



Housing & Redevelopment Authority

Crow Wing County HRA Board Meeting Agenda

5:00pm Tuesday July 23rd, 2024

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=mf987137027b334498186e4fc22f894f3>

Join by phone: 415-655-0001

Meeting number (access code): 2550 692 0102

Meeting password: pxWMJSPa332

"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, June 11th, Meeting Minutes (Attachment 1) Pg. 3*

5. REVIEW & ACCEPT FINANCIAL STATEMENTS (Attachment 2) Pg. 7

- a. CWC HRA Combined Balance Sheet June 2024*
- b. CWC HRA Combined Operating Statement June 2024*
- c. CWC HRA June 2024 Payments*

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- a. 2025 Budget Discussion (Attachment 3) Pg. 15*
- b. Resignation of Commissioner Morford (Attachment 4) Pg. 27*

8. REPORTS/UPDATES:

- a. Executive Director Report (Attachment 5) Pg. 31*
- b. Housing Trust Fund (Attachment 6) Pg. 33*
- c. Brainerd HRA/Rehab Programs (Attachment 7) Pg. 35*
- d. BLAEDC/CREDI (Attachment 8) Pg. 37*
- e. CWC*

9. COMMISSIONER COMMENTS

10. NEXT MEETING Tuesday August 13th, 2024

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 (12-31-28)
Michael Aulie, Commissioner - District 5 (12-31-26)
Craig Nathan, Commissioner - District 4 (12-31-25)



Housing & Redevelopment Authority

Crow Wing County HRA BOARD MEETING MINUTES 06/11/2024

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, June 11th, 2024.

1. **CALL TO ORDER:** Chair Zachary Tabatt called the meeting to order at 5:01 p.m.
2. **ROLL CALL:** Present: Commissioners, Michael Aulie, Richard (George) Burton, Zach Tabatt, Craig Nathan (Webex), & Michael Morford (Webex). Absent: None

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

Guests: Crow Wing County Commissioner Steve Barrows, & Brainerd HRA Board Chair Mike Duval.

3. **APPROVE OF AGENDA:**

Moved and seconded by Commissioners Aulie and Burton to approve the agenda for June 11th, 2024. Upon roll call, all commissioners voted in favor of the motion, and none were opposed. The agenda was approved.

4. **APPROVE MINUTES:**

Moved and seconded by Commissioners Burton and Aulie to approve the minutes for the May 14th, 2024, board meeting. Upon roll call, all commissioners voted in favor of the motion, and none were opposed. The minutes were approved.

5. Review and Accept Financial Statements:

The financial information for May 2024 was presented by Karen Young.

Meeting Update: The regular July meeting will be moved to Tuesday, July 23rd at 5:00pm to accommodate the timing of the budget presentation.

Budget Discussion: Staff have been directed to present 2 budget options. First being Five Hundred Thousand for the HTF with the direction of keeping the operation ask at around 2.99% matching what the county is asking. Second being one million for the HTF with the direction of keeping the operation ask at around 2.99% matching what the county is asking.

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

6. UNFINISHED BUSINESS:

7. NEW BUSINESS:

8. REPORTS:

a. Executive Director Report

The executive director's report was presented by Eric Charpentier highlighting developer interest in tax forfeited properties and Pequot Lakes HRA.

b. Housing Trust Fund Report

The housing trust fund report was presented by Eric Charpentier highlighting the progress made at the Lofts.

c. Brainerd HRA/Rehab Programs:

The rehab report was presented by John Schommer highlighting the progress made with outlots E & F.

d. BLAEDC/CREDI:

May 2024 staff time billing reports were presented.

e. CWC:

Crow Wing County Commissioner Barrows gave an update from Crow Wing County.

9. HRA Commissioner Comments:

10. NEXT MEETING: Tuesday, July 23rd, 2024

11. ADJOURNMENT:

Commissioner Burton made a motion to adjourn the meeting. Commissioner Aulie seconded the motion. Upon roll call, all commissioners voted in favor of the motion, and none were opposed. The motion was approved, and the meeting was adjourned at 5:57 p.m.

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Housing & Redevelopment Authority

To: CWC HRA Board Members

From: Karen Young, Finance Director

Date: July 17, 2024

Re: Review and Accept Financial Statements

CWC HRA Levy

Reflected in the June General Fund Financial Statements is the deposit of \$274,624.53 in Property Tax Revenue (levy). The second deposit of \$194,191.84 was deposited in July for total levy deposits of \$468,816.37. The total settlement amount for 2024 is \$777,970, including the additional \$29,650 appropriation. The second half property tax settlement will be in December.

We recently received the 2025 maximum levy capacity amount for CWC HRA - which increased to \$3,189,702 from \$2,882,076 in 2024. This is the maximum amount the CWC HRA could levy at the allowable .0185% of Estimated Market Value.

Non-TIF Revolving Loan Funds

In June we received a check from BLAEDC in the amount of \$119,245.03 for the return of the Non-TIF Revolving Loan funds. These funds were transferred to BLAEDC in 2017 to be included in the BLAEDC Unified Fund (BUF). Since the funds had not been loaned out, we requested the return of the funds to supplement the Housing Trust Fund (HTF). The funds are prior levy dollars that had been used to establish a Revolving Loan Fund.

