



Housing & Redevelopment Authority

Crow Wing County HRA Board Meeting Agenda

5:00pm Tuesday December 10th, 2024

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=m5bde60b7f52ba0c528e219f69579c3fb>

Join by phone: 415-655-0001

Meeting number (access code): 2554 480 7510

Meeting password: YTmZgpYp287

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

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVE MINUTES (Attachment 1 - Page 3)

- a.** Approval of the Tuesday, November 12th, 2024 Meeting Minutes

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

- a.** CWC HRA Combined Balance Sheets for November 2024
- b.** CWC HRA Combined Operating Statements for November 2024
- c.** CWC HRA November 2024 Payments

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- a.** Review and Discuss Fund Balance (Attachment 3 - Page 23)
- b.** Shared Services Agreement between the CWC HRA and BLADC (Attachment 4 - Page 25)
- c.** Shared Services Agreement between the CWC HRA and CREDI (Attachment 4 - Page 25)

8. REPORTS/UPDATES:

- a. Executive Director Report (Attachment 5 - Page 39)*
- b. Housing Trust Fund (Attachment 6 - Page 41)*
- c. Brainerd HRA/Rehab Programs (Attachment 7 - Page 43)*
- d. BLAEDC/CREDI (Attachment 8 - Page 45)*
- e. CWC*

9. COMMISSIONER COMMENTS

10. NEXT MEETING January 14th, 2025

11. 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

**Crow Wing County HRA
BOARD MEETING MINUTES
11/12/2024**

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, November 12th, 2024.

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

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Rehab Director John Schommer, Crow Wing County Administrative Services Director Jory Danielson, and BLAEDC Executive Director Tyler Glynn.

Guests: Michael Duval.

3. **REVIEW AND APPROVE AGENDA:**

Moved and seconded by Commissioners Aulie and Gardner to approve the agenda for November 12th, 2024. Upon roll call, all commissioners voted in favor of the motion, and none were opposed. The agenda was approved.

4. **APPROVE MINUTES:**

- a. Approval of the Tuesday, September 10th, 2024 Meeting Minutes

Moved and seconded by Commissioners Aulie and Gardner to approve the minutes for the September 10th, 2024, board meeting. Upon roll call, all commissioners voted in favor of the motion, and none were opposed. The minutes were approved.

- b. Approval of the Tuesday, October 8th, 2024 Meeting Minutes

Moved and seconded by Commissioners Burton and Gardner to approve the minutes for the October 8th, 2024, board meeting. Upon roll call, Commissioners Burton and Aulie voted in favor of the motion, and Commissioners Nathan and Gardner

abstained. As there was no official meeting on October 8th, these minutes were included as discussion only items and reflected in the public record as such.

- c. Approval of the Wednesday October 16th, 2024 Meeting Minutes

Moved and seconded by Commissioners Aulie and Nathan to approve the minutes for the October 16th, 2024, board meeting. Upon roll call, all commissioners voted in favor of the motion, and Commissioner Gardner abstained. The minutes were approved.

5. REVIEW AND ACCEPT FINANCIAL STATEMENTS:

The Housing Trust Fund and financial information for September and October 2024 was presented by Karen Young.

- a. CWC HRA Combined Balance Sheet and Operating Statement for September 2024
- b. CWC HRA Combined Balance Sheet and Operating Statement for October 2024
- c. CWC HRA September & October 2024 Payments

Commissioner Gardner moved to accept the September and October 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. Purchase and Redevelopment Agreement between CWC HRA & Level Contracting

Commissioner Nathan questioned why a Quit Claim Deed was used instead of a Warranty Claim Deed as there is lesser protection. Staff will check with attorneys at Kennedy & Graven and report back to the board for informational purposes only.

Commissioner Aulie moved to approve Resolution No 2024-06, Approving the Purchase and Redevelopment Agreement between the CWC HRA and Level Contracting followed by a second from Commissioner Nathan. Upon roll call, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

- b. Authorize Participation in the Minnesota City Participation Program (MCPP)

- i. 2024 MCPP Usage Report
 - ii. 2025 MN City Participation Program (MCPP) Application
 - iii. MHFA MCPP Program Application Commitment Agreement

Commissioner Aulie moved to authorize participation in the Minnesota City Participation Program (MCPP) followed by a second from Commissioner Gardner. Upon roll call, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

8. REPORTS:

a. Executive Director Report

The executive director's report was presented by Eric Charpentier.

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.

d. BLAEDC/CREDI:

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

e. CWC:

Crow Wing County Commissioner Barrows gave an update on the clean election cycle and that a new commissioner will be starting in January. The County will set the final levy in December.

9. HRA Commissioner Comments: None

10. NEXT MEETING: Tuesday, December 10th, 2024

11. ADJOURNMENT:

Commissioner Gardner 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 5:41 p.m.

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Housing & Redevelopment Authority

To: CWC HRA Board Members

From: Karen Young, Finance Director

Date: December 3, 2024

Re: Review and Accept Financial Statements

Level Contracting Closings

Reflected in the financial statements are two closings that took place in November.

The first closing was for the purchase of five lots in Brainerd Oaks for a total of \$25,271.17 as approved at the October 16th meeting. Of this, \$11,500 went to the City for SAC/WAC/Park Fees, \$12,293.67 went to the City in lieu of assessments, and \$162.50 were for closing costs. We were reimbursed for direct costs of \$1,315.

The second closing was for the purchase of one lot in Dalmar Estates for a purchase price of \$30,667.86 as approved at the November 12th meeting. Of this, \$2,300 went to the City for SAC/WAC/Park Fees, \$27,778.36 went to the City in lieu of assessments, and \$162.50 were for closing costs. We were reimbursed for direct costs of \$427. With this closing, 97% of the total lots have been purchased by the developer.

Action Requested: Accept the November financial statements as submitted.

