



Housing & Redevelopment Authority

Crow Wing County HRA Board Meeting Agenda
5:00pm Tuesday February 11th, 2025

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=m9d54569dea5cbb2a597b1fd29c15e365>

Join by phone: 415-655-0001

Meeting number (access code): 2555 980 9918

Meeting password: i4ePfUn6wj3

"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 - Pg. 3*)
 - a.** Approval of the Tuesday, December 10th, 2024 Meeting Minutes
 - b.** Approval of the Tuesday, January 14th, 2025 Meeting Minutes
- 5. REVIEW & ACCEPT FINANCIAL STATEMENTS** (*Attachment 2 - Pg. 11*)
 - a.** CWC HRA Balance Sheets for January 2025
 - b.** CWC HRA Operating Statements for January 2025
 - c.** CWC HRA Payments for January 2025
- 6. UNFINISHED BUSINESS** (*Attachment 3 - Pg. 27*)
 - a.** Outlot E & F Infrastructure Support Request

7. NEW BUSINESS

8. REPORTS/UPDATES:

- a.* Executive Director Report (*Attachment 4 - Pg. 31*)
- b.* Housing Trust Fund (*Attachment 5 - Pg. 55*)
- c.* Brainerd HRA/Rehab Programs (*Attachment 6 - Pg. 57*)
- d.* BLAEDC/CREDI (*Attachment 7 - Pg. 59*)
- e.* CWC

9. COMMISSIONER COMMENTS

10. NEXT MEETING March 11th, 2025

11. ADJOURNMENT

CWC HRA Commissioners:

Katie Heppner, Commissioner - District 3 (12-31-29)
Richard (George) Burton, Commissioner - 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

Wednesday, December 10th, 2024 @ 5:00pm

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, December 10th, 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, Michael Aulie and Tyler Gardner.
Absent: Commissioners Zach Tabatt and Craig Nathan.

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Rehab Director John Schommer, BLAEDC Executive Director Tyler Glynn, and Operations Administrative Specialist Hannah Anderson.

3. REVIEW AND APPROVE AGENDA:

Commissioner Gardner motioned to approve the agenda for Tuesday, December 10th, 2024, as presented. Seconded by Commissioner Aulie. Motion Carried Unanimously.

4. APPROVE MINUTES:

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

Commissioner Gardner motioned to approve the minutes of the November 12th, 2024, regular board meeting, as presented. Seconded by Commissioner Aulie. Motion Carried Unanimously.

5. REVIEW AND ACCEPT FINANCIAL STATEMENTS:

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

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

Commissioner Gardner inquired about the costs associated with Dalmar Estates. Young explained that the costs were determined based on the estimated market value at the time the agreement was established. Charpentier provided additional context by discussing the history of the lots and the agency's involvement. There was no further discussion.

Commissioner Aulie motioned to accept the November financial statements as submitted. Seconded by Commissioner Gardner. Motion Carried Unanimously.

6. UNFINISHED BUSINESS: None

7. NEW BUSINESS:

a. Review and Discuss Fund Balance

Commissioner Aulie sought clarification regarding allocating the \$119,245 that was received back from BLAEDC as committed funds. He expressed concern about underfunding in the Housing Trust Fund and emphasized the importance of advancing HTF projects to avoid losing potential applicants. Young and Charpentier advised that the funds can be committed to anything by year end.

Commissioner Aulie also raised concerns about the significant funding committed to the Thrifty White project, which currently lacks a clear completion date. Charpentier explained that the agency is continuing to be actively engaged with the developer, who is proceeding with the building demolition this week, and noted that the committed funds were leveraged in the developer's grant applications. There was no further discussion.

Commissioner Aulie motioned to commit funding that is more than the 8-month policy threshold, for general housing and redevelopment initiatives. Seconded by Commissioner Gardner. Motion Carried Unanimously.

b. Shared Services Agreement between CWC HRA & BLADC

Commissioner Gardner motioned to approve Resolution No. 2024-07, approving the agreements for professional services between the CWC HRA and BLADC. Seconded by Commissioner Aulie. Motion Carried Unanimously via Roll Call Vote.

c. Shared Services Agreement between CWC HRA & CREDI

Commissioner Gardner motioned to approve Resolution No. 2024-08, approving the agreements for professional services between the CWC HRA and CREDI. Seconded by Commissioner Aulie. Motion Carried Unanimously via Roll Call Vote.

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.

Commissioner Burton inquired about the commercial projects completed in Garrison. Schommer responded that they involved façade improvements for Garrison Animal Hospital and Tutt's Bait and Tackle. There was no further discussion.

d. BLAEDC/CREDI:

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

e. CWC:

There were no updates.

9. COMMISSIONER COMMENTS: None

10. NEXT MEETING: Tuesday, January 14th, 2025

11. ADJOURNMENT:

Commissioner Aulie motioned to adjourn the meeting. Seconded by Commissioner Gardner. Motion Carried Unanimously. Meeting was adjourned at 6:02 PM.



**Crow Wing County HRA
BOARD MEETING MINUTES
Tuesday, January 14th, 2025 @ 5:00pm**

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, January 14th, 2024.

1. **CALL TO ORDER:** Executive Director Eric Charpentier called the meeting to order at 5:00 p.m.
2. **ROLL CALL:** Present: Commissioners Katherine Heppner, Richard (George) Burton, Michael Aulie and Craig Nathan. Absent: Commissioner Tyler Gardner.

Others present: Executive Director Eric Charpentier, Rehab Director John Schommer, BLAEDC Executive Director Tyler Glynn, Crow Wing County Commissioner Steve Barrows, and Crow Wing County Commissioner Jamie Lee.

3. **REVIEW AND APPROVE AGENDA:**

Commissioner Aulie motioned to approve the agenda for Tuesday, January 14th, 2025, as presented. Seconded by Commissioner Burton. Motion Carried Unanimously.

4. **ANNUAL MEETING:**

a. **Oath of Office, Commissioner Heppner**

At the January 7th, 2025, Crow Wing County board meeting, Katie Heppner was appointed as the District 3 representative on the Crow Wing County Housing and Redevelopment Authority for a term expiring 12/31/29. An official oath of office was conducted for Commissioner Heppner.

b. **Election of Officers**

Commissioner Nathan nominated Commissioner Burton for board **chair**, Commissioner Burton nominated Heppner, Commissioner Aulie nominated Burton, and Commissioner Heppner voted for Heppner. A second round took place with Commissioner Nathan nominating Burton for chair, and Commissioners Burton, Heppner, and Aulie nominated Commissioner Heppner. Charpentier called three times for any other nominations, hearing none, he called for nominations for **vice chair**. Commissioner Nathan nominated Commissioner Burton. Charpentier called three times for any other nominations, hearing none, he called for nominations for **secretary/treasurer**. Commissioner Nathan

nominated Commissioner Aulie. Charpentier called three times for any other nominations, hearing none, he asked for a roll call vote accepting Commissioner Heppner as Chair, Commissioner Burton as Vice Chair, and Commissioner Aulie as Secretary/Treasurer. All were in favor, none were opposed. Nominations were approved.

Commissioner Heppner was elected as **Chair**.

Commissioner Burton was elected as **Vice Chair**.

Commissioner Aulie was elected as **Secretary/Treasurer**.

c. Review of By-Laws

The current by-laws were reviewed and there were no proposed changes.

d. 2025 Meeting Schedule

The meeting schedule was reviewed and there were no proposed changes.

5. APPROVE MINUTES:

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

Commissioner Burton motioned to approve the minutes of the December 10th, 2024, regular board meeting, as presented. Seconded by Commissioner Aulie. Motion was not able to carry unanimously due to Commissioners Heppner and Aulie having to abstain from voting. The minutes were not approved and will be presented at the next meeting.

6. REVIEW AND ACCEPT FINANCIAL STATEMENTS:

The Housing Trust Fund and financial information for December 2024 was presented by Eric Charpentier.

a. CWC HRA Balance Sheet December 2024

b. CWC HRA Operating Statement December 2024

c. CWC HRA December 2024 Payments

Commissioner Burton motioned to accept the December financial statements as submitted. Seconded by Commissioner Aulie. Motion Carried Unanimously.

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS:

a. Designation of Official Depository

Commissioner Nathan inquired whether we go out for RFP. Charpentier explained that we go out for bid every three years.

Commissioner Aulie motioned to approve Bremer Bank as the official depository. Seconded by Commissioner Burton. Motion Carried Unanimously.

b. Shared Services Agreement between CWC HRA & Brainerd HRA

Commissioner Nathan motioned to approve and adopt the updated shared services agreement between the CWC HRA and the Brainerd HRA. Seconded by Commissioner Burton. Motion Carried Unanimously.

9. REPORTS:

a. Executive Director Report

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

Commissioner Nathan sought clarification on whether the loan is restricted to TIF eligible uses. He acknowledged that if no other eligible uses exist for the funds, this would be a beneficial allocation of resources. Charpentier confirmed that the revolving loan fund is exclusively designated for TIF eligible projects. Additionally, Commissioner Nathan expressed disappointment that the 805 project was not funded last year but noted that this outcome allows trust fund dollars to be allocated to other projects. Commissioner Aulie concurred, stating that it is a great use of the funds. County Commissioner Barrows inquired about what the income limit requirements were for the 805 project, and it was explained that the project will have to comply with the housing trust fund income restrictions for development. Commissioner Heppner asked when the last loan was granted. Charpentier responded that the most recent loan was in 2018 for the Virtual project.

b. Housing Trust Fund Report

The housing trust fund report was presented by Eric Charpentier.

Charpentier advised that DW Jones is currently working on both the Digikey project and their Alexandria project. Commissioner Nathan inquired whether the contract includes a requirement for the funds to be used within a specific timeframe. Charpentier clarified that while there is no formal stipulation in the contract, discussions with the developer have established that the funding is not indefinite. Commissioner Aulie expressed concern about the need to establish a sunset date for future projects to ensure the most efficient use of funds. Additionally, Commissioner Aulie reiterated support for owner-occupied rehabilitation rather than rental rehabilitation, expressing concerns that landlords could potentially misuse the funds.

Charpentier provided an updated on the state HTF matching dollars, noting that the program is now progressing, and he shared the relevant timelines. The maximum funding allocation is capped at \$225,000. County Commissioner Barrows inquired whether only HRAs or cities are eligible to compete for the \$5.8 million in available funds. Charpentier clarified that eligibility is limited to entities that currently have or establish HTF's by the deadline.

c. Brainerd HRA/Rehab Programs:

The rehab report was presented by John Schommer.

Schommer informed the board that Monty Jensen is motivated to proceed with the development of Outlot F, largely due to the upcoming 2026 state requirement for an R-30 insulation value in walls, which is expected to increase construction costs by approximately \$20,000 to \$40,000 per building. Monty plans to attend the February meeting to provide an update on the broader impact of this regulation on construction, as well as its specific implications for Outlot F.

d. BLAEDC/CREDI:

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

Commissioner Nathan inquired if BLAEDC works with the Brainerd EDA. Glynn confirmed that they do. Commissioner Nathan requested Glynn to provide an update on their working relationship.

e. CWC:

There were no updates.

10. COMMISSIONER COMMENTS:

Commissioner Nathan asked County Commissioner Barrows for an update on the airport and whether there has been any progress regarding double taxation for the residents of Brainerd. Commissioner Barrows stated that discussions are ongoing and noted that there may be potential changes in the appointees.

11. NEXT MEETING: Tuesday, February 11th, 2025

12. ADJOURNMENT:

Commissioner Nathan motioned to adjourn the meeting. Seconded by Commissioner Burton. Motion Carried Unanimously. Meeting was adjourned at 6:05 PM.

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Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Karen Young, Finance Director
Date: February 5, 2025
Re: Review and Accept Financial Statements

Please find attached the financial information for January 2025.

Housing Trust Fund (HTF) Projection Sheet

Reflected in the Housing Trust Fund Projection is the 2025 approved levy revenue of \$400,000. Also reflected is the 2025 Statewide Local Housing Aid (SAHA) for the approved amount of \$67,171 that we will receive later this year from CWC.

We have adjusted the allowable administration percentage from 5% to 2.5%. Per State Statute, not more than ten percent may be spent on administration. To date direct administration costs of \$23,130 have been incurred through the HTF or about 1.05%. Reducing the percentage that we are reserving for administration costs still leaves sufficient funds to cover future costs and frees up an additional \$65,000 to fund loans.

2024 Audit

The 2024 audit fieldwork is scheduled with CliftonLarsonAllen (CLA) during the fourth week of February.

Action Requested: Accept the January financial statements as submitted.

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Housing Trust Fund Projection

HTF - Funding Breakdown	
Revenue Sources:	
Levy Approved Total	\$ 2,600,000.00
CWC Local Housing Aid	\$ 314,992.00
Interest Earned To Date	\$ 44,602.00
Total	\$ 2,959,594.00
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
Allowable Admin (2.5% of levy)	\$ 65,000.00
Remaining Balance	\$ 1,561,259.00

Approved Applications:

New Construction	\$ 1,300,000.00
Total	\$ 1,300,000.00
Balance	\$ 261,259.00

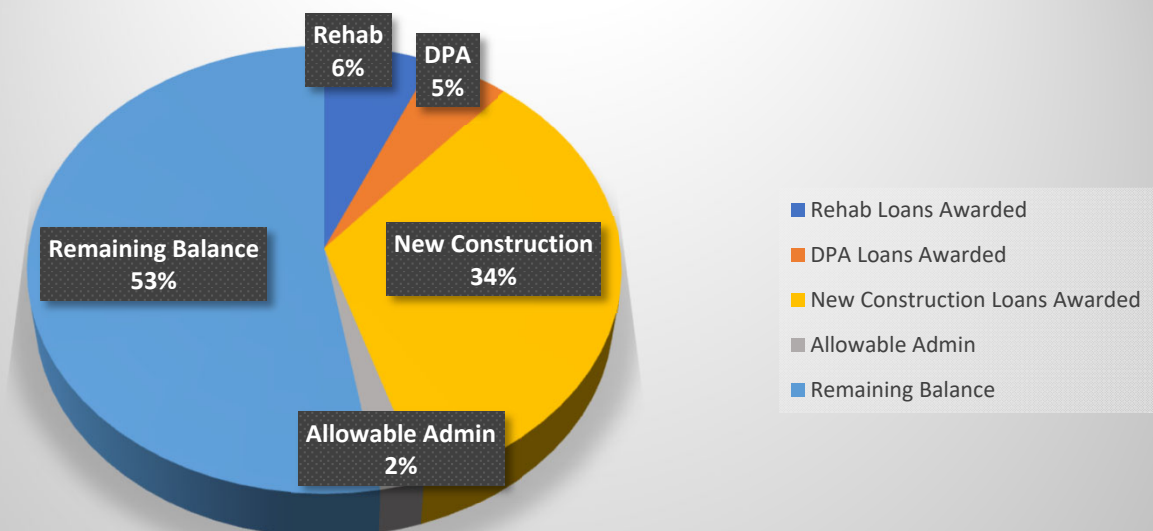
Other Funding Sources:

TIF - RLF	\$ 448,537.25
CWC - 2025 SAHA	\$ 67,171.00
MH Funding	\$ -
Total	\$ 515,708.25
Balance	\$ 776,967.25

Applications:

Owner Occupied (1)	\$ 25,000.00
Creekside Comm. (12)	\$ 410,000.00
Owner Occupied (4)	\$ 100,000.00
Rental Rehab (8)	\$ 120,000.00
Owner Occupied (2)	\$ 50,000.00
Rental Rehab (6)	\$ 75,000.00
Rental Rehab (7)	\$ 175,000.00
Total	\$ 955,000.00
Balance	\$ (178,032.75)

HTF - Funding Breakdown



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Crow Wing County HRA

Balance Sheet

January 2025

Program: 850 - Crow Wing County HRA

Project: 1. General Fund

	Period Amount	Balance
ASSETS		
1129.210 Cash - A/R General Fund	(17,764.89)	426,236.33
TOTAL ASSETS	(17,764.89)	426,236.33
LIABILITIES AND SURPLUS		
LIABILITIES AND SURPLUS		
LIABILITIES		
2111.000 Vendors and Contr	(505.40)	59,405.00
TOTAL LIABILITIES	(505.40)	59,405.00
SURPLUS		
2700.000 Income & Expense Summary (Current Year)	(17,259.49)	(17,259.49)
2700.000 Income & Expense Summary (Unclosed 2024)	0.00	187,985.64
2806.000 Retained Earnings	0.00	196,105.18
TOTAL SURPLUS	(17,259.49)	366,831.33
TOTAL LIABILITIES AND SURPLUS	(17,764.89)	426,236.33
TOTAL LIABILITIES AND SURPLUS	(17,764.89)	426,236.33
PROOF	0.00	0.00

