



Housing & Redevelopment Authority

## **Crow Wing County HRA Board Meeting Agenda**

**5:00pm Tuesday September 10<sup>th</sup>, 2024**

**Crow Wing County Land Services Building Meeting Room 1 (Downstairs)**

**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=m4bd1f4513a97211ac67a1e7c32493032>

Join by phone: 415-655-0001

Meeting number (access code): 2557 875 5491

Meeting password: 4Y3z3j6mF7g

*"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. OATH OF OFFICE** *(Attachment 1 & 1a - Pg 3)*

- a.** Commissioner Gardner, Appointee, District 2

### **5. APPROVE MINUTES**

- a.** Approval of the Tuesday, August 13<sup>th</sup> Meeting Minutes *(Attachment 2 - Pg 7)*

### **6. REVIEW & ACCEPT FINANCIAL STATEMENTS** *(Attachment 3 - Pg 11 )*

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

### **7. UNFINISHED BUSINESS**

## **8. NEW BUSINESS**

## **9. REPORTS/UPDATES:**

- a. Executive Director Report (Attachment 4 - Pg 27)*
- b. Housing Trust Fund (Attachment 5 - Pg 31)*
- c. Brainerd HRA/Rehab Programs (Attachment 6 - Pg 33)*
- d. BLAEDC/CREDI (Attachment 7 - Pg 35)*
- e. CWC*

## **10. COMMISSIONER COMMENTS**

## **11. NEXT MEETING** Tuesday October 8<sup>th</sup>, 2024

## **12. ADJOURNMENT**

### **CWC HRA Commissioners:**

Zach Tabatt, Chair - District 3 (12-31-24)  
Richard (George) Burton, Vice Chair - District 1 (12-31-27)  
Tyler Gardner, Commissioner - District 2 (12-31-28)  
Michael Aulie, Commissioner - District 5 (12-31-26)  
Craig Nathan, Commissioner - District 4 (12-31-25)



Housing & Redevelopment Authority

To: CWC HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: September 10<sup>th</sup> 2024  
Re: Oath of Office – Tyler Gardner

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Oath of Office

At the August 27<sup>th</sup>, 2024, County board meeting, Tyler Gardner was appointed as the District 2 representative on the Crow Wing County Housing and Redevelopment Authority for a term expiring 12/31/28. This will fill the vacant role previously held by Michael Morford. At our September 10th meeting we will administer the oath of office to Mr. Gardner.

**Action Items: Conduct Oath of Office**

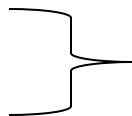
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# Oath

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STATE OF MINNESOTA

COUNTY OF CROW WING



**SS.**

I, **Tyler Gardner**, do solemnly affirm that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully and impartially discharge the duties as a member of the **CROW WING COUNTY HOUSING AND REDEVELOPMENT AUTHORITY** representing the County of Crow Wing, to which I have been appointed to the best of my knowledge and ability, so help me God.

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Tyler Gardner

Subscribed and sworn to before me this 10th day of September  
2024.

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Eric Charpentier,  
Executive Director

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Housing &amp; Redevelopment Authority

## Crow Wing County HRA BOARD MEETING MINUTES 08/13/2024

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, August 13th, 2024.

1. **CALL TO ORDER:** Chair Zachary Tabatt called the meeting to order at 5:06 p.m.
2. **ROLL CALL:** Present: Commissioners, Michael Aulie, Richard (George) Burton, Zach Tabatt, & Craig Nathan (Webex). Absent: None

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Rehab Director John Schommer, Rehab Administrative Specialist Kristin Miller, Crow Wing County Administrator Jory Danielson, BLAEDC Executive Director Tyler Glynn. Absent: None

Guests: Crow Wing County Commissioners Steve Barrows, Pequot Lakes HRA Director Tamra Lanning, Pequot Lakes HRA Executive Assistant Lynn Katzenberger & Pequot Lakes Mayor Tyler Gardner (Webex).

3. **APPROVE OF AGENDA:**

**Moved and seconded by Commissioners Aulie and Burton to approve the agenda for August 13th, 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 Nathan to approve the minutes for the July 23rd, 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 CWC HRA Levy and Housing Trust Fund Loan Fund and the financial information for July 2024 was presented by Karen Young.*

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

**6. UNFINISHED BUSINESS: None**

**7. NEW BUSINESS:**

**a. West Grove Townhomes Revenue Certificate**

Moved and seconded by Commissioners Aulie and Burton to 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. Upon roll call, Aulie (Y), Burton (Y), Nathan (Y), Tabatt (Y), the motion passes.