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Housing Trust Fund Projection

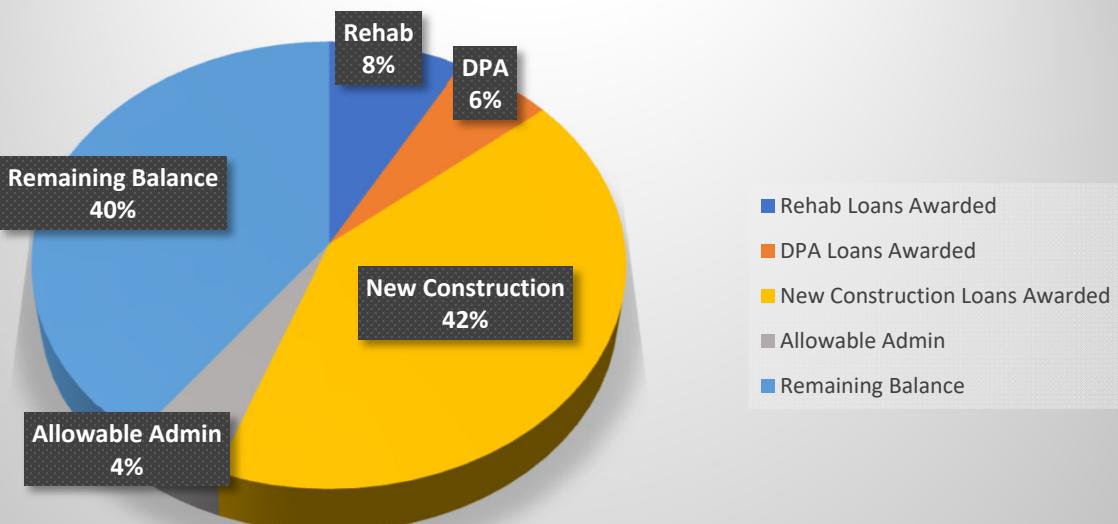
HTF - Funding Breakdown	
Revenue Sources:	
Levy Approved Total	\$ 2,200,000.00
CWC Local Housing Aid	\$ 157,496.00
Interest Earned To Date	\$ 38,443.00
Total	\$ 2,395,939.00
Loans Awarded:	
Rehabilitation (9)	\$ 193,335.00
Down Payment Assistance (7)	\$ 140,000.00
New Construction (1)	\$ 1,000,000.00
Total	\$ 1,333,335.00
5% Allowable Admin	\$ 110,000.00
Remaining Balance	\$ 952,604.00

Approved Applications:	
New Construction	\$ 1,300,000.00
Total	\$ 1,300,000.00
Balance	\$ (347,396.00)

Other Funding Sources:	
TIF - RLF	\$ 445,566.18
Non-TIF RLF	\$ 119,245.03
CWC Funding	\$ -
MH Funding	\$ -
Total	\$ 564,811.21
Balance	\$ 217,415.21

Applications:	
Pueringer	\$ 460,000.00
Creekside Comm.	\$ 500,000.00
McKay	\$ 120,000.00
Larson	\$ 75,000.00
Owner Occupied	
Rehab (7)	\$ 175,000.00
Total	\$ 1,330,000.00
Balance	\$ (1,112,584.79)

HTF - Funding Breakdown



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Crow Wing County HRA**Balance Sheet****November 2024****Program: 850 - Crow Wing County HRA****Project: 1. General Fund**

	Period Amount	Balance
ASSETS		
1129.210 Cash - A/R General Fund	(13,694.39)	457,804.69
TOTAL ASSETS	(13,694.39)	457,804.69
LIABILITIES AND SURPLUS		
SURPLUS		
2700.000 Income & Expense Summary (Current Year)	(13,694.39)	263,809.18
2806.000 Retained Earnings	0.00	193,995.51
TOTAL SURPLUS	(13,694.39)	457,804.69
TOTAL LIABILITIES AND SURPLUS	(13,694.39)	457,804.69
PROOF	0.00	0.00

Crow Wing County HRA
Operating Statement
Eleven Months Ending 11/30/2024
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
INCOME								
3610.000 Interest Revenue	1,981.85	0.00	1,981.85	16,138.11	0.00	16,138.11	0.00	16,138.11
3690.000 Other Income	0.00	2,470.83	(2,470.83)	148,895.03	27,179.17	121,715.86	29,650.00	119,245.03
3691.000 Property Tax Revenue	0.00	29,026.67	(29,026.67)	348,320.00	319,293.33	29,026.67	348,320.00	0.00
TOTAL INCOME	1,981.85	31,497.50	(29,515.65)	513,353.14	346,472.50	166,880.64	377,970.00	135,383.14
EXPENSES								
4110.000 Admin Salaries	225.00	375.00	150.00	2,700.00	4,125.00	1,425.00	4,500.00	1,800.00
4130.000 Legal	0.00	833.33	833.33	4,916.50	9,166.67	4,250.17	10,000.00	5,083.50
4140.000 Staff Training	0.00	125.00	125.00	575.00	1,375.00	800.00	1,500.00	925.00
4150.000 Travel	4.02	33.33	29.31	338.76	366.67	27.91	400.00	61.24
4171.000 Auditing Fees	0.00	820.83	820.83	8,820.00	9,029.17	209.17	9,850.00	1,030.00
4172.000 Management Fee	15,430.00	15,430.00	0.00	169,730.00	169,730.00	0.00	185,160.00	15,430.00
4190.000 Other Admin Exp	0.00	16.67	16.67	20.00	183.33	163.33	200.00	180.00
4500.000 TIF Expense	0.00	50.00	50.00	69.13	550.00	480.87	600.00	530.87
4510.000 Insurance	0.00	241.67	241.67	2,763.00	2,658.33	(104.67)	2,900.00	137.00
4540.000 ER FICA	17.22	29.17	11.95	206.57	320.83	114.26	350.00	143.43
4590.000 Other General Exp	0.00	12,067.50	12,067.50	59,405.00	132,742.50	73,337.50	144,810.00	85,405.00
TOTAL EXPENSES	15,676.24	30,022.50	14,346.26	249,543.96	330,247.50	80,703.54	360,270.00	110,726.04
SURPLUS	(13,694.39)	1,475.00	(15,169.39)	263,809.18	16,225.00	247,584.18	17,700.00	246,109.18