Crow Wing County HRA
Operating Statement
One Month Ending 01/31/2025
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	1,810.99	166.67	1,644.32	1,810.99	166.67	1,644.32	2,000.00	(189.01)
3691.000 Property Tax Revenue	0.00	33,387.08	(33,387.08)	0.00	33,387.08	(33,387.08)	400,645.00	(400,645.00)
TOTAL INCOME	1,810.99	33,553.75	(31,742.76)	1,810.99	33,553.75	(31,742.76)	402,645.00	(400,834.01)
EXPENSES								
4110.000 Admin Salaries	150.00	375.00	225.00	150.00	375.00	225.00	4,500.00	4,350.00
4130.000 Legal	0.00	833.33	833.33	0.00	833.33	833.33	10,000.00	10,000.00
4140.000 Staff Training	0.00	125.00	125.00	0.00	125.00	125.00	1,500.00	1,500.00
4150.000 Travel	0.00	33.33	33.33	0.00	33.33	33.33	400.00	400.00
4171.000 Auditing Fees	0.00	791.67	791.67	0.00	791.67	791.67	9,500.00	9,500.00
4172.000 Management Fee	16,195.00	16,195.00	0.00	16,195.00	16,195.00	0.00	194,340.00	178,145.00
4190.000 Other Admin Exp	0.00	16.67	16.67	0.00	16.67	16.67	200.00	200.00
4500.000 TIF Expense	0.00	50.00	50.00	0.00	50.00	50.00	600.00	600.00
4510.000 Insurance	2,714.00	291.67	(2,422.33)	2,714.00	291.67	(2,422.33)	3,500.00	786.00
4540.000 ER FICA	11.48	29.17	17.69	11.48	29.17	17.69	350.00	338.52
4590.000 Other General Exp	0.00	12,315.00	12,315.00	0.00	12,315.00	12,315.00	147,780.00	147,780.00
TOTAL EXPENSES	19,070.48	31,055.84	11,985.36	19,070.48	31,055.84	11,985.36	372,670.00	353,599.52
SURPLUS	(17,259.49)	2,497.91	(19,757.40)	(17,259.49)	2,497.91	(19,757.40)	29,975.00	(47,234.49)

Crow Wing County HRA

Balance Sheet

January 2025

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		
LIABILITIES AND SURPLUS		
SURPLUS		
2700.000 Income & Expense Summary (Unclosed 2024)	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
TOTAL LIABILITIES AND SURPLUS	0.00	108,473.43
PROOF	0.00	0.00

Crow Wing County HRA
Operating Statement
One Month Ending 01/31/2025
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	750.00	(750.00)	0.00	750.00	(750.00)	9,000.00	(9,000.00)
TOTAL INCOME	0.00	750.00	(750.00)	0.00	750.00	(750.00)	9,000.00	(9,000.00)
EXPENSES								
4600.001 SCDP Expense	0.00	750.00	750.00	0.00	750.00	750.00	9,000.00	9,000.00
TOTAL EXPENSES	0.00	750.00	750.00	0.00	750.00	750.00	9,000.00	9,000.00
SURPLUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Crow Wing County HRA

Balance Sheet

January 2025

Program: 850 - Crow Wing County HRA

Project: 3. Revolving Fund - TIF

	Period Amount	Balance
ASSETS		
1129.210 Cash - A/R General Fund	980.83	448,052.53
TOTAL ASSETS	980.83	448,052.53
LIABILITIES AND SURPLUS		
LIABILITIES AND SURPLUS		
LIABILITIES		
2111.000 Vendors and Contr	(484.72)	0.00
TOTAL LIABILITIES	(484.72)	0.00
SURPLUS		
2700.000 Income & Expense Summary (Current Year)	1,465.55	1,465.55
2700.000 Income & Expense Summary (Unclosed 2024)	0.00	17,114.15
2806.000 Retained Earnings	0.00	429,472.83
TOTAL SURPLUS	1,465.55	448,052.53
TOTAL LIABILITIES AND SURPLUS	980.83	448,052.53
TOTAL LIABILITIES AND SURPLUS	980.83	448,052.53
PROOF	0.00	0.00

Crow Wing County HRA
Operating Statement
One Month Ending 01/31/2025
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	1,465.55	0.00	1,465.55	1,465.55	0.00	1,465.55	0.00	1,465.55
3610.001 Interest Rev Virtual	0.00	3.33	(3.33)	0.00	3.33	(3.33)	40.00	(40.00)
TOTAL INCOME	1,465.55	3.33	1,462.22	1,465.55	3.33	1,462.22	40.00	1,425.55
SURPLUS	1,465.55	3.33	1,462.22	1,465.55	3.33	1,462.22	40.00	1,425.55

Crow Wing County HRA

Balance Sheet

January 2025

Program: 850 - Crow Wing County HRA

Project: 4. Development Fund

	Period Amount	Balance
ASSETS		
1120.000 Accounts Receivable Other	0.00	23.00
1129.210 Cash - A/R General Fund	0.00	(23.00)
1450.000 Land Held for Resale	0.00	14,033.20
TOTAL ASSETS	0.00	14,033.20
LIABILITIES AND SURPLUS		
LIABILITIES AND SURPLUS		
LIABILITIES		
2600.000 Def'd Inflow of Resources	0.00	14,033.20
TOTAL LIABILITIES	0.00	14,033.20
TOTAL LIABILITIES AND SURPLUS	0.00	14,033.20
TOTAL LIABILITIES AND SURPLUS	0.00	14,033.20
PROOF	0.00	0.00

Crow Wing County HRA
Operating Statement
One Month Ending 01/31/2025
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	0.00	5,916.67	(5,916.67)	0.00	5,916.67	(5,916.67)	71,000.00	(71,000.00)
TOTAL INCOME	0.00	5,916.67	(5,916.67)	0.00	5,916.67	(5,916.67)	71,000.00	(71,000.00)
EXPENSES								
4130.000 Legal	0.00	208.33	208.33	0.00	208.33	208.33	2,500.00	2,500.00
4430.000 Contracts Costs	0.00	100.00	100.00	0.00	100.00	100.00	1,200.00	1,200.00
4591.000 Closing Costs	0.00	83.33	83.33	0.00	83.33	83.33	1,000.00	1,000.00
4592.000 SAC/WAC/Park Fees	0.00	833.33	833.33	0.00	833.33	833.33	10,000.00	10,000.00
4600.006 Development Expense	0.00	4,691.67	4,691.67	0.00	4,691.67	4,691.67	56,300.00	56,300.00
TOTAL EXPENSES	0.00	5,916.66	5,916.66	0.00	5,916.66	5,916.66	71,000.00	71,000.00
SURPLUS	0.00	0.01	(0.01)	0.00	0.01	(0.01)	0.00	0.00

Crow Wing County HRA

Balance Sheet

January 2025

Program: 850 - Crow Wing County HRA

Project: 5. Housing Trust Fund

	Period Amount	Balance
ASSETS		
1120.000 Accounts Receivable Other	(78,748.00)	0.00
1121.000 Taxes Receivable	(19,134.50)	0.00
1129.210 Cash - A/R General Fund	100,709.90	1,197,184.53
1141.000 HTF Loan Receivable	0.00	1,333,335.00
TOTAL ASSETS	2,827.40	2,530,519.53
LIABILITIES AND SURPLUS		
LIABILITIES AND SURPLUS		
LIABILITIES		
2111.000 Vendors and Contr	(766.95)	0.00
TOTAL LIABILITIES	(766.95)	0.00
SURPLUS		
2700.000 Income & Expense Summary (Current Year)	3,594.35	3,594.35
2700.000 Income & Expense Summary (Unclosed 2024)	0.00	736,594.84
2806.000 Retained Earnings	0.00	1,790,330.34
TOTAL SURPLUS	3,594.35	2,530,519.53
TOTAL LIABILITIES AND SURPLUS	2,827.40	2,530,519.53
TOTAL LIABILITIES AND SURPLUS	2,827.40	2,530,519.53
PROOF	0.00	0.00

Crow Wing County HRA
Operating Statement
One Month Ending 01/31/2025
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	3,594.35	250.00	3,344.35	3,594.35	250.00	3,344.35	3,000.00	594.35
3691.000 Property Tax Revenue	0.00	33,333.33	(33,333.33)	0.00	33,333.33	(33,333.33)	400,000.00	(400,000.00)
TOTAL INCOME	3,594.35	33,583.33	(29,988.98)	3,594.35	33,583.33	(29,988.98)	403,000.00	(399,405.65)
EXPENSES								
4130.000 Legal	0.00	81.25	81.25	0.00	81.25	81.25	975.00	975.00
4150.000 Travel	0.00	2.08	2.08	0.00	2.08	2.08	25.00	25.00
4600.008 HTF Expense	0.00	1,583.33	1,583.33	0.00	1,583.33	1,583.33	19,000.00	19,000.00
TOTAL EXPENSES	0.00	1,666.66	1,666.66	0.00	1,666.66	1,666.66	20,000.00	20,000.00
SURPLUS	3,594.35	31,916.67	(28,322.32)	3,594.35	31,916.67	(28,322.32)	383,000.00	(379,405.65)

**Crow Wing County HRA
Payment Summary Report
January 2025**

Payment Number	Payment Date	Vendor	Description	Check Amount
26951	1/23/2025	MCIT	Insurance Premiums	\$ 2,714.00
Total				\$ 2,714.00

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Housing & Redevelopment Authority

To: CWC HRA Board Members

From: Eric Charpentier, Executive Director

Date: February 11th, 2025

Re: Outlot E & F Request for Funding Support

Request for Infrastructure Support for Outlot E & F

Staff has been working with Level Contracting to move forward the development project with Outlot E and F in the Brainerd Oaks development. The intention is to include these two parcels (*Attachment 3a*) that are currently owned by the Brainerd HRA and have them conveyed to the County HRA for inclusion in the purchase and redevelopment agreement that we currently have with Level Contracting in Brainerd Oaks, Serene Pines and Dal Mar Estates per action that was taken at the February 13th, 2024 meeting.

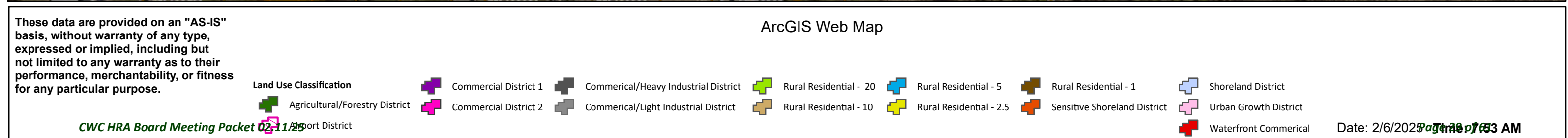
The Brainerd HRA board has pledged up to \$100,000 towards the development of the infrastructure on Outlot E. The estimated cost to bring the infrastructure in through the lot has continued to be the cost prohibitive reason that this development has not moved forward. A recent estimate of costs for just the infrastructure was just over \$470k, a copy of that estimate is attached. (*Attachment 3b*)

As staff looks at projects that we can impact with our modest amount of unrestricted funds, this project continues to be a top priority not just for the Crow Wing County HRA, but for the Brainerd HRA and the City of Brainerd. As we continue to negotiate with Level Contracting on this project, we do believe there are factors that make this project as viable as it might ever be. We know that there are limited lots left for the developer to purchase and they will soon be finishing up building homes in Brainerd Oaks. We know that this developer is already engaged and mobilized in this development, will continue to build a consistent product as is currently in the development agreement and that the cost of construction is likely not going to be decreasing in the near term. We have learned that there are code changes coming to the state building code in 2026 that will continue to increase the cost of construction.

Staff is planning on working with the City of Brainerd to apply for an infrastructure grant that will be available this year, but there are limited funds available through that grant program and we are not assured of getting any funds to put towards this project. The contractor is willing to commit to this project if they can secure an additional \$150,000 of funding towards the roadway infrastructure. This would put the pledged support for infrastructure at 53% of the current estimated cost of the roadway.


The HRA does have funds available to pledge to this project between the non-TIF funds we have as well as unrestricted funding that is designated for housing and redevelopment initiatives, above and beyond the 8 months of operating funds that we aim to keep in reserve. Staff is requesting that funding be approved in support of this development project.

Action Requested: Approve funding support in the amount of \$150,000 for the construction of roadway infrastructure via Outlot E in support of the proposed housing project on Outlot F.



Estimate

Date	Estimate #
1/24/2025	648
Phone #	218-765-4244
Fax #	218-765-8324
Shawn cell # 218-838-8227	

Name / Address


Terms	Project
Void after 60 days	

Description	Total
Brainerd Oaks	
Excavation: model 2200 feet silt strip topsoil fill barrow pit construction entrance spread topsoil hydroseed 4 acres dig and backfill 9 duplexes radon rock 9 buildings	129,600.00
Sewer	88,400.00
Water	91,300.00
Storm	20,000.00
Concrete: sidewalks; curb; 4 driveway aprons from sidewalk to curb; handicap domes in sidewalk 6" Class 5	63,055.00
Road: Class 5 and paving complete	78,960.00
CWC Sales Tax	0.00
	Total
	\$471,315.00

Signature _____



Housing & Redevelopment Authority

To: CWC HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: February 11th, 2025
 Re: Executive Director Report

Rotary and Kiwanis Presentations

I will be giving presentations to the Rotary and Kiwanis clubs in Brainerd in the month of February. The Rotary presentation is on February 4th and is in conjunction with the Community Development Department for the City of Brainerd. Both presentations will help to inform those services organizations about our housing trust fund programs, tax forfeited property programs and highlighting the work we have done for Brainerd Oaks, Serene Pines and Dal Mar Estates. I am looking forward to getting our message out to more organizations this year and I am thankful for the opportunity to explain what we do for the County and the residents.

Letter of Request to Apply for Local Housing Trust Fund Match to the County Commissioners

Minnesota Housing's Local Housing Trust Fund Grant Program has opened their Intent to Apply (ITA) which is required to respond to their upcoming Request for Proposals (RFP). This is a program that we have been waiting to open up since 2021. In reviewing their program guide (*Attachment 4a*) it indicates that applicants can be cities, counties, city and county collaborations and tribal nations. It does not specifically state that a housing authority such as ours can be an applicant or recipient of the grant match funding even though we are the authorized entity overseeing our local housing trust fund. In speaking with Minnesota Housing about this, they have assured me that we are an eligible entity but to be safe, we have requested that the County Commissioners grant us the authority to respond to the ITA and RFP on behalf of the County for these funds so that we do not miss out on our one-time chance for these funds. We anticipate that we will qualify for the maximum amount allowed, which is \$225,000. The ITA has a deadline of February 11th. This will be reviewed by the County Commissioners at their regular meeting on February 11th and staff is prepared to submit the ITA that day, prior to the deadline. Attached is a copy of the information we sent to the County. (*Attachment 4b*)

Annual Housing Trust Fund Report

Per the County ordinance that created our local housing trust fund, the County HRA is required to send an annual report to the County detailing activity in our housing trust fund during the previous calendar

year. Attached you will find the annual report letter that was submitted to the County Administrator on January 30th of this year. *(Attachment 4c)*

Action Requested: Guidance for staff and discussion purposes only.



Local Housing Trust Fund Grants Program

Program Guide

January 23, 2025



The Minnesota Housing Finance Agency does not discriminate on the basis of race, color, creed, national origin, sex, religion, marital status, status with regard to public assistance, disability, familial status, gender identity, or sexual orientation in the provision of services.

An equal opportunity employer.

This information will be made available in alternative format upon request.

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Chapter 1 – Introduction

1.01 Values Statement

All Minnesotans live and thrive in a stable, safe and accessible home they can afford in a community of their choice. To achieve the concept of One Minnesota where everyone thrives, we will reorient how we work and expand who has a voice at the table and who participates in and benefits from the housing economy.

We will:

- Center the people and places most impacted by housing instability at the heart of our decision making,
- Listen and share the power we have,
- Honor, respect and strengthen communities, and
- Be inclusive, equitable, just and antiracist in our actions.

1.02 Local Housing Trust Fund Grants Program Overview

In 2021, the Minnesota Legislature allocated money to create Minnesota Housing's Local Housing Trust Fund Grants Program. The purpose of the Program is Local Housing Trust Fund Grants to incentivize local governments to create or fund [Local Housing Trust Funds](#) by providing a portion of matching state funds to encourage investment in affordable housing across Minnesota.

Minnesota Housing created this guide, which outlines the requirements of Local Housing Trust Fund Grants, as well as the steps necessary to apply for and receive the matching grant funds.

1.03 Program Guide

This Program Guide, including subsequent changes and additions, is incorporated into the Grant Contract Agreement executed between the Contracting Party and Minnesota Housing. It is incorporated into such Grant Contract Agreement by reference and is a part thereof as fully as if set forth in the Grant Contract Agreement at length. If there are any conflicts between the terms of this Program Guide and the Grant Contract Agreement, the Grant Contract Agreement controls.

1.04 Definition of Terms

Please refer to Appendix A for definitions of capitalized terms used in this Program Guide.

1.05 Authorizing Statute

[Minnesota Session Laws, 2021 First Special Session, chapter 8, article 1, section 3, subdivision 17](#) and [Minnesota Session Laws, 2023 Legislative Session, chapter 37, article 1, section 2, subdivision 21](#) appropriated funds for the Local Housing Trust Fund Grants Program. All Local Housing Trust Funds that receive grants under the program must meet the definition of a Local Housing Trust Fund under [Minnesota Statute 462C.16](#).

Chapter 2 – Eligibility Criteria

2.01 Eligible Entities

The following entities are eligible to apply for the Local Housing Trust Fund Grants Program:

- Cities
- Counties
- Collaborations between cities and/or counties that have established a local housing trust fund through a joint powers agreement under [Minnesota Statute 462C.16, subdivision 2](#).
- Tribal governments

Eligible entities must have an existing Local Housing Trust Fund at the time of application as defined by Minnesota Statute 462C.16, or as otherwise authorized by law.

2.02 Eligible Funds for Match

Eligible entities may request matching funds for New Public Revenue committed to the Local Housing Trust Fund from any source other than the state or federal government. Entities may be eligible to receiving matching funds up to 100% of New Public Revenue up to \$150,000 and, depending on funding availability, additional funds in the amount of 50% of new public revenue above \$150,000 but no more than \$300,000.

For purposes of this program, New Public Revenue is defined as local income that is committed to the Local Housing Trust Fund on or after June 29th, 2021.

2.03 Eligible Uses

Grant Proceeds may be used for:

1. Administrative expenses, up to 10% of the Local Housing Trust Fund Program grant;
2. Grants, loans, and loan guarantees for the development, rehabilitation, or financing of housing;
3. Match for other funds from federal, state, or private resources for housing projects; or
4. Down payment assistance, rental assistance, and home buyer counseling services.

All funds must be used for households at or below 115% of the State Median Income.

Chapter 3 – Contracting Party Requirements

3.01 Contracting Party Requirements

Contracting Parties must adhere to the Grant Contract Agreement requirements which include, but are not limited to, the activities listed below. If there are any conflicts between this Program Guide and the Grant Contract Agreement, the Grant Contract Agreement controls.

- Execute one or more Grant Contract Agreements with Minnesota Housing outlining the scope of work to be performed. The Contracting Party may also be responsible for completing the proposal, budget, work plan and/or other exhibits to the Grant Contract Agreement(s).
- Maintain financial records for a minimum of six years after the Grant Contract Agreement(s) ends that document the use of all Grant Proceeds awarded. Minnesota Housing, at its sole discretion, may request to review the accounting and documentation of such records at as part of a site visit or at other times.
- Complete and submit all invoices and required reports on time in a manner determined by Minnesota Housing.
- Have a written conflict of interest policy and take necessary steps to prevent individual and organizational conflicts of interest. All suspected, disclosed, or discovered conflicts of interest must be reported to Minnesota Housing in a timely manner.
- Comply with applicable Grant Contract Agreement and bidding requirements noted in the Grant Contract Agreement.
- Comply with all affirmative action and non-discrimination requirements noted in the Grant Contract Agreement.
- Comply with all applicable state statutes, rules and policies.

3.02 Subgrantees

If utilizing subgrantees, Contracting Parties are expected to enter into Grant Contract Agreements with subgrantees prior to disbursing Grant Proceeds to them. At a minimum, Contracting Parties must impose on subgrantees the same obligations that Minnesota Housing requires of Contracting Parties under the Grant Contract Agreement. In addition, Contracting Parties must ensure that any communication received from Minnesota Housing is relayed to subgrantees. Contracting Parties remain responsible for compliance with all requirements of this Program Guide and the Grant Contract Agreement and for performance of any subgrantees. If there are any conflicts between the terms of this Program Guide and the Grant Contract Agreement, the Grant Contract Agreement controls. Minnesota Housing must approve the use of a subgrantee prior to executing a Grant Contract Agreement with the subgrantees.

3.03 Monitoring and Evaluation of Contracting Parties and Subgrantees

Minnesota Housing will review Contracting Parties' financial reports and progress reports which must be provided according to the timeline outlined in the Grant Contract Agreement. Minnesota Housing may request additional documentation such as, but not limited to, invoices, employee payroll reports and/or timecards, and receipts to verify the information provided in the financial report.

For Contracting Parties with Grant Contract Agreements of \$50,000 or greater, Minnesota Housing will conduct at least one monitoring visit of Contracting Parties during the grant period and complete a financial reconciliation of Contracting Party's expenditures to verify adherence to Grant Contract Agreement and program requirements. The monitoring visit consists of an administrative review of the Contracting Party's policies, procedures and governance, and a program review of the grant activities, staffing and Contracting Party's evaluation of the grant. Approximately one month prior to the monitoring visit, Minnesota Housing will submit a document request for items to be reviewed as part of the monitoring visit and financial documents to be reviewed as part of the financial reconciliation.

Minnesota Housing may request information of subgrantees as part of this monitoring visit. Following the monitoring visit, Minnesota Housing staff will notify the Contracting Party if follow up is required. Upon timely completion of follow-up items, Minnesota Housing staff will issue a monitoring review summary letter including areas of concern, recommendations and requirements. Grant Administrators are expected to monitor subgrantees by these same standards during the grant term.

Chapter 4 – Record Keeping and Reporting

4.01 Record Keeping

Contracting Parties and subgrantees are responsible for maintaining records that document the use of all Grant Proceeds. Contracting Parties must save copies of all books, records, program files, documents and accounting procedures related to the grant in a secure and organized format. Contracting Parties must maintain these documents for a minimum of six years from the end of the Grant Contract Agreement. Minnesota Housing reserves the right to review all records during this six-year period, and records must be made available to Minnesota Housing upon request.

Documents to save and retain include, but are not limited to:

- Executed Grant Contract Agreement
- Reports submitted by the Contracting Party to Minnesota Housing
- Invoices and supporting invoice documentation (receipts, proof of payment, employee payroll, etc.)
- Documentation submitted by any subgrantees
- Written approvals from Minnesota Housing Local Housing Trust Fund Grants Program Grant Manager

4.02 Reporting

Contracting Parties must submit a progress report, financial report and invoice in a format required by Minnesota Housing. These progress reports must be submitted annually as outlined in the Grant Contract Agreement. Contracting Parties must also submit a final report outlining proposed and achieved outcomes and complete expenditures.

Chapter 5 – Grant Invoicing, Payment and Reporting Schedule

Contracting Parties should reference the Grant Contract Agreement exhibits for the invoice template, the financial report template and the items to be covered in the progress report.

Contracting Parties are required to submit a progress report, financial report and invoice approximately annually until all grant funds have been expended. Exact dates will be determined upon Grant Contract Agreement execution. Contracting Parties should reference their Grant Contract Agreement for exact dates and any additional requirements.

Appendix A – Terms

Table 1: Definitions of capitalized terms used in this Program Guide.

Term	Definition
Affiliated Assistance	Loans, grants, or other awards from the Contracting Party to directors, officers, agents, consultants, employees and/or their families, elected or appointed officials of the State of Minnesota as well as to Minnesota Housing employees and/or their families.
Data Practices Act	References the Minnesota Government Data Practices Act (Minn. Stat. Ch. 13)
Grant Contract Agreement	The Grant Contract Agreement executed between Minnesota Housing Finance Agency and the Contracting Party for the 2023 Local Housing Trust Fund Grants Program Grant.
Contracting Party	Recipient(s) in a Grant Contract Agreement with Minnesota Housing to receive Local Housing Trust Fund Grants Program Proceeds.
Grant Proceeds	Funds distributed under the 2023 Local Housing Trust Fund Grants Program.
Local Housing Trust Fund	Local Housing Trust Fund as defined in Minnesota Statute 462C.16.
Minnesota Housing	The Minnesota Housing Finance Agency
New Public Revenue	For purposes of this program, New Public Revenue is defined as local income that is committed to the Local Housing Trust Fund on or after June 29, 2021.
State Median Income	The most recent total median family income for Minnesota issued by the federal Department of Housing and Urban Development (HUD).

Appendix B - Legal Addendum

1.01 Conflict and Control

In the event of any conflict between the terms of this Addendum and the document to which it is attached, the terms of this Addendum will govern and control.

1.02 Fraud

Fraud is any intentionally deceptive action, statement or omission made for personal gain or to damage another.

Any person or entity (including its employees and affiliates) that enters into a contract with Minnesota Housing and witnesses, discovers evidence of, receives a report from another source or has other reasonable basis to suspect that fraud or embezzlement has occurred must immediately make a report through one of the communication channels described in section 1.07.

1.03 Misuse of Funds

A contracting party that receives funding from Minnesota Housing promises to use the funds to engage in certain activities or procure certain goods or services while Minnesota Housing agrees to provide funds to the recipient to pay for those activities, goods or services. Regardless of the Minnesota Housing program or funding source, the recipient must use Minnesota Housing funds as agreed, and the recipient must maintain appropriate documentation to prove that funds were used for the intended purpose(s).

A misuse of funds shall be deemed to have occurred when: (1) Minnesota Housing funds are not used as agreed by a recipient; or (2) a recipient cannot provide adequate documentation to establish that Minnesota Housing funds were used in accordance with the terms and conditions of the contract.

Any recipient (including its employees and affiliates) of Minnesota Housing funds that discovers evidence, receives a report from another source or has other reasonable basis to suspect that a misuse of funds has occurred must immediately make a report through one of the communication channels described in section 1.07.

1.04 Conflict of Interest

A conflict of interest – Actual, Potential or Appearance of a Conflict of Interest – occurs when a person has an actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A Potential Conflict of Interest or Appearance of a Conflict of Interest exists even if no unethical, improper or illegal act results from it.

- **Actual Conflict of Interest**: An Actual Conflict of Interest occurs when a person's decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict.
- **Potential Conflict of Interest**: A Potential Conflict of Interest may exist if a person has a relationship, affiliation or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations or interests.
- **Appearance of a Conflict of Interest**: The Appearance of a Conflict of Interest means any situation that would cause a reasonable person, with knowledge of the relevant facts, to question whether another person's personal interest, affiliation or relationship inappropriately influenced that person's action, even though there may be no Actual Conflict of Interest.

A conflict of interest includes any situation in which one's judgment, actions or non-action could be interpreted to be influenced by something that would benefit them directly or through indirect gain to a Partner, Family Member, Relative, Friend, Business or other Outside Interest with which they are involved. Such terms are defined below.

- **Business**: Any company, corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity which engages either in nonprofit or profit-making activities.
- **Family Member**: A person's current and former spouse; children, parents, and siblings; current and former children-in-law, parents-in-law, and siblings-in-law; current and former stepchildren and stepparents; grandchildren and grandparents; and members of the person's household.
- **Friend**: A person with whom the individual has an ongoing personal social relationship. "Friend" does not generally include a person with whom the relationship is primarily professional or primarily based on the person being a current or former colleague. "Friend" does not include mere acquaintances (i.e., interactions are coincidental or relatively superficial). Social media friendships, connections, or links, by themselves, do not constitute friendship.
- **Outside Interest**: An Outside Interest may occur when an individual, their Family Member or their Partner has a connection to an organization via employment (current or prospective), has a financial interest or is an active participant.
- **Partner**: A person's romantic and domestic partners and outside Business partners.
- **Relative**: Uncle or aunt; first or second cousin; godparent; godchild; other person related by blood, marriage or legal action with whom the individual has a close personal relationship.

Once made aware of a conflict of interest, Minnesota Housing will make a determination before disbursing any further funds or processing an award. Determinations could include:

- Revising the contracting party's responsibilities to mitigate the conflict
- Allowing the contracting party to create firewalls that mitigate the conflict

- Asking the contracting party to submit an organizational conflict of interest mitigation plan
- Terminating the contracting party's participation

Any person or entity (including its employees and affiliates) that enters into a contract with Minnesota Housing must avoid and immediately disclose to Minnesota Housing any and all conflicts of interest through one of the communication channels described in section 1.07.

A contracting party should review its contract and request for proposals (RFP) material, if applicable, for further requirements.

1.05 Assistance to Employees and Affiliated Parties

Any party entering into a contract with Minnesota Housing for the purpose of receiving an award or benefit in the form of a loan, grant, combination of loan and grant or other funding is restricted in issuing a loan, grant, combination of loan and grant or other funding to a recipient ("Affiliated Assistance") who is also: (1) a director, officer, agent, consultant, employee or Family Member of an employee of the contracting party; (2) an elected or appointed official of the State of Minnesota; or (3) an employee of Minnesota Housing, unless each of the following provisions are met:

- The recipient meets all eligibility criteria for the program;
- The assistance does not result in a violation of the contracting party's internal conflict of interest policy, if applicable;
- The assistance does not result in a conflict of interest as outlined in section 1.04;
- The assistance is awarded utilizing the same costs, terms and conditions as compared to a similarly situated unaffiliated recipient and the recipient receives no special consideration or access as compared to a similarly situated unaffiliated recipient; and
- The assistance is processed, underwritten and/or approved by staff/managers who are independent of the recipient and independent of any Family Member of the recipient. Family Member is defined in section 1.04.

A contracting party need not disclose Affiliated Assistance to Minnesota Housing. However, the contracting party must document and certify, prior to the award, that the Affiliated Assistance meets each of the provisions outlined above. This documentation must be included in the Affiliated Assistance file and must be made available to Minnesota Housing upon request. Affiliated Assistance that does not meet each of the provisions outlined above will be considered a violation of Minnesota Housing conflict of interest standards and must be reported by the contracting party through one of the communication channels outlined in section 1.07.

1.06 Suspension

By entering into any contract with Minnesota Housing, a contracting party represents that the contracting party (including its employees or affiliates that will have direct control over the subject of the contract) has not been suspended from doing business with Minnesota Housing. Please refer to Minnesota Housing's website for a list of [suspended individuals and organizations](#) (Go to mnhousing.gov, scroll to the bottom of the screen and select Report Wrongdoing, then select Suspensions from the menu).

1.07 Disclosure and Reporting

Minnesota Housing promotes a “speak-up, see something, say something” culture whereby internal staff must immediately report instances of fraud, misuse of funds, conflicts of interest or other concerns without fear of retaliation through one of the communication channels listed below. External business partners (e.g., administrators, grantees or borrowers) and the general public are strongly encouraged to report instances of fraud, misuse of funds, conflicts of interest or other concerns without fear of retaliation using these same communication channels.

- Minnesota Housing's Chief Risk Officer at 651.296.7608 or 800.657.3769 or by email at MHFA.ReportWrongdoing@state.mn.us;
- Any member Minnesota Housing's [Servant Leadership Team](#), as denoted on Minnesota Housing's current organizational chart (Go to mnhousing.gov, scroll to the bottom of the screen and select About Us, select Servant Leadership Team); or
- [Report Wrongdoing or Concerns \(mnhousing.gov\)](#) (Go to mnhousing.gov, scroll to the bottom of the screen and select Report Wrongdoing).

1.08 Electronic Signatures

Minnesota Housing will use and accept e-signatures on eligible program documents subject to all requirements set forth by state and federal law and consistent with Minnesota Housing policies and procedures. The use of e-signatures for eligible program documents is voluntary. Questions regarding which documents Minnesota Housing permits to be e-signed should be directed to Minnesota Housing staff.

1.09 Fair Housing Policy

It is the policy of Minnesota Housing to affirmatively further fair housing in all its programs so that individuals of similar income levels have equal access to Minnesota Housing programs, regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, familial status, gender identity or sexual orientation.

Minnesota Housing's fair housing policy incorporates the requirements of Title VI of the Civil Rights Act of 1968; the Fair Housing Act, Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendment Act of 1988; and the Minnesota Human Rights Act. Housing providers and other entities involved in real-estate related transactions are expected to comply with the applicable statutes, regulations and related policy guidance. Housing providers should ensure that admissions, occupancy, marketing and operating procedures comply with non-discrimination requirements. Housing providers and other entities involved in real-estate related transactions must comply with all non-discrimination requirements related to the provision of credit, as well as access to services.

In part, the Fair Housing Act and the Minnesota Human Rights Act make it unlawful, because of protected class status, to:

- Discriminate in the selection/acceptance of applicants in the rental of housing units;
- Discriminate in the making or purchasing of loans for purchasing, constructing or improving a dwelling, or in the terms and conditions of real-estate related transactions;
- Discriminate in the brokering or appraisal of residential property;
- Discriminate in terms, conditions or privileges of the rental of a dwelling unit or services or facilities;
- Discriminate in the extension of personal or commercial credit or in the requirements for obtaining credit;
- Engage in any conduct relating to the provision of housing that otherwise make unavailable or denies the rental of a dwelling unit;
- Make, print or publish (or cause to make, print or publish) notices, statements or advertisements that indicate preferences or limitations based on protected class status;
- Represent a dwelling is not available when it is in fact available;
- Refuse to grant a reasonable accommodation or a reasonable modification to a person with a disability;
- Deny access to, or membership or participation in, associations or other services organizations or facilities relating to the business of renting a dwelling or discriminate in the terms or conditions of membership or participation; or
- Engage in harassment or quid pro quo negotiations related to the rental of a dwelling unit.

Minnesota Housing has a commitment to affirmatively further fair housing for individuals with disabilities by promoting the accessibility requirements set out in the Fair Housing Act, which establish design and construction mandates for covered multifamily dwellings and requires those in the business of buying and selling dwellings to make reasonable accommodations and to allow persons with disabilities to make reasonable modifications.

Under certain circumstances, applicants will be required to submit an Affirmative Fair Housing Marketing Plan at the time of application, to update the plan regularly and to use affirmative fair housing marketing practices in soliciting renters, determining eligibility and concluding all transactions.

As a condition of funding through Minnesota Housing, housing providers are not permitted to refuse to lease a unit to, or discriminate against, a prospective resident solely because the prospective resident has a Housing Choice Voucher or other form of tenant-based rental assistance.

1.10 Minnesota Government Data Practices

Minnesota Housing, and any party entering into a contract with Minnesota Housing, must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by Minnesota Housing under the contract, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by the contracting party under the contract. The civil remedies of Minnesota Statutes Section 13.08 apply to the release of the data referred to in this section by either the contracting party or Minnesota Housing. If the contracting party receives a request to release the data referred to in this section, the contracting party must notify Minnesota Housing. Minnesota Housing will give the contracting party instructions concerning the release of the data to the requesting party before the data is released. The contracting party's response to the request shall comply with applicable law.

1.11 Prevailing Wage

Under certain circumstances, awards of Minnesota Housing funds may trigger state prevailing wage requirements under [Minnesota Statutes Chapter 177 or Minnesota Statutes Section 116J.871](#). In broad terms, Minnesota Statutes Chapter 177 applies to an award of \$25,000 or greater for housing that is publicly owned. [Minnesota Statutes Section 116J.871](#) applies to awards for non-publicly owned housing that meet the following conditions: (1) new housing construction (not rehabilitation of existing housing); (2) a single entity receives from Minnesota Housing \$200,000 or more of grant proceeds or \$500,000 of loan proceeds; or (3) allocations or awards of low-income housing tax credits, for which tax credits are used for multifamily housing projects consisting of more than ten units.

Minnesota Statutes Section 116J.871 sets out several exceptions to the applicability of prevailing wage including (1) rehabilitation of existing housing; (2) new housing construction in which total financial assistance at a single project site is less than \$100,000; and (3) financial assistance for the new construction of fully detached single-family affordable homeownership units for which the financial assistance covers no more than ten fully detached single-family affordable homeownership units.

Entities receiving funding from Minnesota Housing as described in this section shall notify all employers on the project of the recordkeeping and reporting requirements in Minnesota Statutes Section 177.30, paragraph (a), clauses (6) and (7). Each employer shall submit the required information to Minnesota Housing.

Questions related to submission of required information to Minnesota Housing may be directed to:
mhfa.prevailingwage@state.mn.us.

All questions regarding state prevailing wages and compliance requirements should be directed to that agency as follows:

Division of Labor Standards and Apprenticeship
State Program Administrator
443 Lafayette Road N, St. Paul, MN 55155
651.284.5091 or dli.prevwage@state.mn.us

[If a contractor or subcontractor fails to adhere to prevailing wage laws, then that contractor or subcontractor could face civil and/or criminal liability.](#)

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Housing & Redevelopment Authority

January 30th, 2025

Crow Wing County Commissioners
C/O Deborah Erickson, Crow Wing County Administrator
Historic Court House
326 Laurel Street
Brainerd, MN 56401

Re: Support for Local Housing Trust Fund Grants Program

Dear Ms. Erickson and County Board,

The Crow Wing County Housing and Redevelopment Authority would like to request permission from the County to apply for a Local Housing Trust Fund grant through the State of Minnesota, on behalf of the County.

As you are hopefully all aware, the County, by way of County resolution 2020-10 approved a Housing Trust Fund by ordinance authorizing the creation of a Local Housing Trust Fund and authorized the Crow Wing County HRA to administer and maintain the fund. The County has allowed and approved a portion of the County HRA's levy authority to support the trust fund since its inception.

In 2021, the Minnesota Legislature allocated money to create Minnesota Housing's Local Housing Trust Fund Grants Program. The purpose of the Program is to provide Local Housing Trust Fund Grants to incentivize local governments to create or fund Local Housing Trust Funds by providing a portion of matching state funds to encourage investment in affordable housing across Minnesota. The County would be eligible to receive up to \$225,000 (the maximum amount allowed) in a matching grant based off of the criteria in the program guide. This is a one-time opportunity to leverage the investments that have been made into our local fund to be used for affordable and workforce housing locally. Staff at the HRA have been tracking this opportunity since this allocation was first approved by legislature and have been waiting for the program to move forward since then. This is an excellent opportunity for us to add additional dollars to the fund outside of our levy appropriation.

Per the program guide that was released in late 2024 it states that eligible entities for this funding are Cities, Counties, Collaborations between cities and/or counties and Tribal governments. There is not specific language that authorizes HRAs to apply for this funding, but staff have spoken with Minnesota Housing staff to inquire about this and Minnesota Housing has stated that HRAs will be eligible

recipients, and that language defining this will be present in an upcoming FAQ document. Since it is not explicitly stated in their program guidance yet, our staff would like to ensure that we have the authorization from the County to respond to an Intent to Apply (ITA) with the state and then move forward by responding to an upcoming Request for Proposal (RFP) that will be released on February 12th.

Having the County act as the fiscal agent and the applicant for such a program is something that County has done in the past. In previous years, prior to the County HRA entering into a shared services agreement with the Brainerd HRA for staffing, the County did act as a fiscal agent for other state funding programs that were used by the HRA, such as the Small Cities Development Program (SCDP). The County is also acting as the fiscal agent as the recipient of the State Affordable Housing Aid (SAHA) in which the funding coming into the County for that program has been transferred to the Local Housing Trust Fund for the HRA to administer. We are very appreciative of these opportunities and would be grateful for continued collaboration in an effort to provide additional housing and housing rehabilitation opportunities to our citizens.

Attached is the program guide that provides details on this one-time funding. Thank you for reviewing our request and for your consideration in allowing us to pursue this opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric M. Charpentier", with a stylized flourish at the end.

Eric Charpentier
Executive Director



Housing & Redevelopment Authority

January 30th, 2025

Deborah Erickson, Crow Wing County Administrator
 Historic Court House
 326 Laurel Street
 Brainerd, MN 56401

Re: Crow Wing County Housing Trust Fund Annual Report

Dear Ms. Erickson,

Per the Ordinance Establishing a Housing Trust Fund in Crow Wing County (Ordinance No. 2001), adopted by the Board of Crow Wing County Commissioners, "The HRA shall within thirty (30) days following the close of each fiscal year prepare and submit an annual report to the County on the activities undertaken with funds from the Trust Fund." Following is a summary of the Crow Wing County HRA's work with the housing trust fund in 2024.

Housing Trust Fund (HTF) Loan Servicing— In 2024 we continued to work with Mid Minnesota Federal Credit Union for our loan servicing. In 2024 our board approved our first interest bearing loan and while that project is still pending, we have alerted MMFCU of this change as it will change how their system interacts with our loans. They are not currently able to track interest-bearing loans for our product but that is something that HRA staff and bank staff continue to work through. MMFCU continues to see our partnership fitting into their core values as an organization, and we will continue working with them as our loan portfolio continues to grow.

Program Marketing and Outreach — Our team continued to meet with strategic partners, local units of government as well as community groups in 2024 to educate these leaders on the availability and importance of our programs. Our Executive Director participated in multiple panel discussions across the state to discuss the housing trust fund and the success we have had with our programs. Our local housing trust fund is a piece of the puzzle for developers and for the community to ensure adequate safe and sanitary housing units continue to be built and maintained in the County. We continue to attend numerous City Council meetings across the County, respective EDA meetings as well as other targeted groups that are trying to find solutions to the housing needs in the community. This outreach has allowed us to have a healthy loan queue to continue to fund projects. The demand for funding did outpace our funding appropriation in 2024 but staff is optimistic that with our 2025 appropriation and

some additional funding that is available, that we will have additional bandwidth to help more applicants in the coming year.

Trust Fund Loans and Impact – In 2024 our programs continued to garner interest, and we continue to grow our loan queue. Staff closed 1 new owner-occupied rehabilitation loan in 2024 in the amount of \$13,230.00. Rehab loan projects help provide funding to repair or replace safety hazards in a homeowner's home which will help to maintain housing units into the future. Our board has expressed interest in funding more rehabilitation loans in 2025 and will be a focus for staff. The board approved a large loan request for a redevelopment project in Brainerd in 2024. The loan amount approved for this project was in excess of \$850,000 and will provide 65 or more workforce housing units when it is built. That project is still in need of funding as some of their anticipated funding from the state did not materialize. Staff is working with the development group to support this project as there are multiple entities that have pledged funds for the project and want to see this project move forward.


Statewide Affordable Housing Aid

In 2023 the Legislature approved a new program aimed at providing every County in the state with funding for affordable housing aid. This new Statewide Affordable Housing Aid (SAHA) is disbursed to each County in the state at a predetermined amount with the expected highest funding amounts to come in 2023 and 2024. Crow Wing County has appropriated these funds to the Housing Trust Fund to help support the housing initiatives of the HRA that align with the parameters that have been set forth by the State for these funds. This funding is in addition to our local levy appropriation to the Trust Fund and will allow the HRA to serve more residents.

The State has recently released an Intent to Apply for their Local Housing Trust Fund Grants Program in which we intend to apply and that we hope will allow us to leverage the funds we have levied for the housing trust fund and qualify our agency for a matching grant up to \$225,000 for our trust fund. This is a one-time funding that is available that we have been waiting on the program release since 2021 and anticipate funding awards in the first half of the year ahead. Staff are optimistic about further loan growth in 2025 with the ability to work through our loan queue given the 2025 levy appropriation, 2025 SAHA funding and the housing trust fund grant potential.

Thank you again for your continued support of the Crow Wing County HRA as we invest these funds back into the community to make a positive impact in housing.

Sincerely,



Eric Charpentier
Executive Director



Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Eric Charpentier, Executive Director
Date: February 11th, 2025
Re: Housing Trust Fund Report

Housing Trust Fund Upcoming Projects

Staff have had success in updating our loan queue and have been able to remove some requested projects from our waiting list as some applicants no longer needed this funding. In the coming weeks staff will be getting updated scopes of work and financial information from our applicants so that we can move forward with up to 5 owner-occupied rehab projects that are on our waiting list. We are also gathering updated project information for 1 larger request for the development of 12 housing units that will be used for homes for people transitioning out of homelessness, a project that aligns with our HTF guidelines very well. Staff will be reviewing the project in detail and if staff feels comfortable with a recommendation we will plan to have this project available for this board to review in March for your consideration. As we look at the year ahead, we believe we will have the ability to solicit additional applicants this year with the addition of anticipated funding from the state and the 2025 SAHA funding from the County.

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: February 6, 2025
 Re: Programs Report

Small Cities Development Program (SCDP) Grants

Staff had an exit interview for the Garrison grant on February 4th and am providing additional information, it is likely the final closeout will happen by the end of this month.

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	4
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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2025 CWC HRA BLAEDC/CREDI

Staff Time- January

Attachment 7



Date Range: 1/1/2025 - 1/31/2025

Project	Task	Date	Comment	Hours	Amount
Crow Wing County HRA					
CWC HRA-Redev	Redevelopment Projects				
E-mail	E-mail Correspondence			13.50	\$2,025.00
		1/6/2025	phone conversation and email communication with local property owner to discuss development opportunities on land owned for housing development of possible multi-family and single-family housing. Further discussions will occur once owner determines scope of project.	2.00	\$300.00
		1/9/2025	email correspondence with developer to identify incentives available in Breezy Point to assist with housing project. Also identified incentives available at the state level with grant application.	1.50	\$225.00
		1/10/2025	video conference call with local developer who is looking for land in Crow Wing County for housing development. Developer wants to determine incentives available in each community to maximize impact and help the overall cost of the project.	1.50	\$225.00
		1/16/2025	email communication with listing agent regarding new building for sale that is desired by new business, agent indicates that property needs to be redeveloped to fit needs	1.50	\$225.00
		1/21/2025	email correspondence and phone call with local developer from Pequot Lakes who is looking for funding assistance to proceed with housing plan in downtown Pequot.	1.50	\$225.00
		1/23/2025	BLAEDC staff meeting with state officials to discuss housing opportunities for local projects in Crow Wing County. State officials pointed out that state funding through Minnesota Housing would be available for projects in greater MN to assist with infrastructure grants as well as funds to assist multi-family projects in Nisswa and Pequot lakes.	2.00	\$300.00
		1/28/2025	email communication and video call with out of state developer who is looking for local contractors to work with building out townhomes in Baxter.	1.50	\$225.00
		1/30/2025	email and phone communication with national developer regarding additional multi-family housing development in Baxter. Property is currently owned by local company. Discussed housing options for development and discussed incentives available.	2.00	\$300.00

Mtgs	Meetings		51.50	\$7,725.00
			51.50	\$7,725.00
1/7/2025	BLAEDC staff meeting w/childcare center in Nisswa to review building plans and review new location. Meeting included city staff as well as leaders of non-profit organization in Nisswa that will look to be a partner in new facility. Redevelopment of portions of existing building are under consideration.		3.00	\$450.00
1/9/2025	BLAEDC staff meeting w/Central Lakes College staff regarding new property for student housing. Review of property that would be redeveloped and turned in to housing for students. Further discussions and review of preliminary design concepts to follow.		3.00	\$450.00
1/10/2025	BLAEDC staff toured land for development with property owner and reviewed housing plans for future development. Owner would like to develop land personally and is looking for some financial assistance to bring project closer to reality.		3.50	\$525.00
1/13/2025	BLAEDC staff meeting with Brainerd city officials to discuss vacant properties as well as vacant lots in town for development and redevelopment. City officials would like to work with BLAEDC to develop strategy to fill vacant properties.		3.50	\$525.00
1/14/2025	Crosslake EDA discussion around housing opportunities with new city administrator and new mayor. City staff wanted information regarding infrastructure grants to assist city. BLAEDC staff creating reports and attending CWC HRA board meeting.		6.00	\$900.00
1/15/2025	BLAEDC staff meeting w/leadership at CRMC to discuss housing opportunities and to discuss housing options for surrounding communities.		3.00	\$450.00
1/16/2025	BLAEDC staff meeting w/local non-profit in Nisswa to review plans for expansion of facility as well as redevelopment needs to house displaced childcare facility.		2.50	\$375.00
1/17/2025	Staff meeting w/new business owner to review site locations in Brainerd and Baxter for new business. Review of sites indicates that redevelopment would be needed to suit new business.		2.00	\$300.00
1/21/2025	BLAEDC staff preparing reports, attending and presenting at Pequot Lakes EDC meeting. Primary discussion points revolved around vacant properties in downtown Pequot as well as housing starts in community.		3.50	\$525.00
1/22/2025	BLAEDC staff meeting with Nisswa Mayor and city administrator to discuss property for development of commercial property and housing. This property is currently owned by the city and needs infrastructure to bring city sewer to site.		4.50	\$675.00
1/23/2025	BLAEDC staff meetings in Crosslake to discuss vacant properties and concepts for redevelopment based on Placer information we provided to city staff as well as business community for new business development.		3.50	\$525.00
1/27/2025	BLAEDC staff meeting with interim city administrator in Crosby to discuss 2 projects for redevelopment in Crosby that are accessing IRRRB funding assistance for demolition and grant dollars for building costs.		3.00	\$450.00
1/28/2025	BLAEDC staff met with Nisswa city officials and childcare provider to review new build plans in the city for childcare. City is willing to look at local incentives to assist provider with relocation.		3.00	\$450.00

1/30/2025	BLAEDC staff meeting with potential business owner looking for property in Brainerd to start new business. BLAEDC assistance being provided with new business plan, financial assistance as well as funding assistance. 2 properties identified would need redevelopment to meet the needs of this startup.	3.50	\$525.00
1/31/2025	BLAEDC staff meeting w/Crosslake Mayor and City Administrator to discuss housing as well as vacant properties in Crosslake and need for redevelopment. City is looking for assistance with grants for housing and infrastructure. Funding assistance is needed to bring down costs.	4.00	\$600.00
		<hr/>	
		65.00	\$9,750.00
		65.00	\$9,750.00
		<hr/>	
		65.00	\$9,750.00

Staff time and notes listed above have been reviewed and approved by BLAEDC Executive Director, Tyler Glynn, upon submittal of this report.



Tyler Glynn
BLAEDC Executive Director