

City of Brainerd
Economic Development Authority
Meeting Agenda

City Council Chambers
501 Laurel St.
October 8, 2020
7:30 A.M.

- | | | |
|-------|--|-------------------|
| I. | Call to Order | |
| II. | Roll Call | _____ K. Bevens |
| III. | Approval/Amendment of Agenda | _____ W. Erickson |
| IV. | Approval of Minutes from August 6, 2020 and September 17, 2020 | _____ G. Johnson |
| V. | Welcome to Marie Kirsch | _____ M. Kirsch |
| VI. | Election of Vice-President | _____ E. Menk |
| VII. | Presentation – Destination Downtown Business Coalition | _____ M. O’Day |
| VIII. | Financial Report | _____ J. Sinner |
| IX. | Updates | |
| | a. Executive Director | |
| | b. HRA | |
| | c. BLAEDC | |
| X. | Old Business | |
| | a. 2021 Budget and Shared Services Agreements | |
| XI. | New Business | |
| XII. | Informational | |
| | a. Anderson Brothers Construction Update | |
| | b. Zoning Code Update | |
| XIII. | Commissioner’s Comments/Questions | |
| XIV. | Adjournment | |

Members of the public are invited to attend the meeting in-person or via phone.

Meeting Number: 1-844-992-4726

Access Code: 146 932 3093

The meeting will be live streamed on the City’s YouTube channel.

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY

Thursday, August 6, 2020 7:30 a.m.

Fire Department Training Room

Official Minutes

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

Present were Commissioners Ed Menk, Jerry Sinner, Kelly Bevans, Wayne Erickson, Yvette Campbell, Michael O'Day and Gabe Johnson. Also present were City Administrator Bergman, Finance Director Hillman, Tyler Glynn, BLAEDC executive director and Marketing Intern Jessie Ernster.

Commission Chair Sinner welcomed Michael O'Day to the EDA. Mr. O'Day gave a summary of his background living in Brainerd and his desire to get involved with the community.

Approval/Amendment of the Agenda

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND ERICKSON, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE MINUTES FROM THE JUNE 4, 2020 MEETING.

Approval of Financial Report

Finance Director Hillman explained the financial report was provided in the packet and there is no new information to discuss.

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

Updates

Executive Director

City Administrator Bergman announced she read a thank you letter that was printed on August 5th in the Brainerd Dispatch from Rob Lewis, owner of the 9th Street Social Club. Mr. Lewis thanked the Mayor and City Council for extending patio areas, pro-rating and extending the liquor license fees and the small business grant as it really helped his business. She also indicated City Hall is now open with controlled access into the building, but all services have been operating normally throughout the pandemic with no break in customer service. She added that there has been a significant increase in building permits during this time.

HRA

John Schommer has provided a report in the packet, as he was not able to attend the meeting today.

BLAEDC Update

Mr. Tyler Glynn, executive director of BLAEDC stated they have been involved heavily assisting with the CARES Act Funding and have been contracted by Crow Wing County to manage and administer their funding. He indicated Mike Bjerkness has added two new hires to companies in the area through the Key Recruitment Program. He said the funding has been approved for Teeny Bubbles Daycare Center and will be allocated to them very soon. BLAEDC has hired a new staff member to handle various economic development responsibilities. He announced that BLAEDC has purchased new software called Click Time to determine how project work is completed and time tracked to the various projects.

Commissioner Johnson stated he read that Crow Wing County grant dollars are being made available for any jurisdiction that pools resources with them but may not be available if a jurisdiction decides to offer its own grant program. He asked Mr. Glynn about this and it was determined that Crow Wing County Commissioners made that decision without the input of BLAEDC. He said the application will be located on the BLAEDC website as well as the county website starting August 18th - more information will be available at a later time.

Old Business

Marketing Update

Community Development Director Chanski stated the City Council approved an initial amount up to \$25,000 of State MIF to be used for a marketing campaign back in May. He indicated on August 3rd they authorized an additional \$25,000 from CARES Act funding to continue the campaign. Jessie Ernster, communications intern gave a brief review of the program regarding ads and social media posts.

New Business

2021 Budget Discussion

Community Development Director Chanski and Finance Director Hillman indicated the budget process is now starting for 2021 and input is needed from the EDA on the requested preliminary levy amount to be presented to the City Council.

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND JOHNSON, DULY CARRIED, TO SET THE 2021 PRELIMINARY LEVY AT THE MAXIMUM AMOUNT BY STATE STATUTE OF \$133,789.

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND ERICKSON, DULY CARRIED, TO AUTHORIZE STAFF TO PREPARE THE ANNUAL REPORT TO BE PRESENTED TO THE CITY COUNCIL ON SEPTEMBER 8, 2020.