Crow Wing County HRA
Balance Sheet
November 2024

Program: 850 - Crow Wing County HRA **Project: 2. SCDP**

	Period	Amount	Balance
ASSETS			
1129.210 Cash - A/R General Fund		0.00	108,473.43
TOTAL ASSETS		0.00	108,473.43
LIABILITIES AND SURPLUS			
SURPLUS			
2700.000 Income & Expense Summary (Current Year)		0.00	11,788.52
2806.000 Retained Earnings		0.00	96,684.91
TOTAL SURPLUS		0.00	108,473.43
TOTAL LIABILITIES AND SURPLUS		0.00	108,473.43
PROOF		0.00	0.00

Crow Wing County HRA
Operating Statement
Eleven Months Ending 11/30/2024
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
INCOME								
3690.000 Other Income	0.00	1,666.67	(1,666.67)	11,788.52	18,333.33	(6,544.81)	20,000.00	(8,211.48)
TOTAL INCOME	0.00	1,666.67	(1,666.67)	11,788.52	18,333.33	(6,544.81)	20,000.00	(8,211.48)
EXPENSES								
4600.001 SCDP Expense	0.00	1,666.67	1,666.67	0.00	18,333.33	18,333.33	20,000.00	20,000.00
TOTAL EXPENSES	0.00	1,666.67	1,666.67	0.00	18,333.33	18,333.33	20,000.00	20,000.00
SURPLUS	0.00	0.00	0.00	11,788.52	0.00	11,788.52	0.00	11,788.52

Crow Wing County HRA**Balance Sheet****November 2024****Program: 850 - Crow Wing County HRA Project: 3. Revolving Fund - TIF**

	Period Amount	Balance
ASSETS		
1129.210 Cash - A/R General Fund	1,519.11	445,566.18
TOTAL ASSETS	1,519.11	445,566.18
LIABILITIES AND SURPLUS		
SURPLUS		
2700.000 Income & Expense Summary (Current Year)	1,519.11	16,093.35
2806.000 Retained Earnings	0.00	429,472.83
TOTAL SURPLUS	1,519.11	445,566.18
TOTAL LIABILITIES AND SURPLUS	1,519.11	445,566.18
PROOF	0.00	0.00

Crow Wing County HRA
Operating Statement
Eleven Months Ending 11/30/2024
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
INCOME								
3610.000 Interest Revenue	1,519.11	0.00	1,519.11	16,066.70	0.00	16,066.70	0.00	16,066.70
3610.001 Interest Rev Vctual	0.00	3.33	(3.33)	39.99	36.67	3.32	40.00	(0.01)
TOTAL INCOME	1,519.11	3.33	1,515.78	16,106.69	36.67	16,070.02	40.00	16,066.69
EXPENSES								
4500.001 TIF Expense Vctual	0.00	1.67	1.67	13.34	18.33	4.99	20.00	6.66
TOTAL EXPENSES	0.00	1.67	1.67	13.34	18.33	4.99	20.00	6.66
SURPLUS	1,519.11	1.66	1,517.45	16,093.35	18.34	16,075.01	20.00	16,073.35

Crow Wing County HRA**Balance Sheet****November 2024****Program: 850 - Crow Wing County HRA****Project: 4. Development Fund**

	Period Amount	Balance
ASSETS		
1129.210 Cash - A/R General Fund	1,742.00	1,080.00
1450.000 Land Held for Resale	(55,939.04)	14,033.20
TOTAL ASSETS	(54,197.04)	15,113.20
LIABILITIES AND SURPLUS		
LIABILITIES		
2600.000 Def'd Inflow of Resources	(55,939.04)	14,033.20
TOTAL LIABILITIES	(55,939.04)	14,033.20
SURPLUS		
2700.000 Income & Expense Summary (Current Year)	1,742.00	1,080.00
TOTAL SURPLUS	1,742.00	1,080.00
TOTAL LIABILITIES AND SURPLUS	(54,197.04)	15,113.20
PROOF	0.00	0.00

Crow Wing County HRA
Operating Statement
Eleven Months Ending 11/30/2024
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
INCOME								
3694.000 Development Revenue	55,939.03	7,226.67	48,712.36	131,447.10	79,493.33	51,953.77	86,720.00	44,727.10
TOTAL INCOME	55,939.03	7,226.67	48,712.36	131,447.10	79,493.33	51,953.77	86,720.00	44,727.10
EXPENSES								
4130.000 Legal	0.00	250.00	250.00	1,391.00	2,750.00	1,359.00	3,000.00	1,609.00
4430.000 Contracts Costs	0.00	133.33	133.33	1,339.38	1,466.67	127.29	1,600.00	260.62
4591.000 Closing Costs	325.00	83.33	(241.67)	1,300.00	916.67	(383.33)	1,000.00	(300.00)
4592.000 SAC/WAC/Park Fees	13,800.00	1,166.67	(12,633.33)	27,600.00	12,833.33	(14,766.67)	14,000.00	(13,600.00)
4600.006 Development Expense	40,072.03	5,593.33	(34,478.70)	98,736.72	61,526.67	(37,210.05)	67,120.00	(31,616.72)
TOTAL EXPENSES	54,197.03	7,226.66	(46,970.37)	130,367.10	79,493.34	(50,873.76)	86,720.00	(43,647.10)
SURPLUS	1,742.00	0.01	1,741.99	1,080.00	(0.01)	1,080.01	0.00	1,080.00

Crow Wing County HRA**Balance Sheet****November 2024****Program: 850 - Crow Wing County HRA****Project: 5. Housing Trust Fund**

