

**City of Brainerd**  
**Economic Development Authority**

**Meeting**

7:30 A.M.  
August 16, 2018  
Council Chambers

**AGENDA**

1. Call to Order
2. Roll Call
3. Approval/Amendment of Agenda
4. Approval of Minutes of March 27, 2018
5. Financial Report
6. Update from HRA
  - a. Revolving Loan Fund (RLF)
  - b. Small City Development Program (SCDP)
  - c. Other
7. Update from BLAEDC
  - a. Unified Fund
  - b. Other
8. Community Development Director
9. 2019 Budget Discussion
10. Economic Development Tools
11. Frequency of Meetings
12. Other Business
13. Commissioners' Comments/Questions
14. Adjourn

## **BRAINERD ECONOMIC DEVELOPMENT AUTHORITY**

**Tuesday, March 27, 2018**

### **Official Minutes**

Pursuant to the call and notice thereof, President Menk called the meeting of the Brainerd Economic Development Authority to order at 7:30 a.m.

Present were Commissioners Ed Menk, Jerry Sinner, Matt Mallie, Kelly Bevans, Dale Parks and Gabe Johnson. Commissioner Erickson was noted as absent. Also present were City Administrator Cassandra Torstenson, Finance Director Connie Hillman, BLAEDC Executive Director Sheila Haverkamp and Economic Development Officer Tyler Glynn, Brainerd HRA Director Jennifer Bergman, and John Schommer, HRA Rehab Coordinator.

#### **Approval/Amendment of Agenda - Approved**

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND SINNER, DULY CARRIED, TO APPROVE THE AGENDA.

#### **Approval of Minutes - Approved**

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE MINUTES FROM JANUARY 4, 2018 EDA MEETING AS PRESENTED.

#### **Approval of Financial Report - Approved**

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND PARKS, DULY CARRIED, TO APPROVE THE FINANCIAL REPORT AS PRESENTED.

#### **Update on SCDP/Downtown Grant - Informational**

The Chair welcomed Mr. John Schommer, HRA Rehab Coordinator to present an update on the progress of downtown projects. Mr. Schommer stated there are four projects that have been completed with two others nearing completion. The Purple Fern has a few things left to finish with an opening date of May 1<sup>st</sup>, 2018. The remaining projects are moving along and progressing with signed contracts.

President Menk questioned the progress at the Last Turn Saloon. Mr. Schommer indicated the renovations to the eleven apartments above the business are nearly complete pending arrivals of new water heaters and appliances. The permit has recently been issued for the commercial part of the renovation and construction should start very soon which will include a commercial wheelchair lift. The roofing project is currently under way, but weather has affected the progress.

#### **Update on SCDP NE Brainerd Grant Application – Informational**

Ms. Jennifer Bergman, Brainerd HRA Director distributed a map of the target area of northeast Brainerd for the grant. Mr. John Schommer indicated the grant application was submitted in

February, but we will not know if the grant will be funded until June. The target area consists of the following residential properties:

- Gillis Avenue and 1<sup>st</sup> Avenue on the west side
- Mill Avenue on the east side
- H Street on the north side
- Washington Street on the south side

There is one commercial property that is part of that application which is located downtown with nine mixed units beside the old Iron Rail Saloon.

### **Administration and Use of CDBG/SCDP Revolving Loan Funds - Approved**

The Chair welcomed Ms. Jennifer Bergman, Brainerd HRA Director who gave a brief recap of the background of these funds and outlined some new ideas for the future of these funds. The previous small cities grants were structured as 1/3 owner contribution, 1/3 grant and 1/3 revolving loan. The Department of Employment and Economic Development (DEED) has indicated they do not track program income from the Small City Development Program (SCDP) and do not want these projects to be revolving, but rather wants the funds out in the city working for the community. There are still some previous grants that are revolving loans. DEED looks at this in two ways; program income is if the amount received is more than \$35,000 in the federal fiscal year whereas local income is if the amount is under \$35,000. The difference in the two is that program income must be reported back to DEED. The local income can be used for any project as long as it meets certain conditions.

Finance Director Hillman explained the funds from the Community Development Block Grant Program (CDBG). The two accounts we are discussing are fund #209, which is the old housing fund and fund #245 the local income fund.