CARES Act

City Administrator Bergman indicated the City of Brainerd received \$1.035 million in CARES Act funds. Finance Director Hillman explained the “buckets” that have been drafted and presented to the City Council for approval and stated the three requirements from the government. Community Development Director Chanski reviewed the discussion held at the Council meeting on August 3rd. Tyler Glynn explained the process and additional guidelines of the CARES Act. He also clarified that Crow Wing County has the controls in place; not BLAEDC.

Discussion took place.

MOVED AND SECONDED BY COMMISSIONER MENK TO POOL THE CITY FUNDS WITH THE COUNTY WITH A 50/50 SPLIT BETWEEN PROFIT AND NON-PROFIT BUSINESSES.

The motion dies for lack of a second.

MOVED AND SECONDED BY CAMPBELL AND MENK TO POOL ALL THE CITY FUNDS WITH THE COUNTY EARMARKED FOR PROFIT BUSINESSES.

Upon roll call, Commissioners Bevans, Campbell, Erickson, Johnson, Menk, O’Day, and Sinner voted “aye”. No member voted “nay”. The Chair declared the motion carried.

Informational

Community Development Director Chanski announced Starbucks will be constructing on the lot next to Jimmy John’s on Washington Street. He also stated he met, along with City Administrator Bergman, City Engineer Sandy, and Tyler Glynn with an interested entity in Phase 4. He said there may be a request to the EDA to hold a special meeting within the next month to meet with this business, which chooses to remain anonymous at this time.

Comments/Questions

Commissioner Campbell announced she will be moving to South Dakota next month, thus is resigning from the EDA. The Commissioners thank her for her service and wished her well.

Adjournment

The Authority adjourned at 8:25 a.m.

Wayne Erickson, Secretary/Treasurer

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY

Thursday, September 17, 2020 7:30 a.m.

City Hall Council Chambers

Official Minutes

Community Development Director Chanski stated President Sinner is unable to attend this morning, and with the recent resignation of Vice-Chair Yvette Campbell, the Commission needs to appoint a Chair to conduct the meeting today.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND JOHNSON TO APPOINT COMMISSIONER MENK TO CHAIR TODAY'S MEETING.

Upon roll call, Commissioners Erickson, Johnson, O'Day, and Menk voted "aye". No member voted "nay". The motion carried.

Pursuant to the call and notice thereof, Commissioner Menk called the meeting of the Brainerd Economic Development Authority to order at 7:32 a.m.

Present were Commissioners Ed Menk, Wayne Erickson, and Gabe Johnson. Commissioner O'Day and Martha Ingram were in attendance via WebEx teleconference. Commissioners Sinner and Bevans were noted as absent. Also present were City Administrator Bergman, Finance Director Hillman, and Community Development Director Chanski.

Anderson Brothers Construction Request to Purchase Industrial Lots

Community Development Director Chanski explained Anderson Brothers Construction submitted a request to the EDA to purchase the remaining thirteen lots of Phase IV of the Industrial Park. They would like to relocate the business from their current location on Highway 210 by constructing new buildings and potentially expand the business. He said they would like to purchase the property at \$1 per acre, which was previously discussed and agreed upon by the EDA and City Council. CDD Chanski explained the letter of intent from Anderson Brothers also includes a request to waive permits fees, which includes building permits, SAC/WAC and park dedication fees and would be a determination of the City Council. He explained and reviewed the documents that were provided in the packet.

The Chair welcomed CEO Mr. Terry McFarlin, 11325 State Hwy 210, Brainerd that stated Anderson Brothers started with this proposed project in 2019 by creating initial plans. They reached out to BLAEDC to start work with Tyler Glynn. He said the objective is to get all the facilities and staff under one roof as well as expand to include space for all the assets to be stored.

Commissioner Johnson asked Mr. McFarlin if their plan could allow for the purchase of less than the 25 acres they are requesting.

Mr. McFarlin stated even with the purchase of this property, it is probably not enough to store all the equipment and may need to store some at another location. He said they have experienced vandalism and theft at some of the unguarded facilities, which can be alleviated by this relocation.

Commissioner O'Day inquired what dollar amount the additional fees would be that they are asking to be waived, which may set a precedence going forward with other potential land activities. Community Development Director Chanski explained the process that was taken in order to estimate the permit fees of \$106,088

Martha Ingram with Kennedy & Graven stated the next step is to adopt the resolution that would call for three public hearings which are granting of business subsidy, land sale and modification of development program. A separate discussion would need to take place whether the EDA recommends to the City Council to waive the building permit fees.

Commissioner Johnson stated he does not believe the Council will favor waiving the SAC/WAC fees, as these fees are used to expand infrastructure.