	Period Amount	Balance
ASSETS		
1129.210 Cash - A/R General Fund	476.79	759,184.09
1141.000 HTF Loan Receivable	3,550.20	1,333,335.00
TOTAL ASSETS	4,026.99	2,092,519.09
LIABILITIES AND SURPLUS		
SURPLUS		
2700.000 Income & Expense Summary (Current Year)	4,026.99	302,188.75
2806.000 Retained Earnings	0.00	1,790,330.34
TOTAL SURPLUS	4,026.99	2,092,519.09
TOTAL LIABILITIES AND SURPLUS	4,026.99	2,092,519.09
PROOF		
	0.00	0.00
	=====	=====

Crow Wing County HRA
Operating Statement
Eleven Months Ending 11/30/2024
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
INCOME								
3610.000 Interest Revenue	2,595.57	166.67	2,428.90	23,581.15	1,833.33	21,747.82	2,000.00	21,581.15
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	1,431.42	33,333.33	(31,901.91)	121,927.79	366,666.67	(244,738.88)	400,000.00	(278,072.21)
TOTAL INCOME	4,026.99	33,500.00	(29,473.01)	303,004.94	368,500.00	(65,495.06)	402,000.00	(98,995.06)
EXPENSES								
4130.000 Legal	0.00	81.25	81.25	811.50	893.75	82.25	975.00	163.50
4150.000 Travel	0.00	2.08	2.08	4.69	22.92	18.23	25.00	20.31
4600.008 HTF Expense	0.00	1,583.33	1,583.33	0.00	17,416.67	17,416.67	19,000.00	19,000.00
TOTAL EXPENSES	0.00	1,666.66	1,666.66	816.19	18,333.34	17,517.15	20,000.00	19,183.81
SURPLUS	4,026.99	31,833.34	(27,806.35)	302,188.75	350,166.66	(47,977.91)	382,000.00	(79,811.25)

Crow Wing County HRA
Payment Summary Report
November 2024

Payment Number	Payment Date	Vendor	Description	Check Amount
85	11/15/2024	John Schommer	Mileage	\$ 4.02
26792	11/26/2024	David Simon Construction LLC	HTF-OOR Loan	\$ 3,550.20
Total				\$ 3,554.22

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To: CWC HRA Board Members

From: Eric Charpentier, Executive Director and Karen Young, Finance Director

Date: December 3, 2024

Re: Review and Discuss Fund Balance

The Fund Balance Policy sets the recommended unassigned fund balance to be maintained at 8 to 12 months of General Fund operating expenses for the year. The following classifications are established for governmental funds and define the constraints placed on the current fund balance.

1. **Nonspendable** - fund balance not expected to be converted to cash such as inventory or prepaid expenses.
2. **Restricted** - fund balance with constraints from an external source such as the Housing Trust Fund, TIF Revolving Loan Funds and CWC Local Income (SCDP).
3. **Committed** – fund balance constrained for a specific purpose by the HRA board prior to yearend.
4. **Assigned** – fund balance that is intended for a specific purpose by the board or Executive Director/Finance Director. These funds are neither restricted nor committed.
5. **Unassigned** – General Fund balance that is available for any purpose.

It is a GASB 54 requirement that any board commitments be established prior to yearend with an amount to be set after yearend when the calculation can be finalized. The estimated unassigned fund balance at yearend is approximately 12.5 months, which is above the 8 to 12 months set by policy.

The General Fund also currently holds the \$119,245 that we received back from BLAEDC and the Unified Fund. The discussion on moving these funds to the housing trust fund was tabled at our July meeting. Staff would like to commit these funds to general housing and redevelopment

initiatives by yearend to ensure that these funds are utilized for a project or projects in the coming year regardless of if they are ultimately moved to the trust fund.

The board could choose to commit funds in excess of the 8 months of reserves to general housing and redevelopment initiatives or the board could choose to commit funding for a specific project. One such project that could utilize additional funding is the Outlot F and Outlot E project in Brainerd Oaks that has been discussed by this board at previous meetings. The City of Brainerd did not receive any funding through the workforce development grant program in support of Level Contracting's request for assistance with building the roadway and infrastructure needed to access Outlot F. The project has not moved forward at this time, because of this cost burden.

The estimated cost to build the roadway and infrastructure is approximately \$450,000 and at their April 2024 board meeting the Brainerd HRA pledged up to \$100,000 towards these development costs. To further close this infrastructure funding gap, we will be working with the City of Brainerd to apply for an infrastructure grant through Minnesota Housing and we anticipate that will be a competitive RFP when it is released in 2025.

Staff see this 18-unit proposed project as a priority for both the Brainerd HRA and Crow Wing County HRA where there is an opportunity to develop this land locked 4+ acre parcel to build more units and create more population density while adding additional tax base for these municipalities. This is time critical as the developer is nearing the end of their build schedule in Brainerd Oaks and with their development agreement with the HRA in which we had hoped to have this project added to that agreement.

As a result, it is staff's recommendation that the board take action to commit fund balance currently available to general housing and redevelopment initiatives while we wait to see if the city can secure funding through the infrastructure grant in support of the Outlot E & F project. The board could set the amount of committed funds as the excess of unassigned fund balance over 8 months when the calculation can be finalized after yearend. This amount is estimated to be approximately \$100,000 and it is staff recommendation that the funds be committed as grant dollars to support housing initiatives. Staff also recommend committing the \$119,245 to general housing and redevelopment initiatives at this time as well with the expectation that these funds will be utilized in 2025 for these initiatives.

Action Requested: Commitment of funds for 2024 yearend for housing and redevelopment initiatives in an amount to be calculated after yearend.



Housing & Redevelopment Authority

To: CWC HRA Board Members

From: Eric Charpentier, Executive Director

Date: December 10th, 2024

Re: Approval of BLAEDC and CREDI Agreements for Professional Services

The 2025 budget approved by the Board included using levy dollars for funding economic development and redevelopment services of \$94,595 to the Brainerd Lakes Area Economic Development Corporation (BLADC) and \$27,185 to Cuyuna Range Economic Development Inc. (CREDI). We have updated the previous agreements to reflect the change in compensation.