**8. REPORTS:**

**a. Executive Director Report**

*The executive director's report was presented by Eric Charpentier highlighting his presentation of the budget committee meeting.*

**Discussion:**

Crow Wing County HRA Commissioner Nathan commented – Crow Wing County Commissioners are making a big mistake not funding the Housing Trust Fund to its fullest potential. He is upset with the lack of support. This funding provides the resources to build housing for that much needed workforce.

Crow Wing County Commissioner Steven Barrows thanked Eric and the board for being a valued partner in the County and for understanding the funding constraints that the County is requesting of their other departments along with the HRA.

**b. Housing Trust Fund Report**

*The housing trust fund report was presented by Eric Charpentier*

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

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

**d. BLAEDC/CREDI:**

*July 2024 staff time billing reports were presented along with an overview of office happenings by Tyler Glynn.*

**e. CWC:**

*Crow Wing County Administrator Danielson introduced himself to the board.*

**9. HRA Commissioner Comments:**

Burton – Questioned if we could move the meetings to 4:30pm to adjust for the door locking timeframe. Charpentier will look into this and follow up at the September meeting.



**10. NEXT MEETING:** Tuesday, September 10th, 2024 – Meeting Room #1 downstairs

**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 5:47 p.m.

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Housing & Redevelopment Authority

To: CWC HRA Board Members

From: Karen Young, Finance Director

Date: September 5, 2024

Re: Review and Accept Financial Statements

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**Payment to BLAEDC & CREDI**

Reflected in the August financial statements is the first half payment to Brainerd Lakes Area Economic Development (BLAEDC) in the amount of \$46,144 and to Cuyuna Range Economic Development Inc. (CREDI) in the amount of \$13,261 per the Agreement for Professional Services.

**Financial Statements**

The financial statements in the board packet were produced out of our new PHA-Web Software and have a different appearance from those previously provided. A couple of improvements to the format are that revenues are no longer appearing as negatives and the annual budget is also included as a column in the statement. One downfall is that we are no longer able to generate combined statements as previously presented.

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

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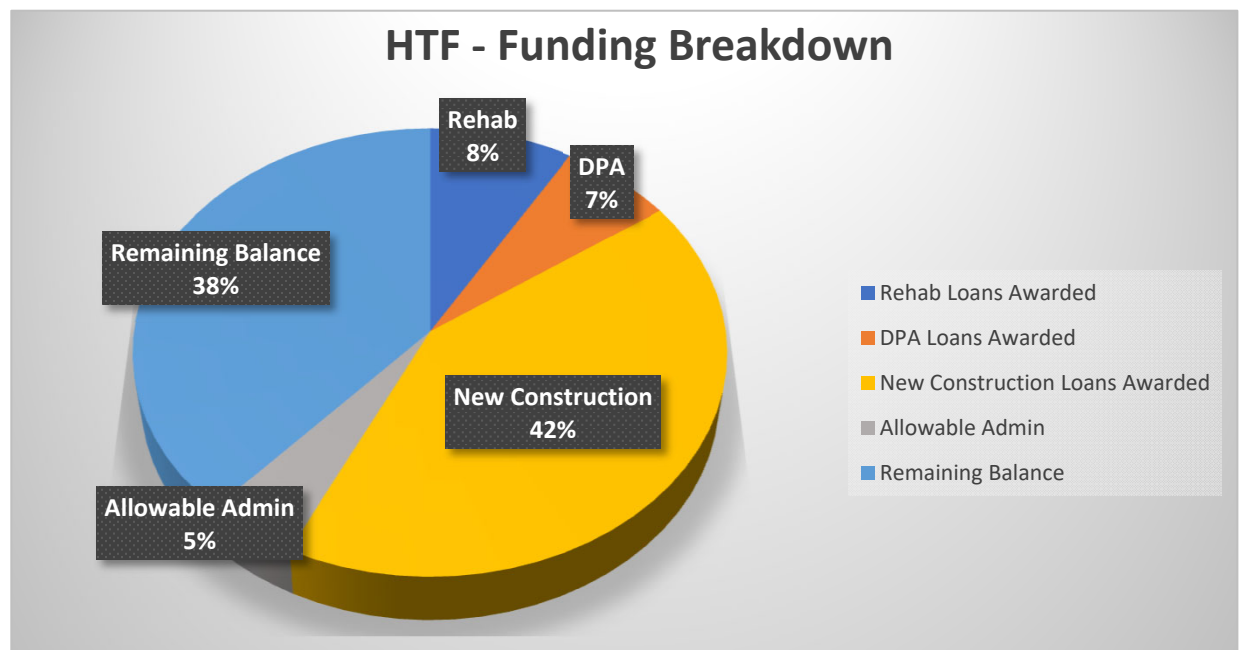
# Housing Trust Fund Projection