Ms. Bergman explained this was prompted by an application the HRA received for an asbestos abatement at the property located at 707 Laurel Street. The issue was brought up to the Personnel and Finance Committee since there were no guidelines that indicate what these funds should be used for. It was requested that the HRA and the City draft some guidelines as to how to use these funds which could be structured as revolving. There are several eligible uses as well as a city-wide owner occupied residential code citation enforcement.

Ms. Bergman indicated these funds would be structured as revolving loans with an interest rate of 1% below the current U.S. Federal Prime Rate with a maximum loan amount of \$25,000. A memorandum of agreement would be created between the City and the Brainerd HRA to allow the HRA to administer the revolving loan program. The intent would be the City and the HRA enter into the agreement, funds transferred to the Brainerd HRA and the program administered by the Brainerd HRA on behalf of the City.

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND JOHNSON, DULY CARRIED, TO RECOMMEND TO CITY COUNCIL TO APPROVE THE DRAFT GUIDELINES, ENTER INTO A

MEMORANDUM OF AGREEMENT WITH THE BRAINERD HRA TO ADMINISTER THE APPLICABLE REVOLVING LOAN FUNDS PER THE GUIDELINES REPORTING ACTIVITY BOTH TO THE ECONOMIC DEVELOPMENT AUTHORITY (EDA) AND THE CITY COUNCIL ON A REGULAR BASIS.

**HRA Update - Informational**

Ms. Bergman indicated as part of the Destination Downtown prize package, the Brainerd HRA provided a rental subsidy to the competition winner which was The Purple Fern. The HRA will be paying 50% or \$6,000, whichever is less, towards their lease which starts on May 1, 2018. The HRA has been working with the Crossing Arts Alliance and Sarah Hayden-Shaw on the old Iron Rail building. Ms. Hayden-Shaw has discussed the potential of working with artists to paint on the main level.

**BLAEDC Update – Informational**

The Chair welcomed Ms. Sheila Haverkamp, executive director of BLAEDC, and Tyler Glynn, economic development officer. Ms. Haverkamp reviewed and distributed the BLAEDC annual report and a marketing brochure regarding the BLAEDC Unified Fund. Ms. Haverkamp indicated the Unified Fund is starting out slow, but recently approved the third loan. The team is starting to go out into the community to market the program with lenders and residents. There is activity, but they want to be able to manage each project until it is running smoothly. There are more projects that Mr. Glynn is currently working on, such as industrial economic projects that would mean more job creation and potential new investment in the industrial park. He updated information with the State on shovel-ready sites that are available in the area.

Ms. Haverkamp explained a new activity they have been working on established by the Federal Government called Opportunity Zones. The government had a provision in the new tax law which revolved around Opportunity Zones which is a program to encourage investment in US census tracts that are low-income areas. In Minnesota, the Governor could designate up to 25% of the eligible census tracts' as Opportunity Zones. It has been left up to those communities to nominate the tracts that they feel qualify for the program. The City of Brainerd happens to be sectioned into four US Census Tracts that intersect at the River to Rail area. BLAEDC has diligently submitted information as to why we should be chosen and continues to be in communication with the state. The deadline was extended to April 20, 2018 by the Governor.

The River to Rail Initiative held a community event recently and a meeting will take place April 9, 2018 to compile all the data collected during the event and designate a steering committee to lead this initiative.

Commissioner Johnson asked about possibly obtaining a market analysis to be completed on the Industrial Park lots and what Ms. Haverkamp's thoughts were. Ms. Haverkamp indicated the pricing on the lots are in line compared to other areas. The issues are probably market related rather than price related.

Commission discussion took place and questions answered.

Mr. Glynn indicated he met with a potential business owner in California that may be interested in commercial property in Brainerd for his medical device company. Mr. Glynn stated the Industrial Park is one of 32 shovel-ready site certified locations in the state of Minnesota. He offered to complete a price comparison of all 32 sites to see where Brainerd ranks versus other locations.

#### **Other Business**

None

#### **Commissioners' Comments/Questions**

President Menk announced Brainerd Public Utilities (BPU) is working on the acquisition of an acre of land in southeast Brainerd to construct a water tower.