A significant factor in drafting the agreements is that all the funds provided to BLADC and CREDI from the CWC HRA must be used on eligible activities per the HRA statute. Monthly reports on activities and progress will continue to be provided to the CWC HRA from both organizations and certification that all funds were expended on authorized activities.

Action Requested: Approve Resolutions No. 2024-07 and 2024-08, Approving the Agreements for Professional Services between the CWC HRA and BLADC and CREDI.

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**AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN HOUSING AND
REDEVELOPMENT AUTHORITY IN AND FOR THE COUNTY OF CROW WING
AND THE BRAINERD LAKES AREA DEVELOPMENT CORPORATION**

THIS AGREEMENT is entered into this 10th of December, 2024, by the Housing and Redevelopment Authority in and for the County of Crow Wing, a public body corporate and politic and political subdivision of the State of Minnesota (the “County HRA”) and the Brainerd Lakes Area Development Corporation, a Minnesota nonprofit corporation (“BLADC”).

WHEREAS, BLADC’s mission is to foster economic development and redevelopment throughout the Brainerd Lakes and Cuyuna Lakes area of Crow Wing County (the “County”), and to provide streamlined services to potential developers and employers throughout the County; and

WHEREAS, among its other mandates, the County HRA is tasked with promoting the redevelopment of areas within the County that are susceptible to blight or blighting factors, which redevelopment may include establishing new businesses or otherwise fostering the economic development of such areas; and

WHEREAS, BLADC has proposed to provide economic development and redevelopment services to the County HRA in furtherance of the mission of both parties, and the County HRA has determined that it is in the best interest of the County and its residents to enter into this Agreement.

NOW, THEREFORE, the parties hereto represent, warrant and agree as follows:

1. **SERVICES**. BLADC agrees to provide the following services (the “Services”) for the benefit of the County HRA:
 - a. To provide a focal point for economic development within the County by assisting business and industry with site location, financial assistance services, and business planning services;
 - b. To provide community services and marketing programs for the purpose of expanding the tax base and increasing employment within the County;
 - c. To maintain an office within the County to conduct its services, and to provide all staff necessary to carry out such services;
 - d. To provide monthly reports to the County HRA on its activities and progress; and
 - e. To attend monthly meetings of the board of commissioners of the County HRA and when appropriate or requested additional meetings as requested by the County HRA.
2. **LIMITATIONS**. BLADC expressly agrees and acknowledges that the Services enumerated in Section 1 hereof shall be limited to activities authorized under the

provisions of Minnesota Statutes, Sections 469.001 to 469.047, as amended (the “HRA Act”), specifically activities fostering the redevelopment or rehabilitation of blighted areas within the County. “Blighted areas” shall mean any area with buildings or improvements which, by reason of dilapidation, obsolescence, overcrowding, faulty arrangement or design, lack of ventilation, light and sanitary facilities, excessive land coverage, deleterious land use, or obsolete layout, or any combination of these or other factors, are detrimental to the safety, health, morals, or welfare of the community.

3. **REPORTS.** BLADC further agrees and acknowledges that it will be BLADC’s responsibility to ensure that all Services provided under this Agreement meet all requirements for the use of HRA funds under the HRA Act, and that BLADC shall establish safeguards against the use of HRA funds for economic development activities not meeting such requirements. All reports provided to the County HRA pursuant to Section 1(d) hereof shall include certifications that all HRA funds provided to BLADC pursuant to this Agreement have been expended solely for the purposes authorized herein, subject to the limitations provided in Section 2.
4. **TERM OF AGREEMENT.** The term of this Agreement shall be one year, commencing January 1, 2025 and terminating December 31, 2025.
5. **COMPENSATION.** The County HRA agrees to pay BLADC a total of \$94,595 to provide the Services. This total shall be comprised of two equal payments of \$47,297.50, one due and payable on or after July 15, 2025 pursuant to the submission of the first six months of reporting. The second payment due and payable on or after December 31, 2025 pursuant to the submission of the second six months of reporting. Notwithstanding the foregoing, the County HRA’s obligation to make any payments hereunder is subject to the prior receipt by the County HRA of all reports referenced in Section 3 and required to be delivered by BLADC prior to the applicable date of payment. No prepayments and no partial payments will be authorized under this agreement.
6. **NO ASSIGNMENT.** Neither party to this Agreement may assign or transfer its interest in this Agreement without the written consent of the other party.
7. **REPRESENTATIVES NOT INDIVIDUALLY LIABLE.** The County HRA and BLADC represent and agree that no member, official, or employee of the County HRA shall have any personal interest, direct or indirect, in this Agreement, nor shall any such member, official, or employee participate in any decision relating to this Agreement that affects their personal interests or the interests of any corporation, partnership, or association in which they, directly or indirectly, are interested. No member, official, or employee of the County HRA shall be personally liable to BLADC, or any successor in interest, in the event of any default or breach by the County HRA or for any amount that may become due to BLADC or successor or on any obligations under the terms of the Agreement.
8. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed as of the date first written above.

BRAINERD LAKES AREA
DEVELOPMENT CORPORATION

President

Executive Director

HOUSING AND REDEVELOPMENT
AUTHORITY IN AND FOR THE
COUNTY OF CROW WING

Chair

Executive Director

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE COUNTY OF CROW WING

RESOLUTION NO. 2024-07

RESOLUTION APPROVING AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND
FOR THE COUNTY OF CROW WING AND BRAINERD LAKES AREA
DEVELOPMENT CORPORATION

BE IT RESOLVED By the Board of Commissioners ("Board") of the Housing and Redevelopment Authority in and for the County of Crow Wing ("Authority") as follows:

Section 1. Recitals.

1.01. The Authority is a housing and redevelopment authority governed by Minnesota Statutes, Sections 469.001 to 469.047 ("HRA Act"), and has determined to carry out redevelopment activities within Crow Wing County (the "County") pursuant to the HRA Act.

