



Housing & Redevelopment Authority

**Crow Wing County HRA Board Meeting Agenda
4:30pm Monday July 21st, 2025**

Crow Wing County Land Services Building Oak 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=meeaf97f624331fc11ff19f79f008c730>

Join by phone: 415-655-0001

Meeting number (access code): 2554 527 2397

Meeting password: 73ZnHJf6MRh

"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, June 10th, 2025 Meeting Minutes
- 5. REVIEW & ACCEPT FINANCIAL STATEMENTS** (*Attachment 2 – Pg. 7*)
 - a.** CWC HRA Balance Sheets for June 2025
 - b.** CWC HRA Operating Statements for June 2025
 - c.** CWC HRA Payments for June 2025
- 6. UNFINISHED BUSINESS**

7. NEW BUSINESS

- a. 2026 Budget and Levy Discussion (Attachment 3 – Pg. 21)*
- b. Housing Trust Fund Request – McKay (Attachment 4 – Pg. 37)*

8. REPORTS/UPDATES:

- a. Executive Director Report (Attachment 5 – Pg. 49)*
- b. Housing Trust Fund (Attachment 6 – Pg. 59)*
- c. Brainerd HRA/Rehab Programs (Attachment 7 – Pg. 61)*
- d. BLAEDC/CREDI*
- e. CWC*

9. COMMISSIONER COMMENTS

10. NEXT MEETING August 12th, 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
Tuesday, June 10th, 2025 @ 4:30 PM**

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, Oak Meeting Room and via Webex video/teleconference at 4:30 p.m., Tuesday, June 10th, 2025.

1. **CALL TO ORDER:** Chair Heppner called the meeting to order at 4:32 p.m.
2. **ROLL CALL:** Present: Commissioners Katherine Heppner, Richard (George) Burton, Michael Aulie, Tyler Gardner.
Absent: Commissioner Craig Nathan.

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Operations Administrative Specialist Hannah Anderson, BLAEDC Executive Director Tyler Glynn, Crow Wing County Administrative Services Director Jory Danielson, Crow Wing County Commissioner Jamie Lee and Crow Wing County Commissioner Steve Barrows.

3. **REVIEW AND APPROVE AGENDA:**

Commissioner Aulie motioned to approve the agenda for Tuesday, June 10th, 2025, as presented. Seconded by Commissioner Burton. Motion Carried Unanimously via Roll Call Vote.

4. **APPROVE MINUTES:**

- a. Approval of the Tuesday, May 13th, 2025, Meeting Minutes

Commissioner Gardner requested the minutes for Unfinished Business, Resolution Request to Approve the Executive of Documents for the Approved HTF Loan to be amended to state, "Commissioner Gardner noted that while he is still against *funding* the project, he supports the board's previous motion."

Commissioner Gardner motioned to approve the minutes of the May 13th, 2025, regular board meeting, with the amendment. Seconded by Commissioner Burton. Motion Carried Unanimously via Roll Call Vote.

5. **REVIEW AND ACCEPT FINANCIAL STATEMENTS:**

Housing Trust Fund and financial information for May 2025 was presented by Karen Young.

- a. **CWC HRA Balance Sheet May 2025**
- b. **CWC HRA Operating Statement May 2025**
- c. **CWC HRA May Payments**

Commissioner Aulie inquired on if the Applications in the Housing trust Fund Projection are all owned by the same entity. Charpentier clarified that each line item is a separate owner with the number in parenthesis being the quantity of units. Commissioners requested that the word “Applications” be changed to “Loan Queue”.

Commissioner Gardner motioned to accept the May financial statements as presented. Seconded by Commissioner Aulie. Motion Carried Unanimously via Roll Call Vote.

6. HOUSING TRUST FUND

The Housing Trust Fund discussion was presented by Eric Charpentier.

Commissioner Gardner inquired about updates for programs outside of HTF. Charpentier responded that those are included in John’s rehab report.

Commissioners discussed the loan terms of Housing Trust Fund projects. There were concerns raised about the terms of the Rental Rehab loan projects, with Commissioners Aulie and Gardner supporting reviewing those in more detail. Commissioner Aulie raised concerns about large new development projects depleting funds and suggesting sunseting those loans to set deadlines. He emphasized the importance of maximizing community benefit. Commissioner Gardner highlighted the significant need for rehab of existing housing and suggested reviewing terms for new development projects. He would like to see tiered options for new development projects.

7. 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:

The BLAEDC information was presented by Tyler Glynn.

Glynn provided a verbal update, noting that a new part-time employee will begin next week and shared updates from recent developer meetings.

e. CWC:

Crow Wing County updates were presented by Commissioner Barrows and Jory Danielson.

Crow Wing County Commissioner Barrows provided updates on the changes at the state, federal, and county level and the hiring of an Interim Airport Director. Administrative Services Director, Jory Danielson, provided updates on the preliminary levy budget and added the HRA to their annual meetings.

8. COMMISSIONER COMMENTS:

Commissioner Gardner noted that the Executive Director of Pequot Lakes HRA is resigning, and they are looking at different options for the agency.

9. NEXT MEETING: Monday, July 21st, 2025

10. ADJOURNMENT:

Commissioner Aulie motioned to adjourn the meeting. Seconded by Commissioner Burton.

Motion Carried Unanimously via Roll Call Vote. Meeting was adjourned at 6:02 PM.

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Housing & Redevelopment Authority

To: CWC HRA Board Members

From: Karen Young, Finance Director

Date: July 17, 2025

Re: Review and Accept Financial Statements

CWC HRA Levy

Reflected in the June General Fund Financial Statements is the deposit of \$291,787.31 in Property Tax Revenue (levy). The second deposit of \$169,707.57 was deposited in July for total levy deposits of \$461,494.88. The total settlement amount for 2025 is \$800,645. The second half property tax settlement will be in December.

We recently received the 2026 maximum levy capacity amount for CWC HRA - which increased to \$3,331,765 from \$3,189,702 in 2025. This is the maximum amount the CWC HRA could levy at the allowable .0185% of Estimated Market Value.

Action Requested: Accept the June financial statements as submitted.

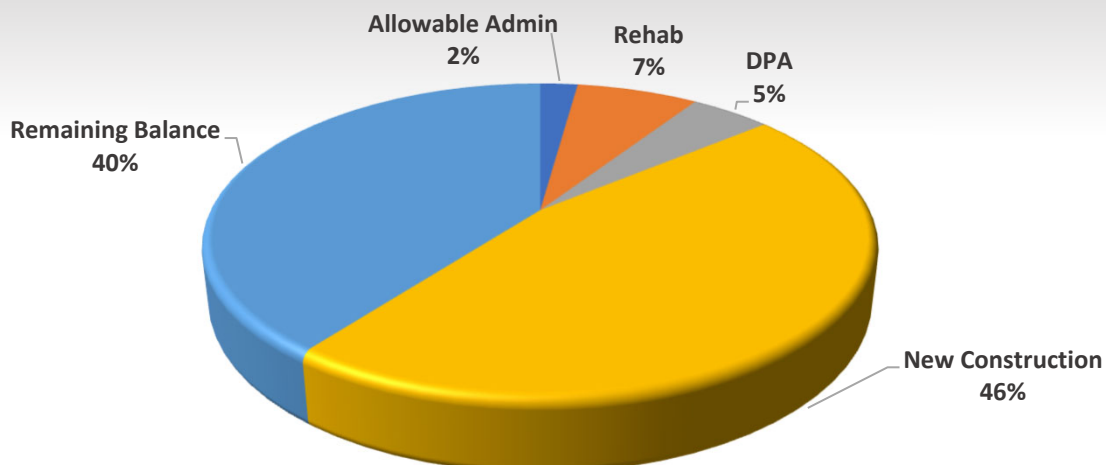
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Housing Trust Fund

Funding Breakdown	
Revenue Sources:	
Levy Approved Total	\$ 2,600,000.00
CWC Local Housing Aid	\$ 314,992.00
Interest Earned To Date	\$ 61,235.00
Total	\$ 2,976,227.00
Loans Awarded:	
Rehabilitation (12)	\$ 256,625.00
Down Payment Assistance (8)	\$ 160,000.00
New Construction (2)	\$ 1,382,000.00
Total	\$ 1,798,625.00
Loans Paid Back:	
Rehabilitation (2)	\$ (45,702.00)
Down Payment Assistance (1)	\$ (20,000.00)
Total	\$ (65,702.00)
Loans Outstanding:	
Rehabilitation (10)	\$ 210,923.00
Down Payment Assistance (7)	\$ 140,000.00
New Construction (2)	\$ 1,382,000.00
Total	\$ 1,732,923.00
Allowable Admin (2.5% of levy)	\$ 65,000.00
Remaining Balance	\$ 1,178,304.00