President Menk, along with City Administrator Torstenson, City Planner Ostgarden, and Planning Intern Matt Kallroos met with the US Census representative for the state last week. We were informed that a committee to start developing our census needs to be created this fall. City Administrator Torstenson announced that other cities in the area would like to join us in a collaborative effort rather than one city tackling the outreach tasks.

The Authority adjourned at 8:29 a.m.

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Dale Parks, Secretary

# Financial Report for EDA

As of June 30, 2018

|                                                                         | <u>Cash &amp;<br/>Investments</u> | <u>Receivable<br/>Balance</u> | <u>Deferred<br/>Loans (as of<br/>12/31/17) **</u> | <u>Awarded<br/>Grants</u> |
|-------------------------------------------------------------------------|-----------------------------------|-------------------------------|---------------------------------------------------|---------------------------|
| <b>General Funds:</b>                                                   |                                   |                               |                                                   |                           |
| EDA Fund - #295                                                         | \$ 14,962                         | \$ -                          | \$ -                                              | \$ -                      |
| <b>Total</b>                                                            | <b>\$ 14,962</b>                  | <b>\$ -</b>                   | <b>\$ -</b>                                       | <b>\$ -</b>               |
| <b>CDBG (Housing/Commerical (Slum &amp; Blight/Federal Objective)):</b> |                                   |                               |                                                   |                           |
| Downtown - #298                                                         | \$ 326                            | \$ 54,678                     | \$ 16,480                                         | \$ 238,056                |
| SE Brainerd - #215                                                      | 43,548                            | -                             | 520,722                                           | -                         |
| Willows Project - #209                                                  | 9,850                             | -                             | 87,150                                            | -                         |
| Old Housing - #209                                                      | 46,978                            | -                             | 65,475                                            | -                         |
| Local Income - #275                                                     | 1,884                             | 27,391                        | 27,452                                            | -                         |
| <b>Total</b>                                                            | <b>\$ 102,588</b>                 | <b>\$ 82,069</b>              | <b>\$ 717,279</b>                                 | <b>\$ 238,056</b>         |
| <b>Federal &amp; State MIF (Commerical (Jobs)):</b>                     |                                   |                               |                                                   |                           |
| Commerical - #210 ^^^                                                   | \$ 2,460                          | \$ 650,341                    | \$ -                                              | \$ -                      |
| Federal MIF - #296                                                      | 6,913                             | 10,612                        | -                                                 | -                         |
| <b>Total</b>                                                            | <b>\$ 9,373</b>                   | <b>\$ 660,953</b>             | <b>\$ -</b>                                       | <b>\$ -</b>               |
| <b>Grand Total</b>                                                      | <b><u>\$ 126,923</u></b>          | <b><u>\$ 743,022</u></b>      | <b><u>\$ 717,279</u></b>                          | <b><u>\$ 238,056</u></b>  |

\*\* Portion of the loan that is forgivable with the passage of time

^^^ The Receivable Balance **DOES** include the \$646,427 borrowed to pay for the industrial park land.



## Community Development Director

Department: Community Development

FLSA Status: Exempt

### General Definition of Work

Performs complex supervisory, administrative, and professional work planning, organizing, directing and supervising the Community Development Department. Oversees planning, zoning, community and economic development, natural resources and environment, as well as matters related building and housing code administration projects and programs ensuring technical competence and compliance with all current codes and criteria; performs related duties as required or apparent. Works under the administrative oversight of the City Administrator. Exercises general, technical and administrative supervision over all Community Development Department employees either directly or through supervisory staff.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Essential Functions