1.02. The Authority and Brainerd Lakes Area Development Corporation ("BLADC") have proposed to enter into an Agreement for Professional Services (the "Agreement"), setting forth the scope and terms of various economic development and redevelopment activities to be performed by BLADC on behalf of the Authority.

1.03. The Board has reviewed the Agreement and found that the execution thereof and performance of the Authority's obligations thereunder are in the public interest and will further the objectives of its general plan of economic development and redevelopment, because it will further the above-stated redevelopment goals of the County.

Section 2. Authority Approval; Further Proceedings.

2.01. The Agreement as presented to the Board, including the terms of payment by the Authority for the Services described therein, is hereby in all respects approved, subject to modifications that do not alter the substance of the transaction and that are approved by the Chair and Executive Director, provided that execution of the documents by such officials shall be conclusive evidence of approval.

2.02. The Chair and Executive Director are hereby authorized to execute on behalf of the Authority the Agreement and any documents referenced therein requiring execution by the Authority, and to carry out, on behalf of the Authority, its obligations thereunder.

2.03. Authority staff are authorized and directed to take all actions to implement the Agreement.

Approved by the Board of Commissioners of the Housing and Redevelopment Authority in and for the County of Crow Wing this 10th day of December, 2024.

Chair

ATTEST:

Executive Director

**AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN HOUSING AND
REDEVELOPMENT AUTHORITY IN AND FOR THE COUNTY OF CROW WING
AND CUYUNA RANGE ECONOMIC DEVELOPMENT, INC.**

THIS AGREEMENT is entered into this 10th of December, 2025, by the Housing and Redevelopment Authority in and for the County of Crow Wing, a public body corporate and politic and political subdivision of the State of Minnesota (the "County HRA") and Cuyuna Range Economic Development, Inc. a Minnesota nonprofit corporation ("CREDI").

WHEREAS, CREDI's mission, in partnership with the Brainerd Lakes Area Development Corporation (BLADC), is to foster economic development and redevelopment throughout the Cuyuna Lakes area (the "Service Area") of Crow Wing County, and to provide streamlined services to potential developers and employers throughout the Service Area; and

WHEREAS, among its other mandates, the County HRA is tasked with promoting the redevelopment of areas within the County that are susceptible to blight or blighting factors, which redevelopment may include establishing new businesses or otherwise fostering the economic development of such areas; and

WHEREAS, CREDI, through partnership with the BLADC staff, has proposed to provide economic development and redevelopment services to the County HRA in furtherance of the mission of both parties, and the County HRA has determined that it is in the best interest of the Service Area and its residents to enter into this Agreement.

NOW, THEREFORE, the parties hereto represent, warrant and agree as follows:

1. **SERVICES**. CREDI agrees to provide the following services (the "Services") for the benefit of the County HRA:
 - a. To provide a focal point for economic development within the Service Area by assisting business and industry with site location, financial assistance services, and business planning services;
 - b. To provide community services and marketing programs for the purpose of expanding the tax base and increasing employment within the Service Area;
 - c. To maintain an office within the Service Area to conduct its services, and to provide all staff necessary to carry out such services;
 - d. To provide monthly reports to the County HRA on its activities and progress; and
 - e. To attend monthly meetings of the board of commissioners of the County HRA and when appropriate or requested additional meetings as requested by the County HRA.

2. **LIMITATIONS.** CREDI expressly agrees and acknowledges that the Services enumerated in Section 1 hereof shall be limited to activities authorized under the provisions of Minnesota Statutes, Sections 469.001 to 469.047, as amended (the “HRA Act”), specifically activities fostering the redevelopment or rehabilitation of blighted areas within the Service Area. “Blighted areas” shall mean any area with buildings or improvements which, by reason of dilapidation, obsolescence, overcrowding, faulty arrangement or design, lack of ventilation, light and sanitary facilities, excessive land coverage, deleterious land use, or obsolete layout, or any combination of these or other factors, are detrimental to the safety, health, morals, or welfare of the community.
3. **REPORTS.** CREDI further agrees and acknowledges that it will be CREDI’s responsibility to ensure that all Services provided under this Agreement meet all requirements for the use of HRA funds under the HRA Act, and that CREDI shall establish safeguards against the use of HRA funds for economic development activities not meeting such requirements. All reports provided to the County HRA pursuant to Section 1(d) hereof shall include certifications that all HRA funds provided to CREDI pursuant to this Agreement have been expended solely for the purposes authorized herein, subject to the limitations provided in Section 2.
4. **TERM OF AGREEMENT.** The term of this Agreement shall be one year, commencing January 1, 2025 and terminating December 31, 2025.
5. **COMPENSATION.** The County HRA agrees to pay CREDI a total of \$27,185 to provide the Services. This total shall be comprised of two equal payments of \$13,592.50, one due and payable on or after July 15, 2025 pursuant to the submission of the 1st six months of reporting. The second payment due and payable on or after December 31, 2025 pursuant to the submission of the 2nd six months of reporting. Notwithstanding the foregoing, the County HRA’s obligation to make any payments hereunder is subject to the prior receipt by the County HRA of all reports referenced in Section 3 and required to be delivered by CREDI prior to the applicable date of payment. No prepayments and no partial payments will be authorized under this agreement.
6. **NO ASSIGNMENT.** Neither party to this Agreement may assign or transfer its interest in this Agreement without the written consent of the other party.
7. **REPRESENTATIVES NOT INDIVIDUALLY LIABLE.** The County HRA and CREDI represent and agree that no member, official, or employee of the County HRA shall have any personal interest, direct or indirect, in this Agreement, nor shall any such member, official, or employee participate in any decision relating to this Agreement that affects their personal interests or the interests of any corporation, partnership, or association in which they, directly or indirectly, are interested. No member, official, or employee of the County HRA shall be personally liable to CREDI, or any successor in interest, in the event of any default or breach by the County HRA or for any amount that may become due to CREDI or successor or on any obligations under the terms of the Agreement.

8. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed as of the date first written above.

