



Housing & Redevelopment Authority

**Crow Wing County HRA Board Meeting Agenda**  
**5:00pm Tuesday August 8<sup>th</sup>, 2023**  
**Crow Wing County Land Services Building, Pine/Maple Meeting Room**  
**322 Laurel St. Brainerd, MN 56401**

Join from browser:

<https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=ma1152da8efddf3762ba56eac9d99e0dJoi>

Join by phone: 415-655-0001

Meeting number (access code): 2554 686 8749

Meeting password: cPqYDQux245

*"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**
  - a. Approval of the Tuesday, July 11<sup>th</sup>, 2023 Meeting Minutes (*Attachment 1*) Pg. 3
  - b. Approval of the Tuesday, July 25<sup>th</sup>, 2023 Budget Meeting Minutes (*Attachment 2*) Pg. 7
- 5.
- 6. REVIEW & ACCEPT FINANCIAL STATEMENTS** (*Attachment 3*) Pg. 13
  - a. CWC HRA Combined Balance Sheet July 2023
  - b. CWC HRA Combined Operating Statement July 2023
  - c. CWC HRA July 2023 Payments
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
  - a. West Grove Townhomes Revenue Certificate (*Attachment 4*) Pg. 21
  - b. Lot Consolidation Request for Brainerd Oaks (*Attachment 5*) Pg. 25

**8. REPORTS/UPDATES:**

- a. Executive Director *(Attachment 6) Pg. 29*
- b. Housing Trust Fund *(Attachment 7) Pg. 31*
- c. Brainerd HRA/Rehab Programs *(Attachment 8) Pg. 51*
- d. BLAEDC/CREDI *(Attachment 9) Pg. 55*
- e. CWC

**9. COMMISSIONER COMMENTS**

**10. NEXT MEETING** Tuesday, September 12<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)

Jennifer Bergman, Commissioner - District 4 (12-31-25)



Housing &amp; Redevelopment Authority

## Crow Wing County HRA BOARD MEETING MINUTES 07/11/2023

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 Meeting Room and via Webex video/teleconference at 5:00 p.m., Tuesday, July 11th, 2023.

1. **CALL TO ORDER:** Chair Zachary Tabatt called the meeting to order at 5:00 p.m.

- a. **ROLL CALL:** Present: Commissioners Michael Aulie, Richard (George) Burton, and Zach Tabatt. Absent: Jennifer Bergman, Michael Morford.

**Others present:** Executive Director Eric Charpentier, Finance Director Karen Young, and Rehab Director John Schommer (Webex).

Guests: Jon Lubke, CWC Commissioner (Webex).

2. **APPROVE AGENDA:**

**Moved and seconded by Commissioners Aulie and Burton to approve the agenda as presented for the July 11th, 2023, board meeting. Through a vote, all commissioners were in favor and none were opposed. The motion passed. Moved and seconded to move John Schommer's Rehab Program Report to the top of the agenda by Commissioners Burton and Aulie.**

3. **APPROVE MINUTES:**

**Moved and seconded by Commissioners Burton and Aulie to approve the minutes from the June 13th, 2023, board meeting. Through a vote, all commissioners were in favor and none were opposed. The minutes were approved.**

4. **FINANCIAL:**

- a. **REVIEW and ACCEPT FINANCIAL STATEMENTS:**  
*The financial information for June 2023 was presented by Karen Young.*

**Commissioner Aulie moved to approve the June financial statements as submitted, followed by a second from Commissioner Burton. Upon a vote, all commissioners were in favor and none were opposed. The motion carried.**

#### CWC HRA Levy

Reflected in the June General Fund Financial Statements is the deposit of \$296,129.96 in Property Tax Revenue (levy). The second deposit of \$126,912.80 was deposited in July for total deposits of \$423,042.76. The total levy amount for 2023 is \$748,320. The second half property tax settlement will be in December.

We recently received the 2024 maximum levy capacity amount for CWC HRA - which increased to \$2,882,076 from \$2,160,958 in 2023. This is the maximum amount the CWC HRA could levy for at the allowable .0185% of Estimated Market Value.

#### Level Contracting Closing

Reflected in the June financial statements is the closing that took place for the purchase of the two lots in Brainerd Oaks, two lots in Serene Pines and one lot in Dalmar Estates for a total of \$63,075.04 as approved at the May meeting. Of this, \$11,500 went to the City for SAC/WAC/Park Fees, \$40,342.65 went to the City in lieu of assessments, and \$858.50 were for closing costs. We were reimbursed for direct costs of \$10,373.89. With this closing, 82% of the total lots have been purchased by the developer.

#### Housing Trust Fund (HTF) Loan

Through June, there have been 15 HTF loans awarded for a total of \$1,298,375. Of this amount, \$251,217 has been expended out of the Fund towards these loans – as reflected in the June financials. Two additional Owner-Occupied Rehab loans have also been approved, but the projects have not been bid out yet – so the total loan amounts have not been determined. The maximum loan amount would be \$25,000 each. One additional Down Payment Assistance Loan is also in review, which would be a maximum loan amount of \$20,000.

#### **5. UNFINISHED BUSINESS:**

#### **6. NEW BUSINESS:**

##### **a. Counselors of Real Estate Transforming Neighborhoods Program**

*Presented by Eric Charpentier.*

Dolly Matten, the Executive Director of the Greater Lakes Association of Realtors applied for a grant through the National Association of Realtors for a program through the Counselors of Real Estate to have a team of experts come to our community to help move forward a problem statement for that community. Dolly was successful in securing the grant from NAR to have the consulting corps team come to the lakes area, currently scheduled for the week of August 6th – 11th. The program is called Transforming Neighborhoods and will look to address housing in the two communities of Brainerd and Pequot Lakes specifically and how to encourage development of housing that meets the needs of local workers in support of economic development priorities. The Consulting Corps will build on the work that has been undertaken and will not replicate or reproduce prior analyses and studies. This is a great opportunity to bring in professionals from around the country to offer advice and expertise on a problem that we continue to try and solve. I am working closely with Dolly as well as

with both cities to create a list of stakeholders that the team will be reaching out to during the week that they are here. We anticipate that the team will have preliminary findings and suggestions for us at the end of the week that they are here. More information will be forthcoming. If there are any board members that would like to participate in these discussions, please let me know. If not, I will be reaching out to some of you for your inclusion in the community engagement interviews. Attached for your information is the agreement that the HRA, GLAR and the cities of Brainerd and Pequot Lakes have entered into along with information on the scope of work that will be undertaken.