- Oversees the operation of the department in all areas of responsibility including planning, zoning, building and housing code enforcement, and economic development.
- Supervises all Community Development Department staff directly or indirectly through department supervisors including identifying staffing, training and structure needs; oversees and/or participates in the selection of employees; inspects and assigns work; conducts performance evaluations; motivates, coaches and counsels; imposes and/or recommends discipline when needed.
- Develops and implements new department programs, policies, and procedures as necessary to achieve compliance with laws, codes and new mandates; Proactively monitors the efficiency and effectiveness of the department while identifying opportunities for improvement.
- Provides information and assistance to existing and potential business and industries to promote locating, relocating, or expanding within the City; Is proactive on issues and programs which result in orderly development; protect the public health, welfare, and safety; and protect and enhance the environment.
- Collaboratively and cooperatively works with the City Administrator, city representatives and external customers; Fosters external partnerships (locally, regionally and internationally) to further the City's economic development goals.
- Develops annual budget proposal and controls budgeted expenses for the department and all divisions.
- Oversees review of project development plans for compliance with codes, regulations and standards, adequacy of applications for permits, and compliance with approved plans.
- Prepares short and long-range work plans for the Department; Keeps the City Administrator informed of department services, activities, issues and problems.
- Oversees the preparation, maintenance and implementation of the city's Comprehensive Plan; Coordinates and supervises the activities of planning consultants when needed.
- Seeks resource opportunities to support city operations, services and facilities through collaborations, grants, and other available programs.
- Prepares and reviews operational and administrative reports for the department; Supervises maintenance of records and materials associated with department activities or administration.
- Evaluates potential projects, programs, and services to determine feasibility and impact on the City as well as department operations and makes recommendations to Council.
- Researches and prepares technical advice and information for the City Council, Planning Commission and other boards and committees as necessary; Attends meetings as required.

# Community Development Director

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## Essential Functions (Continued)

- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.
- Maintains regular contact with developers, contractors, and consulting engineers; City, County, State and Federal agencies; professional and technical groups; and the general public regarding departmental activities and services.
- Performs other duties as assigned or apparent.

## Knowledge, Skills and Abilities

- Complete knowledge of state and federal laws related to community planning and development regulation.
- Knowledge of real estate development and laws, including acquisition and disposition.
- Knowledge of all City ordinances, policies and procedures as they relate land use planning and development regulations.
- Possess a working knowledge of computer hardware and software including Microsoft Office, GIS, PowerPoint and other applicable software programs.
- Ability to organize meetings, develop agendas and achieve the directed outcomes of commissions, committees, and City Council.
- Ability to conduct necessary research, compile and present comprehensive reports; Stay current on trends in community planning and development.
- Ability to organize and delegate responsibility, evaluate performance and conduct through administrative review and control procedures;
- Ability to communicate effectively and tactfully, both orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public;
- Ability to demonstrate a commitment to provide and require excellent customer service through cooperative team and individual efforts.

## Education, Experience and Special Requirements

### Minimum Qualifications:

- Bachelor's Degree in Urban Planning, Public Administration or related field.
- Five (5) years' experience with municipal or urban planning.
- One (1) year supervisory experience.
- Demonstrated ability to work with property owners, developers and community groups.
- Possession of a valid Driver's License with driving privileges.
- Successful completion of a pre-employment physical, drug screen and background check.

### Desired Qualifications:

- Graduate degree in Urban Planning, Public Administration or related field.
- Certification from the American Institute of Certified Planners (AICP).
- Three (3) years supervisory experience.

