



**Crow Wing County HRA Board Meeting Agenda**  
**4:30pm Tuesday August 12<sup>th</sup>, 2025**

Crow Wing County Land Services Building Oak Meeting Room  
322 Laurel St. Brainerd, MN 56401

Members of the Board of Commissioners may be participating remotely

Join from browser:

<https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=m7dc5c786284bb4461691ab2e06d4466c>

Join by phone: 415-655-0001

Meeting number (access code): 2558 640 1698

Meeting password: m3pYSjc5kc6

*"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 Monday, July 21<sup>st</sup>, 2025 Meeting Minutes
- 5. REVIEW & ACCEPT FINANCIAL STATEMENTS** (*Attachment 2 – Pg. 7*)
  - a.** CWC HRA Balance Sheets for July 2025
  - b.** CWC HRA Operating Statements for July 2025
  - c.** CWC HRA Payments for July 2025
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**

- a.** West Grove Townhomes Revenue Certificate (Attachment 3 – Pg. 25)

**8. REPORTS/UPDATES:**

- a.** Executive Director Report (*Attachment 4 – Pg. 29*)
- b.** Housing Trust Fund (*Attachment 5 – Pg. 31*)
- c.** Brainerd HRA/Rehab Programs (*Attachment 6 – Pg. 33*)
- d.** BLAEDC/CREDI (*Attachment 7 – Pg. 35*)
- e.** CWC

**9. COMMISSIONER COMMENTS**

- 10. NEXT MEETING** September 9<sup>th</sup>, 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  
Monday, July 21<sup>st</sup>, 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., Monday, July 21<sup>st</sup>, 2025.

1. **CALL TO ORDER:** Chair Heppner called the meeting to order at 4:31 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, Finance Director Karen Young, Rehab and Maintenance Director John Schommer, Housing Manager Hannah Gangl, Rehab Administrative Specialist Brit Thompson, Crow Wing County Administrative Services Director Jory Danielson, Crow Wing County Commissioner Jon Lubke and Brainerd HRA Board Chair Michael Duval.
3. **REVIEW AND APPROVE AGENDA:**  
**Commissioner Aulie motioned to approve the agenda for Monday, July 21<sup>st</sup>, 2025, as presented. Seconded by Commissioner Burton. Motion Carried Unanimously via Roll Call Vote.**
4. **APPROVE MINUTES:**
  - a. Approval of the Tuesday, June 10<sup>th</sup>, 2025, Meeting Minutes  
  
**Commissioner Aulie motioned to approve the minutes of the June 10<sup>th</sup>, 2025, regular board meeting, as presented. Seconded by Commissioner Burton. Motion Carried Unanimously via Roll Call Vote.**
5. **REVIEW AND ACCEPT FINANCIAL STATEMENTS:**  
*Housing Trust Fund and financial information for June 2025 was presented by Karen Young.*
  - a. **CWC HRA Balance Sheet June 2025**
  - b. **CWC HRA Operating Statement June 2025**
  - c. **CWC HRA June Payments**

**Commissioner Aulie motioned to accept the June financial statements, as presented. Seconded by Commissioner Burton. Motion Carried Unanimously via Roll Call Vote.**

**6. NEW BUSINESS:**

**a. 2026 Budget and Levy Discussion**

*The Budget and Levy discussion was presented by Karen Young.*

Commissioner Aulie inquired about why we are increasing and then decreasing the Housing Trust Fund funding in the 5-year projection. He noted that the county is in a housing crisis and that he is not looking for the county to solve the crisis but be part of the solution since the funding should not stay status quo. Charpentier responded that we are looking for incremental levy support from the county. The preliminary levy request will open discussion with commissioners to provide feedback. Commissioner Nathan inquired if we have factored the federal funding cuts for housing into the levy request, which is a concern. Charpentier confirmed that the agency is aware of the budget cut proposals and will continue to track them if and/or when they become finalized. Danielson added that the county is aware of the concern.

**Commissioner Aulie motioned to approve the 2026 General Fund and TIF Revolving Loan budgets, as presented. Seconded by Commissioner Burton. Motion Carried Unanimously via Roll Call Vote.**

**b. Housing Trust Fund Request – McKay**

*The HTF request was presented by John Schommer.*

Commissioner Aulie advised that he would like to address the interest percentage of rental rehabilitation loans in the future.

**Commissioner Burton motioned to approve the Housing Trust Fund loan up to \$160,000 for a 20-year balloon term at 0% interest, as presented. Seconded by Commissioner Aulie. Motion Carried Unanimously via Roll Call Vote.**

**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:**

*There were no BLAEDC/CREDI updates due to Tyler Glynn's absence.*

**e. CWC:**

*Crow Wing County updates were presented by Jory Danielson.*

Danielson reported Crow Wing County's goal is to have a ten-year budget projection and the expectation is that it will be a regular process.