CUYUNA RANGE ECONOMIC
DEVELOPMENT, INC.

President

Executive Director

HOUSING AND REDEVELOPMENT
AUTHORITY IN AND FOR THE
COUNTY OF CROW WING

Chair

Executive Director

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE COUNTY OF CROW WING

RESOLUTION NO. **2024-08**

RESOLUTION APPROVING AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND
FOR THE COUNTY OF CROW WING AND CUYUNA RANGE ECONOMIC
DEVELOPMENT, INC.

BE IT RESOLVED By the Board of Commissioners ("Board") of the Housing and
Redevelopment Authority in and for the County of Crow Wing ("Authority") as follows:

Section 1. Recitals.

1.01. The Authority is a housing and redevelopment authority governed by Minnesota
Statutes, Sections 469.001 to 469.047 ("HRA Act"), and has determined to carry out redevelopment
activities within Crow Wing County (the "County") pursuant to the HRA Act.

1.02. The Authority and Cuyuna Range Economic Development, Inc. ("CREDI") have
proposed to enter into an Agreement for Professional Services (the "Agreement"), setting forth the
scope and terms of various economic development and redevelopment activities to be performed by
CREDI on behalf of the Authority.

1.03. The Board has reviewed the Agreement and found that the execution thereof and
performance of the Authority's obligations thereunder are in the public interest and will further the
objectives of its general plan of economic development and redevelopment, because it will further
the above-stated redevelopment goals of the County.

Section 2. Authority Approval; Further Proceedings.

2.01. The Agreement as presented to the Board, including the terms of payment by the
Authority for the Services described therein, is hereby in all respects approved, subject to
modifications that do not alter the substance of the transaction and that are approved by the Chair
and Executive Director, provided that execution of the documents by such officials shall be
conclusive evidence of approval.

2.02. The Chair and Executive Director are hereby authorized to execute on behalf of the
Authority the Agreement and any documents referenced therein requiring execution by the
Authority, and to carry out, on behalf of the Authority, its obligations thereunder.

2.03. Authority staff are authorized and directed to take all actions to implement the
Agreement.

Approved by the Board of Commissioners of the Housing and Redevelopment Authority in and for the County of Crow Wing this 10th day of December, 2024.

Chair

ATTEST:

Executive Director



To: CWC HRA Board Members
From: Eric Charpentier, Executive Director
Date: December 4th, 2024
Re: Executive Director Report

Open Commissioner Position

Commissioner Tabatt will be stepping away from the HRA board at the end of his term at the end of December. This will be his last meeting on our board after serving since his appointment in January of 2020. Our staff would like to thank Mr. Tabatt for his years of service on our board and we wish him well in the future. Commissioner Tabatt serves District 3 in Crow Wing County which is represented by Crow Wing County Commissioner Steve Barrows. Commissioner Barrows has recommended Katie Heppner from the North Central Small Business Development Center to fill this vacancy for a term set to expire on 12/31/29. We anticipate Katie joining us at our January meeting.

Action Requested: No action requested, for informational purposes only

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Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Eric Charpentier, Executive Director
Date: December 4th, 2024
Re: Housing Trust Fund Report

805 Laurel St Project Update

Demolition work is scheduled for the former Thrifty White building in downtown Brainerd. DW Jones Inc is moving forward with the demolition of the building to preserve some grant funding that was approved in the Mainstreet Revitalization grant through the City and the Initiative Foundation. They plan to have the building removed and backfilled by the end of the year so that the demolition phase has been completed for the project. They are still looking at ways to close the gap on their project funding and are scheduled to speak to the BLAEDC board on December 13th. They will be discussing the state tax credit program and how that program could help bridge the funding gap for this project and I will be discussing how important this redevelopment project is for downtown.

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

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

Deeds

At last month's meeting, the question was asked why we convey the lots in the Brainerd Oaks, Serene Pines and Dalmar Estates developments by quit claim deed instead of a warranty deed. I reached out to Kennedy and Graven and the attorney gave us this response.

"Basically, the quit claim deed provides less risk to the seller as opposed to a warranty deed. The warranty deed transfers the grantor's interest in the property to the buyer, just like a quitclaim deed, but also makes the grantor liable for any property interest claims anyone else might make in the future. A quit claim deed, on the other hand, makes no promises about the quality of the title to the property."

Small Cities Development Program (SCDP) Grants

Several years ago, the board approved supporting the cities of Garrison and Jenkins in applying for SCDP grants for owner-occupied and commercial (Garrison only) rehab. The grants ended September 30th and staff are currently working through auditing the grants.

Jenkins was able to rehab 4 homes in their city, one homeowner also utilized the MN Housing Rehabilitation Loan Program, and another utilized the Housing Trust Fund in addition to the SCDP grant. Garrison only completed 2 owner-occupied rehab loans but also helped 2 commercial properties rehab their businesses.

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	80	72	0	5
Serene Pines	24**	22	22	0	0
Dalmar Estates	7	7	5	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- November