HTF - Funding Breakdown	
<b>Revenue Sources:</b>	
Levy Approved Total	\$ 2,200,000.00
CWC Local Housing Aid	\$ 157,496.00
Interest Earned To Date	\$ 30,451.00
Total	\$ 2,387,947.00
<b>Loans Awarded:</b>	
Rehabilitation	\$ 205,105.00
Down Payment Assistance	\$ 160,000.00
New Construction	\$ 1,000,000.00
Total	\$ 1,365,105.00
5% Allowable Admin	\$ 110,000.00
Remaining Balance	\$ 912,842.00

<b>Approved Applications:</b>	
New Construction	\$ 1,300,000.00
Total	\$ 1,300,000.00
Balance	\$ (387,158.00)

<b>Other Funding Sources:</b>	
TIF - RLF	\$ 440,843.83
Non-TIF RLF	\$ 119,245.03
CWC Funding	\$ -
MH Funding	\$ -
Total	\$ 560,088.86
Balance	\$ 172,930.86

<b>Applications:</b>	
Pueringer	\$ 460,000.00
Collins	\$ 25,000.00
Creskide Comm.	\$ 500,000.00
Klein	\$ 25,000.00
Wayne	\$ 25,000.00
Renee	\$ 25,000.00
Stumbo	\$ 25,000.00
McKay	\$ 120,000.00
Neumann	\$ 25,000.00
Millsop	\$ 25,000.00
Total	\$ 1,255,000.00
Balance	\$ (1,082,069.14)



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# Crow Wing County HRA

## Balance Sheet

August 2024

Program: 850 - Crow Wing County HRA

Project: 1. General Fund

	Period Amount	Balance
<b>ASSETS</b>		
1129.210 A/R Cash - General Fund	(75,072.35)	499,367.40
<b>TOTAL ASSETS</b>	<b>(75,072.35)</b>	<b>499,367.40</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>SURPLUS</b>		
2700.000 Income & Expense Summary (Current Year)	(72,962.68)	305,371.89
2806.000 Retained Earnings	(2,109.67)	193,995.51
<b>TOTAL SURPLUS</b>	<b>(75,072.35)</b>	<b>499,367.40</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>(75,072.35)</b>	<b>499,367.40</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

**Crow Wing County HRA**  
**Operating Statement**  
**Eight Months Ending 08/31/2024**  
**Program: 850 - Crow Wing County HRA      Project: 1. General Fund**

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>								
3610.000 Interest Revenue	2,415.44	0.00	2,415.44	9,888.20	0.00	9,888.20	0.00	9,888.20
3690.000 Other Income	0.00	2,470.83	(2,470.83)	148,895.03	19,766.67	129,128.36	29,650.00	119,245.03
3691.000 Property Tax Revenue	0.00	29,026.67	(29,026.67)	348,320.00	232,213.33	116,106.67	348,320.00	0.00
<b>TOTAL INCOME</b>	<b>2,415.44</b>	<b>31,497.50</b>	<b>(29,082.06)</b>	<b>507,103.23</b>	<b>251,980.00</b>	<b>255,123.23</b>	<b>377,970.00</b>	<b>129,133.23</b>
<b>EXPENSES</b>								
4110.000 Admin Salaries	450.00	375.00	(75.00)	2,025.00	3,000.00	975.00	4,500.00	2,475.00
4130.000 Legal	0.00	833.33	833.33	4,916.50	6,666.67	1,750.17	10,000.00	5,083.50
4140.000 Staff Training	0.00	125.00	125.00	0.00	1,000.00	1,000.00	1,500.00	1,500.00
4150.000 Travel	58.70	33.33	(25.37)	117.80	266.67	148.87	400.00	282.20
4171.000 Auditing Fees	0.00	820.83	820.83	8,820.00	6,566.67	(2,253.33)	9,850.00	1,030.00
4172.000 Management Fee	15,430.00	15,430.00	0.00	123,440.00	123,440.00	0.00	185,160.00	61,720.00
4190.000 Other Admin Exp	0.00	16.67	16.67	20.00	133.33	113.33	200.00	180.00
4500.000 TIF Expense	0.00	50.00	50.00	69.13	400.00	330.87	600.00	530.87
4510.000 Insurance	0.00	241.67	241.67	2,763.00	1,933.33	(829.67)	2,900.00	137.00
4540.000 ER FICA	34.42	29.17	(5.25)	154.91	233.33	78.42	350.00	195.09
4590.000 Other General Exp	59,405.00	12,067.50	(47,337.50)	59,405.00	96,540.00	37,135.00	144,810.00	85,405.00
<b>TOTAL EXPENSES</b>	<b>75,378.12</b>	<b>30,022.50</b>	<b>(45,355.62)</b>	<b>201,731.34</b>	<b>240,180.00</b>	<b>38,448.66</b>	<b>360,270.00</b>	<b>158,538.66</b>
<b>SURPLUS</b>	<b>(72,962.68)</b>	<b>1,475.00</b>	<b>(74,437.68)</b>	<b>305,371.89</b>	<b>11,800.00</b>	<b>293,571.89</b>	<b>17,700.00</b>	<b>287,671.89</b>



# Crow Wing County HRA

## Balance Sheet

August 2024

Program: 850 - Crow Wing County HRA

Project: 2. SCDP

	Period Amount	Balance
<b>ASSETS</b>		
1129.210 A/R Cash - General Fund	0.00	96,684.91
<b>TOTAL ASSETS</b>	<b>0.00</b>	<b>96,684.91</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>SURPLUS</b>		
2806.000 Retained Earnings	0.00	96,684.91
<b>TOTAL SURPLUS</b>	<b>0.00</b>	<b>96,684.91</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>0.00</b>	<b>96,684.91</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

Crow Wing County HRA

Operating Statement

Eight Months Ending 08/31/2024

Program: 850 - Crow Wing County HRA

Project: 2. SCDP

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>								
3690.000 Other Income	0.00	1,666.67	(1,666.67)	0.00	13,333.33	(13,333.33)	20,000.00	(20,000.00)
<b>TOTAL INCOME</b>	<b>0.00</b>	<b>1,666.67</b>	<b>(1,666.67)</b>	<b>0.00</b>	<b>13,333.33</b>	<b>(13,333.33)</b>	<b>20,000.00</b>	<b>(20,000.00)</b>
<b>EXPENSES</b>								
4600.001 SCDP Expense	0.00	1,666.67	1,666.67	0.00	13,333.33	13,333.33	20,000.00	20,000.00
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>1,666.67</b>	<b>1,666.67</b>	<b>0.00</b>	<b>13,333.33</b>	<b>13,333.33</b>	<b>20,000.00</b>	<b>20,000.00</b>
<b>SURPLUS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Crow Wing County HRA

Balance Sheet

August 2024

Program: 850 - Crow Wing County HRA

Project: 3. Revolving Fund - TIF

	Period Amount	Balance
<b>ASSETS</b>		
1129.210 A/R Cash - General Fund	1,588.75	440,843.83
<b>TOTAL ASSETS</b>	<b>1,588.75</b>	<b>440,843.83</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>SURPLUS</b>		
2700.000 Income & Expense Summary (Current Year)	1,588.75	11,371.00
2806.000 Retained Earnings	0.00	429,472.83
<b>TOTAL SURPLUS</b>	<b>1,588.75</b>	<b>440,843.83</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>1,588.75</b>	<b>440,843.83</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

Crow Wing County HRA

Operating Statement

Eight Months Ending 08/31/2024

Program: 850 - Crow Wing County HRA

Project: 3. Revolving Fund - TIF

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>								
3610.000 Interest Revenue	1,588.75	0.00	1,588.75	11,344.35	0.00	11,344.35	0.00	11,344.35
3610.001 Interest Rev Victual	0.00	3.33	(3.33)	39.99	26.67	13.32	40.00	(0.01)
<b>TOTAL INCOME</b>	<b>1,588.75</b>	<b>3.33</b>	<b>1,585.42</b>	<b>11,384.34</b>	<b>26.67</b>	<b>11,357.67</b>	<b>40.00</b>	<b>11,344.34</b>
<b>EXPENSES</b>								
4500.001 TIF Expense Victual	0.00	1.67	1.67	13.34	13.33	(0.01)	20.00	6.66
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>1.67</b>	<b>1.67</b>	<b>13.34</b>	<b>13.33</b>	<b>(0.01)</b>	<b>20.00</b>	<b>6.66</b>
<b>SURPLUS</b>	<b>1,588.75</b>	<b>1.66</b>	<b>1,587.09</b>	<b>11,371.00</b>	<b>13.34</b>	<b>11,357.66</b>	<b>20.00</b>	<b>11,351.00</b>

