and former commissioner Brekken to discuss ways to further market the HTF to help spur development of additional housing units in the County. GLAR has been looking into applying for some grant funds to help with the marketing of the fund to get the word out to their members. We are thankful and appreciative of our partners as they are willing to help get these programs more traction within the County which will lead to more dollars being spent on both retention/rehab of housing and hopefully the development of more units.

I have a meeting scheduled with the City of Brainerd and the developer for the former Thrifty site, on April 10th to continue discussions on where the developer is at with their plans for the site and to discuss any questions that they may have regarding the HTF. The developer is continuing to work on their financing package and identifying funding streams that are available.

We had an inquiry on an out lot that the Brainerd HRA owns in the Brainerd Oaks development from a new developer recently. I have provided the developer with information on the HTF for development as well as what the specific out lot is zoned and what amount of density the zoning code would permit. I will follow up with the developer to gauge their interest in the parcel.

Action Requested: No action requested, for information only.

This page intentionally left blank.



Housing & Redevelopment Authority

To: Crow Wing County HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: April 4, 2023
 Re: Rehab Programs Report

SE Brainerd SCDP Preliminary Proposal

We were notified that our preliminary proposal was deemed marginally competitive so we can submit a formal application which is due May 1st. We met virtually with our DEED representative on Monday, March 13th to get feedback on why our preliminary proposal was deemed marginally competitive and gained a much better understanding of ways to improve the application. With some changes to the target areas and how we compile the information we will have a strong application.

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.

This page intentionally left blank.

April 4th, 2023**1. COMPLETED OO PROJECTS 2023**

	HTF	MHFA	SCDP	Total
City of Brainerd	1	1		1
County of Crow Wing	1	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		1				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								5
OOR.		1		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	1			1
Inspection Scheduled				
Work Write Up/Review Proof	1	1		2
Out for Bid			1	1
Pre-Bid Meeting				
Closing/Signing Paperwork	1	1		2
Under Construction	3	3	4	10
Total	11	12	5	28

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 - March



Date Range: 3/1/2023 - 3/31/2023

Project	Task	Date	Comment	Hours	Amount
Crow Wing County HRA					
CWC HRA-Redev Redevelopment Projects					
	E-mail	E-mail Correspondence		15.50	\$2,325.00
				15.50	\$2,325.00
		3/1/2023	video conference call with developer regarding Baxter multi-family project. Funding options were discussed, which included the housing trust fund. Developer will provide rent details to discuss with HRA to possibly access funds.	1.50	\$225.00
		3/7/2023	email correspondence followed by a phone call with BLAEDC staff to discuss redevelopment of property in Jenkins for a new adult and childcare facility. Staff have assisted in financing, grants and review of business plans for property.	1.50	\$225.00
		3/8/2023	Phone call with BLAEDC staff and potential new business owner seeking funding and properties for a new business located in Brainerd. Potential business owner is looking for a building to redevelop to fit needs of brand new business.	1.50	\$225.00
		3/9/2023	email correspondence with business owner regarding new funding opportunities that will be available through grants to assist with building redevelopment.	1.00	\$150.00
		3/13/2023	email communication with property owner in Jenkins regarding assistance for redevelopment costs, as primary use of building is now being adjusted to account for childcare. Working with owner to get licensed to operate, while new development plans are created.	1.50	\$225.00
		3/15/2023	video conference call with developers and city officials in Breezy Point for housing discussion. Developers would like to review listing of tax forfeited lots for housing development. Provided link to county site to identify lots that would be suitable for development. Next steps are to work with county and developer to make offers on suitable lots.	2.00	\$300.00
		3/16/2023	email communication and phone call with owners of local childcare facility that is being redeveloped to open new location. Owners will need to secure additional funds to make the changes occur. Discussed upcoming opportunities for grant funds to assist.	1.50	\$225.00
		3/21/2023	email correspondence with potential development opportunity in Ironton. Developer is looking at mostly vacant hotel to redevelop and add housing in the city. Set up an in person meeting to view property and discuss funding options that include IRR.	1.50	\$225.00
		3/23/2023	phone meeting w/Brainerd business owner regarding childcare grants and new facility being redeveloped today. Funds are needed to complete facility and meet timelines.	1.50	\$225.00
		3/27/2023	email correspondence and then phone call meeting w/business owner who is securing funding for purchase and redevelopment of local Brainerd building. Reviewed plans and provided funding potential to owner.	2.00	\$300.00
	Mtgs	Meetings		51.00	\$7,650.00
				51.00	\$7,650.00
		3/2/2023	BLAEDC staff working with multiple Main Street Revitalization grant projects that are addressing some blight issues as well as some redevelopment projects in the River to Raill corridor of Brainerd.	2.00	\$300.00