**8. COMMISSIONER COMMENTS: None**

**9. NEXT MEETING:** Tuesday, August 12<sup>th</sup>, 2025

**10. ADJOURNMENT:**

**Commissioner Aulie motioned to adjourn the meeting to the Housing Summit on August 6<sup>th</sup>, 2025. Seconded by Commissioner Burton. Motion Carried Unanimously via Roll Call Vote. Meeting was adjourned at 5:35 PM.**

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Housing & Redevelopment Authority

To: CWC HRA Board Members

From: Karen Young, Finance Director

Date: August 6, 2025

Re: Review and Accept Financial Statements

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**CWC HRA Levy**

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

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

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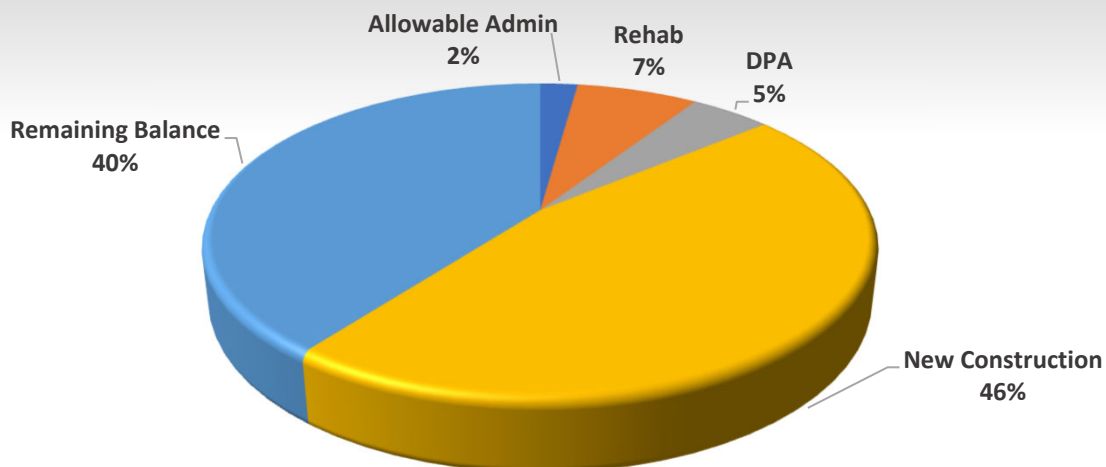


# Housing Trust Fund

Funding Breakdown	
<b>Revenue Sources:</b>	
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
<b>Loans Awarded:</b>	
Rehabilitation (12)	\$ 256,625.00
Down Payment Assistance (8)	\$ 160,000.00
New Construction (2)	\$ 1,382,000.00
Total	\$ 1,798,625.00
<b>Loans Paid Back:</b>	
Rehabilitation (2)	\$ (45,702.00)
Down Payment Assistance (1)	\$ (20,000.00)
Total	\$ (65,702.00)
<b>*Loans Outstanding:*</b>	
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
<b>Approved Loans (Awaiting Funding) :</b>	
New Construction	\$ 1,300,000.00
Rental Rehab (8-units)	\$ 160,000.00
Owner Occupied (2)	\$ 50,000.00
Total	\$ 1,510,000.00
Balance	\$ (331,696.00)
<b>Loan Queue (Awaiting Review) :</b>	
Rental Rehab (6-units)	\$ 75,000.00
Rental Rehab (7-units)	\$ 175,000.00
Owner Occupied (3)	\$ 75,000.00
Total	\$ 325,000.00
Balance	\$ (656,696.00)
<b>Other Funding Sources:</b>	
TIF - RLF	\$ 456,083.00
CWC - 2025 SAHA	\$ 67,171.00
MH Funding	\$ 150,000.00
Total	\$ 673,254.00
Balance	\$ 16,558.00

## \*LOANS OUTSTANDING BREAKDOWN\*



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**Crow Wing County HRA**

**Balance Sheet**

**July 2025**

**Program: 850 - Crow Wing County HRA**

**Project: 1. General Fund**

	Period Amount	Balance
<b>ASSETS</b>		
1129.210 Cash - A/R General Fund	94,580.72	662,413.37
<b>TOTAL ASSETS</b>	<b>94,580.72</b>	<b>662,413.37</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES AND SURPLUS</b>		
<b>SURPLUS</b>		
2700.000 Income & Expense Summary (Current Year)	94,580.72	278,322.55
2806.000 Retained Earnings	0.00	384,090.82
<b>TOTAL SURPLUS</b>	<b>94,580.72</b>	<b>662,413.37</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>94,580.72</b>	<b>662,413.37</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>94,580.72</b>	<b>662,413.37</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

**Crow Wing County HRA**  
**Operating Statement**  
**Seven Months Ending 07/31/2025**  
**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
<b>INCOME</b>								
3610.000 Interest Revenue	2,127.97	166.67	1,961.30	10,539.50	1,166.67	9,372.83	2,000.00	8,539.50
3691.000 Property Tax Revenue	108,857.69	33,387.08	75,470.61	400,645.00	233,709.58	166,935.42	400,645.00	0.00
<b>TOTAL INCOME</b>	<b>110,985.66</b>	<b>33,553.75</b>	<b>77,431.91</b>	<b>411,184.50</b>	<b>234,876.25</b>	<b>176,308.25</b>	<b>402,645.00</b>	<b>8,539.50</b>
<b>EXPENSES</b>								
4110.000 Admin Salaries	0.00	375.00	375.00	1,200.00	2,625.00	1,425.00	4,500.00	3,300.00
4130.000 Legal	0.00	833.33	833.33	5,478.24	5,833.33	355.09	10,000.00	4,521.76
4140.000 Staff Training	0.00	125.00	125.00	139.55	875.00	735.45	1,500.00	1,360.45
4150.000 Travel	32.20	33.33	1.13	71.26	233.33	162.07	400.00	328.74
4171.000 Auditing Fees	0.00	791.67	791.67	9,238.90	5,541.67	(3,697.23)	9,500.00	261.10
4172.000 Management Fee	16,195.00	16,195.00	0.00	113,365.00	113,365.00	0.00	194,340.00	80,975.00
4190.000 Other Admin Exp	144.54	16.67	(127.87)	429.96	116.67	(313.29)	200.00	(229.96)
4500.000 TIF Expense	33.20	50.00	16.80	133.20	350.00	216.80	600.00	466.80
4510.000 Insurance	0.00	291.67	291.67	2,714.00	2,041.67	(672.33)	3,500.00	786.00
4540.000 ER FICA	0.00	29.17	29.17	91.84	204.17	112.33	350.00	258.16
4590.000 Other General Exp	0.00	12,315.00	12,315.00	0.00	86,205.00	86,205.00	147,780.00	147,780.00
<b>TOTAL EXPENSES</b>	<b>16,404.94</b>	<b>31,055.84</b>	<b>14,650.90</b>	<b>132,861.95</b>	<b>217,390.84</b>	<b>84,528.89</b>	<b>372,670.00</b>	<b>239,808.05</b>
<b>SURPLUS</b>	<b>94,580.72</b>	<b>2,497.91</b>	<b>92,082.81</b>	<b>278,322.55</b>	<b>17,485.41</b>	<b>260,837.14</b>	<b>29,975.00</b>	<b>248,347.55</b>