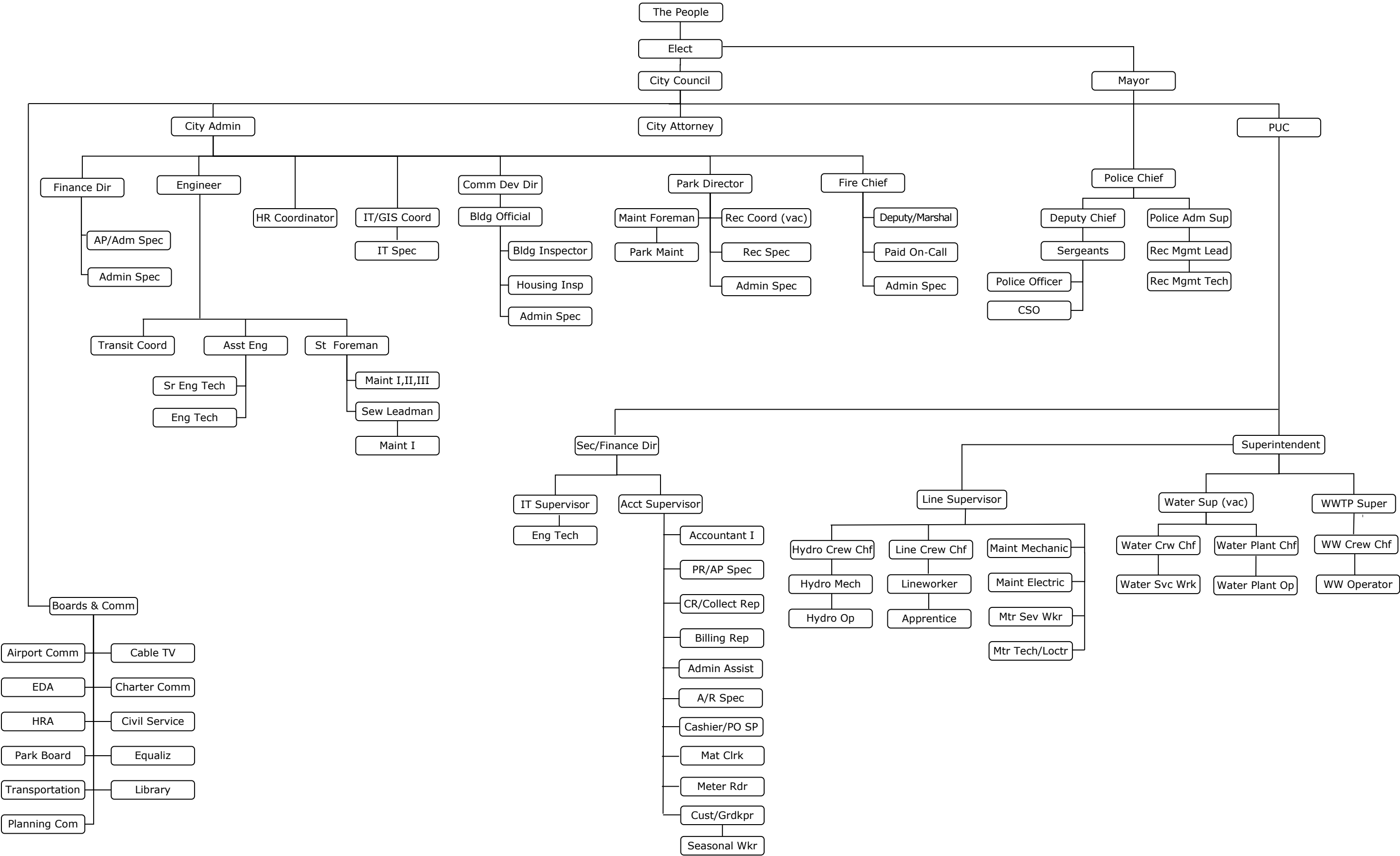
## Physical Requirements

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

***This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.***

**Last Revised:** August 1, 2018

City of Brainerd, Minnesota—Organizational Chart  
January 2019



# EDA Fund

|                                     | 2017    |         |                | 2019                |            |
|-------------------------------------|---------|---------|----------------|---------------------|------------|
|                                     | Budget  | Actual  | 2018<br>Budget | Requested<br>Budget | Difference |
| Revenues                            |         |         |                |                     |            |
| Taxes & Penalties                   |         |         |                |                     |            |
| 31010 Current Ad Volorem **         | 118,980 | 117,665 | 122,223        | 124,342             | 2,119      |
| 31020 Delinquent Current Ad Volorem | -       | 1,248   | -              | -                   | -          |
|                                     | 118,980 | 118,913 | 122,223        | 124,342             | 2,119      |
| Other Revenue                       |         |         |                |                     |            |
| 36210 Interest Income               | 250     | 188     | 100            | 250                 | 150        |
| 39200 Sale of Land                  | -       | -       | -              | -                   | -          |
|                                     | 250     | 188     | 100            | 250                 | 150        |
| TOTAL REVENUE                       | 119,230 | 119,101 | 122,323        | 124,592             | 2,269      |
| Expenditures                        |         |         |                |                     |            |
| Personnel Services ^                |         |         |                |                     |            |
| -1101 Salary                        | 26,023  | 23,724  | 24,527         | 26,369              | 1,842      |
| -1121 PERA                          | 189     | 135     | 1,840          | 1,978               | 138        |
| -1122 FICA                          | 1,613   | 1,474   | 1,521          | 1,635               | 114        |
| -1123 Medicare                      | 377     | 344     | 356            | 382                 | 26         |
| -1131 Health Ins                    | 1,613   | 1,329   | 4,551          | 5,355               | 804        |
| -1133 Life Ins                      | 22      | 20      | 26             | 48                  | 22         |
| -1134 LTD                           | 40      | 42      | 24             | 47                  | 23         |
|                                     | 29,877  | 27,067  | 32,845         | 35,814              | 2,969      |
| Services                            |         |         |                |                     |            |
| -3300 Professional Serv - BLADC     | 77,500  | 77,500  | 77,500         | -                   | (77,500)   |
| -3361 Ins. General Lib              | 95      | 117     | 127            | 135                 | 8          |
| -3365 Ins.- Other                   | -       | -       | -              | -                   | -          |
| -3430 Miscellaneous                 | 250     | 34      | 500            | 500                 | -          |
| -3435 Memberships *                 | 6,350   | 5,350   | 5,350          | -                   | (5,350)    |
|                                     | 84,195  | 83,001  | 83,477         | 635                 | (82,842)   |
| -7720 Transfers Out                 | -       | -       |                |                     |            |
| TOTAL EXPENDITURES                  | 114,072 | 110,068 | 116,322        | 36,449              | (79,873)   |
| NET REVENUE OVER EXPEND.            | 5,158   | 9,033   | 6,001          | 88,143              | 82,142     |