3/3/2023	Meeting w/new business owner if Pequot Lakes to discuss redevelopment of old restaurant in the community. Building has been purchased, but there are a lot of issues that need to be addressed before building can be operational. Owner is looking for some assistance with these costs.	1.50	\$225.00
3/6/2023	Meeting w/county staff regarding additional funding for childcare assistance in the county. Numerous redevelopment projects have contacted both BLAEDC and county to determine if additional funds will be available for project costs. Grant funds will be available to assist in the next 30 days.	2.00	\$300.00
3/7/2023	BLAEDC staff meeting w/potential commercial building purchase and plan for site. Building will need significant redevelopment to be available for the new intended use. Reviewing funding options, as well as review of financials and business plan.	2.00	\$300.00
3/8/2023	BLAEDC staff attending meeting to discuss redevelopment plans for downtown Brainerd facility. Detailed plans include full redesign of local building as well as funding options.	2.50	\$375.00
3/9/2023	Meeting with local developer to discuss housing possibilities in Baxter. Developer is looking for additional property for development in the area. Reviewed housing study and discussed properties that are available for both single family and multi-family housing opportunities.	2.00	\$300.00
3/10/2023	BLAEDC staff meeting w/ new business owner who has purchased a new building in Brainerd for redevelopment. Owner is bringing a new business to the area and will need some assistance from BLAEDC regarding grant and financing options for construction and inventory.	2.50	\$375.00
3/14/2023	Preparing reports for Crow Wing County HRA meeting, which includes use of BLAEDC staff. Attended a meeting with potential business owner in the Brainerd/Baxter area. Owner owns a franchise that they would like to bring to this area and are looking for buildings that would be suitable for redevelopment or land for a new build. Additional information will be gathered and provided to owner at follow up meeting.	3.50	\$525.00
3/15/2023	Meeting in Crosby with potential developer who is looking to redevelop an existing property. This building will need significant work to bring it to code and allow a new business to open on this site. No financing would be needed to purchase building, but IRR funds would be requested upon purchase to assist with demolition needs.	2.50	\$375.00
3/16/2023	Meeting w/developer to discuss new housing opportunities in the Brainerd Lakes Area. The developer is new to the area and was seeking advice on cities that are ready for development and what types of housing is needed. Talked through financing options, such as housing trust fund. More meetings to follow.	2.00	\$300.00
3/17/2023	Meeting w/potential business owner who is looking at numerous properties in the Brainerd/Baxter area for redevelopment. BLAEDC staff assisted in research of properties, grant and financing options and how to proceed. This would be a new business to the area.	2.50	\$375.00
3/20/2023	BLAEDC staff attending meeting w/EDA subcommittee to discuss Main Street grant, as additional funds have been returned to the committee for redistribution. Staff have been responsible for the communication and assistance to the businesses who have been approved for funding. Staff time to prepare reports and attend the meetings for these grant funds.	3.50	\$525.00

3/21/2023	Nisswa City Council meeting, staff time to prepare reports, attend meeting and present. Discussions included housing and development opportunities and what assistance can be made available for developers to build in the city.	2.50	\$375.00
3/22/2023	Pequot Lakes EDC meeting, staff time to prepare reports, attend meeting and present. Discussions included create a list of businesses in the community that are blighted or in need of redevelopment. Housing updates also provided.	3.00	\$450.00
3/23/2023	Meeting with local developer who is looking for assistance and funding opportunities for his property in Baxter. Reviewed development plans, as owner is looking to build 4 multi family housing developments over the next 5 years. Owner needs local and state assistance to complete project.	2.00	\$300.00
3/24/2023	Multiple discussions/meetings to work with local developer on available land in the county for duplex housing options. Reviewed available land in Brainerd, as that is where developer would like to be. Second meeting regarding financing options available for redevelopment of property located in township in Crow Wing County for a new convenience store.	3.50	\$525.00
3/28/2023	Multiple meetings, video conference meeting w/developer and city of Baxter staff to discuss TIF for current and future projects. Funding meeting to discuss 2 buildings that are being purchased that need financing assistance, both projects involve redevelopment of local buildings. Meeting w/developer to discuss options for multi-family housing.	5.50	\$825.00
3/29/2023	Meeting w/design firms for redevelopment project in Brainerd, BLAEDC staff attended meetings and provided reports to justify project costs, reviewed plans and worked with property owners to determine plans to move project forward.	3.50	\$525.00
3/30/2023	BLAEDC staff meeting w/local non-profit board members to discuss opportunities for a new build of an athletic facility in the Brainerd/Baxter or the redevelopment of existing facility. Costs associated with either plan are in excess of \$10 million dollars. Working with U of M to get a feasibility study completed to help non-profit make appropriate decisions.	2.50	\$375.00
		66.50	\$9,975.00
		66.50	\$9,975.00
		66.50	\$9,975.00

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

This page intentionally left blank.