Loan Projection	
Remaining Balance	\$ 1,178,304.00
Approved Loans (Awaiting Funding) :	
New Construction	\$ 1,300,000.00
Total	\$ 1,300,000.00
Balance	\$ (121,696.00)
Loan Queue (Awaiting Review) :	
Owner Occupied (2)	\$ 50,000.00
Rental Rehab (8-units)	\$ 160,000.00
Rental Rehab (6-units)	\$ 75,000.00
Rental Rehab (7-units)	\$ 175,000.00
Total	\$ 460,000.00
Balance	\$ (581,696.00)
Other Funding Sources:	
TIF - RLF	\$ 454,651.00
CWC - 2025 SAHA	\$ 67,171.00
MH Funding	\$ 150,000.00
Total	\$ 671,822.00
Balance	\$ 90,126.00

LOANS OUTSTANDING BREAKDOWN



Crow Wing County HRA

Balance Sheet

June 2025

Program: 850 - Crow Wing County HRA

Project: 1. General Fund

	Period Amount	Balance
ASSETS		
1129.210 Cash - A/R General Fund	274,077.66	567,832.65
TOTAL ASSETS	274,077.66	567,832.65
LIABILITIES AND SURPLUS		
LIABILITIES AND SURPLUS		
SURPLUS		
2700.000 Income & Expense Summary (Current Year)	274,077.66	183,741.83
2806.000 Retained Earnings	0.00	384,090.82
TOTAL SURPLUS	274,077.66	567,832.65
TOTAL LIABILITIES AND SURPLUS	274,077.66	567,832.65
TOTAL LIABILITIES AND SURPLUS	274,077.66	567,832.65
PROOF	0.00	0.00

Crow Wing County HRA
Operating Statement
Six Months Ending 06/30/2025
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	1,249.32	166.67	1,082.65	8,411.53	1,000.00	7,411.53	2,000.00	6,411.53
3691.000 Property Tax Revenue	291,787.31	33,387.08	258,400.23	291,787.31	200,322.50	91,464.81	400,645.00	(108,857.69)
TOTAL INCOME	293,036.63	33,553.75	259,482.88	300,198.84	201,322.50	98,876.34	402,645.00	(102,446.16)
EXPENSES								
4110.000 Admin Salaries	375.00	375.00	0.00	1,200.00	2,250.00	1,050.00	4,500.00	3,300.00
4130.000 Legal	2,241.50	833.33	(1,408.17)	5,478.24	5,000.00	(478.24)	10,000.00	4,521.76
4140.000 Staff Training	0.00	125.00	125.00	139.55	750.00	610.45	1,500.00	1,360.45
4150.000 Travel	37.66	33.33	(4.33)	39.06	200.00	160.94	400.00	360.94
4171.000 Auditing Fees	0.00	791.67	791.67	9,238.90	4,750.00	(4,488.90)	9,500.00	261.10
4172.000 Management Fee	16,195.00	16,195.00	0.00	97,170.00	97,170.00	0.00	194,340.00	97,170.00
4190.000 Other Admin Exp	255.42	16.67	(238.75)	285.42	100.00	(185.42)	200.00	(85.42)
4198.000 Advertising	(74.31)	0.00	74.31	0.00	0.00	0.00	0.00	0.00
4430.000 Contracts Costs	(100.00)	0.00	100.00	0.00	0.00	0.00	0.00	0.00
4500.000 TIF Expense	0.00	50.00	50.00	100.00	300.00	200.00	600.00	500.00
4510.000 Insurance	0.00	291.67	291.67	2,714.00	1,750.00	(964.00)	3,500.00	786.00
4540.000 ER FICA	28.70	29.17	0.47	91.84	175.00	83.16	350.00	258.16
4590.000 Other General Exp	0.00	12,315.00	12,315.00	0.00	73,890.00	73,890.00	147,780.00	147,780.00
TOTAL EXPENSES	18,958.97	31,055.84	12,096.87	116,457.01	186,335.00	69,877.99	372,670.00	256,212.99
SURPLUS	274,077.66	2,497.91	271,579.75	183,741.83	14,987.50	168,754.33	29,975.00	153,766.83

Crow Wing County HRA

Balance Sheet

June 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		
2806.000 Retained Earnings	0.00	108,473.43
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
Six Months Ending 06/30/2025
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	4,500.00	(4,500.00)	9,000.00	(9,000.00)
TOTAL INCOME	0.00	750.00	(750.00)	0.00	4,500.00	(4,500.00)	9,000.00	(9,000.00)
EXPENSES								
4600.001 SCDP Expense	0.00	750.00	750.00	0.00	4,500.00	4,500.00	9,000.00	9,000.00
TOTAL EXPENSES	0.00	750.00	750.00	0.00	4,500.00	4,500.00	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

June 2025

Program: 850 - Crow Wing County HRA

Project: 3. Revolving Fund - TIF

	Period Amount	Balance
ASSETS		
1129.210 Cash - A/R General Fund	1,407.87	454,650.64
TOTAL ASSETS	1,407.87	454,650.64
LIABILITIES AND SURPLUS		
LIABILITIES AND SURPLUS		
SURPLUS		
2700.000 Income & Expense Summary (Current Year)	1,407.87	8,063.66
2806.000 Retained Earnings	0.00	446,586.98
TOTAL SURPLUS	1,407.87	454,650.64
TOTAL LIABILITIES AND SURPLUS	1,407.87	454,650.64
TOTAL LIABILITIES AND SURPLUS	1,407.87	454,650.64
PROOF	0.00	0.00

Crow Wing County HRA
Operating Statement
Six Months Ending 06/30/2025
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	1,407.87	833.33	574.54	8,063.66	5,000.00	3,063.66	10,000.00	(1,936.34)
TOTAL INCOME	1,407.87	833.33	574.54	8,063.66	5,000.00	3,063.66	10,000.00	(1,936.34)
SURPLUS	1,407.87	833.33	574.54	8,063.66	5,000.00	3,063.66	10,000.00	(1,936.34)

Crow Wing County HRA

Balance Sheet

June 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	(9.80)	(37.70)
1450.000 Land Held for Resale	0.00	14,033.20
TOTAL ASSETS	(9.80)	14,018.50
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
SURPLUS		
2700.000 Income & Expense Summary (Current Year)	(9.80)	(14.70)
TOTAL SURPLUS	(9.80)	(14.70)
TOTAL LIABILITIES AND SURPLUS	(9.80)	14,018.50
TOTAL LIABILITIES AND SURPLUS	(9.80)	14,018.50
PROOF	0.00	0.00

Crow Wing County HRA
Operating Statement
Six Months Ending 06/30/2025
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	35,500.00	(35,500.00)	71,000.00	(71,000.00)
TOTAL INCOME	0.00	5,916.67	(5,916.67)	0.00	35,500.00	(35,500.00)	71,000.00	(71,000.00)
EXPENSES								
4130.000 Legal	0.00	208.33	208.33	0.00	1,250.00	1,250.00	2,500.00	2,500.00
4150.000 Travel	(4.90)	0.00	4.90	0.00	0.00	0.00	0.00	0.00
4430.000 Contracts Costs	14.70	100.00	85.30	14.70	600.00	585.30	1,200.00	1,185.30
4591.000 Closing Costs	0.00	83.33	83.33	0.00	500.00	500.00	1,000.00	1,000.00
4592.000 SAC/WAC/Park Fees	0.00	833.33	833.33	0.00	5,000.00	5,000.00	10,000.00	10,000.00
4600.006 Development Expense	0.00	4,691.67	4,691.67	0.00	28,150.00	28,150.00	56,300.00	56,300.00
TOTAL EXPENSES	9.80	5,916.66	5,906.86	14.70	35,500.00	35,485.30	71,000.00	70,985.30
SURPLUS	(9.80)	0.01	(9.81)	(14.70)	0.00	(14.70)	0.00	(14.70)

Crow Wing County HRA

Balance Sheet

June 2025

Program: 850 - Crow Wing County HRA

Project: 5. Housing Trust Fund

	Period Amount	Balance
ASSETS		
1129.210 Cash - A/R General Fund	1,006.44	850,993.59
1141.000 HTF Loan Receivable	146.00	1,694,265.00
TOTAL ASSETS	1,152.44	2,545,258.59
LIABILITIES AND SURPLUS		
LIABILITIES AND SURPLUS		
SURPLUS		
2700.000 Income & Expense Summary (Current Year)	1,152.44	18,333.41
2806.000 Retained Earnings	0.00	2,526,925.18
TOTAL SURPLUS	1,152.44	2,545,258.59
TOTAL LIABILITIES AND SURPLUS	1,152.44	2,545,258.59
TOTAL LIABILITIES AND SURPLUS	1,152.44	2,545,258.59
PROOF	0.00	0.00