# Crow Wing County HRA

## Balance Sheet

August 2024

Program: 850 - Crow Wing County HRA

Project: 4. Development Fund

	Period Amount	Balance
<b>ASSETS</b>		
1129.210 A/R Cash - General Fund	0.00	(1,196.50)
1450.000 Land Held for Resale	0.00	85,650.39
<b>TOTAL ASSETS</b>	<b>0.00</b>	<b>84,453.89</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
2600.000 Def'd Inflow of Resources	0.00	85,650.39
<b>TOTAL LIABILITIES</b>	<b>0.00</b>	<b>85,650.39</b>
<b>SURPLUS</b>		
2700.000 Income & Expense Summary (Current Year)	0.00	(1,196.50)
<b>TOTAL SURPLUS</b>	<b>0.00</b>	<b>(1,196.50)</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>0.00</b>	<b>84,453.89</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

**Crow Wing County HRA**  
**Operating Statement**  
**Eight Months Ending 08/31/2024**  
**Program: 850 - Crow Wing County HRA      Project: 4. Development Fund**

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>								
3694.000 Development Revenue	0.00	7,226.67	(7,226.67)	59,829.92	57,813.33	2,016.59	86,720.00	(26,890.08)
<b>TOTAL INCOME</b>	<b>0.00</b>	<b>7,226.67</b>	<b>(7,226.67)</b>	<b>59,829.92</b>	<b>57,813.33</b>	<b>2,016.59</b>	<b>86,720.00</b>	<b>(26,890.08)</b>
<b>EXPENSES</b>								
4130.000 Legal	0.00	250.00	250.00	1,222.00	2,000.00	778.00	3,000.00	1,778.00
4430.000 Contracts Costs	0.00	133.33	133.33	769.38	1,066.67	297.29	1,600.00	830.62
4591.000 Closing Costs	0.00	83.33	83.33	487.50	666.67	179.17	1,000.00	512.50
4592.000 SAC/WAC/Park Fees	0.00	1,166.67	1,166.67	6,900.00	9,333.33	2,433.33	14,000.00	7,100.00
4600.006 Development Expense	0.00	5,593.33	5,593.33	51,647.54	44,746.67	(6,900.87)	67,120.00	15,472.46
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>7,226.66</b>	<b>7,226.66</b>	<b>61,026.42</b>	<b>57,813.34</b>	<b>(3,213.08)</b>	<b>86,720.00</b>	<b>25,693.58</b>
<b>SURPLUS</b>	<b>0.00</b>	<b>0.01</b>	<b>(0.01)</b>	<b>(1,196.50)</b>	<b>(0.01)</b>	<b>(1,196.49)</b>	<b>0.00</b>	<b>(1,196.50)</b>

Crow Wing County HRA

Balance Sheet

August 2024

Program: 850 - Crow Wing County HRA

Project: 5. Housing Trust Fund

	Period Amount	Balance
<b>ASSETS</b>		
1129.210 A/R Cash - General Fund	2,677.15	742,850.15
1141.000 HTF Loan Receivable	0.00	1,340,731.00
<b>TOTAL ASSETS</b>	<b>2,677.15</b>	<b>2,083,581.15</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>SURPLUS</b>		
2700.000 Income & Expense Summary (Current Year)	2,677.15	293,250.81
2806.000 Retained Earnings	0.00	1,790,330.34
<b>TOTAL SURPLUS</b>	<b>2,677.15</b>	<b>2,083,581.15</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>2,677.15</b>	<b>2,083,581.15</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

**Crow Wing County HRA**  
**Operating Statement**  
**Eight Months Ending 08/31/2024**  
**Program: 850 - Crow Wing County HRA      Project: 5. Housing Trust Fund**

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>								
3610.000 Interest Revenue	2,677.15	166.67	2,510.48	15,589.13	1,333.33	14,255.80	2,000.00	13,589.13
3690.000 Other Income	0.00	0.00	0.00	157,496.00	0.00	157,496.00	0.00	157,496.00
3691.000 Property Tax Revenue	0.00	33,333.33	(33,333.33)	120,496.37	266,666.67	(146,170.30)	400,000.00	(279,503.63)
<b>TOTAL INCOME</b>	<b>2,677.15</b>	<b>33,500.00</b>	<b>(30,822.85)</b>	<b>293,581.50</b>	<b>268,000.00</b>	<b>25,581.50</b>	<b>402,000.00</b>	<b>(108,418.50)</b>
<b>EXPENSES</b>								
4130.000 Legal	0.00	81.25	81.25	326.00	650.00	324.00	975.00	649.00
4150.000 Travel	0.00	2.08	2.08	4.69	16.67	11.98	25.00	20.31
4600.008 HTF Expense	0.00	1,583.33	1,583.33	0.00	12,666.67	12,666.67	19,000.00	19,000.00
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>1,666.66</b>	<b>1,666.66</b>	<b>330.69</b>	<b>13,333.34</b>	<b>13,002.65</b>	<b>20,000.00</b>	<b>19,669.31</b>
<b>SURPLUS</b>	<b>2,677.15</b>	<b>31,833.34</b>	<b>(29,156.19)</b>	<b>293,250.81</b>	<b>254,666.66</b>	<b>38,584.15</b>	<b>382,000.00</b>	<b>(88,749.19)</b>



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

Payment Number	Payment Date	Vendor	Description	Check Amount
28	7/31/2024	Eric Charpentier	Mileage	\$ 58.70
26541	7/23/2024	Cuyuna Range Economic Development Inc.	1st 1/2 of 2024 Funding	\$ 13,261.00
26534	7/23/2024	Brainerd Lakes Area Economic Development	1st 1/2 of 2024 Funding	\$ 46,144.00
Total				\$ 59,463.70

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Housing & Redevelopment Authority

To: CWC HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: September 10<sup>th</sup>, 2024  
Re: Executive Director Report

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### **MN NAHRO Conference**

The fall conference for the Minnesota chapter of the National Association of Housing and Redevelopment Officials (MN NAHRO) will be held from September 16<sup>th</sup> – 18<sup>th</sup> at Madden's on Gull Lake. I will be attending the conference along with John, who will be presenting one of the round table discussions surrounding rehab work. I have attached the meeting agenda. This training is also open to our commissioners so if any of you are interested in attending, please let us know as soon as possible to get you registered. This fall conference does rotate between Duluth and Brainerd every other year and will next be in Brainerd in the fall of 2026.

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

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## AC24 Conference Schedule

### Sunday, September 15, 2024

2:00 pm	Minnesota NAHRO PD Committee
4:00 pm	Minnesota NAHRO Board of Directors Meeting
6:00 pm	Minnesota NAHRO Board & PD dinner

### Monday, September 16, 2024

9:00 am to 5:00 pm	Registration Open
10:00 am to 11:45 am	Executive Directors & Upper Management Meeting
11:15 am to 11:45 am	First Time Attendees Meet & Greet
12:00 pm to 1:20 pm	Conference Kick Off & Awards Lunch
1:30 pm to 3:00 pm	<b>Concurrent Sessions</b> <ul style="list-style-type: none"> <li>• I Need to Do What? Davis-Bacon for New Executive Directors</li> <li>• Radon for Rehab</li> <li>• NSPIRE-V: Policy and Implementation Update with HUD</li> <li>• Minnesota Housing Homeownership Programs</li> </ul>
3:00 pm to 3:15 pm	Break
3:15 pm to 4:45 pm	<b>Concurrent Sessions</b> <ul style="list-style-type: none"> <li>• How To Manage Your Capital Project So It Doesn't Manage You</li> <li>• Ask the Attorney with Mary Dobbins</li> <li>• Davis Bacon Nuts and Bolts</li> </ul>
5:00 pm to 6:30 pm	<b>Vendor Showcase &amp; Networking Reception</b> <b>Dinner on your own</b>

### Tuesday, September 17, 2024

7:30 am to 4:00 pm	Registration Open
8:30 am to 10:00 am	<b>Concurrent Sessions</b> <ul style="list-style-type: none"> <li>• NSPIRE for Public Housing: Update with HUD</li> <li>• Revenue Recapture in Minnesota</li> <li>• Lead Based Paint Session</li> <li>• Landlord Outreach Best Practices &amp; Lessons Learned</li> </ul>
10:00 am to 10:30 am	<b>Coffee Break with Vendors &amp; Raffle</b>