\*\* Max allowed by state statute

^ Currently 20% of City Administrators and 5% of Administrative Specialist

\* Initiative Foundation

## 2017 Minnesota Statutes

[Authenticate](#)

### **469.107 CITY MAY LEVY TAXES FOR ECONOMIC DEVELOPMENT AUTHORITY.**

Subdivision 1. **City tax levy.** A city may, at the request of the authority, levy a tax in any year for the benefit of the authority. The tax must be not more than 0.01813 percent of estimated market value. The amount levied must be paid by the city treasurer to the treasurer of the authority, to be spent by the authority.

Subd. 2. **Reverse referendum.** A city may increase its levy for economic development authority purposes under subdivision 1 in the following way. Its city council must first pass a resolution stating the proposed amount of levy increase. The city must then publish the resolution together with a notice of public hearing on the resolution for two successive weeks in its official newspaper or if none exists in a newspaper of general circulation in the city. The hearing must be held two to four weeks after the first publication. After the hearing, the city council may decide to take no action or may adopt a resolution authorizing the proposed increase or a lesser increase. A resolution authorizing an increase must be published in the city's official newspaper or if none exists in a newspaper of general circulation in the city. The resolution is not effective if a petition requesting a referendum on the resolution is filed with the city clerk within 30 days of publication of the resolution. The petition must be signed by voters equaling five percent of the votes cast in the city in the last general election. The election must be held at a general or special election. Notice of the election must be given in the manner required by law. The notice must state the purpose and amount of the levy.

**History:** 1987 c 291 s 108; 1988 c 719 art 5 s 84; 1989 c 277 art 4 s 64; 1992 c 511 art 5 s 13; 2013 c 143 art 14 s 80

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**Brainerd Lakes Area  
ECONOMIC DEVELOPMENT  
Corporation**

*We're ready. Let's grow!*

**AGREEMENT FOR PROFESSIONAL SERVICES  
BY AND BETWEEN THE CITY OF BRAINERD  
AND  
THE BRAINERD LAKES AREA  
ECONOMIC DEVELOPMENT CORPORATION  
  
FOR CALENDAR YEAR 2018**

Whereas, the City of Brainerd desires to actively implement an ongoing program to assist in the retention and support of its existing business community, promote the location of new businesses in the community, and support economic development in Crow Wing County; and

Whereas, the Brainerd Lakes Area Economic Development Corporation (BLAEDC), a private non-profit organization created "To Expand Business, Build Community, and Grow Jobs in Crow Wing County", has established a comprehensive program to accomplish this mission;

Therefore, the City of Brainerd does hereby enter into this agreement with the Brainerd Lakes Area Economic Development Corporation.