Crow Wing County HRA
Operating Statement
Six Months Ending 06/30/2025
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	2,640.24	250.00	2,390.24	20,227.51	1,500.00	18,727.51	3,000.00	17,227.51
3691.000 Property Tax Revenue	0.00	33,333.33	(33,333.33)	0.00	200,000.00	(200,000.00)	400,000.00	(400,000.00)
TOTAL INCOME	2,640.24	33,583.33	(30,943.09)	20,227.51	201,500.00	(181,272.49)	403,000.00	(382,772.49)
EXPENSES								
4130.000 Legal	1,457.00	81.25	(1,375.75)	1,762.50	487.50	(1,275.00)	975.00	(787.50)
4150.000 Travel	30.80	2.08	(28.72)	131.60	12.50	(119.10)	25.00	(106.60)
4600.008 HTF Expense	0.00	1,583.33	1,583.33	0.00	9,500.00	9,500.00	19,000.00	19,000.00
TOTAL EXPENSES	1,487.80	1,666.66	178.86	1,894.10	10,000.00	8,105.90	20,000.00	18,105.90
SURPLUS	1,152.44	31,916.67	(30,764.23)	18,333.41	191,500.00	(173,166.59)	383,000.00	(364,666.59)

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

Payment Number	Payment Date	Vendor	Description	Check Amount
215	6/12/2025	Charpentier, Eric	Mileage	\$ 31.36
217	6/12/2025	Schommer, John	Mileage	\$ 46.90
27333	6/12/2025	Crow Wing County Land Services Dept	Recording Fees Outlot E&F	\$ 46.00
27334	6/12/2025	Crow Wing County Land Services Dept	My Neighbor to Love Coalition HTF Loan Recording	\$ 46.00
27342	6/12/2025	Kutak Rock LLP	Legal	\$ 3,698.50
27347	6/12/2025	Office Shop	Files for HTF Loans	\$ 135.11
Total				\$ 4,003.87



Housing & Redevelopment Authority

To: CWC HRA Board Members

From: Karen Young, Finance Director

Date: July 17, 2025

Re: Adopt 2026 CWC HRA Budget

Attached is the 2026 budget for the board to review:

A total levy request of \$812,626 (24.4% of CWC HRA levy capacity), which includes \$125,395 funding to BLAEDC/CREDI, \$287,231 for operations, and \$400,000 funding to the Housing Trust Fund. It is estimated to use \$106,270 out of prior year committed fund balance for infrastructure costs to Outlots E and F, which balances the budget. A detailed explanation is provided below.

Fund Balance (Attachment 3a)

The Fund Balance Policy recommends 8 to 12 months of unassigned fund balance (reserves not designated for a specific purpose). The unassigned fund balance as of 12/31/2024 was \$167,264 or approximately 8 months of 2025 budgeted operating expenses. Because levy dollars are only received in July and December each year, it is necessary for the CWC HRA to have available fund balance to cover operations for the timing of when levy dollars are received. The committed fund balance at 12/31/2024 was \$216,827 for housing and redevelopment initiatives, which includes the \$119,245 prior BLAEDC Unified Funds that were returned. At the February meeting, the board approved funding support of \$150,000 for Outlots E and F infrastructure costs which would come out of these committed funds.

2026 General Fund Budget - reflecting an overall levy increase of 1.50% above the 2025 approved budget.

Revenues

- A Tax Levy of \$812,626. The maximum Tax Levy for the CWC HRA in 2026 would be \$3,331,765. Our request would equate to approximately 24.4% of our levy capacity.
- \$10,000 is anticipated in Tax Forfeit Property revenue generated from the sale of tax forfeited parcels to developers.
- Development Revenue is budgeted at \$0. It was estimated that the remaining lots will have been sold to the developer in 2025.

- \$9,000 in CWC Local Income is anticipated to be used for eligible program costs. Program costs will offset the revenue.

General Expenditures

- Administrative Salaries of \$4,500 for the Board stipend for regular and special meetings.
- Employer FICA is the payroll taxes on the stipends paid to the Board.
- \$10,000 in legal fees is budgeted for potential costs related to CWC HRA programs/initiatives.
- Travel costs consist of staff mileage reimbursement and board mileage reimbursement for approved non-board meeting events.
- Training Expense of \$1,500 budgeted for CWC HRA initiatives.
- Total audit costs of \$9,500 are included in this budget.
- Management Fees of \$200,151 are for the Shared Services Agreement with Brainerd HRA.
- The TIF Expense of \$600 is for TIF reporting for the RLF – TIF.
- Housing and Redevelopment Initiatives for projects as approved by the board. \$106,270 of committed fund balance estimated for infrastructure costs on Outlots E and F.

Non-Operating/Fund Expenditures

- Tax Forfeit Property Expense is for legal and closing costs on the sale of properties.
- Development Expense of \$0 as the lots will have been completed in 2025.
- CWC Local Income Expense for eligible program costs.
- Housing Trust Fund appropriation to the Fund.
- The BLAEDC/CREDI funding of \$125,395 is based on the funding request to support economic development for eligible expenses.

Net Operating Income to Fund Reserves

- There is a balanced budget for the General Fund.

5-Year Budget Projection (Attachment 3b)

- As requested by the CWC Commissioners, a 5-year budget projection is provided for the years 2026 through 2030.

2026 Revolving Loan Fund – TIF Budget (Attachment 3c)

Revenues

- Interest Revenue of \$15,000 from investments.

Expenditures

- N/A.

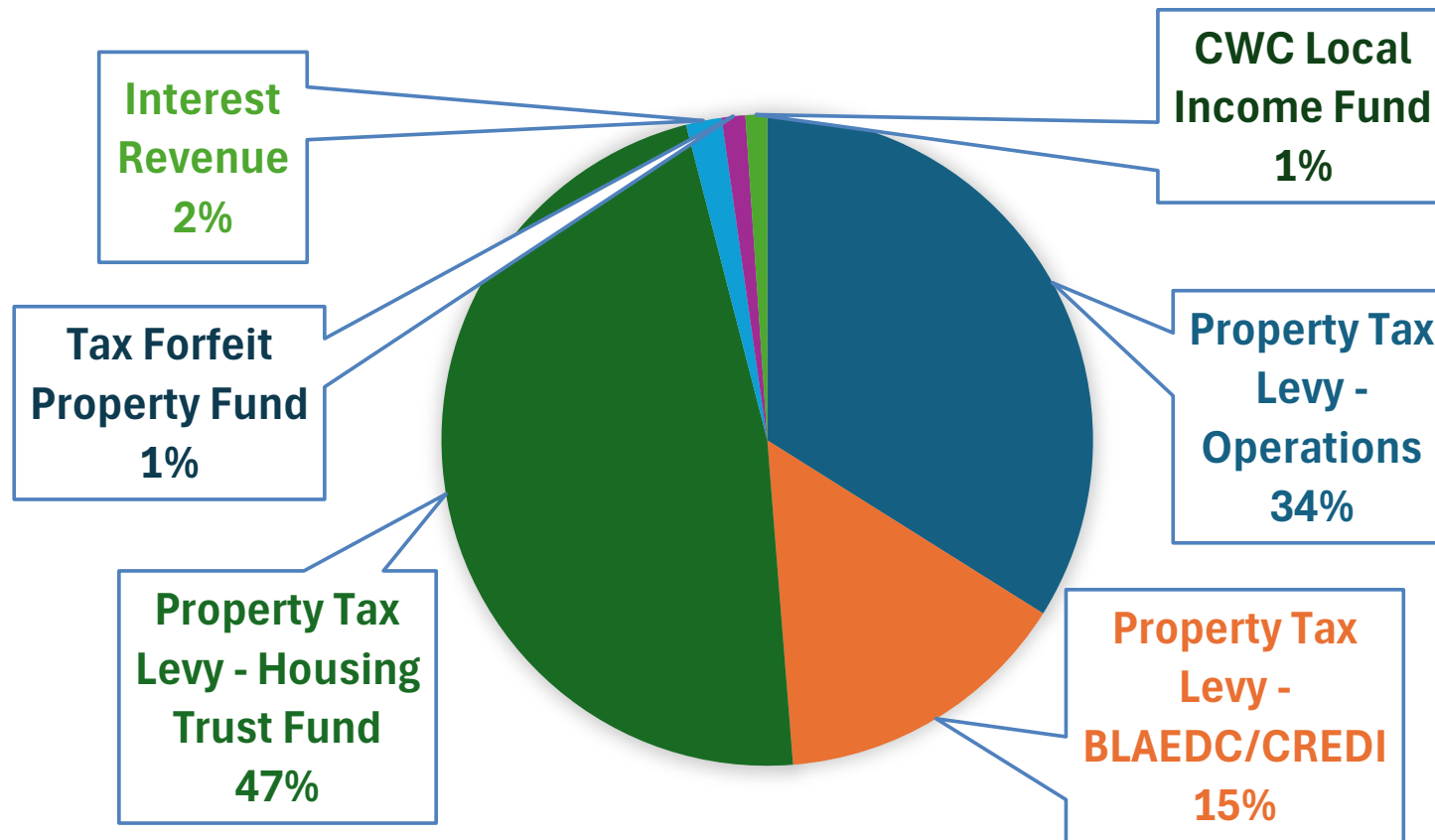
Action Requested:

Approve a motion to adopt the 2026 General Fund and TIF – Revolving Loan Fund budgets. Review of 5-Year budget projection.