# Crow Wing County HRA

## Balance Sheet

July 2025

Program: 850 - Crow Wing County HRA

Project: 2. SCDP

	Period Amount	Balance
<b>ASSETS</b>		
1129.210 Cash - A/R General Fund	0.00	108,473.43
<b>TOTAL ASSETS</b>	<b>0.00</b>	<b>108,473.43</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES AND SURPLUS</b>		
<b>SURPLUS</b>		
2806.000 Retained Earnings	0.00	108,473.43
<b>TOTAL SURPLUS</b>	<b>0.00</b>	<b>108,473.43</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>0.00</b>	<b>108,473.43</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>0.00</b>	<b>108,473.43</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

**Crow Wing County HRA**  
**Operating Statement**  
**Seven Months Ending 07/31/2025**  
**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
<b>INCOME</b>								
3690.000 Other Income	0.00	750.00	(750.00)	0.00	5,250.00	(5,250.00)	9,000.00	(9,000.00)
<b>TOTAL INCOME</b>	<b>0.00</b>	<b>750.00</b>	<b>(750.00)</b>	<b>0.00</b>	<b>5,250.00</b>	<b>(5,250.00)</b>	<b>9,000.00</b>	<b>(9,000.00)</b>
<b>EXPENSES</b>								
4600.001 SCDP Expense	0.00	750.00	750.00	0.00	5,250.00	5,250.00	9,000.00	9,000.00
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>750.00</b>	<b>750.00</b>	<b>0.00</b>	<b>5,250.00</b>	<b>5,250.00</b>	<b>9,000.00</b>	<b>9,000.00</b>
<b>SURPLUS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Crow Wing County HRA**

**Balance Sheet**

**July 2025**

**Program: 850 - Crow Wing County HRA**

**Project: 3. Revolving Fund - TIF**

	Period Amount	Balance
<b>ASSETS</b>		
1129.210 Cash - A/R General Fund	1,432.21	456,082.85
<b>TOTAL ASSETS</b>	<b>1,432.21</b>	<b>456,082.85</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES AND SURPLUS</b>		
<b>SURPLUS</b>		
2700.000 Income & Expense Summary (Current Year)	1,432.21	9,495.87
2806.000 Retained Earnings	0.00	446,586.98
<b>TOTAL SURPLUS</b>	<b>1,432.21</b>	<b>456,082.85</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>1,432.21</b>	<b>456,082.85</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>1,432.21</b>	<b>456,082.85</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

**Crow Wing County HRA**  
**Operating Statement**  
**Seven Months Ending 07/31/2025**  
**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
<b>INCOME</b>								
3610.000 Interest Revenue	1,432.21	833.33	598.88	9,495.87	5,833.33	3,662.54	10,000.00	(504.13)
<b>TOTAL INCOME</b>	<b>1,432.21</b>	<b>833.33</b>	<b>598.88</b>	<b>9,495.87</b>	<b>5,833.33</b>	<b>3,662.54</b>	<b>10,000.00</b>	<b>(504.13)</b>
<b>SURPLUS</b>	<b>1,432.21</b>	<b>833.33</b>	<b>598.88</b>	<b>9,495.87</b>	<b>5,833.33</b>	<b>3,662.54</b>	<b>10,000.00</b>	<b>(504.13)</b>



# Crow Wing County HRA

## Balance Sheet

July 2025

Program: 850 - Crow Wing County HRA

Project: 4. Development Fund

	Period Amount	Balance
<b>ASSETS</b>		
1120.000 Accounts Receivable Other	0.00	23.00
1129.210 Cash - A/R General Fund	0.00	(37.70)
1450.000 Land Held for Resale	0.00	14,033.20
<b>TOTAL ASSETS</b>	<b>0.00</b>	<b>14,018.50</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
2600.000 Def'd Inflow of Resources	0.00	14,033.20
<b>TOTAL LIABILITIES</b>	<b>0.00</b>	<b>14,033.20</b>
<b>SURPLUS</b>		
2700.000 Income & Expense Summary (Current Year)	0.00	(14.70)
<b>TOTAL SURPLUS</b>	<b>0.00</b>	<b>(14.70)</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>0.00</b>	<b>14,018.50</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>0.00</b>	<b>14,018.50</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

**Crow Wing County HRA**  
**Operating Statement**  
**Seven Months Ending 07/31/2025**  
**Program: 850 - Crow Wing County HRA      Project: 4. Development Fund**

	<b>Period Amount</b>	<b>Period Budget</b>	<b>Period Variance</b>	<b>YTD Amount</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Annual Budget</b>	<b>Remaining Budget</b>
<b>INCOME</b>								
3694.000 Development Revenue	0.00	5,916.67	(5,916.67)	0.00	41,416.67	(41,416.67)	71,000.00	(71,000.00)
<b>TOTAL INCOME</b>	<b>0.00</b>	<b>5,916.67</b>	<b>(5,916.67)</b>	<b>0.00</b>	<b>41,416.67</b>	<b>(41,416.67)</b>	<b>71,000.00</b>	<b>(71,000.00)</b>
<b>EXPENSES</b>								
4130.000 Legal	0.00	208.33	208.33	0.00	1,458.33	1,458.33	2,500.00	2,500.00
4430.000 Contracts Costs	0.00	100.00	100.00	14.70	700.00	685.30	1,200.00	1,185.30
4591.000 Closing Costs	0.00	83.33	83.33	0.00	583.33	583.33	1,000.00	1,000.00
4592.000 SAC/WAC/Park Fees	0.00	833.33	833.33	0.00	5,833.33	5,833.33	10,000.00	10,000.00
4600.006 Development Expense	0.00	4,691.67	4,691.67	0.00	32,841.67	32,841.67	56,300.00	56,300.00
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>5,916.66</b>	<b>5,916.66</b>	<b>14.70</b>	<b>41,416.66</b>	<b>41,401.96</b>	<b>71,000.00</b>	<b>70,985.30</b>
<b>SURPLUS</b>	<b>0.00</b>	<b>0.01</b>	<b>(0.01)</b>	<b>(14.70)</b>	<b>0.01</b>	<b>(14.71)</b>	<b>0.00</b>	<b>(14.70)</b>

# Crow Wing County HRA

## Balance Sheet

July 2025

Program: 850 - Crow Wing County HRA

Project: 5. Housing Trust Fund

	Period Amount	Balance
<b>ASSETS</b>		
1129.210 Cash - A/R General Fund	63,353.13	914,346.72
1141.000 HTF Loan Receivable	146.00	1,694,411.00
<b>TOTAL ASSETS</b>	<b>63,499.13</b>	<b>2,608,757.72</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES AND SURPLUS</b>		
<b>SURPLUS</b>		
2700.000 Income & Expense Summary (Current Year)	63,499.13	81,832.54
2806.000 Retained Earnings	0.00	2,526,925.18
<b>TOTAL SURPLUS</b>	<b>63,499.13</b>	<b>2,608,757.72</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>63,499.13</b>	<b>2,608,757.72</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>63,499.13</b>	<b>2,608,757.72</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

**Crow Wing County HRA**  
**Operating Statement**  
**Seven Months Ending 07/31/2025**  
**Program: 850 - Crow Wing County HRA      Project: 5. Housing Trust Fund**

	<b>Period Amount</b>	<b>Period Budget</b>	<b>Period Variance</b>	<b>YTD Amount</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Annual Budget</b>	<b>Remaining Budget</b>
<b>INCOME</b>								
3610.000 Interest Revenue	2,680.75	250.00	2,430.75	22,908.26	1,750.00	21,158.26	3,000.00	19,908.26
3691.000 Property Tax Revenue	60,849.88	33,333.33	27,516.55	60,849.88	233,333.33	(172,483.45)	400,000.00	(339,150.12)
<b>TOTAL INCOME</b>	<b>63,530.63</b>	<b>33,583.33</b>	<b>29,947.30</b>	<b>83,758.14</b>	<b>235,083.33</b>	<b>(151,325.19)</b>	<b>403,000.00</b>	<b>(319,241.86)</b>
<b>EXPENSES</b>								
4130.000 Legal	0.00	81.25	81.25	1,762.50	568.75	(1,193.75)	975.00	(787.50)
4150.000 Travel	31.50	2.08	(29.42)	163.10	14.58	(148.52)	25.00	(138.10)
4600.008 HTF Expense	0.00	1,583.33	1,583.33	0.00	11,083.33	11,083.33	19,000.00	19,000.00
<b>TOTAL EXPENSES</b>	<b>31.50</b>	<b>1,666.66</b>	<b>1,635.16</b>	<b>1,925.60</b>	<b>11,666.66</b>	<b>9,741.06</b>	<b>20,000.00</b>	<b>18,074.40</b>
<b>SURPLUS</b>	<b>63,499.13</b>	<b>31,916.67</b>	<b>31,582.46</b>	<b>81,832.54</b>	<b>223,416.67</b>	<b>(141,584.13)</b>	<b>383,000.00</b>	<b>(301,167.46)</b>

**Crow Wing County HRA**

**Balance Sheet**

**July 2025**

**Program: 850 - Crow Wing County HRA**

**Project: 6. Tax Forfeited Property**

	Period Amount	Balance
<b>ASSETS</b>		
1129.210 Cash - A/R General Fund	1,500.00	1,500.00
<b>TOTAL ASSETS</b>	<b>1,500.00</b>	<b>1,500.00</b>
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES AND SURPLUS</b>		
<b>LIABILITIES</b>		
2115.000 Escrow Account	1,000.00	1,000.00
<b>TOTAL LIABILITIES</b>	<b>1,000.00</b>	<b>1,000.00</b>
<b>SURPLUS</b>		
2700.000 Income & Expense Summary (Current Year)	500.00	500.00
<b>TOTAL SURPLUS</b>	<b>500.00</b>	<b>500.00</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>1,500.00</b>	<b>1,500.00</b>
<b>TOTAL LIABILITIES AND SURPLUS</b>	<b>1,500.00</b>	<b>1,500.00</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>

**Crow Wing County HRA**  
**Operating Statement**  
**Seven Months Ending 07/31/2025**  
**Program: 850 - Crow Wing County HRA      Project: 6. Tax Forfeited Property**

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>INCOME</b>								
3690.000 Other Income	500.00	833.33	(333.33)	500.00	5,833.33	(5,333.33)	10,000.00	(9,500.00)
<b>TOTAL INCOME</b>	<b>500.00</b>	<b>833.33</b>	<b>(333.33)</b>	<b>500.00</b>	<b>5,833.33</b>	<b>(5,333.33)</b>	<b>10,000.00</b>	<b>(9,500.00)</b>
<b>EXPENSES</b>								
4600.007 Tax Forf Expense	0.00	833.33	833.33	0.00	5,833.33	5,833.33	10,000.00	10,000.00
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>833.33</b>	<b>833.33</b>	<b>0.00</b>	<b>5,833.33</b>	<b>5,833.33</b>	<b>10,000.00</b>	<b>10,000.00</b>
<b>SURPLUS</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>

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

Payment Number	Payment Date	Vendor	Description	Check Amount
231	7/10/2025	Charpentier, Eric	Mileage	\$ 32.20
233	7/10/2025	Schommer, John	Mileage	\$ 31.50
27394	7/10/2025	Atlas Abstract & Title, Inc.	HTF O&E Report	\$ 100.00
27400	7/10/2025	Crow Wing County Land Services Dept	HTF Recording Fees	\$ 46.00
27412	7/10/2025	Office Shop	HTF Office Supplies	\$ 144.54
27431	7/24/2025	Column Software PBC	2024 TIF Disclosures	\$ 33.20
<b>Total</b>				<b>\$ 387.44</b>

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Housing &amp; Redevelopment Authority

To: CWC HRA Board Members

From: Karen Young, Finance Director

Date: August 4, 2025

Re: Approve Revenue Certificate for the West Grove Townhomes

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In 2003, the Crow Wing County HRA issued \$1,280,000 in General Obligation Housing Revenue Bonds which were used to construct 3 buildings consisting of 8 townhomes in Pequot Lakes. The townhomes provide housing to the elderly who would not be served by the private housing market or to non-elderly persons with incomes at or below 80% of the area median income. These bonds were refunded in 2012 for \$1,290,000 for a lower interest rate.

One of the requirements in the Joint Powers Agreement is that the Pequot Lakes HRA provides to the CWC HRA a cash flow projection for the following year on or before August 1<sup>st</sup> of each year. The CWC HRA must sign the Revenue Certificate indicating there will or will not be sufficient cash flow to pay 105% of the principal and interest on the bonds. If the cash flow is not sufficient enough to pay 105% of the principal and interest on the bonds, the City of Pequot Lakes must approve the HRA's levy to cover the difference.

**Recommendation: Authorize the Executive Director to sign the Revenue Certificate indicating that, with the Pequot Lakes HRA levy, there will be cash flow sufficient to pay 105% of the principal and interest on the Bonds.**

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## 2026 -2027 West Grove Cash Flow Projection

REVENUES		FYE 2027		EXPLANATION
<b>RENT REVENUES</b>				
70300	Rental Revenue	88,272		3% rent increase
	Rental Vacancies			
<b>Net Rent Revenues</b>			<b>88,272</b>	
<b>TOTAL PROJECTED ANNUAL REVENUES</b>			<b>88,272</b>	
<b>OPERATING EXPENSES</b>				
<b>ADMINISTRATIVE EXPENSES</b>				
91100	Administrative Salaries	13,552	{10.5%}	Includes HSA
	Maintenance Salaries	10,423	{10.5%}	Includes HSA
91500	Admin - Employee Benefit Contr.	4,808	{10.5%}	Life/Health/401K
94500	Maint - Employee Benefit Contr.	3,206	{10.5%}	Life/Health/401K
			<b>31,989</b>	<b>Total Includes wage &amp; benefit increases</b>
91300.1	Trustee Admin Fee	2,920		US Bank
91200	Audit Fee	880		Auditors
91900	Accounting Fee	1,100		Fee Accountant
91400	Advertising	50		
91600	Office Expenses	1,300		Supplies/Phone-Internet/Subscriptions
91600.4	Office Rent			
<b>Total Administrative Expenses</b>			<b>38,239</b>	
<b>UTILITIES</b>				
93200	Electric	100		Estimate for Vacant Units Utilities
93300	Gas	100		Estimate for Vacant Units Utilities
93100	Sewer & Water	100		Estimate for Vacant Units Utilities
93800	Refuse Removal	2,100		
<b>Total Utilities</b>			<b>2,400</b>	
<b>MAINTENANCE &amp; REPAIRS</b>				
	Maintenance Supplies	2,400		
	Contracts	3,900		
<b>Total Repairs &amp; Maintenance</b>			<b>6,300</b>	
<b>TAXES &amp; INSURANCE</b>				
96110	Property Insurance	5,000		Estimate for 2026
96130	Workmen's Comp	440		Estimate for 2026
96300	Real Estate Taxes (PILOT)	4,400		Estimate for 2026
<b>Total Taxes &amp; Insurance</b>			<b>9,840</b>	
<b>TOTAL OPERATING EXPENSES BEFORE DEBT</b>			<b>56,779</b>	
<b>TOTAL PROJECTED REVENUES</b>			<b>88,272</b>	
<b>TOTAL EXPENSES BEFORE DEBT</b>			<b>(56,779)</b>	
<b>NET OPERATING INCOME</b>			<b>31,493</b>	
<b>ANNUAL DEBT SERVICE</b>				
	Mortgage Principal	60,000		
	Mortgage Interest	17,855		Payable in FY 2027
	<b>Annual Mortgage</b>	<b>77,855</b>		
	x 105%	<b>(81,748)</b>		
<b>ESTIMATED CASH FLOW</b>			<b>(50,255)</b>	Levy needed to remain in compliance (105% of P&I)
	Levy Revenue		<b>50,255</b>	
<b>Net Income Including Necessary Levy</b>			<b>0</b>	



# Housing & Redevelopment Authority of Pequot Lakes

West Grove Townhomes – Sibley Terrace – Parkview I & II – Alpine Apts.

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## **2026-2027 WEST GROVE CASH FLOW PROJECTION**

### **REVENUE CERTIFICATE**

#### **ACCOUNT #161346000, SECTION 4.15**

The Crow Wing County HRA does hereby certify that the Cash Flow Projections for the West Grove Townhomes, Pequot Lakes, MN Bond Series 2012A, after taking in account the City HRA's Special Benefits Tax, the total Revenues expected to be available according to the cash flow projections, together with the projected balances in the Operating Fund and Repair and Replacement Fund, will be sufficient to pay 105% of the principal and interests on the Bonds.

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Eric Charpentier  
CWCHRA Executive Director



## Housing & Redevelopment Authority

To: CWC HRA Board Members  
 From: Eric Charpentier, Executive Director  
 Date: August 12<sup>th</sup>, 2025  
 Re: Executive Director Report

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### **Tax Forfeited Property**

We received another application to purchase a single tax forfeited lot in Baxter from a developer at the end of July. We have had an initial meeting with the development team on this purchase and we have contacted the County to reserve the lot while we work through our process. We will be working with the City of Baxter on this as well since there are some outstanding assessments on the parcel. We anticipate bringing this potential sale to the board as early as September so that you can review the project.

### **Budget and Levy Presentation**

I will be presenting to the Crow Wing County Commissioners at their upcoming budget meeting on Thursday August 14<sup>th</sup>. I will be presenting our approved budget along with our 2026 levy request that was approved at our meeting on July 21<sup>st</sup>. Crow Wing County has to set their preliminary levy along with the HRA's preliminary levy by the end of September per state statute.

**Action Requested: For discussion purposes only.**

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Housing &amp; Redevelopment Authority

To: CWC HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: August 12<sup>th</sup>, 2025  
Re: Housing Trust Fund Report

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**Local Housing Trust Fund Grant Program Update**

I received an update from MN Housing that they will be holding information sharing webinars starting at the end of August to finalize the funding disbursement for this program. These sessions will allow MN Housing to review the proposed contracts with each agency and talk about the process for getting the contracts executed and finalized. We are hoping that the funding will be available to us soon after our session, which will be in early September.

**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: August 6, 2025  
 Re: Programs Report

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### **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	7	0	0

\* Originally 83 lots, 2 have been merged/combined into a single parcel

\*\*Originally 23 lots, 1 was added

### **Housing Trust Fund Rehab – Projects in Progress**

#### **Owner-Occupied**

- 1 - Breezy Point
- 1 - Fort Ripley
- 1 - Brainerd

#### **Rental**

- 1 – Oak Lawn Township-Multi-family

**Action Requested: None, discussion items.**

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# 2025 CWC HRA BLAEDC/CREDI Staff Time - March



Date Range: 3/1/2025 - 3/31/2025

Project Gr	Project	Task	Date	Comment	Hours	Amount
Crow Wing County HRA						
	CWC HRA-Redev	Redevelopment Projects				
	E-mail	E-mail Correspondence			16.50	\$2,475.00
			3/5/2025	email communication with national developer who is looking for information on the county with regards to affordable housing projects and local support for projects. Shared housing study with developer to further discussion for this area.	16.50	\$2,475.00
			3/6/2025	email communication with housing developer to share incentives and infrastructure needs of cities in Crow Wing County. Also had a phone call to review documents and set meeting.	1.50	\$225.00
			3/10/2025	email communication and multiple phone calls with local company who is looking to purchase Nisswa property for redevelopment. Communicated to owner regarding local incentives as well as discussed funding options from BLAEDC.	1.50	\$225.00
			3/12/2025	Phone communication with developer in Pequot Lakes discussing housing development and planned expansion of homes, developer has purchased property to build single family homes. Call was to discuss city incentives.	1.50	\$225.00
			3/14/2025	reviewed email plans for redevelopment of new daycare center in Nisswa. Phone communication with daycare director to discuss funding needs as well as new plans, as significant redevelopment of site would need to occur.	1.50	\$225.00
			3/18/2025	email communication with lender and potential buyer of Nisswa property for redevelopment. Also had a phone conversation with Nisswa city administrator regarding any city incentives for property redevelopment. Communicated back to buyer.	2.50	\$375.00
			3/21/2025	email communication and phone communication with lead lender on a redevelopment project that needs financial assistance to get project completed. Project is located in Crosslake, more information to follow if funds are needed and also how city may be able to assist project.	2.00	\$300.00
			3/25/2025	email communication with major property owners and shared Crow Wing County Housing study for reference to the housing concerns in this county. Major property owners and major employer would like to explore housing options w/BLAEDC staff.	1.50	\$225.00
			3/26/2025	email correspondence with major employer regarding housing needs and how to address those needs through employer involvement. Sent employer information regarding housing trust fund and programs that are available through program.	1.50	\$225.00
			3/31/2025	BLAEDC staff email correspondence with developers to provide updated resources that are available to assist with redevelopment project.	1.50	\$225.00

<i>Mtgs</i>	<i>Meetings</i>		<b>50.00</b>	<b>\$7,500.00</b>
			50.00	\$7,500.00
	3/3/2025	BLAEDC Executive Director presenting at Pequot Lakes City Council meeting to discuss projects, housing as well as provide update on vacant properties that can be redeveloped and discussing around downtown master plan.	3.00	\$450.00
	3/4/2025	BLAEDC staff toured newly redeveloped property that has been converted into a school in Brainerd. BLAEDC staff was involved in assisting some GAP financing for this project. Significant redevelopment was completed to convert this property.	3.00	\$450.00
	3/6/2025	Meeting w/developers in Nisswa to tour open building in town. Building would be a major redevelopment project converting existing property to fit needs of developer to house business. Funding was discussed.	3.00	\$450.00
	3/7/2025	BLAEDC staff meeting with housing developer to tour communities in Crow Wing County to discuss possible sites for single family development. Discussed community incentives as well as infrastructure needs in each community. Developer will follow up again when the snow clears to look at specific properties.	3.50	\$525.00
	3/11/2025	BLAEDC staff attending meeting to discuss housing opportunities in Crosby. BLAEDC staff also preparing reports, attending CWC HRA meeting and presenting during meeting monthly activities.	5.00	\$750.00
	3/13/2025	BLAEDC staff meeting w/potential business owner who is looking for space in downtown Brainerd to start new business. Property would need to be redeveloped to fit needs of new business. Financing is being discussed as well.	2.00	\$300.00
	3/14/2025	BLAEDC staff meeting and walking of property in Nisswa that is being purchased for redevelopment. Reviewed construction plans and discussed financing. Purchase agreement language being discussed with potential April closing date.	2.50	\$375.00
	3/17/2025	BLAEDC staff meeting w/local non-profit director discussing new space needed for expansion. Reviewed plans to redevelop space. BLAEDC staff meeting w/daycare provider in Nisswa. Reviewed plans for current location as well as new site for redevelopment to new daycare center in Nisswa. Further discussions will occur regarding new space with current owners.	4.00	\$600.00
	3/18/2025	BLAEDC staff attendance at Pequot Lakes EDC meeting. Staff preparing reports and presenting reports on activities and discussions around housing and redevelopment in the city.	3.50	\$525.00
	3/19/2025	BLAEDC staff involved with and presenting at CLC housing discussion. Staff provide guidance and assistance with planning of new student housing options. Staff also toured newly redeveloped property in Crosby with city staff.	4.50	\$675.00
	3/20/2025	BLAEDC senior staff toured the newly redeveloped YMCA childcare center with Brainerd officials, community leaders and Senator Smith. Space has been supported financially through BLAEDC efforts the facility is a complete redevelopment.	3.50	\$525.00

3/24/2025	BLAEDC staff toured housing development in Crow Wing County with developer and property manager to determine if single family housing rentals and possible ownership would be ideal for property. Currently single-family housing is being built on property, but price point is outside of affordable housing currently. Discussion around duplex and townhomes.	3.00	\$450.00
3/26/2025	BLAEDC staff attending CLC housing meeting. Staff made a presentation and provided reports to CLC leadership regarding housing shortages in the community and resources available to help address housing shortage.	3.00	\$450.00
3/27/2025	BLAEDC staff meeting w/major property owners in Nisswa to discuss housing opportunities and incentives being offered by the city, county and state. Infrastructure is major hurdle in further housing development being completed in this area of Nisswa. Additional meetings are scheduled with city staff to discuss building.	4.00	\$600.00
3/31/2025	Meeting w/business owners and developers regarding Nisswa redevelopment project. Building is currently vacant awaiting environmental clearance. Purchase agreement is in place, developers want to redevelop property for a new business office.	2.50	\$375.00
		<b>66.50</b>	<b>\$9,975.00</b>
		<b>66.50</b>	<b>\$9,975.00</b>
		<b>66.50</b>	<b>\$9,975.00</b>

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

  
 Tyler Glynn  
 BLAEDC Executive Director

# 2025 CWC HRA BLAEDC/CREDI Staff Time - April



Date Range: 4/1/2025 - 4/30/2025

Project G Project	Task	Employee	Date	Comment	Hours	Amount
Crow Wing County HRA						
	CWC HRA-Redev	Redevelopment Projects				
	E-mail	E-mail Correspondence				16.50
		Staff Time				\$2,475.00
			4/4/2025	email and phone communication with lender for redevelopment project in Nisswa. Financing options provided to lender with discussion around Unified Fund.	1.50	\$225.00
			4/7/2025	email and phone communication with national developer regarding open property available in Cuyuna Range area. Provided property details via email and follow up via phone.	1.50	\$225.00
			4/8/2025	email communication with business owners looking for new location. Provided details of building in Merrifield that would need to be redeveloped to fit needs. Provided site location and details of building.	1.50	\$225.00
			4/10/2025	email correspondence with regional nonprofit to provide available properties in region for childcare locations	2.50	\$375.00
			4/14/2025	email communication with lender regarding state programs that are available to assist expansion and redevelopment project in Crow Wing County.	1.50	\$225.00
			4/16/2025	email communication with lender and potential buyers of property in Nisswa for major redevelopment. Buyers are looking for some assistance to help with project costs. BLAEDC staff provided access to state resources.	1.50	\$225.00
			4/21/2025	email communication with national developer who was requesting copy of housing study completed by CWC HRA. Emailed copy of study to developer and had phone conference with staff to discuss report.	1.50	\$225.00
			4/28/2025	email communication to major local employer who is seeking expansion locations for build or redevelopment. Provided details demographic and traffic data that was required to make informed decision.	2.00	\$300.00
			4/29/2025	email correspondence with developer who needed some information regarding incentives available in local Crow Wing County communities, such as waiving of sac/wac fees, permitting fees and so on. Provided details from a couple of cities that had those offered.	1.50	\$225.00
			4/30/2025	email communication and phone call with national developer who is looking at multiple sites in Crow Wing County for new development of multi-family housing. Provided details on 3 communities that are searching for housing. Further discussions will occur when their team is in the area in June.	1.50	\$225.00
	Mtgs	Meetings				49.50
						\$7,425.00
		Staff Time				49.50
						\$7,425.00
			4/1/2025		4.00	\$600.00

# 2025 CWC HRA BLAEDC/CREDI Staff Time - April



Date Range: 4/1/2025 - 4/30/2025

Project G Project	Task	Employee	Date	Comment	Hours	Amount
Crow Wing County HRA						
				BLAEDC staff meeting with major employer in Crosby to discuss housing needs. Reviewed properties in the region and discussed opportunities to develop new affordable housing. Employer does own land and discussed many types of units, from single family to multi-family options. Provided details that outlined needs in the region.		
			4/2/2025	BLAEDC staff preparing reports and presenting at Crosslake EDA meeting. Primary discussions around open properties for new businesses and redevelopment opportunities. Staff provided a report that identified vacant properties and will work with EDA and council to determine incentives for redevelopment as needed.	4.00	\$600.00
			4/3/2025	BLAEDC staff meeting with investment group who is looking for opportunities to invest in housing in Crow Wing County. Shared with group, HRA Housing study to showcase where housing is needed in the region. Further meeting with developers may occur in the immediate future.	2.00	\$300.00
			4/4/2025	BLAEDC Executive Director meeting w/lender and potential building owners in Nisswa. Local company is working to secure a site in Nisswa to redevelop and move business. Financing options were covered and potential need for some assistance for redevelopment project.	2.50	\$375.00
			4/8/2025	BLAEDC staff attending meeting to discuss housing opportunities in Pequot Lakes. BLAEDC staff also preparing reports, attending CWC HRA meeting and presenting during meeting monthly activities.	5.00	\$750.00
			4/9/2025	BLAEDC staff meeting with potential business owner to Crow Wing County. Individual and team were looking for existing buildings for renovation but also willing to discuss and review shovel ready sites. Outgrowing current facility and need to move and redevelop new site or build new. Identified site in Crow Wing County that would meet needs for redevelopment.	3.50	\$525.00
			4/11/2025	Virtual meeting w/regional non-profit to discuss available locations for new childcare locations. Provided details of local properties that would need to be redeveloped to fit needs, but they have individuals looking at this area to open new center.	3.00	\$450.00
			4/14/2025	BLAEDC staff meeting with local lender and business owner to discuss expansion and redevelopment of commercial business in Pequot Lakes. Redevelopment needs to occur with expansion as new product lines will be brought on line. Financing assistance along with local help is needed to take on project of this size. Expansion will also allow for additional workforce.	3.50	\$525.00
			4/15/2025		5.00	\$750.00

# 2025 CWC HRA BLAEDC/CREDI Staff Time - April



Date Range: 4/1/2025 - 4/30/2025

Project G Project	Task	Employee	Date	Comment	Hours	Amount
Crow Wing County HRA						
				BLAEDC staff providing reports and presenting at Pequot Lakes EDC meeting, housing, redevelopment were topics discussed during the meeting with BLAEDC staff providing a report on vacant properties. Meeting with developer about potential for multi-family housing in Crosby.		
			4/16/2025	BLAEDC staff preparing and participating in meeting in Crosby. Staff provided reports to board regarding vacant properties and projects in Cuyuna Range. Also discussed housing needs and opportunities in the range. Multiple discussions around need for new housing for employers and desire to connect with developers to guide growth.	3.50	\$525.00
			4/17/2025	Onsite meeting w/potential owners to tour property in Nisswa for business relocation. Property would require major redevelopment to fit needs of business relocation. Discussed timing of acquisition as well as funding needs and construction.	2.50	\$375.00
			4/21/2025	BLAEDC staff touring new housing units available in Crow Wing County. Toured housing units that are listed for sale, group is requesting assistance from BLAEDC to get listings out to business leaders and owners. BLAEDC will use social media to promote much needed housing.	2.50	\$375.00
			4/22/2025	BLAEDC staff meeting w/potential buyers of redevelopment property in Nisswa. Financing needs discussed as well as review of plans for redevelopment. Discussed needing some assistance from city to help with overall cost of project.	3.00	\$450.00
			4/28/2025	BLAEDC staff meeting large local business that is looking to expand to new location in Crow Wing County. Expansion has identified building and property. Major redevelopment would need to occur at location to fit the needs of the business and this expansion. Walking tour of facility was completed with staff and leadership.	3.50	\$525.00
			4/30/2025	BLAEDC staff meeting to discuss business opportunity in downtown Brainerd. New business is looking for suitable location to bring new retail business to the area. BLAEDC staff discussed open properties in Brainerd as that is where they want to locate business. Realizes that redevelopment would need to occur to fit needs of new retail space.	2.00	\$300.00
Redevelopment Projects Subtotal					66.00	\$9,900.00
Crow Wing County HRA Subtotal					66.00	\$9,900.00
Grand Total					66.00	\$9,900.00

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

Tyler Glynn, Executive Director