## **7. REPORTS:**

### **a. Executive Director:**

*Presented by Eric Charpentier.*

#### Redevelopment of Former Thrifty White:

The Brainerd HRA along with the City of Brainerd continue to move forward with a potential redevelopment TIF district to aid in the redevelopment project at the corner of 8th and Laurel streets in Brainerd. The City council will hold a public hearing regarding this potential TIF district on July 17th. If the council is in support of the district, we will then be discussing this opportunity in front of the Brainerd HRA at our regularly scheduled meeting on Wednesday July 26th. The developer is looking for the creation of the redevelopment district now to aid in their applications for state funding for this project as well as for the overall financing needs for the project to move forward. Some of those applications are due in August of this year for projects scheduled in 2024.

#### Budget Workshop Meeting:

As we discussed in June, staff would like to hold a special budget meeting towards the end of July to discuss our levy request for 2024, specifically if and how much to request for the CWC Housing Trust Fund. After polling the commissioners, the date has been set for Tuesday July 25th. As has been the case in previous years staff will put together 3 options to be discussed with the intention of passing a budget at this meeting. If the board would like to give staff some feedback on what they would like to see in the budget options, that would be helpful as we prepare for the budget meeting.

### **b. Housing Trust Fund:**

*Presented by Eric Charpentier.*

We continue to receive applications for our down payment assistance program as well as our rehab programs since our last meeting. We have had 2 requests for down payment assistance, 2 requests for rental rehab along with a number of inquiries for owner occupied rehab as well. We have also had 3 new lenders inquire about our down payment assistance program. We have informed all of these potential borrowers, applicants or partners that we have currently exhausted our funding with loans or loan commitments. We have urged everyone to reach out to their County commissioner if they would like to see these programs continue into the future.

Eric has been in contact with both the developer and the primary financing bank in relation to the development loan that was approved in June. The lead bank was waiting

title work and then will proceed to loan closing once that has come back. The bank is anticipating a mid-July closing. Once that financing has been closed and confirmed we will start putting together our loan documents for our approved loan. We anticipate closing will be scheduled sometime in August for this project.

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

*Presented by John Schommer.*

SE Brainerd SCDP Application

The application for 8 units of owner-occupied rehab and 12 units of single-family rental rehab was submitted prior to the May 1st deadline. We should find out sometime around July if our application is funded.

**d. BLAEDC/CREDI:**

*Staff time billing reports were presented in the packet for June 2023. There was not an oral update provided.*

**e. CWC:**

*No comments.*

**8. CWC HRA COMMISSIONER COMMENTS:**

**9. NEXT MEETING:** Tuesday, July 25th, 2023

**10. ADJOURNMENT:**

**Commissioner Burton made a motion to adjourn the meeting. Commissioner Aulie seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and the meeting was adjourned at 5:54 p.m.**



Housing &amp; Redevelopment Authority

## Crow Wing County HRA BOARD MEETING MINUTES 07/25/2023

A special 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 25th, 2023.

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

**Others present:** Executive Director Eric Charpentier, Finance Director Karen Young, Rehab Director John Schommer, Rehab Administrative Specialist Kristin Miller, BLAEDC Executive Director Tyler Glynn, and Crow Wing County Administrative Services Director Deborah (Debby) Erickson. Guests: Crow Wing County Commissioner District 2 Jon Lubke, & Crow Wing County Administrator Tim Houle.

3. **REVIEW & APPROVE AGENDA:**

**Moved and seconded by Commissioners Aulie and Morford to approve the agenda as presented for the July 25th, 2023, board meeting. Through a vote, all commissioners were in favor and none were opposed. The motion passed.**

4. **UNFINISHED BUSINESS:**
  - a. **CONSIDER REVISION TO THE HOUSING TRUST FUND GUIDELINES**  
*Presented by John Schommer.*

The Housing Trust Fund Ordinance was adopted unanimously by the Crow Wing County commissioners on February 25th, 2020. The Crow Wing County HRA board approved the guidelines presented by staff at their May 2020 meeting and suggested amendments in April of 2022. Recently when working on an Owner-Occupied rehab loan, staff realized the matching funds requirement from the owner was no longer in line with other rehabilitation programs that we administer. Both the Minnesota Housing Finance Agency (MHFA) and Department of Employment and Economic Development (DEED) programs have done away with the matching requirement several years ago. Based off these factors, we felt it timely to suggest this update to this program to stay in line with what other programs offered as well as keeping in line with the intent of the trust fund in helping individuals with incomes up to 115% of AMI. Staff is recommending that the matching fund requirement for the Owner-Occupied rehab program be eliminated.

A copy of the Guidelines with the proposed revisions was presented.

**Commissioner Bergman moved to approve the adoption of the revised Housing Trust Fund Guidelines as presented, followed by a second from Commissioner Aulie. Upon a vote, all commissioners were in favor and none were opposed. The motion carried.**

5. **NEW BUSINESS:**
  - a. **2024 BUDGET DISCUSSION**  
*Presented by Karen Young.*

Attached are three budget options for the board to review:

**Budget - Option 1**

A total levy request of \$977,880 (30.7% increase and 33.9% of CWC HRA levy capacity), which includes \$118,810 funding to BLAEDC/CREDI, \$259,070 for operations, and \$600,000 funding to HTF. In this scenario, there is a budget surplus of \$19,610 to build up fund balance by one month.

**Budget - Option 2**

A total levy request of \$1,377,880 (84.1% increase and 47.8% of CWC HRA levy capacity), which includes \$118,810 funding to BLAEDC/CREDI, \$259,070 for operations, and \$1,000,000 funding to HTF. In this scenario, there is a budget surplus of \$19,610 to build up fund balance by one month. A detailed explanation is provided below for this budget option.

**Budget - Option 3**

A total levy request of \$2,377,880 (217.8% increase and 82.5% of CWC HRA levy capacity), which includes \$118,810 funding to BLAEDC/CREDI, \$259,070 for operations, and \$2,000,000 funding to HTF. In this scenario, there is a surplus of \$19,610 to build up fund balance by one month.

**Fund Balance**

The Fund Balance Policy recommends 8 to 12 months of unassigned fund balance (reserves not designated for a specific purpose). The fund balance as of 12/31/2022 was \$136,722 or approximately 7.6 months of 2023 operating expenses. Because levy dollars are only received in July and December each year, it is necessary for the CWC HRA to have available fund balance to cover operations for the timing of when levy dollars are received each year.

Below is the detailed explanation for Budget – Option 2:



## **2024 General Fund Budget - Option 2**

### **Revenues**

- A Tax Levy of \$1,377,880. The maximum Tax Levy for the CWC HRA in 2024 would be \$2,882,076. This would equate to approximately 47.8% of levy capacity.
- \$10,000 is anticipated in Tax Forfeit Property revenue generated from the sale of tax forfeited parcels to developers.
- Development Revenue is budgeted for \$86,720. This is pass-through revenue from the sale of lots to Level Contracting and the net effect will be \$0 to the operating budget. It was estimated that 10 lots will be sold at an average price of the remaining lots.
- \$20,000 in CWC Local Income is anticipated that will be used for eligible program costs.
- Program costs will offset the revenue.

### **General Expenditures**

- Administrative Salaries of \$4,500 for the Board stipend for regular and special meetings.
- Employer FICA is the payroll taxes on the stipends paid to the Board.
- \$10,000 in legal fees is budgeted for potential costs related to CWC HRA programs/initiatives.
- Travel costs consist of staff mileage reimbursement and board mileage Reimbursement for approved non-board meeting events.
- Training Expense of \$1,500 was budgeted for CWC HRA initiatives.
- Total audit costs of \$9,850 are included in this budget.
- Management Fees of \$185,160 are for the Shared Services Agreement with the Brainerd HRA.
- The TIF Expense of \$600 is for TIF reporting for the RLF – TIF.
- The Housing and Redevelopment Initiatives are for projects as determined by the board.

### **Fund Expenditures**

- Tax Forfeit Property Expense is for legal and closing costs on the sale of properties.
- Development Expense of \$86,720 is estimated for the sale of 10 lots to Level Contracting. The net effect of these costs will be to reduce the development revenue to \$0 and have no effect on the operating budget. The costs will include any expenses related to the sale of the land such as closing, legal and in lieu of assessments.
- CWC Local Income Expense for eligible program costs.
- Housing Trust Fund appropriation to the Fund.
- The BLAEDC/CREDI funding of \$118,810 is based on the funding request to support economic development for eligible expenses.

### **Net Operating Income to Fund Reserves**

- There is a surplus to the General Fund Budget of \$19,610 which would increase Fund Balance by one month.

Below is the detailed explanation for Budget – Option 2:

### **2024 General Fund Budget - Option 2**

#### **Revenues**

- A Tax Levy of \$1,377,880. The maximum Tax Levy for the CWC HRA in 2024 would be \$2,882,076. This would equate to approximately 47.8% of levy capacity.
- \$10,000 is anticipated in Tax Forfeit Property revenue generated from the sale of tax forfeited parcels to developers.
- Development Revenue is budgeted for \$86,720. This is pass-through revenue from the sale of lots to Level Contracting and the net effect will be \$0 to the operating budget. It was estimated that 10 lots will be sold at an average price of the remaining lots.
- \$20,000 in CWC Local Income is anticipated that will be used for eligible program costs. Program costs will offset the revenue.

#### **General Expenditures**

- Administrative Salaries of \$4,500 for the Board stipend for regular and special meetings.
- Employer FICA is the payroll taxes on the stipends paid to the Board.
- \$10,000 in legal fees is budgeted for potential costs related to CWC HRA programs/initiatives.
- Travel costs consist of staff mileage reimbursement and board mileage reimbursement for approved non-board meeting events.
- Training Expense of \$1,500 was budgeted for CWC HRA initiatives.
- Total audit costs of \$9,850 are included in this budget.
- Management Fees of \$185,160 are for the Shared Services Agreement with the Brainerd
- HRA.
- The TIF Expense of \$600 is for TIF reporting for the RLF – TIF.
- The Housing and Redevelopment Initiatives are for projects as determined by the board.

#### **Fund Expenditures**

- Tax Forfeit Property Expense is for legal and closing costs on the sale of properties.
- Development Expense of \$86,720 is estimated for the sale of 10 lots to Level Contracting. The net effect of these costs will be to reduce the development revenue to \$0 and have no effect on the operating budget. The costs will include any

expenses related to the sale of the land such as closing, legal and in lieu of assessments.

- CWC Local Income Expense for eligible program costs.
- Housing Trust Fund appropriation to the Fund.
- The BLAEDC/CREDI funding of \$118,810 is based on the funding request to support economic development for eligible expenses.

#### **Net Operating Income to Fund Reserves**

- There is a surplus to the General Fund Budget of \$19,610 which would increase Fund Balance by one month.

#### **2024 Revolving Loan Fund – TIF Budget**

##### **Revenues**

- Interest Revenue of \$70 from Victual loan. Interest Revenue of \$2,700 from investments.

##### **Expenditures**

- Other General Expense of \$20 for fees paid to Initiative Foundation and BLAEDC for loan servicing.

#### **Open Discussion**

**Commissioner Bergman moved to approve the adoption of the 2024 General Fund and TIF-Revolving Loan Fund Budget Option 3, followed by a second from Commissioner Aulie. Upon a vote, all commissioners were in favor and none were opposed. The motion carried.**

#### **6. CWC HRA COMMISSIONER COMMENTS:**

**7. NEXT MEETING:** Tuesday, August 8th, 2023

#### **8. ADJOURNMENT:**

**Commissioner Bergman made a motion to adjourn the meeting. Commissioner Aulie seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and the meeting was adjourned at 6:20 p.m.**

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Housing &amp; Redevelopment Authority

To: CWC HRA Board Members

From: Karen Young, Finance Director

Date: July 28, 2023

Re: Review and Accept Financial Statements

**CWC HRA Levy**

Reflected in the July General Fund Financial Statements is the deposit of \$140,374.61 in Property Tax Revenue (levy) for total first half deposits of \$436,504.57. The total levy amount for 2023 is \$748,320. The second half property tax settlement will be in December.

**Payment to BLAEDC**

Reflected in the July financial statements is the first half payment to BLAEDC in the amount of \$44,800 per the Agreement for Professional Services.

**Housing Trust Fund (HTF)**

Through July, there have been 16 HTF loans awarded for a total of \$1,318,375. Of this amount, \$282,317 has been expended out of the Fund towards these loans - as reflected in the July financials. Two additional Owner-Occupied Rehab loans have also been approved, but the projects have not been bid out yet – so the total loan amounts have not been determined. The maximum loan amount would be \$25,000 each.

We have included a Housing Trust Fund Projection for the board to have a visual snapshot reflecting approved funding and loans.

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

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## Housing Trust Fund Projection

Levy Approved Total                      \$ 1,800,000.00

Interest Earned To Date                \$ 8,781.00

### Loans Awarded

Rehabilitation                            \$ 158,375.00

Down Payment Assistance            \$ 160,000.00

New Construction                        \$ 1,000,000.00

Total                                        \$ 1,318,375.00

10% Allowable Admin                    \$ 180,000.00

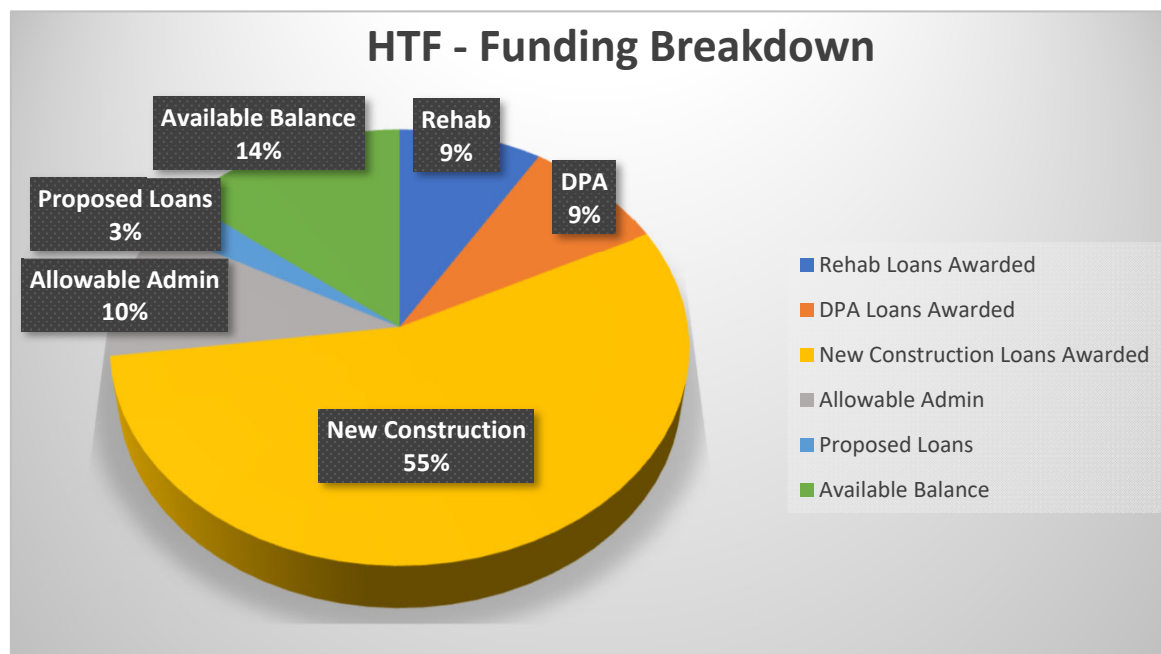
Remaining Balance                      \$ 310,406.00

### Proposed

Rehab                                        \$ 50,000.00

Total                                        \$ 50,000.00

Available Balance                        \$ 260,406.00



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8/1/2023

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

	<b>Cumulative</b>
<b>ASSETS</b>	
550-000-1129.210 Cash Gen Fund	333,844.28
550-001-1129.210 Cash CWC SCDP	87,803.95
551-002-1129.210 Cash RLF TIF	413,998.57
556-000-1129.210 Cash Development Fund	-9.18
557-000-1129.210 Cash Tax Forf Property	-4,104.01
558-000-1129.210 Cash HTF	1,198,967.80
551-002-1141.000 Loans Rec RLF TIF	11,653.81
558-000-1141.000 HTF Loan Receivable	282,317.00
556-000-1450.000 Land Held for Resale	173,436.66
<b>TOTAL ASSETS</b>	<b><u>2,497,908.88</u></b>
<b>LIABILITIES</b>	
556-000-2600.000 Def Inflow of Res - Dev	-173,436.66
<b>TOTAL LIABILITIES</b>	<b><u>-173,436.66</u></b>
<b>SURPLUS</b>	
550-000-2700-000 Net Income	-291,223.74
550-000-2806.000 Retained Earnings	-2,033,248.48
<b>TOTAL SURPLUS</b>	<b><u>-2,324,472.22</u></b>
<b>TOTAL LIABILITIES &amp; SURPLUS</b>	<b><u>-2,497,908.88</u></b>
Proof	0.00

Date: 8/1/2023  
Time: 12:17:09 PM  
joe

**Crow Wing County  
CWC HRA Combined Operating Stmt  
July, 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	-2,519.13	-8,068.63	0.00	-8,068.63
550-000-3690.000 Other Revenue	-472.23	-1,736.43	0.00	-1,736.43
550-000-3691.000 Property Tax Revenue	-140,374.61	-436,504.57	-443,320.00	6,815.43
551-002-3610.000 RLF TIF Interest Rev	-725.17	-2,868.55	-478.31	-2,390.24
556-000-3696.000 Development Revenue	0.00	-53,439.63	-111,533.31	58,093.68
557-000-3696.000 TFP Revenue	0.00	0.00	-5,833.31	5,833.31
<b>TOTAL INCOME</b>	<b>-144,091.14</b>	<b>-502,617.81</b>	<b>-561,164.93</b>	<b>58,547.12</b>
<b>EXPENSE</b>				
550-000-4110.000 Administrative Salaries	150.00	1,650.00	2,625.00	-975.00
550-000-4130.000 Legal	0.00	0.00	5,833.31	-5,833.31
550-000-4140.000 Staff Training	0.00	355.00	875.00	-520.00
550-000-4150.000 Travel	35.67	157.24	145.81	11.43
550-000-4171.000 Auditing Fees	0.00	9,005.77	7,980.00	1,025.77
550-000-4172.000 Management Fees	13,564.16	94,949.12	94,949.12	0.00
550-000-4190.000 Other Administrative	0.00	54.65	116.69	-62.04
550-000-4500.000 TIF Expense	0.00	0.00	350.00	-350.00
550-000-4510.000 Insurance	0.00	2,748.00	2,900.00	-152.00
550-000-4540.000 Employer FICA	11.49	126.33	204.19	-77.86
550-000-4590.000 Other General Expense	44,811.68	44,811.68	72,842.00	-28,030.32
550-001-4600.000 CWC SCDP Expense	0.00	0.00	11,666.69	-11,666.69
556-000-4600.000 Development Expense	1,402.68	54,113.01	111,533.31	-57,420.30
557-000-4600.000 TFP Expense	110.00	1,348.12	5,833.31	-4,485.19
558-000-4600.000 HTF Expense	483.10	2,075.15	23,333.38	-21,258.23
<b>TOTAL EXPENSE</b>	<b>60,568.78</b>	<b>211,394.07</b>	<b>341,187.81</b>	<b>-129,793.74</b>
<b>NET INCOME(-) OR LOSS</b>	<b>-83,522.36</b>	<b>-291,223.74</b>	<b>-219,977.12</b>	<b>-71,246.62</b>

**Crow Wing County HRA  
July 2023  
Payments**

Payment Number	Payment Date	Vendor	Description	Check Amount
1000	7/13/2023	Eric Charpentier	Mileage	\$ 38.83
1002	7/13/2023	John Schommer	Mileage	\$ 9.18
25554	7/13/2023	A Finishing Touch Painters	HTF-Owner Occupied Rehab Loan	\$ 2,850.00
25568	7/13/2023	First American Title	HTF-Down Payment Assistance Loan	\$ 20,000.00
25577	7/13/2023	Kennedy & Graven, Chartered	Legal Fees	\$ 1,503.50
25578	7/13/2023	Kristin Miller	Mileage	\$ 21.62
25579	7/13/2023	Lakes Area Habitat for Humanity	Escrow Refund	\$ 5,000.00
25586	7/13/2023	Miller Testing & Consulting LLC	HTF-Owner Occupied Rehab Loan	\$ 470.00
25598	7/27/2023	Brainerd Lakes Area Economic Development	1st Half 2023 Funding	\$ 44,800.00
25611	7/27/2023	Jen-Tor Construction LLC	HTF-Owner Occupied Rehab Loan	\$ 8,250.00
<b>Total</b>				<b>\$ 82,943.13</b>

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Housing &amp; Redevelopment Authority

To: CWC HRA Board Members

From: Karen Young, Finance Director

Date: July 28, 2023

Re: Approve Revenue Certificate for the West Grove Townhomes

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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 1<sup>st</sup> 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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## 2024 West Grove Cash Flow Projection

<u>REVENUES</u>		<u>EXPLANATION</u>
<b><u>RENT REVENUES</u></b>		
Rental Revenue	81,648	5% rent increase
Rental Vacancies	(6,532)	Calculated 8% potential vacancy rate
<b>Net Rent Revenues</b>	<b>75,116</b>	
<b><u>TOTAL PROJECTED ANNUAL REVENUES</u></b>	<b><u>75,116</u></b>	
<b><u>OPERATING EXPENSES</u></b>		
<b><u>ADMINISTRATIVE EXPENSES</u></b>		
Management Fee	21,000	
Trustee Admin	2,920	
Advertising	50	
Admin - Employee Benefit Contr.	1,450	Includes for increases of wages and health ins.
Office Rent	1,260	
Office Supplies	2,025	
<b><u>ACCOUNTING FEES</u></b>		Includes Monthly fee accountant and annual audit costs
Audit Fee	1,100	
Accounting Fee	1,600	
<b>Total Administrative Expenses</b>	<b>31,405</b>	
<b><u>UTILITIES</u></b>		
Electric	240	Estimate for Vacant Units Utilities
Gas	400	Estimate for Vacant Units Utilities
Sewer & Water	300	Estimate for Vacant Units Utilities
Refuse Removal	2,100	
<b>Total Utilities</b>	<b>3,040</b>	
<b><u>MAINTENANCE &amp; REPAIRS</u></b>		
Maint - Employee Benefit Contr.	1,450	
Maintenance Supplies	4,000	
Contracts	4,500	Maintenance
<b>Total Repairs &amp; Maintenance</b>	<b>9,950</b>	
<b><u>TAXES &amp; INSURANCE</u></b>		
Real Estate Taxes (PILOT)	7,000	Estimate for 2024
Property Insurance	4,400	Estimate for 2024
Workmen's Comp	350	
<b>Total Taxes &amp; Insurance</b>	<b>11,750</b>	
<b><u>TOTAL OPERATING EXPENSES BEFORE DEBT</u></b>	<b><u>56,145</u></b>	
<b><u>TOTAL PROJECTED REVENUES</u></b>	<b>75,116</b>	
<b><u>TOTAL EXPENSES BEFORE DEBT</u></b>	<b><u>(56,145)</u></b>	
<b>NET OPERATING INCOME</b>	<b>18,971</b>	
<b><u>ANNUAL DEBT SERVICE</u></b>		
Mortgage Principal	60,000	
Mortgage Interest	22,355	Payable in FY 2024
<b>Annual Mortgage</b>	<b>82,355</b>	
	x 105%	<b>(86,473)</b>
<b>ESTIMATED CASH FLOW</b>	<b><u>(67,502)</u></b>	Levy needed to remain in compliance (105% of P&I)
Levy Revenue	<b>67,502</b>	
<b>Net Income Including Necessary Levy</b>	<b>0</b>	

2024 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.

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Eric Charpentier  
CWCHRA Executive Director





Housing &amp; Redevelopment Authority

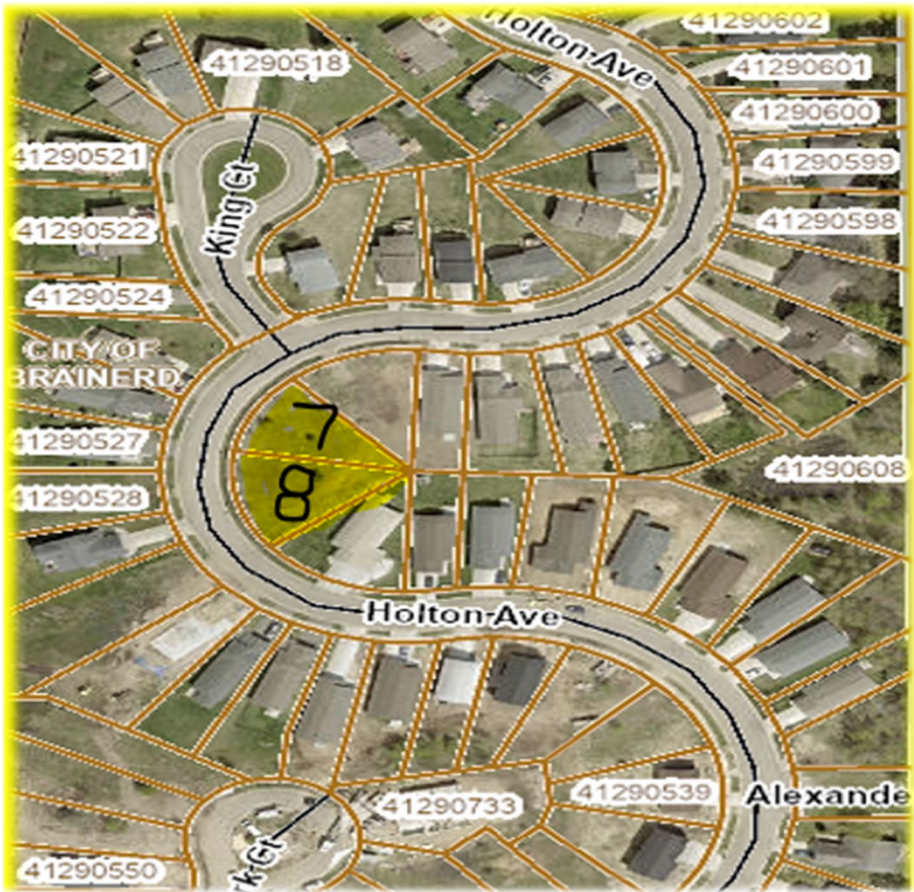
To: Crow Wing County HRA Board Members  
From: John Schommer, Rehab & Maintenance Director  
Date: August 2, 2023  
Re: Consolidation of Lots in Brainerd Oaks

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We received a request from Level Contracting to combine two lots they have already purchased, Lots 7 and 8, Block 2 in Brainerd Oaks. The request stems from the buyer of the home on Lot 7, Block 2 as they have concerns over yard space and have indicated they will only purchase the property if they are able to purchase the adjacent lot. Although the Purchase and Development Agreement does allow for combining lots identified in Schedule B, the Master Site Plan, these lots are not identified as lots to potentially combine. The initial developer did combine lots on two occasions however this developer has not requested to combine any lots until this point. The developer has built single family homes on 5 of the lots identified in the master PDA as being able to be combined so if this request is granted the number of homes that was originally forecasted will not be negatively impacted.

**Action Requested: Approve allowing the developer to combine Lots 7 and 8, Block 2 in Brainerd Oaks.**

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Housing &amp; Redevelopment Authority

To: CWC HRA Board Members  
 From: Eric Charpentier, Executive Director  
 Date: August 8<sup>th</sup>, 2023  
 Re: Executive Director Report

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### **Redevelopment of Former Thrifty White:**

The Brainerd HRA and City of Brainerd have both authorized the creation of a redevelopment TIF district in support of the redevelopment project in downtown Brainerd with the development company, DW Jones, Inc. The Brainerd HRA also applied to MN DEED for a redevelopment grant to help assist the developers with infrastructure costs and demolition costs associated with this project. This application was due on August 1<sup>st</sup> and we should learn if we were selected by mid-October. DW Jones, Inc has also submitted an updated application and request for funding through the Housing Trust Fund that was received on August 1<sup>st</sup>. Our staff will review the application and bring forward a presentation and recommendation for funding at our regularly scheduled meeting in September as we will have a better idea of what our levy funding for the trust fund will be for 2024 by that time.

### **Update on Pequot Lakes HRA:**

Back in May the Brainerd HRA board reviewed and discussed the opportunity to partner with the Pequot Lakes HRA through a shared services agreement. At that meeting the board voted against moving forward with any type of services agreement at this time due to staffing capacity concerns for the Brainerd staff. I disseminated that information to their board chair in May to let them know. I apologize for inadvertently omitting that from our June board meeting and wanted to let this board know of the decision to not proceed.

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

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Our budget levy request for 2024 will be presented to the Crow Wing County board of commissioners on Thursday August 10<sup>th</sup> at their budget committee meeting. Based off of board action and the discussion we had at our meeting on July 25<sup>th</sup>, the attached slide deck has been prepared for our presentation.

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

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# Crow Wing County HRA

Attachment 7a

“Our mission is to support the creation of affordable housing, economic development, and redevelopment projects toward a more vibrant Crow Wing County.”

Eric Charpentier  
Executive Director



# Goals

- Create awareness and visibility of the Crow Wing County HRA through education and collaboration with partners
- Improve housing quality and availability in Crow Wing County
- Address the workforce housing needs in Crow Wing County
- Explore funding or facilitate redevelopment projects



# Levy Request

- Total levy request of \$2,337,880 (82.50% of total levy capacity of \$2,882,076).

Total of \$2,377,880 which includes:

- \$185,160 for the Brainerd HRA Shared Services Agreement
  - \$73,910 General Operating Expenses
  - \$118,810 for BLAEDC/CREDI
  - \$2,000,000 Housing Trust Fund
- If the specific HTF appropriation line item stayed level from the 2023 funding amount, our proposed budget would reflect a 3.95% increase year over year.



# Housing Trust Fund Levy Request

## Levy Request

	2024 Budget	2023 Budget	Difference
Property Tax Levy - Housing Trust Fund	\$ 2,000,000	\$ 400,000	\$ 1,600,000

- The large increase in levy request for the Housing Trust Fund is due in part to the 9 current loan requests we have in queue waiting for review and possible approval and new development project interest that would add over 160 housing units to the County in the next 12-24 months.



# Housing Trust Fund Cash Flow Projection

Proposed Levy Total	\$	3,800,000
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Interest Earned thru 2024	\$	16,000
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## Loans Awarded

Rehabilitation	\$	208,375
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Down Payment Assistance	\$	160,000
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New Construction	\$	1,000,000
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Total	\$	1,368,375
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10% Allowable Admin	\$	380,000
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Remaining Balance	\$	2,067,625
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## Applications

DWJones	\$	1,300,000
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DPA	\$	20,000
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Rehab	\$	510,000
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Corner Lot/Letter of Interest	\$	1,500,000
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	\$	3,330,000
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Balance	\$	(1,262,375)
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## Crow Wing County HRA 2024 Budget

Revenues	2024 Budget	2023 Budget	Difference
Property Tax Levy - Operations	\$ 259,070	\$ 232,970	\$ 26,100
Property Tax Levy - BLAEDC	\$ 92,288	\$ 89,600	\$ 2,688
Property Tax Levy - CREDI	\$ 26,522	\$ 25,750	\$ 772
Property Tax Levy - Housing Trust Fund	\$ 2,000,000	\$ 400,000	\$ 1,600,000
Total Property Tax Levy	\$ 2,377,880	\$ 748,320	\$ 1,629,560
Interest Revenue	\$ 2,000	\$ -	\$ 2,000
Tax Forfeit Property Fund	\$ 10,000	\$ 10,000	\$ -
Development Fund	\$ 86,720	\$ 191,200	\$ (104,480)
CWC Local Income Fund	\$ 20,000	\$ 20,000	\$ -
<b>Total Revenues</b>	<b>\$ 2,496,600</b>	<b>\$ 969,520</b>	<b>\$ 1,527,080</b>
<b>General Fund Expenditures</b>			
Administrative Salaries	\$ 4,500	\$ 4,500	\$ -
Employer FICA	\$ 350	\$ 350	\$ -
Legal	\$ 10,000	\$ 10,000	\$ -
Travel	\$ 400	\$ 250	\$ 150
Training	\$ 1,500	\$ 1,500	\$ -
Sundry-Admin	\$ 200	\$ 200	\$ -
Auditing Fees	\$ 9,850	\$ 7,980	\$ 1,870
Management Fee	\$ 185,160	\$ 162,770	\$ 22,390
TIF Expense	\$ 600	\$ 600	\$ -
Insurance	\$ 2,900	\$ 2,900	\$ -
Housing and Redevelopment Initiatives	\$ 26,000	\$ 26,000	\$ -
	\$ 241,460	\$ 217,050	\$ 24,410
<b>Fund Expenditures</b>			
Tax Forfeit Property Fund	\$ 10,000	\$ 10,000	\$ -
Development Fund	\$ 86,720	\$ 191,200	\$ (104,480)
CWC Local Income Fund	\$ 20,000	\$ 20,000	\$ -
Housing Trust Fund	\$ 2,000,000	\$ 400,000	\$ 1,600,000
BLAEDC/CREDI Funding	\$ 118,810	\$ 115,350	\$ 3,460
	\$ 2,235,530	\$ 736,550	\$ 1,498,980
<b>Total Expenditures</b>	<b>\$ 2,476,990</b>	<b>\$ 953,600</b>	<b>\$ 1,523,390</b>
<b>Net Operating Income to Fund Reserves</b>	<b>\$ 19,610</b>	<b>\$ 15,920</b>	<b>\$ 3,690</b>



# Update on Current Initiatives

- Brainerd Oaks, Serene Pines, Dalmar Estates
- Housing Rehab Programs
- Housing Trust Fund (HTF)



## Brainerd Oaks, Serene Pines, Dalmar Estates

- At the time of the Redevelopment Agreement with the developer in 2016, the Estimated Market Value (EMV) of these lots was \$1,065,200.
- The current EMV for all of the lots that have been improved per county records is \$27,598,400.
- To date, 93 lots have been purchased by the developer.





# Brainerd Oaks, Serene Pines, and Dalmar Estates



## Dal Mar Estates

- 4 lots purchased
- 3 homes completed and sold
- Approx Price: \$350,000–\$425,000



## Serene Pines

- 21 lots purchased
- 19 homes completed & sold
- Approx Price: \$229,000 –\$349,000



## Brainerd Oaks

- 68 lots purchased
- 66 homes completed & sold
- 2 homes in progress
- Approx Price: \$189,000–\$325,000



# Rehab

## ➤ Small Cities Development Programs

### Garrison

- Grant awarded in the amount of \$201,250 towards Commercial & Homeowner Rehab

### Jenkins

- Grant awarded in the amount of \$132,500 towards Homeowner Rehab

### SE Brainerd

- An application for 8 units of owner-occupied rehab and 12 units of single-family rental rehab was submitted. Results to be announced in August.

## ➤ MN Housing Rehab Loan Programs

- 6 Owner-Occupied Rehab Projects funded so far in the last 12 months throughout CWC for \$188,018.
- One projected is currently being submitted for funding.



# Rehab

Rehab Revolution:  
Transforming  
Communities One  
Project at a Time!







# Workforce Housing Needs in CWC

- Housing stock in CWC is aging significantly, with only 3.4% of units built in 2010 or later and almost half were built prior to 1980
- New housing units needed 2018–2033 in the workforce price range: 1,500\*

\*Based on projected employment growth, anticipated future owners/renters, and current number of cost-burdened residents. We also estimate that this number has increased since the study has been completed due to a larger influx of residents post-pandemic





# Housing Trust Fund

## ➤ Loans Funded in Last 12 Months

- 6 - Owner-Occupied Rehab Loans
- 7 - Down Payment Assistance Loans
- 1 - New Construction/Development Financing Program Loan

## ➤ Scheduled Loan Signings

- 2 - Owner-Occupied Rehab Loans

## ➤ Applications in Review

- 1 - Down Payment Assistance
- 3 - Owner-Occupied Rehab
- 3 - Rental Occupied Rehab

## ➤ (2) Active Engagements for New Construction/Development



# Housing Trust Fund

## ➤ Current New Construction/Development Project

Developer building a 64-unit apartment complex in Baxter with gap funding provided by the HTF

- \$1 Million in gap funding equates to 8% of the estimated project costs
- \$15,625 investment per housing unit which will be paid back within 20 years to fund additional projects
- Planned opening March of 2024





# Housing Trust Fund

## ➤ Loan Requests Pending Approval

- 1 - Down Payment Assistance Loan
- 3 - Renter Occupied Rehab Loans
- 3 - Owner Occupied Rehabilitation Loans
- 1 - New Construction/Development Financing Program
- 1 – Letter of Intent for the New Development Financing Program



# Housing Trust Fund

## ➤ Future Potential Projects

Application Received to partner on a mixed-use redevelopment with 78 units of workforce housing in downtown Brainerd

- \$1.3 Million dollar request which equates to approximately 7.3% of the estimated project costs
- Approximate \$16,667 investment per housing unit which would be paid back within 20 years
- Demolition Scheduled for August 2024

Letter of intent received for an 85-unit apartment complex in Pequot Lakes with workforce housing units

- \$1.5 Million dollar request for gap funding which equates to approximately 9.1% of the estimated project costs
- Approximate \$17,647 investment per housing unit which would be paid back within 20 years







Thank you!

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Housing &amp; Redevelopment Authority

To: Crow Wing County HRA Board Members  
 From: John Schommer, Rehab & Maintenance Director  
 Date: August 2, 2023  
 Re: Rehab Programs Report

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**SE Brainerd SCDP Preliminary Proposal**

We are still waiting to find out if our application for 8 units of owner-occupied rehab and 12 units of single-family rental rehab in SE Brainerd will be funded, we anticipate we will find out by the end of August.

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

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	66	64	0	2
Serene Pines	24**	21	19	0	2
Dalmar Estates	7	4	3	0	1

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

*\*\*Originally 23 lots, 1 was added*

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

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August 2<sup>nd</sup>, 2023**2. CURRENT PROJECTS IN PROCESS**

	HTF	MHFA	SCDP	Total
County of Crow Wing	4	8	6	18

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

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

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

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

**5. HOUSING TRUST FUND**

	App. Request	App. For Review	Inspection Scheduled	Work Writeup/ Review	Out for Bid	Prebid Meeting	Closing Loan Scheduled	Under Constr.	Complete
DPA.			N/A	N/A	N/A	N/A	N/A	N/A	8
OOR.							2	2	5
COM							1-TBD		

**6. MINNESOTA HOUSING IN CROW WING COUNTY**

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

**8. COMPLETED OWNER-OCCUPIED REHAB. PROJECTS IN CROW WING COUNTY**

	HTF	MHFA	SCDP	Total
January – December 2022	1	4	3	8
January – December 2023	5	2	2	9
Total				17

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

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# 2023 CWC HRA BLAEDC/CREDI STAFF TIME- July