Crow Wing County HRA 2026 Budget

	2026 Budget	2025 Budget	Difference
Revenues			
Property Tax Levy - Operations	\$287,231	\$278,865	\$8,366
Property Tax Levy - BLAEDC	\$97,395	\$94,595	\$2,800
Property Tax Levy - CREDI	\$28,000	\$27,185	\$815
Property Tax Levy - Housing Trust Fund	\$400,000	\$400,000	\$0
Total Property Tax Levy	\$812,626	\$800,645	\$11,981
Interest Revenue	\$15,000	\$5,000	\$10,000
Tax Forfeit Property Fund	\$10,000	\$10,000	\$0
Development Fund	\$0	\$71,000	(\$71,000)
CWC Local Income Fund	\$9,000	\$9,000	\$0
Total Revenues	\$846,626	\$895,645	(\$49,019)
General Fund Expenditures			
Administrative Salaries	\$4,500	\$4,500	\$0
Employer FICA	\$350	\$350	\$0
Legal	\$10,000	\$10,000	\$0
Travel	\$400	\$400	\$0
Training	\$1,500	\$1,500	\$0
Sundry-Admin	\$2,000	\$200	\$1,800
Auditing Fees	\$9,500	\$9,500	\$0
Management Fee	\$200,151	\$194,340	\$5,811
TIF Expense	\$600	\$600	\$0
Insurance	\$3,500	\$3,500	\$0
Housing and Redevelopment Initiatives	\$176,000	\$26,000	\$150,000
	\$408,501	\$250,890	\$157,611
Fund Expenditures			
Tax Forfeit Property Fund	\$10,000	\$10,000	\$0
Development Fund	\$0	\$71,000	(\$71,000)
CWC Local Income Fund	\$9,000	\$9,000	\$0
Housing Trust Fund	\$400,000	\$400,000	\$0
BLAEDC/CREDI Funding	\$125,395	\$121,780	\$3,615
	\$544,395	\$611,780	(\$67,385)
Total Expenditures	\$952,896	\$862,670	\$90,226
Use of PY Committed Fund Balance	\$106,270	\$0	\$106,270
Net Operating Income to Fund Reserves	\$0	\$32,975	(\$32,975)

2026 CWC HRA REVENUE



**Crow Wing County HRA
2026-2030 General Fund Budget Projection**

	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget
Revenues						
Property Tax Levy - Operations	\$278,865	\$287,231	\$295,848	\$304,723	\$313,865	\$323,281
Property Tax Levy - BLAEDC	\$94,595	\$97,395	\$100,317	\$103,317	\$106,417	\$109,610
Property Tax Levy - CREDI	\$27,185	\$28,000	\$28,840	\$29,705	\$30,595	\$31,513
Property Tax Levy - Housing Trust Fund	\$400,000	\$400,000	\$500,000	\$600,000	\$500,000	\$400,000
Total Property Tax Levy	\$800,645	\$812,626	\$925,005	\$1,037,745	\$950,877	\$864,404
Interest Revenue	\$5,000	\$15,000	\$10,000	\$10,000	\$10,000	\$10,000
Tax Forfeit Property Fund	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Development Fund	\$71,000	\$0	\$0	\$0	\$0	\$0
CWC Local Income Fund	\$9,000	\$9,000	\$5,000	\$5,000	\$5,000	\$5,000
Total Revenues	\$895,645	\$846,626	\$950,005	\$1,062,745	\$975,877	\$889,404
General Fund Expenditures						
Administrative Salaries	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
Employer FICA	\$350	\$350	\$350	\$350	\$350	\$350
Legal	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Travel	\$400	\$400	\$425	\$425	\$450	\$450
Training	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Sundry-Admin	\$200	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Auditing Fees	\$9,500	\$9,500	\$10,000	\$10,500	\$11,000	\$11,500
Management Fee	\$194,340	\$200,151	\$206,156	\$212,341	\$218,711	\$225,272
TIF Expense	\$600	\$600	\$600	\$600	\$600	\$600
Insurance	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
Housing and Redevelopment Initiatives	\$26,000	\$176,000	\$26,000	\$26,000	\$176,000	\$26,000
	\$250,890	\$408,501	\$265,031	\$271,716	\$428,611	\$285,672
Non-Operating/Fund Expenditures						
Tax Forfeit Property Fund	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Development Fund	\$71,000	\$0	\$0	\$0	\$0	\$0
CWC Local Income Fund	\$9,000	\$9,000	\$5,000	\$5,000	\$5,000	\$5,000
Housing Trust Fund	\$400,000	\$400,000	\$500,000	\$600,000	\$500,000	\$400,000
BLAEDC/CREDI Funding	\$121,780	\$125,395	\$129,157	\$133,022	\$137,012	\$141,123
	\$611,780	\$544,395	\$644,157	\$748,022	\$652,012	\$556,123
Total Expenditures	\$862,670	\$952,896	\$909,188	\$1,019,738	\$1,080,623	\$841,795
Use of PY Committed Fund Balance	\$0	\$106,270	\$0	\$0	\$104,746	\$0
Net Operating Income to Fund Reserves	\$32,975	\$0	\$40,817	\$43,007	\$0	\$47,609



BLAEDC Funding Request for 2026

Total Budget: \$97,395

Contract Term: 12 months

Budget Category	Description	Amount (USD)
Project Management	Oversight, planning, coordination (31 hrs./month \$150/hr.)	\$55,000
Office Expenses	Supplies, computers, lease costs	\$8,000
Training & Capacity Building	Workshops, materials, facilitation	\$5,000
Data & Evaluation Services	Monitoring tools, reporting, analysis	\$8,000
Technology/Software Support	Setup, tech troubleshooting, or subscription allocations	\$7,500
Communications Support	Outreach, graphic design, marketing support	\$3,500
Admin/Overhead Fee (10%)	General admin, insurance, indirect support costs	\$9,000
Contingency/Buffer (~1%)	For unforeseen expenses	\$1,395
	Total	\$97,395

Sincerely,

A handwritten signature in black ink, appearing to read "Tyler B. Glynn", with a large, stylized loop at the end.

Tyler B. Glynn
BLAEDC Executive Director

Brainerd Lakes Area Economic
Development Corporation
224 West Washington Street
Brainerd, MN 56401

growbrainerdlakes.org (218) 828-0096



BLAEDC Funding Request for 2027

Total Budget: \$100,317

Contract Term: 12 months

Budget Category	Description	Amount (USD)
Project Management	Oversight, planning, coordination (31 hrs./month \$150/hr.)	\$57,000
Office Expenses	Supplies, computers, lease costs	\$8,000
Training & Capacity Building	Workshops, materials, facilitation	\$5,000
Data & Evaluation Services	Monitoring tools, reporting, analysis	\$8,000
Technology/Software Support	Setup, tech troubleshooting, or subscription allocations	\$8,400
Communications Support	Outreach, graphic design, marketing support	\$3,500
Admin/Overhead Fee (10%)	General admin, insurance, indirect support costs	\$9,000
Contingency/Buffer (~1%)	For unforeseen expenses	\$1,417
	Total	\$100,317

Sincerely,

A handwritten signature in black ink, appearing to read "Tyler B. Glynn", with a stylized, looping flourish at the end.

Tyler B. Glynn
BLAEDC Executive Director

Brainerd Lakes Area Economic
Development Corporation
224 West Washington Street
Brainerd, MN 56401

growbrainerdlakes.org (218) 828-0096



BLAEDC Funding Request for 2028

Total Budget: \$103,317

Contract Term: 12 months

Budget Category	Description	Amount (USD)
Project Management	Oversight, planning, coordination (33 hrs./month \$150/hr.)	\$60,000
Office Expenses	Supplies, computers, lease costs	\$8,000
Training & Capacity Building	Workshops, materials, facilitation	\$5,000
Data & Evaluation Services	Monitoring tools, reporting, analysis	\$8,000
Technology/Software Support	Setup, tech troubleshooting, or subscription allocations	\$8,400
Communications Support	Outreach, graphic design, marketing support	\$3,500
Admin/Overhead Fee (10%)	General admin, insurance, indirect support costs	\$9,000
Contingency/Buffer (~1%)	For unforeseen expenses	\$1,417
	Total	\$103,317

Sincerely,

A handwritten signature in black ink, appearing to read "Tyler B. Glynn", with a large, stylized loop at the end.