Tuesday, September 17, 2024	
10:30 am to 12:00 pm	<b>Concurrent Sessions</b> <ul style="list-style-type: none"> <li>• HUD Update on NSPIRE for Public Housing 2 of 2</li> <li>• New Employment &amp; HR Laws in Minnesota – Impact on HRAs</li> <li>• Asbestos Yes, It’s Still Around</li> </ul>
12:00 pm to 1:30pm	<b>Lunch &amp; Annual Meeting</b> <b>Concurrent Sessions</b>
1:45 pm to 3:15 pm	<ul style="list-style-type: none"> <li>• POHP Loans: From Application to Closing, What You Need To Know</li> <li>• The Rehab Process in Practice</li> <li>• Changes &amp; Updates to Landlord Tenant Laws – An HRA Perspective</li> </ul>
3:30 pm to 5:00 pm	<b>Concurrent Sessions</b> <ul style="list-style-type: none"> <li>• Preserving USDA Rural Development &amp; the Critical Role of HRAs</li> <li>• Rehab Roundtable – Let’s Discuss Forms &amp; Policies</li> <li>• State Funding &amp; Programs Across the Housing Continuum Including Bring It Home</li> </ul>
5:30 pm to 8:00 pm	<b>Scholarship Fundraiser &amp; Networking</b>
Wednesday, September 18, 2024	
8:00 am to 10:00 am	Registration Open
8:00 am to 9:00 am	Madden’s Breakfast at Wilson Bay
9:00am to 10:25am	<b>Concurrent Sessions</b> <ul style="list-style-type: none"> <li>• HUD Roundtable for HCV Programs</li> <li>• Update from WDC Update on Public Housing with NAHRO</li> <li>• Rehab Roundtable</li> </ul>
10:30am to 12:00pm	<b>Concurrent Sessions</b> <ul style="list-style-type: none"> <li>• HUD Roundtable for Public Housing</li> <li>• Update from WDC on HCV Programs with NAHRO</li> </ul>
	<b>The 2024 Annual Conference Adjourns</b>



Housing &amp; Redevelopment Authority

To: CWC HRA Board Members

From: Eric Charpentier, Executive Director

Date: September 10<sup>th</sup>, 2024

Re: Housing Trust Fund Report

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### **Association of Minnesota Counties Fall Policy Conference**

I have been invited to participate in a county housing investments panel at the upcoming Association of Minnesota Counties fall policy conference on September 12<sup>th</sup> in Alexandria. This panel will discuss how counties are increasing their focus on housing with the increase in funding through LAHA and SAHA. I will specifically be talking about our local housing trust fund and how the County is supporting housing by appropriating their SAHA funds into the HTF. I will be giving a brief overview of our programs in the HTF as well as highlighting the 805 Laurel project as the recipient of the 2023 SAHA funding the County received.

### **Rosenmeier Center for State and Local Government**

I have been invited to participate in a discussion titled "Housing issues and solutions: A community conversation" at the Rosenmeier Center for State and Local Government at Central Lakes College on Tuesday September 17<sup>th</sup> alongside Jennifer Bergman, Director of Local Government Housing Programs with Minnesota Housing. Topics that we will be discussing will range from access to affordable housing, the need for additional housing in the community as well as what programs are available on the state and local level that can act as catalysts to help address the housing issues. We will be discussing our local housing trust fund as well as state programs such as SAHA highlighting how both state and local dollars can be leveraged to help produce additional housing units.

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

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Housing &amp; Redevelopment Authority

To: Crow Wing County HRA Board Members  
 From: John Schommer, Rehab & Maintenance Director  
 Date: September 4, 2024  
 Re: Programs Report

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**Outlots E & F**

We are waiting to find out if the developer, Level Contracting, is awarded the grant for the infrastructure improvements.

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

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	75	70	0	2
Serene Pines	24**	22	19	0	1
Dalmar Estates	7	6	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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# 2024 CWC HRA BLAEDC/CREDI STAFF TIME- August



Date Range: 8/1/2024 - 8/31/2024

<i>Project</i>	<i>Task</i>	<i>Date</i>	<i>Comment</i>	<i>Hours</i>	<i>Amount</i>
<b>Crow Wing County HRA</b>					
<b>CWC HRA-Redev</b>	<b>Redevelopment Projects</b>				
	<i>E-mail</i>	<i>E-mail Correspondence</i>		<b>11.50</b>	<b>\$1,725.00</b>
				11.50	\$1,725.00
		8/1/2024	Area development conference call with local mayors and city leaders to discuss housing and infrastructure options to help develop housing in small communities in Crow Wing County.	1.50	\$225.00
		8/6/2024	email correspondence with national developer regarding infrastructure needs and financing assistance for multi-family housing project in Pequot Lakes. Discussed use of housing trust fund.	1.50	\$225.00
		8/12/2024	email and phone conversation with Cuyuna developer and city clerk to determine whether or not any city related issues were a concern when building out potential homes inside city limits. Communication will continue between clerk and developer. If any IRRRB assistance is needed, BLAEDC staff will assist.	1.50	\$225.00
		8/15/2024	email correspondence with developer regarding Crosby project. Also have virtual call with developer and designer to discuss Cuyuna land as well as land use maps for Crosby.	2.50	\$375.00
		8/20/2024	virtual meeting w/Crosby and Crosslake city staff to discuss upcoming redevelopment and commercial business tour. Also discussed incentives that are available in each community.	1.50	\$225.00
		8/22/2024	email communication with developer looking through plans for housing development in Cuyuna, also communicated with Crosby city administrator regarding zoning concerns and solutions.	1.50	\$225.00
		8/27/2024	email correspondence with daycare provider in Nisswa to discuss possible funding opportunities for a new site for daycare. Discussed with owner sites that would involve redevelopment of properties.	1.50	\$225.00