The funds are currently reflected in the General Fund, but staff is recommending the transfer of the funds into the HTF to be loaned out as part of that program and would like to discuss this with the board.

Action Requested: Accept the June financial statements as submitted.

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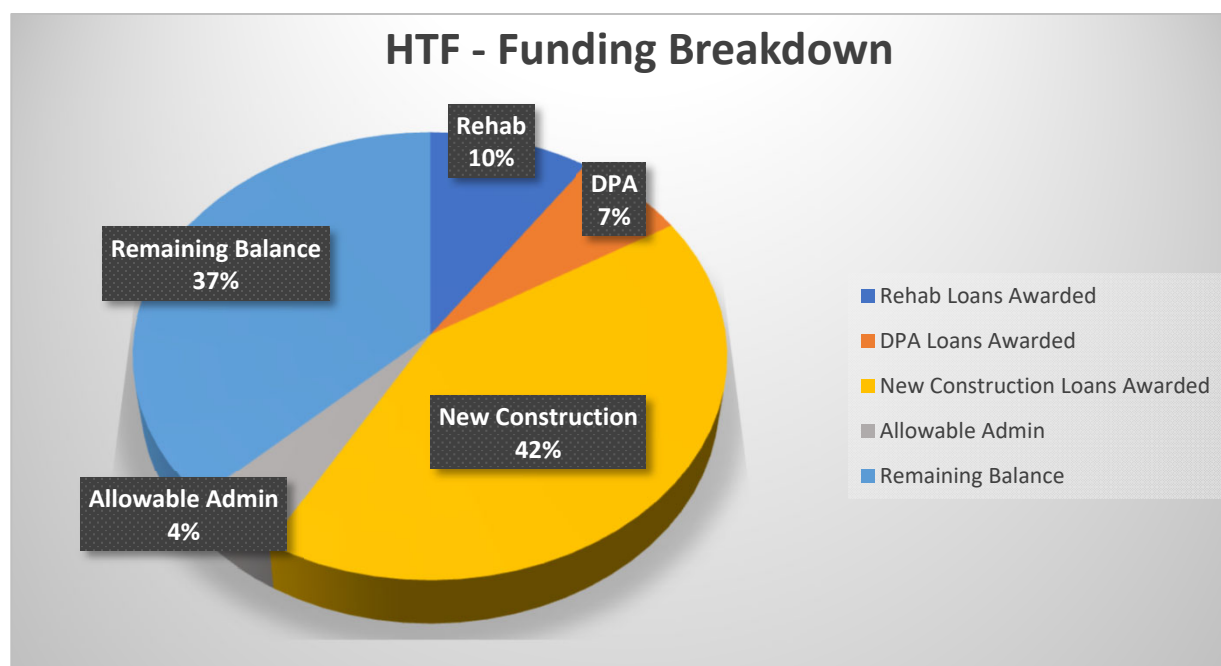
Housing Trust Fund Projection

HTF - Funding Breakdown	
Revenue Sources:	
Levy Approved Total	\$ 2,200,000.00
CWC Local Housing Aid	\$ 157,496.00
Interest Earned To Date	\$ 25,370.00
Total	\$ 2,382,866.00
Loans Awarded:	
Rehabilitation	\$ 229,591.00
Down Payment Assistance	\$ 160,000.00
New Construction	\$ 1,000,000.00
Total	\$ 1,389,591.00
5% Allowable Admin	\$ 110,000.00
Remaining Balance	\$ 883,275.00

Approved Applications:	
New Construction	\$ 1,300,000.00
Total	\$ 1,300,000.00
Balance	\$ (416,725.00)

Other Funding Sources:	
TIF - RLF	\$ 437,525.01
Non-TIF RLF	\$ 119,245.03
CWC Funding	\$ -
MH Funding	\$ -
Total	\$ 556,770.04
Balance	\$ 140,045.04

Applications:	
Pueringer	\$ 460,000.00
Collins	\$ 25,000.00
Creekside Comm.	\$ 500,000.00
Klein	\$ 25,000.00
Wayne	\$ 25,000.00
Renee	\$ 25,000.00
Stumbo	\$ 25,000.00
Total	\$ 1,085,000.00
Balance	\$ (944,954.96)



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Date/Time joe

7/12/2024

11:23:39 AM

**Crow Wing County
CWC HRA Combined Balance Sheet
June, 2024**

	Cumulative
ASSETS	
550-000-1129.210 Cash Gen Fund	513,819.47
550-001-1129.210 Cash CWC SCDP	96,684.91
551-002-1129.210 Cash RLF TIF	437,525.01
556-000-1129.210 Cash Development Fund	-436.50
557-000-1129.210 Cash Tax Forf Property	-2,109.67
558-000-1129.210 Cash HTF	592,846.39
558-000-1141.000 Loan Rec HTF	1,365,217.00
556-000-1450.000 Land Held for Resale	85,650.39
TOTAL ASSETS	<u>3,089,197.00</u>
LIABILITIES	
556-000-2600.000 Def Inflow of Res - Dev	-85,650.39
TOTAL LIABILITIES	<u>-85,650.39</u>
SURPLUS	
550-000-2700-000 Net Income	-493,063.02
550-000-2806.000 Retained Earnings	-2,510,483.59
TOTAL SURPLUS	<u>-3,003,546.61</u>
TOTAL LIABILITIES & SURPLUS	<u>-3,089,197.00</u>
Proof	0.00