Tyler B. Glynn
BLAEDC Executive Director

Brainerd Lakes Area Economic
Development Corporation
224 West Washington Street
Brainerd, MN 56401

growbrainerdlakes.org (218) 828-0096



BLAEDC Funding Request for 2029

Total Budget: \$106,417

Contract Term: 12 months

Budget Category	Description	Amount (USD)
Project Management	Oversight, planning, coordination (34 hrs./month \$150/hr.)	\$62,000
Office Expenses	Supplies, computers, lease costs	\$9,000
Training & Capacity Building	Workshops, materials, facilitation	\$5,000
Data & Evaluation Services	Monitoring tools, reporting, analysis	\$8,000
Technology/Software Support	Setup, tech troubleshooting, or subscription allocations	\$8,500
Communications Support	Outreach, graphic design, marketing support	\$3,500
Admin/Overhead Fee (10%)	General admin, insurance, indirect support costs	\$9,000
Contingency/Buffer (~1%)	For unforeseen expenses	\$1,417
	Total	\$106,417

Sincerely,

A handwritten signature in black ink, appearing to read "Tyler B. Glynn", with a large, stylized loop at the end.

Tyler B. Glynn
BLAEDC Executive Director

Brainerd Lakes Area Economic
Development Corporation
224 West Washington Street
Brainerd, MN 56401

growbrainerdlakes.org (218) 828-0096



BLAEDC Funding Request for 2030

Total Budget: \$109,610

Contract Term: 12 months

Budget Category	Description	Amount (USD)
Project Management	Oversight, planning, coordination (35 hrs./month \$150/hr.)	\$64,000
Office Expenses	Supplies, computers, lease costs	\$9,000
Training & Capacity Building	Workshops, materials, facilitation	\$5,000
Data & Evaluation Services	Monitoring tools, reporting, analysis	\$8,000
Technology/Software Support	Setup, tech troubleshooting, or subscription allocations	\$9,500
Communications Support	Outreach, graphic design, marketing support	\$3,500
Admin/Overhead Fee (10%)	General admin, insurance, indirect support costs	\$9,000
Contingency/Buffer (~1%)	For unforeseen expenses	\$1,610
	Total	\$109,610

Sincerely,

A handwritten signature in black ink, appearing to read "Tyler B. Glynn", with a stylized, cursive script.

Tyler B. Glynn
BLAEDC Executive Director

Brainerd Lakes Area Economic
Development Corporation
224 West Washington Street
Brainerd, MN 56401

growbrainerdlakes.org (218) 828-0096



CREDI Funding Request for 2026

Total Budget: \$28,000
Contract Term: 12 months

Budget Category	Description	Amount (USD)
Project Management	Oversight, planning, coordination (8 hrs./month \$150/hr.)	\$15,000
Office Expenses	Supplies, computers, lease costs	\$2,500
Training & Capacity Building	Workshops, materials, facilitation	\$1,000
Data & Evaluation Services	Monitoring tools, reporting, analysis	\$2,000
Technology/Software Support	Setup, tech troubleshooting, or subscription allocations	\$2,500
Communications Support	Outreach, graphic design, marketing support	\$1,500
Admin/Overhead Fee (10%)	General admin, insurance, indirect support costs	\$2,500
Contingency/Buffer (~1%)	For unforeseen expenses	\$1,000
	Total	\$28,000

Sincerely,



Tyler B. Glynn

BLAEDC/CREDI Executive Director



CREDI Funding Request for 2027

Total Budget: \$28,840

Contract Term: 12 months

Budget Category	Description	Amount (USD)
Project Management	Oversight, planning, coordination (9 hrs./month \$150/hr.)	\$15,840
Office Expenses	Supplies, computers, lease costs	\$2,500
Training & Capacity Building	Workshops, materials, facilitation	\$1,000
Data & Evaluation Services	Monitoring tools, reporting, analysis	\$2,000
Technology/Software Support	Setup, tech troubleshooting, or subscription allocations	\$2,500
Communications Support	Outreach, graphic design, marketing support	\$1,500
Admin/Overhead Fee (10%)	General admin, insurance, indirect support costs	\$2,500
Contingency/Buffer (~1%)	For unforeseen expenses	\$1,000
	Total	\$28,840

Sincerely,

Tyler B. Glynn

BLAEDC/CREDI Executive Director



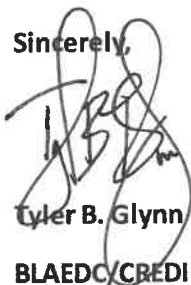
CREDI Funding Request for 2028

Total Budget: \$29,705

Contract Term: 12 months

Budget Category	Description	Amount (USD)
Project Management	Oversight, planning, coordination (10 hrs./month \$150/hr.)	\$16,340
Office Expenses	Supplies, computers, lease costs	\$2,500
Training & Capacity Building	Workshops, materials, facilitation	\$1,000
Data & Evaluation Services	Monitoring tools, reporting, analysis	\$2,000
Technology/Software Support	Setup, tech troubleshooting, or subscription allocations	\$2,500
Communications Support	Outreach, graphic design, marketing support	\$1,500
Admin/Overhead Fee (10%)	General admin, insurance, indirect support costs	\$2,500
Contingency/Buffer (~1%)	For unforeseen expenses	\$1,365
	Total	\$29,705

Sincerely,



Tyler B. Glynn

BLAEDC/CREDI Executive Director



CREDI Funding Request for 2029

Total Budget: \$30,595

Contract Term: 12 months

Budget Category	Description	Amount (USD)
Project Management	Oversight, planning, coordination (12 hrs./month \$150/hr.)	\$17,140
Office Expenses	Supplies, computers, lease costs	\$2,500
Training & Capacity Building	Workshops, materials, facilitation	\$1,000
Data & Evaluation Services	Monitoring tools, reporting, analysis	\$2,000
Technology/Software Support	Setup, tech troubleshooting, or subscription allocations	\$2,500
Communications Support	Outreach, graphic design, marketing support	\$1,500
Admin/Overhead Fee (10%)	General admin, insurance, indirect support costs	\$2,500
Contingency/Buffer (~1%)	For unforeseen expenses	\$1,455
	Total	\$30,595

Sincerely,

Tyler B. Glynn

BLAEDC/CREDI Executive Director



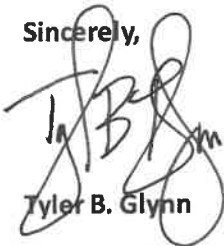
CREDI Funding Request for 2030

Total Budget: \$31,513

Contract Term: 12 months

Budget Category	Description	Amount (USD)
Project Management	Oversight, planning, coordination (13 hrs./month \$150/hr.)	\$17,540
Office Expenses	Supplies, computers, lease costs	\$2,500
Training & Capacity Building	Workshops, materials, facilitation	\$1,000
Data & Evaluation Services	Monitoring tools, reporting, analysis	\$2,000
Technology/Software Support	Setup, tech troubleshooting, or subscription allocations	\$3,000
Communications Support	Outreach, graphic design, marketing support	\$1,500
Admin/Overhead Fee (10%)	General admin, insurance, indirect support costs	\$2,500
Contingency/Buffer (~1%)	For unforeseen expenses	\$1,473
	Total	\$31,513

Sincerely,



Tyler B. Glynn

BLAEDC/CREDI Executive Director

Crow Wing County HRA 2026 RLF - TIF Budget

	2026 Budget	2025 Budget	Difference
Operating Revenue			
Interest Revenue	\$15,000	\$10,000	\$5,000
Total Revenue	\$15,000	\$10,000	\$5,000
Operating Expenses			
Legal	\$0	\$0	\$0
Auditing Fees	\$0	\$0	\$0
TIF Expense	\$0	\$0	\$0
Other General Expense	\$0	\$0	\$0
Total Exp	\$0	\$0	\$0
Net Operating (Income)/Loss	\$15,000	\$10,000	\$5,000



Housing & Redevelopment Authority

To: CWC HRA Board Members

From: John Schommer, Rehab & Maintenance Director

Date: July 16th, 2025

Re: Housing Trust Fund Loan Request – Multi-Family Rental Rehab

McKay Properties LLC has applied for funding through the Housing Trust Fund Rehabilitation Assistance Program to rehabilitate one of their multi-family properties. (*Attachment 4a*) Wonderland Park Apartments is an 8-unit multi-family dwelling in Oak Lawn Township which was built in the 1970's and has some deferred maintenance needs such as correcting erosion issues, replacing siding, windows, doors, decking, electrical and other miscellaneous items. Attached are photos of some of the deficiencies that need correction. (*Attachment 4b*)

Per housing trust fund guidelines, the owner is required to pay 20% of the project costs or the balance of the project amount if project costs exceed the maximum available. Income of the tenants for this project allows for funding of up to \$20,000 per unit, the maximum amount available through the program. The proposed loan would be for a 20-year term with a deferred lump sum repayment that will be reduced by 50% if affordability is maintained throughout the entire term of the loan.