Commission discussion took place.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND JOHNSON TO RECOMMEND TO THE CITY COUNCIL APPROVAL OF THE SALE OF THE PROPERTY TO THE ECONOMIC DEVELOPMENT AUTHORITY (EDA) FOR THE EDA TO SELL THE PROPERTY TO ANDERSON BROTHERS CONSTRUCTION AT \$1 PER ACRE FOR THE PROPOSED PROJECT.

Commissioner Johnson asked if these properties may be established as a TIF District to recoup some of the funds that were put into them originally. Martha Ingram indicated this project does not qualify for any of the types of TIF Districts that currently exist. An economic development TIF district has requirements that must be met in order to qualify in an industrial park. She stated office space is not an approved use unless it is purely incidental to the primary purpose of the facility. She said that the primary purpose must be manufacturing/warehouse and this project does not fall under that category, as the product being stored in the warehouse must be merchandise intended to sell. City Administrator Bergman stated it was discussed if a redevelopment TIF district would be an option, but that did not meet the requirements either.

Community Development Director Chanski mentioned tax abatement was also discussed.

Upon roll call, Commissioners Erickson, Johnson, O'Day, and Menk voted "aye". No member voted "nay". The motion carried.

MOVED AND SECONDED BY COMMISSIONERS O'DAY AND ERICKSON TO RECOMMEND TO THE CITY COUNCIL THAT DEVELOPMENT FEES ARE NOT WAIVED AND WILL BE THE RESPONSIBILITY OF ANDERSON BROTHERS CONSTRUCTION.

City Administrator Bergman and Community Development Director Chanski explained other entities have come forward requesting the waiving of development fees and Council rejected these requests. They stated these are needed fees and it sets precedence for future projects.

Upon roll call, Commissioners Erickson, Johnson, O'Day, and Menk voted "aye". No member voted "nay". The motion carried.

MOVED AND SECONDED BY COMMISSIONERS JOHNSON AND ERICKSON TO ADOPT THE RESOLUTION CALLING FOR PUBLIC HEARINGS REGARDING A PROPOSED MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. TWO (2) AND LAND CONVEYANCE AND ASSOCIATED BUSINESS SUBSIDY TO ANDERSON BROTHERS CONSTRUCTION COMPANY OF BRAINERD, LLC.

RESOLUTION NO. 36:20

Upon roll call, Commissioners Erickson, Johnson, O'Day, and Menk voted "aye". No member voted "nay". The motion carried.

Adjourn

The Authority adjourned at 7:55 a.m.

Wayne Erickson, Secretary/Treasurer



Our mission: To revitalize, preserve and promote historic downtown Brainerd through collaborative planning, advocacy, and action.

Learn more, be involved.



The Destination Downtown Brainerd Coalition (DDBC) is made up of local business owners working side-by-side with other organizations and individuals who care about preserving and promoting a healthy, vibrant downtown for all. When our downtown thrives, our community grows stronger. This belief drives our commitment to providing advocacy and leadership to advance a collective vision for the future of our downtown.

Our Vision

Downtown Brainerd is a vibrant and vital cultural and economic hub for the central lakes region. It is a unique shopping, dining, arts and entertainment destination that draws in people to explore and enjoy downtown, helping increase economic prosperity while building stronger community ties. We are a downtown for everyone, for every season, whether you're here to live, work, or play. It is a clean, safe, and welcoming space that honors our rich history while supporting revitalization and redevelopment efforts to promote continued growth.

DDBC Current Initiatives

- Developing website dedicated to Downtown Brainerd, including video, directory and happenings. www.downtownbrainerd.org
- Coordinating efforts to bring Babe the Blue ox statue to downtown, creating value and uniqueness
- Designing banners, and working with the city to install on light posts, adding to our streetscape
- Spooktacular event - October 31st
- Window Walk event - December 4th
- Promoting businesses, events and information on Facebook @brainerddowntown



DDBC Committee's

The DDBC has specific committee's organized for various functions within downtown Brainerd. If you are interested in volunteering on a committee, please E-Mail info@downtonwnbrainerd.org We ask that you commit to one year, there is one monthly meeting plus 1-3 hours of additional time needed each month for various projects and events.

DDBC Accomplishments

- Successfully marketed and expanded Spooktacular event 2019, approximately 1,000 kids came to downtown streets.
- Created downtown's first Window Walk in December that made the front page of the newspaper.
- Set up and ran the Elves Workshop for kids, complete with face painting, cookie decorating and letters to Santa.
- Worked with the city to bring hanging flower baskets to our streets.
- Brought the Be Strategic educational program to eight downtown businesses.
- Coordinated the first B.O.S. event for downtown business owners to socialize and connect.
- Started the HERE FOR GOOD campaign to assist downtown businesses during covid-19 closures.