Date Range: 11/1/2024 - 11/30/2024

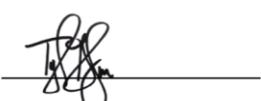
Project Group	Project	Date	Comment	Hours	Billing Amount
Crow Wing County HRA					
	CWC HRA - Redev	Redevelopment Projects			
		11/1/2024	Meeting in Crosby with hospital officials to discuss housing needs and how to engage city and IRRRB with assistance to bring more housing to the area. Hospital owns land and would like to review options for potential development opportunities.	2.50	\$375.00
		11/4/2024	email and phone communication with city of Pequot Lakes staff to discuss master redevelopment plans for downtown corridor that currently has multiple buildings to be redeveloped. Staff and Mayor to begin discussing master plan with council.	1.50	\$225.00
		11/4/2024	Meetings w/local lenders regarding development opportunities and funding mechanisms that are available in Crow Wing County. Meeting was also to discuss state and federal programs that are currently available to developers. Local lenders have been meeting w/developers for financing of projects in multiple Crow Wing County communities. Additional meetings will be held after the first of the year.	4.00	\$600.00
		11/5/2024	BLAEDC staff meeting w/new local business owner to discuss potential funding opportunities for redevelopment with new business in Brainerd. Owner needs to make improvements to building to fit needs of business.	2.00	\$300.00
		11/6/2024	email correspondence and then a phone call with developer in Nisswa to provide state infrastructure programs that are currently available for Economic Development projects. Discussed and reviewed program application and requirements with developer.	1.50	\$225.00
		11/6/2024	BLAEDC staff meeting w/business owners in Brainerd Industrial Park who need to expand and redevelop existing property to meet demands for business growth. Discussed potential sites for expansion, funding opportunities for redevelopment of existing property as well as new building ideas. Growth would be adding new jobs to the area.	3.00	\$450.00
		11/7/2024	BLAEDC staff meeting in Nisswa with local developer who has plans for housing development in both Nisswa and Pequot Lakes. Developer is looking at single family homes as well as a small multi-family development with commercial space. This is looking to be a 2025 development plan.	3.00	\$450.00
		11/8/2024	Meeting w/daycare owner in Nisswa to review plans for new build in Nisswa to move daycare. Current facility is asking tenant to leave property after significant improvements were made to facility. Owner would like to discuss new building and possible redevelopment of existing buildings.	2.50	\$375.00

11/11/2024	BLAEDC staff attending meeting w/local non-profit to discuss capital improvement plans and redevelopment opportunities with existing facility. Funding discussion is paramount to future plans of facilities. Redevelopment or new build requires funding from multiple sources. Viewed preliminary plans.	4.50	\$675.00
11/12/2024	Phone call w/Crosslake city administrator regarding past development discussions for housing in Crosslake. New city administrator trying to get up to speed regarding past project developments that have failed in the city. Face to face meeting is planned for December to further discuss.	1.00	\$150.00
11/12/2024	BLAEDC staff time preparing reports for CWC HRA meeting, ED attending meeting and presenting on reports as well as providing updates regarding current activities.	4.00	\$600.00
11/13/2024	email and phone conversation with city of Nisswa city administrator regarding potential housing opportunities within city limits. Reviewed preliminary plans from city for property acquisition.	1.50	\$225.00
11/13/2024	BLAEDC staff meeting w/local developer and Mayor of Pequot Lakes to turn available properties in downtown Pequot for redevelopment, as well as tour of the Heat of the Good Life Development to discuss housing potential as well as commercial development that would bring jobs and housing to that city. Mayor shared that city is looking at master plan.	4.00	\$600.00
11/14/2024	BLAEDC staff getting update on housing and redevelopment project in downtown Brainerd with the staff from the Initiative Foundation along w/city of Brainerd staff.	2.50	\$375.00
11/15/2024	CREDI and BLAEDC Staff meeting w/Crosby city administrator to discuss MN Design Team plans and to work with staff on how to implement housing and redevelopment opportunities for the Cuyuna region as outlined in plans. Staff have taken the responsibility of working with cities in Cuyuna region to further development activities.	1.50	\$225.00
11/18/2024	BLAEDC staff meeting with Baxter city administrator and other city staff regarding available land in the city for development. As the Economic Development provider for that city, we will work with city staff to identify marketing opportunities for single family housing.	3.50	\$525.00
11/19/2024	Staff working w/new business owner to identify building to purchase or lease and make improvements to fit needs of business. Working with owner and realtor to identify potential property. This was a virtual call with owner who is from out of the area and realtor.	1.50	\$225.00
11/19/2024	BLAEDC staff preparing reports and presenting at the Pequot Lakes EDC meeting. Discussion topics included vacant properties in downtown Pequot that are available for redevelopment, further discussion surrounding housing in the city, a new developer is in process of building single family homes in town.	3.00	\$450.00

11/20/2024	email correspondence with Nisswa city staff regarding possible programs available for infrastructure needs in the city for development of housing and commercial properties.	1.00	\$150.00
11/20/2024	BLAEDC staff and CREDI staff leading public follow up meeting to discuss housing potentials from the Minnesota Design Team visit and findings. Staff are working with local leaders and volunteers to identify development opportunities and developers to bring affordable housing to the city.	2.50	\$375.00
11/21/2024	BLAEDC staff follow up meeting w/Nisswa developer regarding housing opportunities in Nisswa. Developer is looking for assistance with infrastructure to make lot prices affordable. Informed developer of state funding opportunities.	3.00	\$450.00
11/22/2024	Communicated via email and phone regarding local and state assistance that is available for development projects that include housing and commercial space usage. Share links to programs as well as local information that is helpful.	1.50	\$225.00
11/22/2024	BLAEDC staff meeting w/property owners as well as out of state company to discuss projects for Crow Wing County. First project site is located in county and needs significant infrastructure assistance to get project completed. Project will include both housing and commercial development in the same building. Discussions will continue once some funding assistance is located.	3.00	\$450.00
11/25/2024	BLAEDC staff attending a meeting and discussion with local major employer to discuss options for purchase and redevelopment of a major space in Baxter. Multiple discussions surrounding use of space as well as tenants and to view very early plans for redevelopment. BLAEDC will be very involved in planning stages and recruitment of business partners.	3.00	\$450.00
11/26/2024	email correspondence with national developer to provide some local incentive information to them prior to meeting with BLAEDC staff. Developer is looking throughout the county for possible sites for single family homes.	1.50	\$225.00
11/27/2024	Meeting w/national builder who is looking at Crow Wing County for possible housing expansion. Discussion involved BLAEDC staff and staff from development company. Crow Wing County has been identified as a region that this company would like to target for single family housing growth. Further discussions will occur and BLAEDC will bring additional partners to the conversation.	3.00	\$450.00

CWC HRA - Redev	Redevelopment Projects Total:	65.50	\$9,825.00
Crow Wing County HRA Total:		65.50	\$9,825.00
Grand Total		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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