The rents for these 2-bedroom units range from \$780/month to \$995/month which is below the fair market rent standard set by HUD for Crow Wing County, which is \$1,045. If this project is approved for funding this will help maintain the affordability of the rents on these units within our County.

Action Requested: Staff recommends approval of a housing trust fund loan up to \$160,000 for a 20-year balloon term at 0% interest.



Dear Property Owner,

Thank you for your interest in making improvements to your property through the Housing Trust Fund Program. Please review, complete, sign, and return the forms in this packet.

If your application is accepted and your property undergoes rehabilitation, there will be a lien placed against that property for a 20-year-term.

Occupancy Requirements for Property to be Rehabilitated

A minimum of 51% of the rental units must be occupied by low-moderate income tenants as determined by HUD (80% of Crow Wing County median income). Income of tenants must be verified and must remain throughout the term of the loan.

Please review, sign, and return the enclosed information along with the following items:

- ✓ Application (enclosed) - complete, sign, and date ✓
 - ✓ Program Expectations Form (enclosed) - sign and date ✓
 - ✓ Walkaway Policy (enclosed) - sign and date ✓
 - ✓ Data Privacy Notice (enclosed) - sign and date ✓
 - ✓ Authorization to Release Information/Photo Release Form (enclosed) - sign and date ✓
 - ✓ Proof of current property insurance - copy of declaration page ✓
 - ✓ Proof property taxes are current. ✓
 - ✓ Copy of warranty deed or other form of ownership (trust, contract for deed, life estate, etc.) ✓
 - ✓ Proof mortgage is current. ✓
 - ✓ Tenant(s) Asset Documentation (minimum of 3 months of most recent bank statements of all accounts checking/savings)
 - ✓ Proof of each tenants income if they receive any income:
 - * If self-employed, copies of last two years federal tax forms
 - * If you receive child support or alimony, a copy of the court award
 - * If you have wages, please enclose a copy of your three most recent pay stubs
 - * Proof of Social Security SSI awards letter
 - * Retirement statement including investments
- Will send*

After this information is received, we will determine your eligibility. Loans are awarded on a **first-come, first-completed application packet and verification basis**.

For prompt processing, please return the requested information to the Brainerd HRA at 324 East River Road, Brainerd, MN 56401.

We will contact you after we have reviewed the application to discuss the next steps. Should you have any questions, feel free to call John Schommer at 218-824-3432 or me at 218-824-3438.

Sincerely,

Kristin Miller





Data Privacy Notice

Read Before Completing the Application Form

We are asking that you provide the information on the HTF application form to determine if you are eligible to participate in the program.

Your name, address and the amount of assistance you receive are considered public data under the Minnesota Data Practices Act. Other information that you provide to the housing rehabilitation program about you and your household is considered private data.

We will use your private data only when it is required for administration and management of the program. Persons or agencies with whom this information may be shared include:

- Staff and other persons involved in program administration.
- Local loan committee members who approve applications.
- Auditors who perform required audits of this program.
- Authorized personnel from the Minnesota Dept. of Employment and Economic Development, the U.S. Dept. of Housing and Urban Development or other local, state and federal agencies providing funding assistance for your loan.
- Members of the local governing board for the purpose of addressing/resolving applicant complaints (as addressed in the project's policy and procedural manual). Those persons who you authorize to see it.
- Law enforcement personnel in the case of suspected fraud or other enforcement authorities as required.

We cannot release private data to anyone else or use the private data in any other way unless you give us permission by completing a consent form that we will provide. Please keep in mind, however, that data must be released if required by court order, and, in addition, your private data may be released if Congress or the Minnesota Legislature passes a new law that authorizes or requires such release of data.

Signature of Applicant

Mary McKay

Date:

3/25/25

Signature of Co-Applicant

Richard McKay

Date:

3/25/25

Minnesota law gives you important rights in regard to information maintained about you. These include:

- The right to see and obtain copies of the data maintained on you,
- Be told the contents and meaning of the data, and
- Challenge the accuracy and completeness of the data.



Rehabilitation Loan Program Expectations

Expectations of Property Owners in the Rehabilitation Loan Program

The rehabilitation program staff will help during the property process, but property owners are responsible for making the choices and doing the work listed below.

1. Property owners provide the program staff with necessary information promptly.
2. Property owners, not the program staff, choose contractors to put together bids.
3. Property owners, not the program staff, select the contractor to do the work on the house.
4. Property owners sign home improvement contracts with the selected contractor.
5. Property owners request and approve payments to their contractors.
6. Property owners are part of inspecting and approving work performed by their contractors
7. Property owners work with contractors to settle disagreements during the job.
8. Property owners contact their contractors to ask them to correct problems covered by contractor warranties during the first year after the job is completed.

Home Improvement Loan Considerations

1. Not all the work that applicants want to be done can always be done. Housing Trust Funds can only be used for exterior and code violation corrections.
2. Don't expect the property to be completely new after the work is done.
3. It can be stressful working in a property while a contractor is performing the work.
4. Finally, the program staff is not the contractor and cannot guarantee that Property owners will be satisfied with the work done by the contractors.

Signature of Application: Mary McKay Date: 3-25-25
Signature of Application: Reed McKay Date: 3/25/25





Authorization to Release Information/ Photo Release

This is your authorization to release information regarding my property ownership status, income, employment, bank accounts, outstanding debts including mortgages, to order a consumer credit report (if necessary), that is necessary to support my application for a Crow Wing County Housing Trust Fund loan program from the Crow Wing County HRA.

You may make copies of this letter to distribute to any party with which I have a relationship and that party may treat that copy as an original.

My signature also serves as my authorization for digital pictures or photos of my property to be taken by the Crow Wing County HRA.

Mary McKay
Signature of Applicant

3/25/25
Date

Rich McKay
Signature of Applicant

3-25-25
Date



Walk-Away Policy

Read Before Completing the Application Form

This walk-away policy will be instituted by Crow Wing County HRA (CWC HRA) staff for one or more of the following reasons.

1. When it is determined that it is not economically feasible or possible to bring the unit up to the grant program's single-family rehabilitation standards and lead-based paint standards. The purpose of the "walk-away" policy is to prevent investment in a building that is so deteriorated that compliance with the SFRS, local or state building codes, and/or Lead Based Paint standards cannot be achieved within the maximum allowable funding level.
2. If a property is offered for bid on two separate occasions and no acceptable bid is received, or if the housing auditor confirms that the property cannot feasibly be rehabilitated to grant program, local or state building codes, and/or Lead Based Paint standards, within the maximum allowable funding level, CWC HRA may elect to "walk-away" from that property and take no further action regarding its renovation. The property owner will be notified in writing within two weeks of the determination to "walk-away."
3. If, in the opinion of the CWC HRA field inspector, the current monetary value of property to be rehabilitated, together-with the funds to be expended thru the Rehabilitation program, cannot bring the net monetary value up to at least the amount of the Rehabilitation funds expended CWC HRA reserves the right to "walk-away" from that property and take no further action regarding its rehabilitation.
4. If the property to be rehabilitated is in an "unkempt" state which could present health or safety hazards to CWC HRA personnel or a contractor who would be performing the work, the following will apply: "Unkempt" may include, but would not be limited to, general clutter or household garbage, either inside or outside of the property to be rehabilitated. If in the opinion of the CWC HRA housing inspector the property is in an "unkempt" state the property owner will be notified in writing and given thirty days to bring the property up to an acceptable standard of cleanliness as determined by the CWC HRA Inspector. If, within that thirty-day period, the property is not brought up to an acceptable standard, CWC HRA reserves the right to "walk away" from that property and take no further action regarding its rehabilitation. The property owner will be notified in writing within two weeks of this decision.
5. If the CWC HRA staff or the contractor decides that continued presence on the job site may constitute a liability to their personal self or their company due to the owner, or tenants, personal behavior or threatening manner.

If the project is cancelled due to items number 5 or the property owner choses to withdraw from the program, after, either the initial inspection or lead risk assessment/inspection has been conducted, a fee of \$500.00 per inspection, up to \$1,000.00, or any other costs the CWC HRA incurs

will be charged to the owner of the property. If you continue with the home repairs the, costs of the initial inspection will be charged to the program and the cost of the lead testing will be part of the program costs or loan, depending on the program.

Payments shall be made to the CWC HRA no later than thirty (30) days following the action that requires the repayment. If such payment is not made within 30 days, collection proceedings will begin to recapture these funds. Collection proceedings include submitting unpaid loan balance plus unpaid interest to Minnesota Department of Revenue Recapture Program.

Property Address 14953 Wonderland Park Road, Brainerd MN
Signature of Applicant Mary Moty Date: 3-25-25
Signature of Co-Applciant Roll Moty Date: 3-25-25



HTF Renter-Occupied Rehabilitation Loan Application

Applicant Information

Name of Applicant: Mary McKay

Name of Co-Applicant: Richard McKay

Federal ID Number or

[REDACTED]

☒ Owner or ☐ Tenant

Mailing Address of

Applicant: 512 mail Route Rd Office Phone: (218) 851-4687

City, State, Zip: Brainerd, mn 56401 Property manager Home Phone: (218) 839-6595

Contact Person: Mary Office Phone: (218) 851-4687

Property Information

Address of Building to be Rehabilitated: 14953 Wonderland Park Road, Brd, mn 56401

Estimated Age of Building: 1970's Estimated Market Value: \$ 166,540.00

Current Property Taxes: \$ 4,714.00

Are you changing the use for this building after rehabilitation? Yes ☐ No ☒

If yes, explain: _____

Is this building within a correct zoning classification? Yes ☒ No ☐

Current Zoning? property classification = Apartment

Variances/special Use permits? _____

Is the Building in a Historic District? Yes ☐ No ☒

Is it on the National Historic Register? Yes ☐ No ☒

Is it in a Floodplain? Yes ☐ No ☒

No. of Res. Rental Units: 8

No. of Commercial Units: 0

Legal Description: Oak lawn township, sec 17 TWP 104S Range 030
Acres: 1.08 That pt of 3 1/2 of SE 1/4 of SW 1/4 sec 17 and
that pt of lot 1 Auditors SUBD



Ownership Information

Ownership interest in property to be improved:

☐ Contract for Deed☒ Free and Clear☐ Mortgage☐ Lessee: Specify terms of Lease: _____☐ Other: Specify: _____

Names(s) on Title: Specify ownership interest of each name on the title:

McKay Properties LLCowners: Richard & Mary McKayAmount of Outstanding Principal owed on Building: \$ 0

Sources of Match:

☒

Personal Savings and/or

☒

Mortgage

☐ Private Loan

Other: _____

Rent Structure: To Be Completed by Applicant**Pre-Rehab Rent Structure**

Unit Type	Number of Units	Number Presently Vacant	Current Contract Rent
Efficiency			
1 Bedroom			
2 Bedroom	<u>8</u>		<u>8 leases</u>
3 Bedroom			
Total Units			

Utilities Paid Before Rehab (Residential Rental Units Only)Heat: ☐ Gas ☒ Electric ☐ Oil ☐ PropaneCooking: ☐ Gas ☒ Electric ☐ Oil ☐ PropaneWater Heating: ☐ Gas ☒ Electric**Paid by:**☐ Owner☐ Tenant☐ Owner☐ Tenant☐ Owner☐ TenantElectricity: paid by tenant, including: lights, appliances, hot water & heat,Water/Sewer: sewer and well paid by landlord,☐ Owner☐ TenantTrash Collection: paid by landlord,☐ Owner☐ Tenant**Proposed After-Rehab Rent Structure**

Unit Type	Number of Units	Number Presently Vacant	Current Contract Rent
Efficiency			
1 Bedroom			
2 Bedroom	<u>no</u>	<u>change</u>	
3 Bedroom			
Total Units			

Utilities Paid After Rehab (Residential Rental Units Only)Heat: ☐ Gas ☐ Electric ☐ Oil ☐ PropaneCooking: ☐ Gas ☐ Electric ☐ Oil ☐ Propane**Paid By:**☐ Owner☐ Tenant☐ Owner

The rehabilitation staff or an authorized representative shall have the right to inspect the property to be improved and meet with tenants at any time from the date of application upon giving due notice to the owner and to the occupants.

I, the undersigned, understand and agree that upon rehabilitation at least 51% of the units (50% in the case of a duplex or only 2 units) must be occupied by low income households and that rental rates will be affordable as defined by the U.S. Department of Housing & Urban Development.

I/we certify that all statements on this application are true and correct to the best of my/our knowledge. I/we understand that any intentional misstatements will be ground for disqualification.

I/we authorize program representatives with the right to access the property to be improved for the purpose of the deferred loan program(s) and to take photographs of the structure before and after rehabilitation.

Mary McKay
Applicant Signature

3-25-25
Date

Richard McKay
Co-applicant Signature

3-25-25
Date





Housing & Redevelopment Authority

To: CWC HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: July 21st, 2025
 Re: Executive Director Report

Local Housing Summit (Attachment 5a)

The Greater Lakes Association of Realtors is hosting a housing summit on Wednesday August 6th at the GLAR building located at 15344 Pearl Drive in Baxter. The housing summit is intended to keep the spotlight on the housing needs of the County and bring in a handful of speakers to highlight ways that our community can continue to address the challenges with housing. I will be one of the speakers at the summit and I will be covering the local solutions and intergovernmental cooperation that is needed to help build more housing in our communities. You are all invited to attend the summit, and I might suggest that if there is interest from our board, that we adjourn this meeting to the August 6th summit.

Tax Forfeited Property

We have received an application to access our tax forfeited property for 4 lots in the City of Baxter from a development group. Our staff has requested that the parcels be reserved and to pull them from the over-the-counter list so that we can start working through the process of conveying those lots to the HRA. We are planning on meeting with this development team soon to go through our prospective timeline to draft the development agreement to bring to the board for consideration of selling these lots through this program. We anticipate that this will take 2-3 months before it is back to the board for your consideration.

Committee of the Whole Presentation (Attachment 5b)

I presented a mid-year review to the County Commissioners on Tuesday July 15th. There was good dialogue and good questions asked about our programs. This was a great opportunity to meet with our commissioners, and I appreciated the time that was allotted for us. The slide deck that I presented is attached to my memo.

Action Requested: For discussion purposes only.



To Our Local Leaders and Housing Advocates,

The Greater Lakes REALTORS® Association is hosting a **Housing Summit on Wednesday August 6, 2025 from 8:00am-12pm** to take a closer look at the current housing challenges and opportunities specifically within **Crow Wing County**. As part of our ongoing commitment to support strong, thriving communities, we're starting with a deep dive into the local data and trends that affect housing access, affordability, and supply in this region.

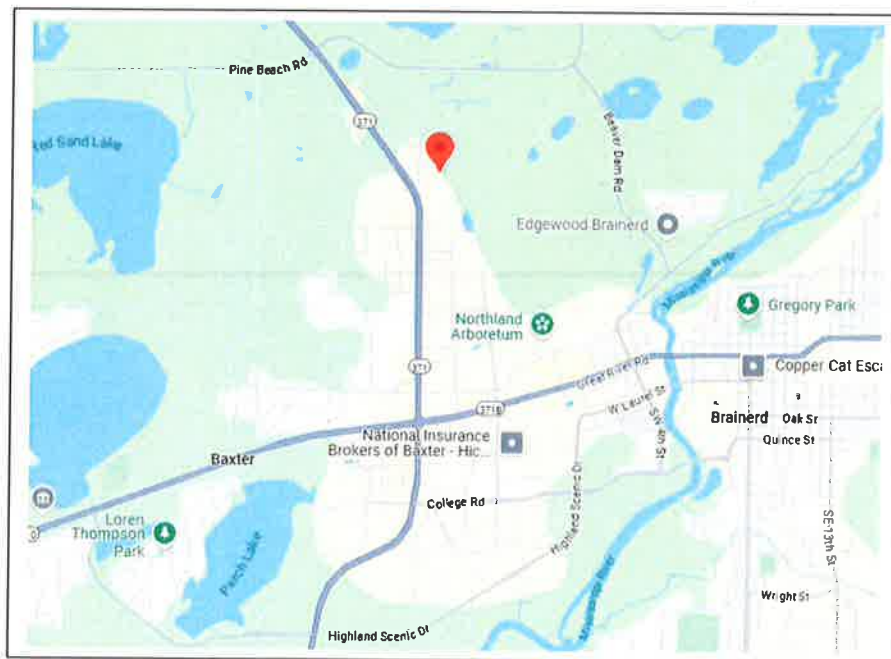
This event is designed to bring together city and county staff, elected officials, EDA members, contractors, lenders, REALTORS®, and others who play a role in housing. Your voice and insight are essential to helping identify barriers and brainstorm solutions that could better meet the needs of residents — now and in the years to come.

We look forward to your participation in this important discussion.

Dolly Matten

Sincerely,
Dolly Matten, CEO
Greater Lakes REALTORS® Association, Inc.
218-828-4567
Dolly@GreaterLakesREALTORS.com

Located just north of Menards on Pearl Drive.