**I. SERVICES**

BLAEDC does hereby agree to provide the following services on behalf of the City of Brainerd:

- a) BLAEDC agrees to provide a focal point for economic development in the Brainerd area, to assist businesses and industry with their site location needs, provide financial packaging services, and business planning assistance. BLAEDC will provide these services in cooperation with others such as the Brainerd office of the Small Business Development Center.
- b) BLAEDC will provide community services and marketing programs throughout the year to fulfill its mission to expand the tax base and increase employment.
- c) BLAEDC does hereby agree to maintain an office within the Brainerd Lakes area to conduct its services under this contract.
- d) BLAEDC will provide periodic reports to the City of Brainerd on the activities and progress to fulfill the services identified above.

- e) A BLAEDC representative will attend City of Brainerd meetings whenever appropriate or requested by the City of Brainerd.

## II. TERM OF CONTRACT

The term of this contract shall be one year, commencing January 1, 2018, and terminating on December 31, 2018.

This contract may be modified, amended or terminated upon the mutual agreement of the parties in writing and fully executed by both parties. If either party desires to modify, amend or terminate this contract, it shall give written notice of such intent to the other party not less than 30 days prior to the date such modification, amendment or termination shall take effect.

## III. COMPENSATION

### Services Relating to Accomplishing Our Mission

The City of Brainerd agrees to pay BLAEDC \$47,200 for these services, payable in payments of \$23,600 on or about July 1, 2018 and December 1, 2018.

### Additional Services Including Retail Related projects

The City of Brainerd agrees to pay BLAEDC \$11,450 for these services, payable in payments of \$5,725 on or about July 1, 2018 and December 1, 2018.

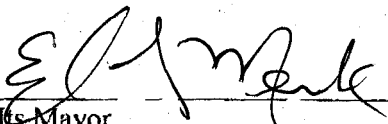
## IV. REPRESENTATION

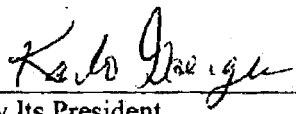
- a) The City of Brainerd does hereby acknowledge that BLAEDC will be conducting similar and complimentary services throughout the 1,000 square miles of Crow Wing County. This acknowledgment recognizes that when BLAEDC successfully helps a company expand or locate in Crow Wing County, it ultimately helps the community of Brainerd. Depending on the locality of the business, there could be employment opportunities for residents in your area and increased spending with local businesses. With the expansion of the economic base of Crow Wing County, it enables the community to stabilize and hopefully lower property taxes, and allow an expansion and enrichment of community amenities such as parks, service programs and the like.
- b) Each party to this agreement binds himself and his partners, successors, executors, administrators, and assigns to the other party of this agreement and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this agreement. Except as above, neither party shall assign, sublet, or transfer his interest in this agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the parties to this agreement.

IN WITNESS WHEREOF, the parties have executed this agreement in the City of Brainerd, Minnesota on this 19<sup>th</sup> day of December, 2018. 2017

CITY OF BRAINERD

BRAINERD LAKES AREA  
ECONOMIC DEVELOPMENT  
CORPORATION

  
By Its Mayor  
Ed Menk

  
By Its President  
Karlo Goerges

ATTEST:

  
Its Administrator  
Jim Thoreen

  
BLAEDC Representative  
Sheila Wasnie Haverkamp

AGREEMENT TO SUPPORT ENHANCED ECONOMIC  
DEVELOPMENT MARKETING ENDEAVORS (20/20)

FOR CALENDAR YEAR 2018

Whereas, the Brainerd Lakes Area Economic Development Corporation (BLAEDC), has established a comprehensive work plan guided by community and industry representatives, to enhance its economic development program. This enhanced effort will require community wide support plus additional financial resources to implement. BLAEDC will secure additional funding from business and industry, as well as requesting local units of government to support this program, and

Whereas, the City of Brainerd desires BLAEDC to continue this enhanced economic development program and will provide funding in 2018, as well as consider funding in future years,

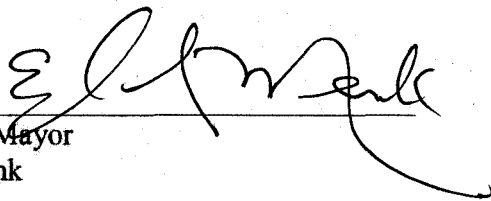
**Enhanced Economic Development Marketing Endeavors (20/20)**

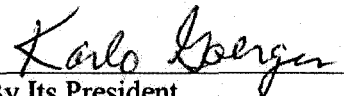
Therefore, the City of Brainerd agrees to pay BLAEDC \$18,850 for these services in 2018, payable in payments of \$9,425 on or about July 1, 2018 and December 1, 2018.