Date: 7/12/2024
Time: 11:23:45 AM
joe

Crow Wing County
CWC HRA Combined Operating Stmt
June, 2024

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	Current Period	Current Year	Year To Date Budget	Variance
INCOME				
550-000-3610.000 Investment Earnings	-3,109.09	-15,636.51	-1,000.02	-14,636.49
550-000-3690.000 Other Revenue	-119,245.03	-148,895.03	-24,825.00	-124,070.03
550-000-3691.000 Property Tax Revenue	-274,624.53	-274,624.53	-374,160.00	99,535.47
551-002-3610.000 RLF TIF Interest Rev	-1,652.65	-8,065.52	-1,384.98	-6,680.54
556-000-3696.000 Development Revenue	0.00	-59,829.92	-43,360.02	-16,469.90
557-000-3696.000 TFP Revenue	0.00	0.00	-4,999.98	4,999.98
558-000-3696.000 HTF Revenue	0.00	-157,496.00	0.00	-157,496.00
TOTAL INCOME	-398,631.30	-664,547.51	-449,730.00	-214,817.51
EXPENSE				
550-000-4110.000 Administrative Salaries	300.00	1,575.00	2,250.00	-675.00
550-000-4130.000 Legal	0.00	4,916.50	4,999.98	-83.48
550-000-4140.000 Staff Training	0.00	0.00	750.00	-750.00
550-000-4150.000 Travel	39.00	49.05	199.98	-150.93
550-000-4171.000 Auditing Fees	0.00	8,820.00	9,850.00	-1,030.00
550-000-4172.000 Management Fees	15,430.00	92,580.00	92,580.00	0.00
550-000-4190.000 Other Administrative	0.00	20.00	100.02	-80.02
550-000-4500.000 TIF Expense	0.00	30.00	300.00	-270.00
550-000-4510.000 Insurance	0.00	2,763.00	2,900.00	-137.00
550-000-4540.000 Employer FICA	22.95	120.49	175.02	-54.53
550-000-4590.000 Other General Expense	0.00	0.00	72,405.00	-72,405.00
550-001-4600.000 CWC SCDP Expense	0.00	0.00	10,000.02	-10,000.02
551-002-4600.000 RLF TIF Expense	0.00	13.34	20.00	-6.66
556-000-4600.000 Development Expense	0.00	60,266.42	43,360.02	16,906.40
557-000-4600.000 TFP Expense	0.00	0.00	4,999.98	-4,999.98
558-000-4600.000 HTF Expense	-250.65	330.69	10,000.02	-9,669.33
TOTAL EXPENSE	15,541.30	171,484.49	254,890.04	-83,405.55
NET INCOME(-) OR LOSS	-383,090.00	-493,063.02	-194,839.96	-298,223.06

**Crow Wing County HRA
Payment Summary Report
June 2024**

Payment Number	Payment Date	Vendor	Description	Check Amount
1079	6/14/2024	Eric Charpentier	Mileage	\$ 39.00
1080	6/14/2024	John Schommer	Mileage	\$ 3.35
26404	6/27/2024	Crow Wing Cty Recorder's Office	HTF-OORL Recording Fee	\$ 46.00
26409	6/27/2024	Kennedy & Graven, Chartered	Legal	\$ 326.00
Total				\$ 414.35

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Housing & Redevelopment Authority

To: CWC HRA Board Members

From: Karen Young, Finance Director

Date: July 17, 2024

Re: Adopt 2025 CWC HRA Budget

Attached are three budget options for the board to review:

Budget Option 1 - reflecting an overall levy increase of 2.91% above the 2024 approved budget.

A total levy request of \$800,645 (25% of CWC HRA levy capacity), which includes \$121,780 funding to BLAEDC/CREDI, \$278,865 for operations, and \$400,000 funding to the Housing Trust Fund. In this scenario, there is a budget surplus of \$32,975 to build up fund balance by approximately 1.5 months. A detailed explanation is provided below for this budget option. (See Attachment 3a).

Budget Option 2

A total levy request of \$900,645 (28.24% of CWC HRA levy capacity), which includes \$121,780 funding to BLAEDC/CREDI, \$278,865 for operations, and \$500,000 funding to the Housing Trust Fund. In this scenario, there is a budget surplus of \$32,975 to build up fund balance by approximately 1.5 months. (See Attachment 3b).

Budget Option 3

A total levy request of \$1,400,645 (44% of CWC HRA levy capacity), which includes \$121,780 funding to BLAEDC/CREDI, \$278,865 for operations, and \$1,000,000 funding to the Housing Trust Fund. In this scenario, there is a budget surplus of \$32,975 to build up fund balance by approximately 1.5 months. (See Attachment 3c).

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 12/31/2023 was \$196,105 or approximately 9.75 months of 2024 budgeted 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 1:

2025 General Fund Budget Option 1 - reflecting an overall levy increase of 2.91% above the 2024 approved budget.

Revenues

- A Tax Levy of \$800,645. The maximum Tax Levy for the CWC HRA in 2025 would be \$3,189,702. This would equate to approximately 25% 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 at \$71,000. 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 the remaining lots will be sold to the developer.
- \$9,000 in CWC Local Income is anticipated to 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 \$9,500 are included in this budget.
- Management Fees of \$194,340 are for the Shared Services Agreement with 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 \$71,000 is estimated for the sale of remaining 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 \$121,780 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 \$32,975 which would increase Fund Balance by approximately 1.5 months.

2025 Revolving Loan Fund – TIF Budget (See Attachment 3d).

Revenues

- Interest Revenue of \$10,000 from investments.

Expenditures

- N/A.

Action Requested:

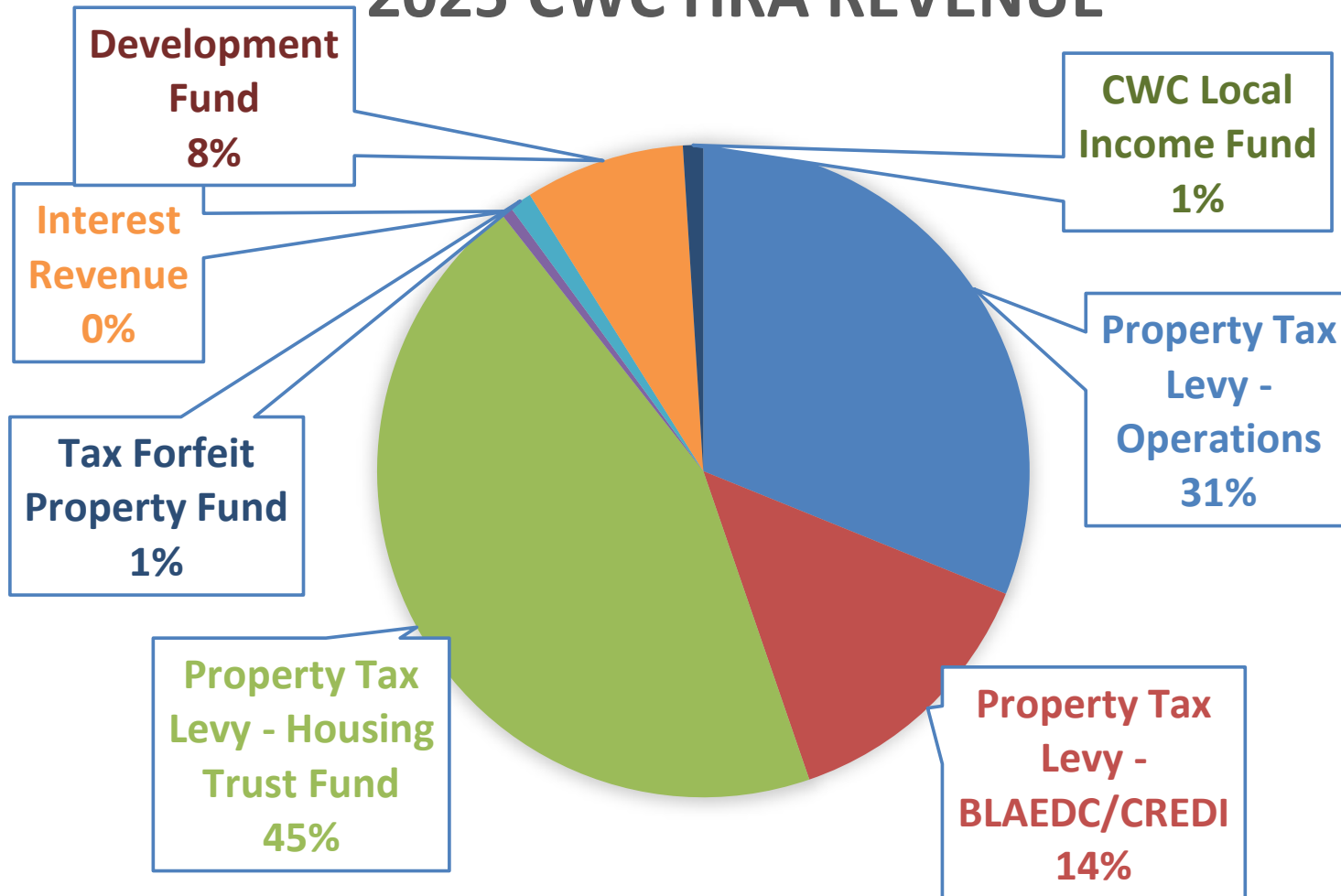
Approve a motion to adopt the 2025 General Fund and TIF – Revolving Loan Fund budgets.

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Crow Wing County HRA 2025 Budget Option 1

	2025 Budget	2024 Budget	Difference
Revenues			
Property Tax Levy - Operations	278,865	229,510	49,355
Property Tax Levy - BLAEDC	94,595	92,288	2,307
Property Tax Levy - CREDI	27,185	26,522	663
Property Tax Levy - Housing Trust Fund	400,000	400,000	0
Total Property Tax Levy	800,645	748,320	52,325
CWC Appropriation	0	29,650	(29,650)
Total CWC Funding	800,645	777,970	22,675
Interest Revenue	5,000	2,000	3,000
Tax Forfeit Property Fund	10,000	10,000	0
Development Fund	71,000	86,720	(15,720)
CWC Local Income Fund	9,000	20,000	(11,000)
Total Revenues	895,645	896,690	(1,045)
General Fund Expenditures			
Administrative Salaries	4,500	4,500	0
Employer FICA	350	350	0
Legal	10,000	10,000	0
Travel	400	400	0
Training	1,500	1,500	0
Sundry-Admin	200	200	0
Auditing Fees	9,500	9,850	(350)
Management Fee	194,340	185,160	9,180
TIF Expense	600	600	0
Insurance	3,500	2,900	600
Housing and Redevelopment Initiatives	26,000	26,000	0
	250,890	241,460	9,430
Fund Expenditures			
Tax Forfeit Property Fund	10,000	10,000	0
Development Fund	71,000	86,720	(15,720)
CWC Local Income Fund	9,000	20,000	(11,000)
Housing Trust Fund	400,000	400,000	0
BLAEDC/CREDI Funding	121,780	118,810	2,970
	611,780	635,530	(23,750)
Total Expenditures	862,670	876,990	(14,320)
Net Operating Income to Fund Reserves	32,975	19,700	13,275

2025 CWC HRA REVENUE



Crow Wing County HRA 2025 Budget Option 2

	2025 Budget	2024 Budget	Difference
Revenues			
Property Tax Levy - Operations	278,865	229,510	49,355
Property Tax Levy - BLAEDC	94,595	92,288	2,307
Property Tax Levy - CREDI	27,185	26,522	663
Property Tax Levy - Housing Trust Fund	500,000	400,000	100,000
Total Property Tax Levy	900,645	748,320	152,325
CWC Appropriation	0	29,650	(29,650)
Total CWC Funding	900,645	777,970	122,675
Interest Revenue	5,000	2,000	3,000
Tax Forfeit Property Fund	10,000	10,000	0
Development Fund	71,000	86,720	(15,720)
CWC Local Income Fund	9,000	20,000	(11,000)
Total Revenues	995,645	896,690	98,955
General Fund Expenditures			
Administrative Salaries	4,500	4,500	0
Employer FICA	350	350	0
Legal	10,000	10,000	0
Travel	400	400	0
Training	1,500	1,500	0
Sundry-Admin	200	200	0
Auditing Fees	9,500	9,850	(350)
Management Fee	194,340	185,160	9,180
TIF Expense	600	600	0
Insurance	3,500	2,900	600
Housing and Redevelopment Initiatives	26,000	26,000	0
	250,890	241,460	9,430
Fund Expenditures			
Tax Forfeit Property Fund	10,000	10,000	0
Development Fund	71,000	86,720	(15,720)
CWC Local Income Fund	9,000	20,000	(11,000)
Housing Trust Fund	500,000	400,000	100,000
BLAEDC/CREDI Funding	121,780	118,810	2,970
	711,780	635,530	76,250
Total Expenditures	962,670	876,990	85,680
Net Operating Income to Fund Reserves	32,975	19,700	13,275

Crow Wing County HRA 2025 Budget Option 3

	2025 Budget	2024 Budget	Difference
Revenues			
Property Tax Levy - Operations	278,865	229,510	49,355
Property Tax Levy - BLAEDC	94,595	92,288	2,307
Property Tax Levy - CREDI	27,185	26,522	663
Property Tax Levy - Housing Trust Fund	1,000,000	400,000	600,000
Total Property Tax Levy	1,400,645	748,320	652,325
CWC Appropriation	0	29,650	(29,650)
Total CWC Funding	1,400,645	777,970	622,675
Interest Revenue	5,000	2,000	3,000
Tax Forfeit Property Fund	10,000	10,000	0
Development Fund	71,000	86,720	(15,720)
CWC Local Income Fund	9,000	20,000	(11,000)
Total Revenues	1,495,645	896,690	598,955
General Fund Expenditures			
Administrative Salaries	4,500	4,500	0
Employer FICA	350	350	0
Legal	10,000	10,000	0
Travel	400	400	0
Training	1,500	1,500	0
Sundry-Admin	200	200	0
Auditing Fees	9,500	9,850	(350)
Management Fee	194,340	185,160	9,180
TIF Expense	600	600	0
Insurance	3,500	2,900	600
Housing and Redevelopment Initiatives	26,000	26,000	0
	250,890	241,460	9,430
Fund Expenditures			
Tax Forfeit Property Fund	10,000	10,000	0
Development Fund	71,000	86,720	(15,720)
CWC Local Income Fund	9,000	20,000	(11,000)
Housing Trust Fund	1,000,000	400,000	600,000
BLAEDC/CREDI Funding	121,780	118,810	2,970
	1,211,780	635,530	576,250
Total Expenditures	1,462,670	876,990	585,680
Net Operating Income to Fund Reserves	32,975	19,700	13,275