COMMUNITY FOCUS:
CROW WING COUNTY HOUSING SOLUTIONS

Join Us for the Housing Solutions Summit

Regional Deep Dive into Crow Wing County's
Housing Challenges & Opportunities

August 6, 2025

8:30am - 12:00pm

Guest Speakers:

Ben Winchester University of Minnesota Extension
David Arbit: Director of Research, Minnesota REALTORS
DeeDee LeMier - University of Minnesota Extension
Eric Charpentier, Brainerd HRA

Additional Guest speakers to be announced

Location: Greater Lakes Association of REALTORS
15344 Pearl Drive Baxter, MN 56425
218-828-4567

CWC HRA Board Meeting Packet 07.21.25



Page 51 of 62

The housing crisis hits home. Join us as we tackle the topic of Housing Challenges and Solutions in Crow Wing County

Date: Wednesday August 6, 2025

Time: 8:00 AM – 12:00 PM

Location: Greater Lakes Association of REALTORS®
15344 Pearl Drive Baxter, MN 56401 218-828-4567

Your Host: Greater Lakes Association of REALTORS®

Keynote Address:

“The Public Cost of Private Inaction – The Future of Rural Housing Supply”

Speaker: Ben Winchester – University of Minnesota Extension

- Rural housing trends and demographic shifts
- The public cost of dilapidation and underinvestment
- The private benefit of public action in housing
- Strategies for local resilience and long-term vitality

Crow Wing County Housing Market Trends

Speaker: David Arbit – Director of Research, Minnesota REALTORS®

Seasonal Economies and Regional Housing

Speaker: DeeDee LeMier – University of Minnesota Extension

Local Innovation: HRA Tools & Strategies

Speaker: Eric Charpentier – Brainerd HRA

Developer Panel: Creative Financing & Collaboration in Action

Featuring developers partnered with City Staff and HRA

- Real-world examples of projects made possible through local partnerships
- Lessons learned and repeatable models for success

Spotlight: “Transforming Neighborhoods” Study (2023) & Crow Wing County Housing Study



Crow Wing County HRA

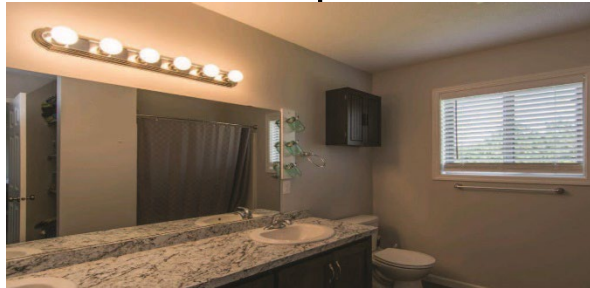
“Our mission is to support the creation of affordable housing, economic development, and redevelopment projects toward a more vibrant Crow Wing County.”

Eric Charpentier
Executive Director



Brainerd Oaks, Serene Pines, Dal-Mar Estates

- At the time of the Redevelopment Agreement in 2016, the Estimated Market Value (EMV) of these lots was \$1,065,200
- The current EMV for all the lots that have been improved is \$30,594,900, generating an estimated \$270,700 in property taxes
- To Date, 109 of the 112 total lots have been purchased by the developer





Outlot E & F – Brainerd Oaks

- Development of 9 duplexes on vacant Outlot in Brainerd Oaks
- Additional housing units to finish out this development.



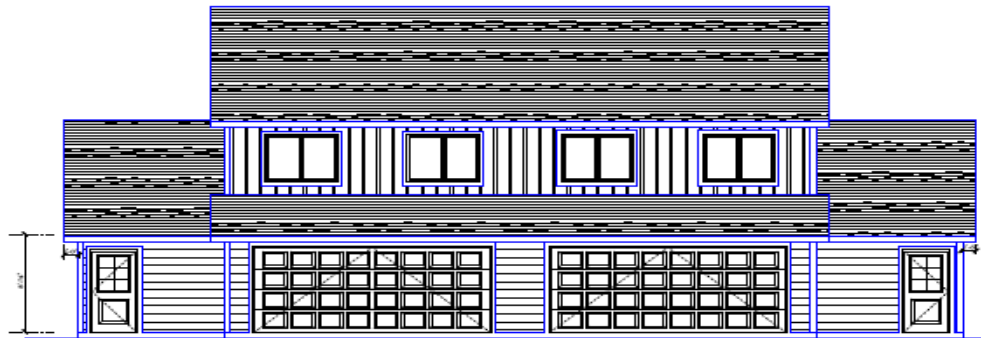
These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Outlot E & F - Brainerd Oaks

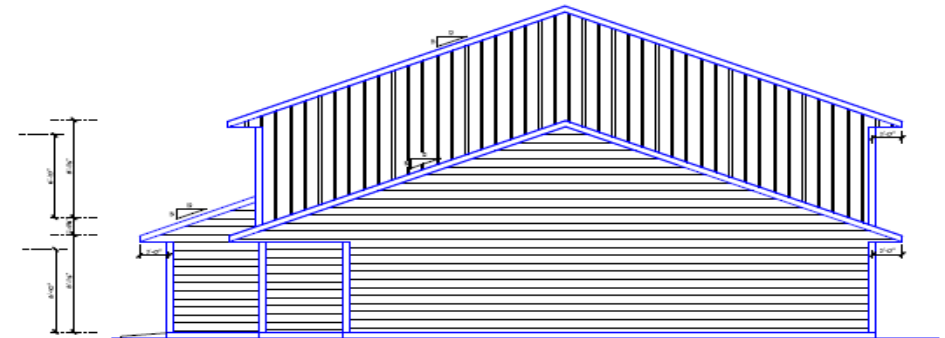
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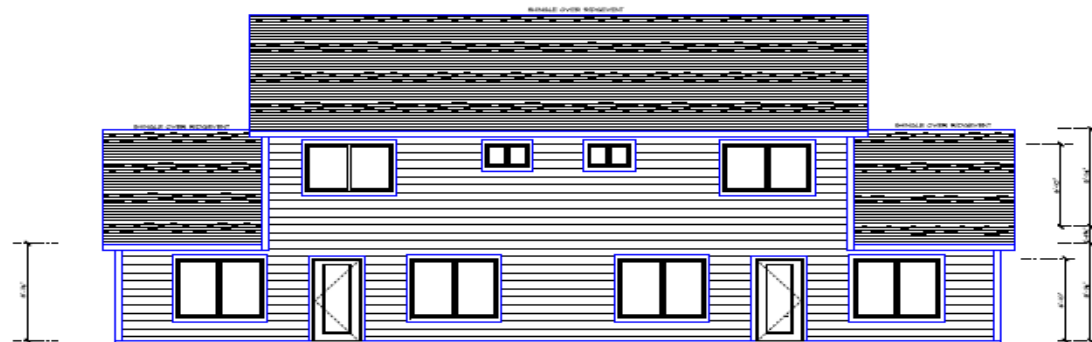
Outlot E & F Duplex Development



ROADSIDE ELEVATION
SCALE: 1/4"=1'-0"



RIGHTSIDE ELEVATION
SCALE: 1/4"=1'-0"



REAR YARD ELEVATION
SCALE: 1/4"=1'-0"

P.F.S. DESIGN LLC	
218-821-0630	
PROJECT FOR: LEVEL	PAGE NO.
CONTRACTING - DUPLEX	1 OF 4
DATE: APRIL 9, 2014	



Housing Trust Fund

- **Total Loans Funded to Date - \$1,694,119.00**
 - 13 - Owner-Occupied Rehab Loans
 - 8 - Down Payment Assistance Loans
 - 2 - New Construction/Development Financing Program Loan
- **Approved Funding**
 - 1 - New Construction/Redevelopment Financing
 - 1 - Owner-Occupied Rehab Loan
- **Applications on Hold / in Review**
 - 2 - Owner-Occupied Rehab
 - 2 - Rental Occupied Rehab
- **Loans Paid Off**
 - 2 Owner-Occupied Rehab Loan, 1 Down Payment Assistance Loan





Additional Projects

- Sale of Tax Forfeited Properties in Baxter
- Approved for Grant funding for the Housing Trust Fund
- Applying for Infrastructure Funding
- Housing Summit – August 6th - GLAR



Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Eric Charpentier, Executive Director
Date: July 21st, 2025
Re: Housing Trust Fund Report

805 Laurel Street Redevelopment

I spoke with the development group in June to touch base with them on this project. They indicated that they are committed to the development of this site, but that they are still trying to find additional funding streams to bring this project along. I did suggest that the development group, BLAEDC and I, work on getting meetings set up with local businesses that may have an interest in the housing tax credit program. I suggested that we start having these meetings in September and October so that if there is interest in the program, these businesses can be ready to purchase the credits at the beginning of 2026.

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

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Housing & Redevelopment Authority

To: Crow Wing County HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: July 16, 2025
 Re: Programs Report

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	80	73	0	4
Serene Pines	24**	22	22	0	0
Dalmar Estates	7	7	7	0	0

* 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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