Date Range: 7/1/2023 - 7/31/2023

Project	Task	Date	Comment	Hours	Amount
Crow Wing County HRA					
CWC HRA-Redev	Redevelopment Projects				
E-mail	E-mail Correspondence			22.50	\$3,375.00
				22.50	\$3,375.00
		7/5/2023	BLAEDC staff time to create and provide monthly reports for CWC HRA meeting.	3.00	\$450.00
		7/6/2023	Zoom conference call with development firm looking for building options in Crow Wing County. Developer has projects in the region and is looking for communities that will provide incentives to build multi-family housing. Ongoing discussions with community opportunities. BLAEDC staff attending the meeting.	1.50	\$225.00
		7/7/2023	email and phone communication with owner of downtown Brainerd building that is being redeveloped to discuss funding options as well as review of the new design. Owner would like to tap in to local resources for grant funding. Further discussion with sources of funding to follow.	2.00	\$300.00
		7/11/2023	email discussion with Jenkins new building owner. Building was purchased with grant funds for redevelopment into a new daycare facility. Owner is working to obtain additional funding to complete redevelopment.	1.50	\$225.00
		7/13/2023	BLAEDC staff on conference call with business prospect who is looking at multiple properties in Baxter to start a new business. Each retail space that prospect is looking at will require redevelopment. Prospect also needs financial assistance to make the project come to completion. Staff researched funding opportunities for prospect.	2.00	\$300.00
		7/14/2023	email and phone communication with prospect that is looking for a new opportunity and needs warehouse space to accommodate business idea. Reviewed available space with prospect with the understanding that redevelopment would have to occur to make property fit needs of prospect.	1.50	\$225.00
		7/18/2023	email and phone discussion and review of business plans for new Brainerd business. Prospect wants to put a new business in downtown Brainerd, but needs smaller building for redevelopment but does not want to own building. Identified 2 properties for prospect.	2.50	\$375.00
		7/19/2023	video meeting with Florida based developer regarding new project in Pequot Lakes as well as other ideas for development in the region. Developer would like to walk through other communities in Crow Wing County when they are in the area. Setting up visits for developer for single family and multi-family options.	1.50	\$225.00
		7/21/2023	video conference call with local developer who is looking at land in Breezy Point for single family housing opportunities. Land is tax forfeited land and developer would like to work with county to purchase land.	2.00	\$300.00

	7/25/2023	email correspondence with new redevelopment project in Pequot Lakes. new business is coming to the area and is negotiating on a building that needs redevelopment to suit needs of new business. Discussed funding and grant options for assistance.	1.50	\$225.00
	7/27/2023	video conference call followed by email and phone conversations with business owner and state officials to determine funding opportunities for local business opportunity. Building that is in consideration needs major redevelopment. City staff are looking to provide some considerations of waving fees to get building back into circulation.	2.00	\$300.00
	7/31/2023	email and phone discussions with development group regarding housing trust fund and building opportunities in Crow Wing County.	1.50	\$225.00
<b>Mtgs</b>	<b>Meetings</b>		<b>42.50</b>	<b>\$6,375.00</b>
	7/6/2023	Staff meeting with new business owner to walk through newly redeveloped space for childcare facility. Owner is waiting on state license to open facility. Building was an older building that needed significant redevelopment.	42.50	\$6,375.00
	7/10/2023	Meeting in Crosby with potential development and to walk through property that will be redeveloped for potential new hotel property in the city. Building is in need of redevelopment, current tenant would look to vacate a portion of the building to allow for more space. This will be a significant undertaking, but would allow for more rooms in the area.	2.50	\$375.00
	7/11/2023	Meeting with city of Brainerd staff regarding Main Street Grant projects that involve several redevelopment projects. Updated the staff and committee regarding progress of projects as these are state funds and projects need to be started prior to 11/1 to meet guidelines of grant funding.	2.50	\$375.00
	7/12/2023	Crosslake development meeting with BLAEDC staff to discuss housing opportunities along with incentives the city is willing to provide for multi-family development as well as single family development inside the city limits. City staff along with EDC staff and mayor attended the meeting to provide updates and potential sites for development. Housing trust fund was discussed as possible funding source.	3.50	\$525.00
	7/13/2023	Meeting and tour of area with new developer that wanted to see and tour multiple sites in the county for new housing opportunities. Toured, Nisswa, Breezy, Pequot Lakes and Crosslake for available property for single family housing.	3.00	\$450.00
	7/17/2023	BLAEDC staff working with potential business owner to identify space in Brainerd or Baxter to launch business. Potential owner is looking for property for redevelopment. Prospect needs over 5,000 square foot building to support new business. Reviewed building options and discussed next steps.	3.50	\$525.00
	7/18/2023	BLAEDC staff attendance and participation at Pequot Lakes EDC meeting. Primary discussion focused on reporting around multi-family housing project, and review of other possible single family housing projects. Prospect plans to apply for access to funding through housing trust fund with project start time expected in 2024. Updated information regarding sites for redevelopment in the city, EDC would like a list of properties. BLAEDC staff will provide listing.	3.50	\$525.00



7/19/2023	BLAEDC staff attending and providing information regarding housing situation at Central Lakes College. BLAEDC staff serve on the housing board to assist college with resources available to school to provide housing for college and community.	2.50	\$375.00
7/20/2023	Meeting with business owner in Jenkins that is looking for new warehouse space in the county. Owner is outgrowing current location and needs additional space. Owner would like to find a building for redevelopment and expansion.	2.00	\$300.00
7/24/2023	Meeting with several developers and walked housing development in Crow Wing County. Housing is currently being developed in this area, but homes are not affordable to most in the market. This project is providing much needed housing for Crow Wing County. Discussions with developer to potentially look at affordable housing option for this development to add density. 62 total lots are available for building.	3.50	\$525.00
7/25/2023	BLAEDC staff attending and providing budget information to Crow Wing County HRA regarding needs for 2024. Participated in the discussion surrounding housing trust fund as well as budget for 2024.	2.50	\$375.00
7/26/2023	In person meeting with business owner who is looking to purchase building in Pequot Lakes. Building is currently empty and needs a fair amount of redevelopment that includes a commercial kitchen. Business needs to secure additional financing to make project move forward. Discussed funding options as well as grant opportunities that are going to be available.	2.50	\$375.00
7/27/2023	Meeting with business owner and potential buyer of existing business. Potential owner would like to redevelop property to address growing needs of the current business. Owner also owns a second property in another Crow Wing County community that needs to be purchased by another buyer and redeveloped. BLAEDC staff will be working with all 3 parties through this process.	4.00	\$600.00
7/28/2023	In office meeting with potential business owner. Meeting was to review and determine primary needs to redevelop building and cost analysis of project.	2.50	\$375.00
7/31/2023	Meeting with new business owner to tour building under consideration for redevelopment. Building is located in Pequot Lakes. City administrator also joined the tour. New owner needs funding assistance to make the project a go.	2.00	\$300.00
		65.00	\$9,750.00
		65.00	\$9,750.00
		65.00	\$9,750.00

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

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