Crow Wing County HRA 2025 RLF - TIF Budget

	2025 Budget	2024 Budget	Difference
Operating Revenue			
Interest Revenue	10,000	2,770	7,230
Total Revenue	10,000	2,770	7,230
Operating Expenses			
Legal	0	0	0
Auditing Fees	0	0	0
TIF Expense	0	0	0
Other General Expense	0	20	0
Total Exp	0	20	0
Net Operating (Income)/Loss	10,000	2,750	7,230

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July 2024

Re: BLAEDC 2025 Funding Support

Dear Mr. Charpentier,

As BLAEDC makes our way through 2024, we want to thank you for your enduring support of our mission. Through your support, BLAEDC can continue to serve our communities and provide resources and support to our local businesses and business leaders. BLAEDC staff continue to assist Crow Wing County leadership with childcare assistance grants to address the alarming shortage of available childcare slots in Crow Wing County. BLAEDC also assisted the Initiative Foundation and the state of Minnesota with revitalization grants for downtown Brainerd and currently assisting the Brainerd HRA with grant funding. We maintain working relationships with leaders at a local, state, and national level to assist our business community and ensure they have access to the most up-to-date resources and information.

BLAEDC staff continues to expand business, build community, and grow jobs in Crow Wing County. In addition to our traditional work, we have been focusing on the area's housing, childcare and employment needs through valuable focus groups, surveys, and grant exploration. Our BLAEDC Unified Fund (BUF) and BLAEDC Recruitment Program have brought a heightened awareness of economic development to our communities that helps us to grow our area economy. BLAEDC's Recruitment Program this year has hired 12 individuals for 10 different companies in the area. We will look to add a new program to our current successful programs in 2025.

BLAEDC continues to serve with the North Central Small Business Development Center as a satellite location to provide access to the resources that are available through the SBDC for our area businesses. Based on the impact of our work and the need to have a professional economic development organization serving Crow Wing County, the BLAEDC board of directors is focused on the following:

1. BLAEDC's funding from government partners is a critical component of our annual budget. Your continued support allows the organization to retain our professional staff and offer free or low-cost services to the business community located in Crow Wing County.
2. Private sector business membership support is also a key component to our mission to expand business, build community and grow jobs. We continue to move forward with increasing our private sector membership base to strengthen our financial stability into the future.
3. Economic development programs, including our BLAEDC Recruitment Program, BLAEDC Unified Fund and as a satellite location for the North Central SBDC. All BLAEDC programs continue to provide a positive impact on individuals and the business community in Crow Wing County. Fall of 2024 BLAEDC along with the Brainerd Regional Airport will offer a new marketing opportunity for all our partners.

As a result, we are asking the Crow Wing County HRA to consider a funding commitment of **\$94,595** for the 2025 calendar year. Please advise if you would like BLAEDC representatives to meet with you to discuss our funding request. Your support and commitment to BLAEDC and economic development is sincerely appreciated.

Sincerely,

Tyler Glynn
BLAEDC Executive Director

Brainerd Lakes Area Economic
Development Corporation
224 West Washington St

Brainerd, MN 56401
Growbrainerdlakes.org
(218) 828-0096



July 2025

Re: CREDI 2025 Funding Support

Dear Mr. Charpentier,

As BLAEDC/CREDI makes our way through 2024, we want to thank you for your enduring support of our mission. Through your support, BLAEDC/CREDI can continue to serve our communities and provide resources and support to our local businesses and business leaders. BLAEDC/CREDI staff assisted Crow Wing County leadership with childcare assistance grants to address the alarming shortage of available childcare slots in Crow Wing County, which allowed a new facility to be opened in Crosby in 2024. CREDI welcomed the Minnesota Design Team to the Cuyuna area in 2024. We maintain working relationships with leaders at a local, state, and national level to assist our business community and ensure they have access to the most up-to-date resources and information.

BLAEDC staff continues to expand business, build community, and grow jobs in Crow Wing County. In addition to our traditional work, we have been focusing on the area's housing, childcare and employment needs through valuable focus groups, surveys, and grant exploration. Our BLAEDC Unified Fund (BUF) and BLAEDC Recruitment Program have brought a heightened awareness of economic development to our communities that helps us to grow our area economy. BLAEDC's Recruitment Program this year has hired 12 individuals for 10 different companies in the area.

BLAEDC continues to serve with the North Central Small Business Development Center as a satellite location to provide access to the resources that are available through the SBDC for our area businesses. Based on the impact of our work and the need to have a professional economic development organization serving Crow Wing County, the BLAEDC/CREDI board of directors is focused on the following:

1. BLAEDC/CREDI funding from government partners is a critical component of our annual budget. Your continued support allows the organization to retain our professional staff and offer free or low-cost services to the business community located in Crow Wing County.
2. Private sector business membership support is also a key component to our mission to expand business, build community and grow jobs. We continue to move forward with increasing our private sector membership base to strengthen our financial stability into the future.
3. Economic development programs, including our BLAEDC Recruitment Program, BLAEDC Unified Fund and as a satellite location for the North Central SBDC. All BLAEDC programs continue to provide a positive impact on individuals and the business community in Crow Wing County. Fall of 2024 BLAEDC along with the Brainerd Regional Airport will offer a new marketing opportunity for all our partners. More to come as that system becomes operational.

As a result, we are asking the Crow Wing County HRA to consider a funding commitment of **\$27,185** for the 2025 calendar year.

Please advise if you would like CREDI and BLAEDC representatives to meet with you to discuss our funding request. Your support and commitment to CREDI and economic development is sincerely appreciated.

Sincerely,

Tyler Glynn
BLAEDC Executive Director



Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Eric Charpentier, Executive Director
Date: July 23rd, 2024
Re: Resignation of Michael Morford

On July 10th Commissioner Morford informed me via email that he will be moving outside of Crow Wing County after accepting a new job. July 23rd will be his last meeting serving as commissioner. I have been in contact with County Commissioner Lubke to start the process of finding a replacement on the board. Thank you to Mike for his years of service on this board and service to the County HRA.

Action Requested: No action needed, for informational purposes only.

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From: [Michael Morford](#)
To: [Eric Charpentier](#); [Jon Lubke](#)
Subject: HRA Board
Date: Wednesday, July 10, 2024 9:40:25 AM

I wanted to let you guys know that I unfortunately will need to resign from the HRA board. I have accepted a new job and our family will be moving out of the county.

Thanks for the opportunity to serve crow wing county.

Michael Morford
School Counselor
Brainerd Area Education Center
mmorford9@gmail.com
770-910-5491

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Housing & Redevelopment Authority

To: CWC HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: July 23rd, 2024
 Re: Executive Director Report

Central MN Housing Partnership Meeting

John and I met with the single-family housing program manager along with James Kramvik from the City of Brainerd on July 16th to discuss opportunities to partner with CMHP or for CMHP to partner with single-family developers in Brainerd and the County as we look at the next housing developments that we can hopefully try and move forward from concept, to plan and beyond. CMHP is also one of the 10 entities throughout the state that have a land trust established. This was a good first meeting and engagement from CMHP and we are hopeful that we can find a project or projects to partner on with them as they have expressed a desire to get more projects moving in our County.

Pequot Lakes HRA

I attended the July Pequot Lakes HRA board meeting as they were discussing the cash flow projections for West Grove that are required to be approved by their board and presented to the County HRA in August. Their board did not take any action at their meeting on the 16th and have scheduled a special meeting on July 25th to dig deeper into their administrative fees that are being charged to the West Grove units. I am planning on attending that special meeting as well to answer any questions regarding the joint powers agreement or the levy requirement for that agency.

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: July 23rd, 2024
 Re: Housing Trust Fund Report

We are still awaiting the release of the RFP from Minnesota Housing for the local housing trust fund grant matching program. We still anticipate that this funding will become available in 2024, many of the programs from Minnesota Housing have had a delay in program roll out.

We are happy to report that we have our first payoff of one of our housing trust fund loans, which was an owner-occupied rehab loan. The loan amount was \$24,486.00 and the borrower sold their home and paid off the loan in July. These funds will go back into the trust and will be able to help fund another project. We are happy with this success story and will continue to share this with our partners.

Action Requested: No action needed, for informational purposes only.

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Housing & Redevelopment Authority

To: Crow Wing County HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: July 17, 2024
 Re: Programs Report

Outlots E & F

Brainerd HRA did have Outlot E conveyed to them and will convey both Outlot E and Outlot F to Crow Wing County HRA at a later date to allow for development of Outlot F.

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	72	66	0	5
Serene Pines	24**	22	19	0	1
Dalmar Estates	7	6	3	0	2

* 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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2024 CWC HRA BLAEDC/CREDI STAFF TIME- June

Date Range: 6/1/2024 - 6/30/2024

Project	Task	Date	Comment	Hours	Amount
Crow Wing County HRA					
CWC HRA-Redev	Redevelopment Projects				
E-mail	E-mail Correspondence			14.00	\$2,100.00
				14.00	\$2,100.00
		6/4/2024	email communication to review development plans and financials of Crosby multi-family housing project. Plans are still evolving with hopes of funding and development agreements in the next couple of months.	1.50	\$225.00
		6/6/2024	Virtual meeting to discuss additional Baxter development project from national developer. Reviewed site plans as well as discussions surrounding trust fund access and other local funding opportunities as well as local investor discussions.	1.50	\$225.00
		6/10/2024	Virtual call with national developer to discuss Pequot Lakes multi-family housing project, funding sources and timelines for project start and completion. BLAEDC staff, city staff and development staff involved.	1.50	\$225.00
		6/12/2024	email communication with Jenkins business that is looking to expand its operations and would like to purchase and redevelop property in Jenkins. Building will need significant redevelopment. Initial discussions surrounding building and financing will be forthcoming.	1.50	\$225.00
		6/13/2024	email correspondence as well as conference call with regional commercial developer, city staff and local landowner regarding potential housing project.	2.00	\$300.00
		6/18/2024	virtual meeting with design team to discuss housing findings for Cuyuna region. BLAEDC staff involved and prepared notes to present to local groups.	1.50	\$225.00
		6/19/2024	Virtual call and email correspondence with local company regarding local opportunities for incentives. Location of building did not allow for any Brainerd incentives. Confirmed through email with city staff.	1.50	\$225.00
		6/24/2024	email correspondence with national developer to review new property for multi-family housing project. Reviewed project site to determine if any restrictions were on property and reviewed site with county staff.	1.50	\$225.00
		6/26/2024	virtual meeting with new Brainerd business owner who has purchased building for redevelopment in Brainerd. Owner is questioning local incentives and grant programs. Also discussed additional properties that owner is looking at for new redevelopment on Washington Street.	1.50	\$225.00