IN WITNESS WHEREOF, the parties have executed this agreement in the City of Brainerd, Minnesota on this 19<sup>th</sup> day of December, 2018. 2017

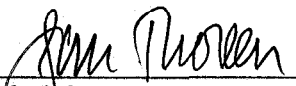
CITY OF BRAINERD

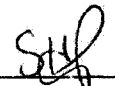
BRAINERD LAKES AREA  
ECONOMIC DEVELOPMENT  
CORPORATION

  
By Its Mayor  
Ed Menk

  
By Its President  
Karlo Goerges

ATTEST:

  
Its Administrator  
Jim Thoreen

  
BLAEDC Representative  
Sheila Wasnie Haverkamp

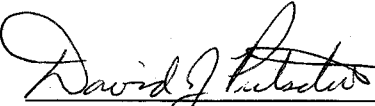
**Addendum to 2018 BLAEDC and Brainerd Contract**

1. **Provide a Focal Point for Economic Development:**

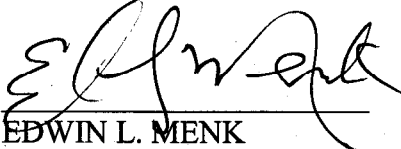
BLAEDC, during the one-year term of this agreement, will:

- a. Document and provide to the City notation of all contacts with developers or individuals through e-mail, phone contact, personal visits and correspondence, any of which BLAEDC determines to be intentions to bring to, or expand a business/manufacturing firm/processing facility/storage space/hospitality industry/medical facility within the City of Brainerd and throughout Crow Wing County; the City recognizes, until such time that public announcement is appropriate and/or legal, that contact information will remain confidential in order to protect the identities of prospective investors
  - b. Document the number of requests for assistance to plan, seek financing, acquire property or seek any publicly-offered financing assistance for retail projects in the City
- 2.
- a. Provide to the City a sample financing proposal to indicate the manner and method of offering a financing mechanism for applicants
  - b. Document "major business planning assistance" efforts provided to individuals or firms which require attention beyond a nominal inquiry regarding opportunities to invest in Brainerd and Crow Wing County
- 3.
- a. Provide access to the City to use any BLAEDC marketing materials and efforts
  - b. Provide to the city a report of the past year's marketing efforts

Adopted this 18<sup>th</sup> day of December, 2017

  
DAVID J. PRITSCHET  
President of the Council

Approved this 19<sup>th</sup> day of December, 2017

  
EDWIN L. MENK  
Mayor

ATTEST:

  
JAMES M. THOREEN  
City Administrator

(320) 632-9255  
405 First Street SE  
Little Falls, MN 56345



[ifound.org](http://ifound.org)

March 6, 2017

**RECEIVED**

MAR 10 2017

CITY OF BRAINERD  
ADMINISTRATION

Jim Thoreen  
City of Brainerd  
501 Laurel Street  
Brainerd, MN 56401

Dear Mr. Thoreen, Mayor Menk and Council Members,

We have received your 2017 appropriation, in support of the work of the Initiative Foundation, in the amount of \$5,350. **Thank you!**

Together, we work to build strong local economies and vibrant communities in Central Minnesota. Your investment supports economic development through business financing activities designed to create living-wage jobs, diversify economies and leverage private sector investment. Communities are strengthened through signature leadership training and capacity building programs, grants to local units of government and nonprofit organizations, early childhood initiatives, and scholarships. This work will provide lasting impact on the health of the region and the future of rural Minnesota.

We truly value your partnership and your continued support.

Sincerely,

Matt Varilek  
President

Carrie Tripp  
Vice President for External Relations

*I look forward to  
working with you!*

*We appreciate your leadership and service  
to Brainerd and the region!  
Thank you.*



**Powering Possible**

Equal opportunity lender, provider and employer.

# EDA MEETING CALENDAR \_\_\_\_ A.M.

## OCT '18

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

## DEC '18

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

## FEB '19

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 |    |    |

## APR '19

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

## JUN '19

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

## AUG '19

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

## OCT '19

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

## DEC '19

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |