

Crow Wing County HRA Board Meeting
5:00 p.m. Tuesday, January 12th, 2021
Remote Meeting via Webex Video/Teleconference

Join from your browser: <https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=m77163cb4cc7aa0909ccb51de700de32>
Join by phone: 415-655-0001
Meeting number (access code): 126 623 4116
Meeting password: 0112

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

AGENDA

- 1. CALL to ORDER**
- 2. ROLL CALL**
- 3. ANNUAL MEETING (Attachment 1).....p. [3](#)**
 - a. Oath of Office.....p. [5](#)
 - b. Election of Officers for 2021
 - c. Review Bylawsp. [7](#)
- 4. REVIEW and APPROVE MINUTES (Attachment 2).....p. [9](#)**
- 5. REVIEW and ACCEPT FINANCIAL STATEMENTS (Attachment 3).....p. [13](#)**
- 6. UNFINISHED BUSINESS**
 - a. Housing Trust Fund Update (Attachment 4).....p. [19](#)
- 7. NEW BUSINESS**
 - a. Designation of Official Depository (Attachment 5).....p. [21](#)
- 8. REPORTS**
 - a. Rehab Programs (Attachment 6).....p. [23](#)
 - b. BLAEDC/CREDI (Attachment 7).....p. [25](#)
 - c. CWC
- 9. HRA COMMISSIONER COMMENTS**
- 10. NEXT MEETING AGENDA TOPICS: Tuesday, February 9th, 2021**
- 11. ADJOURNMENT**

CWC HRA Commissioners

Craig Nathan, Chair - District 4 (12-31-25)
Michael Aulie, Vice Chair - District 5 (12-31-21)
Michael Morford, Secretary/Treasurer - District 2 (12-31-23)
Richard (George) Burton - District 1 (12-31-22)
Zach Tabatt, Commissioner - District 3 (12-31-24)



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Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Eric Charpentier, Executive Director
Date: January 12, 2021
Re: Annual Meeting

According to the bylaws, the CWC HRA is required to hold its annual meeting at the regular meeting in January. Typically, all new or reappointed members are given the oath of office, the board elects new officers, and bylaws are reviewed.

Oath of Office (*Attachment 1a*)

At the November 10th, 2020, county board meeting, Craig Nathan was reappointed as the District 4 representative on the Crow Wing County Housing and Redevelopment Authority for a term expiring 12/31/25.

Election of Officers for 2021

According to the bylaws, the chair, vice chair, and secretary/treasurer shall be elected at the annual meeting of the HRA.

2020 Officers and Commissioners

Chair – Craig Nathan, District 4, Term through 12-31-25

Vice Chair – Michael Aulie, District 5, Term through 12-31-21

Secretary/Treasurer – Michael Morford, District 2, Term through 12-31-23

Commissioner – Richard (George) Burton, District 1, Term through 12-31-22

Commissioner – Zach Tabatt, District 3, Term through 12-31-24

Review Bylaws

Attachment 1b is a copy of the bylaws for your review.

Action Items: Conduct oath of office; elect an HRA chair, vice chair, and secretary; and review bylaws.



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Oath

STATE OF MINNESOTA }
COUNTY OF CROW WING } **SS.**

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

Craig Nathan

Subscribed and sworn to before me this 12th day of January, 2021.

Eric Charpentier,
Executive Director



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**BY-LAWS OF THE HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE COUNTY OF CROW WING, MINNESOTA**

Amended – January 11, 2011

Amended – January 9, 2017

1. THE AUTHORITY

Section 1.1 Name of the Authority. The name of the Authority shall be the Housing and Redevelopment Authority in and for the County of Crow Wing, Minnesota (hereinafter, the "Authority"), and its governing body shall be called the Board of Commissioners (hereinafter, the "Board").

Section 1.2. Office. The principal office of the Authority shall be the Crow Wing County Historic Courthouse.

Section 1.3. Seal. The Authority shall have no official seal.

2. ORGANIZATION

Section 2.1. Officers. The officers of the Authority shall consist of a Chair, a Vice Chair, a Secretary, and an Executive Director. The Chair, the Vice Chair and the Secretary shall be members of the board and shall be elected at the annual meeting of the Authority.

Section 2.2. Chair. The Chair shall preside at all meetings of the Board.

Section 2.3. Vice Chair. The Vice Chair shall preside at any meeting of the Board in the absence of the Chair and may exercise all powers and perform all responsibilities of the Chair if the Chair cannot exercise or perform the same due to absence or other inability.

Section 2.5. Secretary. The Secretary shall oversee the keeping of minutes of all meetings of the Board and shall oversee the maintenance of all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time by resolution prescribe.

Section 2.6. Executive Director. The Executive Director shall be appointed by resolution and shall serve at the pleasure of the Board of Commissioners, shall be the chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe.

3. PROCEDURES OF BOARD OF COMMISSIONERS

Section 3.1. Annual Meeting. The annual meeting of the Board shall coincide with the regular meeting of the month of January in each year.

Section 3.2. Regular Meetings. The Board shall hold regular meetings at such time and place as the Board may determine.

Section 3.3. Special Meetings. Special meetings of the Board may be called by the Chair or, in the event of the Chair's absence or inability, by the Vice Chair at any time, upon seventy-two hours prior notice exclusive of Saturdays, Sundays and holidays to all Commissioners and Executive Director. Upon the same notice, special meetings of the Board may also be called by any two Commissioners. Notice of any special meeting in the principal office of the Authority no less than seventy-two hours prior to such special meeting exclusive of Saturdays, Sundays and holidays.



Section 3.4. Quorum. A quorum of the Board shall consist of a simple majority of the appointed Commissioners. In the absence of a quorum, no official action may be taken by, on behalf of, or in the name of the Board or the Authority.

Section 3.5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present. Resolutions may but need not be read aloud prior to vote taken thereon and may but need not be executed after passage.

Section 3.6. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

4. MISCELLANEOUS

Section 4.1. Fiscal Year. The fiscal year of the Authority shall be the calendar year.

Section 4.2. Execution of Contracts. All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be executed by the Chair and/or the Executive Director or by such other Commissioner or officers of the Authority as the Board may by resolution prescribe.

Section 4.3. Amendment of By-Laws. These By-Laws may be amended by the Board only by not less than a majority vote of all the Commissioners, provided that any such proposed amendment shall first have been delivered to each Commissioner at least one regular meeting prior to the meeting at which such amendment is considered.



Crow Wing County HRA Board Meeting Minutes from Tuesday, December 8th, 2020

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 via Webex video/teleconference at 5:00 p.m., Tuesday, December 8th, 2020.

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

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Rehab Coordinator John Schommer, Tyler Glynn with BLAEDC, Debbie Erickson with Crow Wing County, and Commissioner Steve Barrows, Crow Wing County Board.

3. **REVIEW and APPROVE MINUTES**

Moved and seconded by Commissioners Tabatt and Aulie to approve the minutes from November 10th, 2020. Through a roll call vote, all commissioners were in favor and none were opposed. The minutes were approved.

4. **REVIEW and ACCEPT FINANCIAL STATEMENTS:** Reflected in the November financial statements is the receipt of \$32,789.97 in SCDP Local Income from Crow Wing County. The balance in this account is currently \$68,281.57. The board allocated \$10,000 to the City of Garrison and \$10,000 to the City of Jenkins as leverage dollars for their SCDP applications.

Moved by Commissioner Burton and seconded by Commissioner Morford to accept the November 2020 financial statements as presented. Through a roll call vote, all commissioners voted in favor and none were opposed. The motion passed.

5. **UNFINISHED BUSINESS:** Nothing to report.

6. **NEW BUSINESS:**

- a. **Authorize Participation in the Minnesota City Participation Program:** Minnesota Housing sells mortgage revenue bonds on behalf of cities to meet locally identified housing needs. The proceeds of these bonds provide below-market interest rate home mortgage loans for low-and moderate-income first-time homebuyers. The Minnesota City Participation Program (MCP) provides cities throughout the state with a unique opportunity to easily access housing resources to meet the needs of their citizens.

Funds are available to local participating lenders to offer low-interest loans to eligible home buyers. The funds are initially available to the specific community. For 2020, \$904,603.93 was allocated for Crow Wing County and as of 10/31/20, \$2,733,515.00 in loans have been committed. This equates to a usage rate of 302%. (There is a minimum usage requirement of 50% of the allocation in order to participate the following year.) After a period of time, the funds are put into a state-wide pool.



In order to participate in the MCPP, the application must be submitted by Friday, January 15th.

Moved by Commissioner Aulie and seconded by Commissioner Burton to authorize the executive director to submit the 2021 Minnesota Cities Participation Program application to Minnesota Housing. Through a roll call vote, all commissioners voted in favor and none were opposed. The motion passed.

- b. **Review & Discuss Fund Balance:** The Fund Balance Policy sets the recommended unassigned fund balance to be maintained at 8–12 months of General Fund operating expenses for the year. In August, the board approved the 2021 General Fund budget with \$38,300 designated fund balance to offset the 2021 budget shortfall caused from non-operating housing and redevelopment initiatives and legal expenses associated with these initiatives. These funds will be classified as Assigned.

It was recommended that the board take action to commit funds for Redevelopment and Housing Projects at this time, as it is a GASB 54 requirement that the board commitments be established prior to year-end. The amount of the commitment would be determined after year-end when the calculation could be finalized.

Moved by Commissioner Burton and seconded by Commissioner Aulie to commit fund balance for Redevelopment and Housing Projects with an amount to be determined after year-end financial statements are finalized. Through a roll call vote, all commissioners voted in favor and none were opposed. The motion passed.

7. REPORTS

a. Executive Director:

Housing Trust Fund Update

Schommer and Charpentier met with Commissioner Brekken, Administrator Houle, and Tyler Glynn regarding next steps for the HTF as well as well as input from Crow Wing County on how they can utilize or leverage the trust fund dollars for larger projects. Charpentier will give an update to Crow Wing County commissioners early in 2021.

Meeting with Breezy Point Administrator

Charpentier recently met with the City of Breezy Point's city administrator, Patrick Wussow, to talk through some of the successes that their city has had recently in getting housing built. They have had 40+ housing permits pulled in 2020. They discussed what the CWC HRA could do to help support the recent housing success in the area.

Meeting with Pequot Lakes Housing Task Force

Schommer and Charpentier met with Mark Jurchen and Michelle Lelwica from the Pequot Lakes Housing Task Force to share some ideas on mid- to long-range strategies to help improve their current housing stock as well as share information about the HTF.



Downtown Housing Project

Charpentier met with Jennifer Bergman and a local developer to reignite talks about a potential housing project in downtown. The conversation went well, the developer does have interest in a project, and they are doing some market research on the potential site. More information will be shared as this project progresses.

- b. **Brainerd HRA/Rehab Programs:** Updates on the rehab programs as well as the Brainerd Oaks/Serene Pines Developments were provided to the board.
 - c. **BLAEDC/CREDI:** The CARES Act grants initiative concluded on December 1st. Glynn reported that if any developers reach out to him, he will inform them of the HTF and how to work with the HRA. Kraus Anderson will be having a meeting early in the new year as they are looking at housing in the area. Glynn asked the board for guidance on where they'd like BLAEDC to focus their efforts. They will have a discussion as they move forward into 2021.
 - d. **CWC:** Erickson reported that \$5.9 million in grants was distributed throughout Crow Wing County (\$2.8 million for-profits, \$790,000 for non-profits, \$1.5 million toward the broadband project with CTC, and \$727,000 for the schools/YMCA childcare programs). There is a Truth in Taxation meeting and public hearing next week on December 15th. Commissioner Barrows added that due to the second closure of restaurants, gyms, and bars, federal/state relief is needed.
8. **HRA COMMISSIONER COMMENTS:** Nothing to report.
 9. **NEXT MEETING AGENDA TOPICS:** HRA/BLAEDC goals; BLAEDC/CREDI contracts; HTF implementation.
 10. **ADJOURNMENT:**

Commissioner Burton moved to adjourn the meeting. Commissioner Tabatt seconded the motion. Via roll call vote, all commissioners were in favor and none were opposed. The motion was approved at 6:01 p.m.



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Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Karen Young, Finance Director
Date: January 4, 2021
Re: Review & Accept Financial Statements

Please find attached the financial information for December 2020.

CWC HRA Tax Levy

Reflected in the December financial statements is the deposit of \$292,890.17 and accrual of \$1,472.15 in property tax and other tax revenue. The tax payments received/accrued to date for 2020 totaled \$697,996.59.

2020 Audit

The 2020 audit fieldwork is scheduled with CliftonLarsonAllen (CLA) during the first week of February. The December financial statements do not fully reflect all year-end entries and adjustments. The final year-end entries and adjustments will be recorded prior to the audit.

2020 BLAEDC/CREDI Funding

The funding payments to BLAEDC/CREDI have not been processed for 2020. Per the guidance provided by our legal counsel, Martha Ingram at Kennedy & Graven, we are awaiting further reporting information from BLAEDC before authorizing the payments of the 2020 funding amounts.

Action Requested: Accept the December financial statements as submitted.



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Date/Time roberta
1/6/2021 8:52:44 AM

Crow Wing County
CWC HRA Combined Balance Sheet
December, 2020

Cumulative

	Cumulative
ASSETS	
556-000-1120.000 A/R Other - Dev	107.30
550-000-1121.000 Taxes Receivable	1,472.15
550-000-1129.210 Cash Gen Fund	245,171.87
550-001-1129.210 Cash CWC SCDP	68,281.57
551-002-1129.210 Cash RLF TIF	367,450.12
556-000-1129.210 Cash Development Fund	-107.30
557-000-1129.210 Cash Tax Forf Property	-5,446.27
558-000-1129.210 Cash HTF	466,758.36
551-002-1141.000 Loans Rec RLF TIF	51,530.98
556-000-1450.000 Land Held for Resale	442,419.88
TOTAL ASSETS	<u>1,637,638.66</u>
LIABILITIES	
556-000-2600.000 Def Inflow of Res - Dev	-442,419.88
TOTAL LIABILITIES	<u>-442,419.88</u>
SURPLUS	
550-000-2700-000 Net Income	-543,249.82
550-000-2806.000 Retained Earnings	-651,968.96
TOTAL SURPLUS	<u>-1,195,218.78</u>
TOTAL LIABILITIES & SURPLUS	<u>-1,637,638.66</u>
Proof	0.00



Crow Wing County
CWC HRA Combined Operating Stmt
December, 2020

	Current Period	Current Year	Year To Date Budget	Variance
INCOME				
550-000-3610.000 Investment Earnings	-4.76	-603.54	0.00	-603.54
550-000-3690.000 Other Revenue	0.00	-32,859.97	-27,000.00	-5,859.97
550-000-3691.000 Property Tax Revenue	-294,362.32	-697,996.59	-729,500.00	31,503.41
551-002-3610.000 RLF TIF Interest Rev	-263.64	-11,921.68	-11,170.00	-751.68
556-000-3696.000 Development Revenue	-107.30	-107,324.98	-191,200.00	83,875.02
557-000-3696.000 TFP Revenue	0.00	0.00	-10,000.00	10,000.00
TOTAL INCOME	-294,738.02	-850,706.76	-968,870.00	118,163.24
EXPENSE				
550-000-4110.000 Administrative Salaries	300.00	3,450.00	4,500.00	-1,050.00
550-000-4130.000 Legal	256.00	1,381.00	10,000.00	-8,619.00
550-000-4140.000 Staff Training	0.00	0.00	1,500.00	-1,500.00
550-000-4150.000 Travel	22.54	62.23	250.00	-187.77
550-000-4171.000 Auditing Fees	0.00	6,798.75	6,800.00	-1.25
550-000-4172.000 Management Fees	12,500.00	150,000.00	150,000.00	0.00
550-000-4190.000 Other Administrative	0.00	0.00	200.00	-200.00
550-000-4500.000 TIF Expense	0.00	54.75	600.00	-545.25
550-000-4510.000 Insurance	0.00	1,579.00	2,100.00	-521.00
550-000-4540.000 Employer FICA	22.95	263.93	350.00	-86.07
550-000-4590.000 Other General Expense	0.00	23,034.40	142,000.00	-118,965.60
550-001-4600.000 CWC SCDP Expense	0.00	10,000.00	27,000.00	-17,000.00
551-002-4600.000 RLF TIF Expense	1,185.20	1,185.20	1,190.00	-4.80
556-000-4600.000 Development Expense	18.48	107,324.98	191,200.00	-83,875.02
557-000-4600.000 TFP Expense	0.00	2,322.70	10,000.00	-7,677.30
TOTAL EXPENSE	14,305.17	307,456.94	547,690.00	-240,233.06
NET INCOME(-) OR LOSS	-280,432.85	-543,249.82	-421,180.00	-122,069.82



**Crow Wing County HRA
December 2020 Payments**

Payment Number	Payment Date	Vendor	Description	Check Amount
779	12/4/2020	Eric Charpentier	Breezy Pt. Meeting Mileage	\$ 22.54
780	12/4/2020	John Schommer	Brd Oaks, Serene & Delmar Mileage	\$ 8.06
789	12/31/2020	Eric Charpentier	Brainerd Oaks Mileage	\$ 2.36
790	12/31/2020	John Schommer	Brd Oaks, Serene & Delmar Mileage	\$ 8.06
23668	12/3/2020	Kennedy & Graven, Chartered	BLADC Billing Review Legal Fees	\$ 160.00
23687	12/17/2020	Initiative Foundation	1% Victual Loan Fee for 2020	\$ 592.60
23689	12/17/2020	Kennedy & Graven, Chartered	BLADC Billing Review Legal Fees	\$ 96.00
23707	12/31/2020	Brainerd Lakes Area Economic Dev	1% Victual Loan Fee for 2020	\$ 592.60
Total				\$ 1,482.22



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Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Eric Charpentier, Executive Director
Date: January 12, 2021
Re: Housing Trust Fund (HTF) Update

Our staff continues to move forward with the trust fund guidelines. We have a draft of the Rental Rehab Procedures that has been worked on by both the HRA staff and MN Housing Partnership and we expect to have these procedures finalized during our next meeting with MHP on the 28th. I also have a separate meeting with MHP on 1/14 to discuss organizational development goals for the HTF.

We have also been working through a marketing plan and branding for the HTF and are happy with the guidance that MHP has given. We have a new logo that we will be sharing with the board once it has been finalized and we are excited to start utilizing it in our marketing material.

We are receiving some interest in our rehab program from individuals within the county and we did receive our first application for this program! We are still awaiting some further documentation from the interested party, but we are excited to be moving forward as we finalize our procedures.

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



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Housing & Redevelopment Authority

To: CWC HRA Board Members
From: Karen Young, Finance Director
Date: January 4, 2021
Re: Designation of Official Depository

Pursuant to Minnesota Statute 118A.02, the Crow Wing County HRA Board shall designate as a depository of its funds, one or more financial institutions. At this time, the official depository is Bremer Bank.

Action Requested: Approve the designation of Bremer Bank as the official depository.



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Housing & Redevelopment Authority

To: CWC HRA Board Members
 From: John Schommer, Rehab Coordinator
 Date: January 6, 2021
 Re: Rehab Programs Report

NE BRAINERD SCDP

Address	Owner	Type of Rehab	Units	Status
707 Laurel St.	Knotty Pine Bakery	Commercial	1	Complete
707 Laurel St.	Sarah H.S.	Mixed-use	9	Substantially Complete
212 1 st Ave. NE	Andrea B.	Owner-occupied	1	Complete
612 2 nd Ave. NE	Kelly R.	Owner-occupied	1	Complete
201 & 203 B St.	Travis B.	Rental	2	In Construction
726 4 th Ave. NE	John G.	Rental	3	Bidding
215 Gillis Ave. NE	Cheri S.	Owner-occupied	1	In Construction
414 3 rd Ave. NE	Select Rental Properties	Rental	1	Contract Phase
206 Gillis Ave. NE	Herbert & Robin J.	Owner-occupied	1	In Construction
721 2 nd Ave. NE	Darin K.	Owner-occupied	1	In Construction

Emily SCDP

- » 7 owner-occupied projects are complete
- » 1 project is in construction

MHFA

- » 2 projects are in construction
- » 2 applications are in process

BRAINERD OAKS/SERENE PINES/DALMAR ESTATES

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	47	44	3	8
Serene Pines	23	14	12	0	2
Dalmar Estates	7	1	1	0	0

*Originally 83 lots, two have been merged/combined into a single parcel.



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CWC HRA - BLAEDC Staff Time - Billing



Date Range: 12/1/2020 - 12/31/2020

Project Group	Project	Date	Person	Comment	Hours	Billing Amount
Crow Wing County HRA						
	CWC HRA - Redev		Redevelopment Projects			
		12/1/2020	BLAEDC Staff	CARES Act administration and follow up. Communication with round 1 and round 2 grant recipients, plus email distribution of W9 forms to all grant recipients and gathering of forms.	5.00	\$750.00
		12/2/2020	BLAEDC Staff	River to Rail meeting with Brainerd stakeholders, discussions with the group surrounding open projects. Crosslake EDA meeting to discuss 2 redevelopment projects that have been brought to BLAEDC attention	3.50	\$525.00
		12/3/2020	BLAEDC Staff	email and phone calls with potential developers with projects in Crow Wing County	1.50	\$225.00
		12/4/2020	BLAEDC Staff	CARES Act administration and follow up. Communication with round 1 and round 2 grant recipients, plus email distribution of W9 forms to all grant recipients and gathering of forms.	2.00	\$300.00
		12/4/2020	BLAEDC Staff	email correspondence with grant recipients to understand how funds would impact businesses and follow up to track additional information by all BLAEDC staff	2.00	\$300.00
		12/8/2020	BLAEDC Staff	email correspondence w/developers regarding housing development in and around Crow Wing County	2.00	\$300.00
		12/8/2020	BLAEDC Staff	CWC HRA Board Meeting	1.00	\$150.00
		12/9/2020	BLAEDC Staff	Communication with round 1 and round 2 grant recipients, plus email distribution of W9 forms to all grant recipients and gathering of forms. Staff efforts to close grant process and distribute funds	3.50	\$525.00
		12/9/2020	BLAEDC Staff	email and phone communication with round 1 and round 2 grant recipients, plus email distribution of W9 forms to all grant recipients and gathering of forms. Staff efforts to close grant process and distribute funds.	2.50	\$375.00
		12/10/2020	BLAEDC Staff	Meeting w/potential buyer for Deerwood property after discussions w/city staff as well as discussions w/potential owner regarding incentives. Brainerd EDA meeting	3.00	\$450.00
		12/11/2020	BLAEDC Staff	Board meeting and preparation for projects to discuss w/board for month of November and December. Staff time to prepare reports and present	2.00	\$300.00
		12/14/2020	BLAEDC Staff	Zoom meeting w/local leaders to discuss housing needs in Crow Wing County, meeting was led by BLAEDC staff and involved various	2.00	\$300.00



12/15/2020	BLAEDC Staff	stakeholders in Crow Wing County as well as the Initiative Foundation Meetings w/county staff and CWC Board Meeting regarding Economic relief grants	3.00	\$450.00
12/15/2020	BLAEDC Staff	email and phone conversations w/housing developer out of the metro area to follow up on previous discussions and set preliminary plans for 2021	1.50	\$225.00
12/16/2020	BLAEDC Staff	Staff meetings to work through new round of grant funding, setting guidelines and reworking application	4.00	\$600.00
12/17/2020	BLAEDC Staff	Meetings w/county leadership and BLAEDC staff to finalize program for Crow Wing County Economic Assistance grants with funding provided to the county from State of MN, BLAEDC staff will again administer program to assist local businesses	2.00	\$300.00
12/18/2020	BLAEDC Staff	Final preparations and communication to businesses and non-profits in crow wing county for upcoming grant funds to assist both for profit and non profit businesses	3.50	\$525.00
12/21/2020	BLAEDC Staff	Crow Wing Relief Grant work as Round 3 applications arrive, phone calls, emails and follow up. All BLAEDC staff working on this program	3.50	\$525.00
12/22/2020	BLAEDC Staff	Crow Wing Relief Grant work as Round 3 applications arrive, phone calls, emails and follow up. Discussions with business owners who have been shut down and impacted w/pandemic to discuss options for grant program eligibility	4.00	\$600.00
12/22/2020	BLAEDC Staff	Meeting w/local business owner to discuss options for expanding and possibly redeveloping his existing property to provide space for expansion before he looks to build new	2.00	\$300.00
12/23/2020	BLAEDC Staff	Meetings w/staff to discuss projects, programs, and grant updates	2.00	\$300.00
12/28/2020	BLAEDC Staff	Crow Wing Relief Grant work as Round 3 applications arrive, phone calls, emails and follow up. Staff communication w/grant applicants. Phone meeting w/HRA ED to discuss services and contract	4.00	\$600.00
12/29/2020	BLAEDC Staff	Crow Wing Relief Grant work as Round 3 applications arrive, phone calls, emails and follow up. Staff communication w/grant applicants	3.50	\$525.00
CWC HRA - Redev Redevelopment Projects Total:			63.00	\$9,450.00
Crow Wing County HRA Total:			63.00	\$9,450.00
Grand Total			63.00	\$9,450.00