Mtgs	Meetings	51.50	\$7,725.00
		51.50	\$7,725.00
6/4/2024	BLAEDC staff meeting with potential business owner regarding Baxter commercial space for new retail business. Space would need to be redeveloped to fit the needs of the business. Staff spent time reviewing concept and searched for other potential sites, but business wants to be in Baxter close to 371 traffic. Additional work to be completed after meeting with broker to determine how much redevelopment can be done.	2.50	\$375.00
6/5/2024	Crosslake Regional meeting to discuss housing and commercial development in and around the city. BLAEDC staff presented at the meeting and provided details around housing opportunities as well as reviewed an inventory of available commercial properties in the area for redevelopment. City will work with BLAEDC to determine sites that could be ideal for development of affordable housing, but would need infrastructure to achieve.	4.50	\$675.00
6/6/2024	BLAEDC staff meeting with new developer in Nisswa to review property and needs for housing. Property needs city infrastructure to bring lot prices down to a more affordable level. Developer is willing to work with city to determine any incentives that are in place to assist project. BLAEDC will set further meetings with city staff to explore options.	2.00	\$300.00
6/7/2024	Toured redevelopment commercial project in Crosslake with owner to review progress. Funds were provided for this project through BLAEDC and local bank funding. Staff have been working through redesigns and redevelopment of building for a couple of months and looking for an opening in the next 30 days.	2.50	\$375.00
6/10/2024	BLAEDC staff time to set up the administration, guidelines and program incentives for Brainerd EDA grant that will assist Brainerd businesses with grants for building improvements, which in some instances may address blighted properties.	2.50	\$375.00
6/11/2024	BLAEDC staff time to prepare reports for Crow Wing County HRA board meeting. Staff time to review work and represent BLAEDC at board meeting.	3.50	\$525.00
6/12/2024	BLAEDC staff meeting with staff from the University of Minnesota Extension office to discuss utilization of analytic databases to identify open commercial properties in Crow Wing County that are available for redevelopment and to fill empty storefronts in our communities. Also discussed some properties that could be blighted and complete list of all.	3.00	\$450.00
6/13/2024	BLAEDC staff participation in a regional meeting to discuss housing opportunities in Crow Wing County and working with resources to address this local issue. Meeting was led by Initiative Foundation staff where discussions surrounding funding sources at local, regional and state level to help.	2.50	\$375.00
6/14/2024	BLAEDC staff present projects and opportunities for board and attending city staff. Discussions surrounding new opportunities, building permits in both Brainerd and Baxter as well as county updates for the new tax forfeited rules that could impact housing in the county.	3.00	\$450.00

6/17/2024	Meeting w/housing consultant to discuss new home options throughout Crow Wing County. Consultant works with a Minnesota based group that is building out new modular type projects for both single family and residential housing.	2.00	\$300.00
6/18/2024	BLAEDC staff attending, presenting and preparing reports for Pequot Lakes EDC. Staff provided updates on housing projects in the city. Staff also provided reports on available commercial properties located in the city and discussed potential opportunities for redevelopment of those commercial properties and city incentives to help repurpose buildings.	3.00	\$450.00
6/19/2024	BLAEDC staff meeting with local company to assist with purchase and redevelopment of property in Brainerd Industrial Park. Local company has purchased the property and will redevelop the site to fit the needs of their growing business. Staff assisted business with working with city to identify incentives.	3.50	\$525.00
6/20/2024	BLAEDC staff prepared reports for Crosby meetings, staff also presented at the meeting that involved board members and city staff to address housing needs raised through MN Design Team visit and conclusions. Cuyuna range needs all types of housing to continue to address population and aging needs.	3.50	\$525.00
6/24/2024	Housing meeting with staff at Nisswa city hall. Discussions centered around infrastructure needs that new housing currently has in the city and whether they would be eligible for any state funding programs or programs through Minnesota Housing Partnerships. City staff also questioned if housing trust fund could be used for water/sewer. Conversations will continue as 2 projects have targeted Nisswa for housing development.	3.00	\$450.00
6/25/2024	Meeting with city of Brainerd staff and BLAEDC staff regarding EDA grants for city of Brainerd commercial properties. Grant process to identify improvements to businesses. BLAEDC staff to administer program to get grant funds to Brainerd businesses.	3.50	\$525.00
6/27/2024	Meetings w/2 local organizations regarding the funding provided to assist with local multi-family housing project. Funding was allocated to assist with project that brought 64 units to area. The meeting was to also considered additional funding opportunities with development of housing for region.	4.00	\$600.00
6/28/2024	BLAEDC staff meeting w/local lender and developer regarding housing project in Ironton. Developer is considering 40 acres currently owned by the city and it looking for some funding options also looking for assistance in navigating through state programs to make project financially viable.	3.00	\$450.00
		65.50	\$9,825.00
		65.50	\$9,825.00
		65.50	\$9,825.00

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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