<i>Mtgs</i>	<i>Meetings</i>		<b>54.00</b>	<b>\$8,100.00</b>
			54.00	\$8,100.00
8/2/2024	BLAEDC staff meeting with city of Nisswa administrator and developer to look at potential building sites and to discuss future infrastructure expansion plans for city. Developer will likely hold off on project until city plans are finalized for water and roads.		3.00	\$450.00
8/6/2024	BLAEDC staff meeting with potential business owner to discuss properties located throughout Brainerd and Baxter to bring new business while relocating employees. Buildings would need to be redeveloped to fit business needs. Plan is to hire staff locally while expansion occurs. Looking for primarily business park property.		4.00	\$600.00
8/7/2024	BLAEDC staff meeting with new business prospect to review available properties in Brainerd. Client would like to find building downtown to lease and redevelop to fit needs. Reviewed current downtown inventory for redevelopment.		2.00	\$300.00
8/8/2024	BLAEDC staff in meetings with staff in Cuyuna Range involving housing as well as redevelopment projects for the area. Emily has a number of city owned properties that they would be willing to sell to a developer. Crosby is working on its ordinances to allow for some smaller houses on city lots for additional infill. Development in Cuyuna has potential to bring new single-family units to the city.		4.00	\$600.00
8/9/2024	BLAEDC staff meeting w/Cragun's leadership to discuss housing development on golf course property. 59 of 62 lots are located in Crow Wing County. There is discussion around opening lots for multiple builders with a mix of smaller single-family homes. Review of development and what is allowed also occurred.		3.00	\$450.00
8/12/2024	Meeting with regional economic development professionals to discuss regional housing along with opportunities at access funding assistance through local, state and federal programs to incentives that will assist developers and cities alike. BLAEDC staff attended and provided details regarding CWC.		3.50	\$525.00
8/13/2024	Discussion with metro-based developer who has purchased 40 acres of land to develop in Cuyuna. Plan is for mixed development on land. Developer was looking for information regarding grant assistance through IRRRB. BLAEDC staff also presented and provided reports for activity for the CWC HRA board meeting.		6.00	\$900.00
8/14/2024	BLAEDC staff meeting with engineers and property owners to discuss multi-family housing project that would serve both the community college as well as the community. Property is owned by the college and is located in Brainerd. Plans for a large tract of land to be developed for housing purposes.		3.00	\$450.00
8/16/2024	BLAEDC staff toured commercial building in Baxter that has been redeveloped for new commercial tenants. Building has a partial building tenant and was looking for assistance to lease out other space in the building. Redevelopment included full updates to bathrooms, conference rooms and new hvac systems.		3.50	\$525.00

8/20/2024	BLAEDC staff attending and presenting to Pequot Lakes city staff and elected officials regarding the new multi-family housing project for the city. Discussions included total number of units planned as well as time frames for development.	4.50	\$675.00
8/21/2024	BLAEDC staff attending, providing reports and discussing new housing and redevelopment projects that are occurring in the Cuyuna range area. Staff briefed the board on housing and new opportunities for redevelopment in the city. Staff also toured a newly redeveloped property in the city.	4.50	\$675.00
8/22/2024	Visit and tour of Crosslake and Crosby with Itasca County EDC to discuss housing opportunities and to review and discuss each community needs regarding redevelopment of existing properties. Toured newly redeveloped properties in both communities and discussed the steps taken and incentives offered in each community to revitalize the area and vacant properties. City officials from each community participated.	5.50	\$825.00
8/23/2024	Meeting w/finance specialists and BLAEDC staff to discuss redevelopment of Brainerd YMCA and the funding options available to complete project.	3.50	\$525.00
8/29/2024	BLAEDC staff attending meeting to discuss daycare closure in Nisswa and discuss with city staff, ownership and other civic leaders for solutions alternative sites as well as looking at new buildings in the area that have the potential for redevelopment. Multiple sites were discussed, and tours will occur.	4.00	\$600.00
		<b>65.50</b>	<b>\$9,825.00</b>
		<b>65.50</b>	<b>\$9,825.00</b>
		<b>65.50</b>	<b>\$9,825.00</b>

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