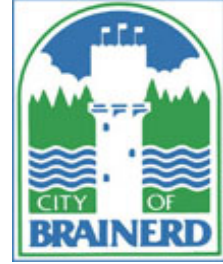
- **Safety and Design:** focuses on creating a safe, inviting environment for visitors, residents, and workers in Downtown Brainerd
- **Marketing and Events:** Dedicated to bringing residents and visitors to Downtown Brainerd to eat, shop and play
- **Economic Development and Education:** focused on strengthening existing businesses through education and by creating a strong community among Downtown Brainerd business and property owners.



BOARD MEMBERS:

Brenda Billman-Arndt, Purple Fern Bath Company
 Marie Kirsch, Knotty Pine Bakery
 Sarah Shaw, Sage on Laurel
 Chris Smith, Minnesota Makerspace
 Rylie Weber, The 612 Station
 HollyRose McKnight, Open City Thrift
 Mary Devine Johnson, Visit Brainerd
 Sue Galligan, Brainerd Lakes Chamber

MEMO



TO: EDA Board of Commissioners

FROM: David Chanski, Community Development Director

DATE: October 8, 2020

RE: Vice-President Election

Yvette Campbell resigned from the EDA during the August 6 meeting as she and her husband were moving to South Dakota. Commissioner Campbell was the Vice-President of the EDA for 2020. Marie Kirsch was appointed by the Mayor and confirmed by the City Council to fulfill Commissioner Campbell's term on the EDA, which expires in 2021.

With the Vice-President position now vacant, the EDA needs to decide 1) whether to fill the position for the remainder of 2020 (officer elections will be held during the first meeting of the EDA in 2021 per the EDA's bylaws), and 2) elect a new vice-president for the remainder of 2020.

Financial Report for EDA

As of September 30, 2020

	Cash & Investments	Receivable Balance	Deferred Loans (as of 12/31/19) **	Awarded Grants
General Funds:				
EDA Fund - #295	\$ 50,063	\$ -	\$ -	\$ -
Total	\$ 50,063	\$ -	\$ -	\$ -
CDBG (Housing/Commerical (Slum & Blight/Federal Objective)):				
Downtown - #298	\$ 29,408	\$ 25,028	\$ 600,617	\$ -
SE Brainerd - #215	43,036	-	358,377	-
NE Brainerd - #218	(160,314)	-	81,462	638,338
Willows Project - #209	9,230	-	99,650	-
Old Housing - #209	6,540	-	59,286	-
Local Income - #275	19,808	16,855	17,775	-
Total	\$ (52,292)	\$ 41,883	\$ 1,217,167	\$ 638,338
Federal & State MIF (Commerical (Jobs)):				
Commerical - #210 ^^^	\$ -	\$ 646,427	\$ -	\$ -
Federal MIF - #296	18,188	-	-	-
Total	\$ 18,188	\$ 646,427	\$ -	\$ -
Grand Total	\$ 15,960	\$ 688,310	\$ 1,217,167	\$ 638,338

** 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.

10/02/2020 09:24 AM
User: chillman
DB: Brainerd

BALANCE SHEET FOR CITY OF BRAINERD
Period Ending 09/30/2020

Page: 1/1

Fund 295 EDA FUND

GL Number	Description	Balance
*** Assets ***		
295-0000-10100	CASH	50,063.37
295-0000-10700	DELINQUENT TAX RECEIVABLE	7,330.90
295-0000-16160	FA-LAND HELD FOR RESALE	488,252.22
Total Assets		545,646.49
*** Liabilities ***		
295-0000-20600	DEPOSITS PAYABLE	10,000.00
295-0000-22200	DEFERRED REVENUE	488,252.22
295-0000-22210	DEFERRED TAXES RECEIVABLE	5,521.89
Total Liabilities		503,774.11
*** Fund Balance ***		
295-0000-28900	FUND BALANCE/EQUITY ACCT	39,602.39
Total Fund Balance		39,602.39
Beginning Fund Balance		39,602.39
Net of Revenues VS Expenditures		2,269.99
Ending Fund Balance		41,872.38
Total Liabilities And Fund Balance		545,646.49

REVENUE AND EXPENDITURE REPORT FOR CITY OF BRAINERD
 PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	MONTH 09/30/2020 INCREASE (DECREASE)	09/30/2020 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 295 - EDA FUND						
Dept 0000						
Account Type: Revenue						
TAXES & PENALTIES						
295-0000-31010	CURRENT AD VALOREM	127,817.00	0.00	69,305.56	58,511.44	54.22
295-0000-31020	DELINQUENT AD VALOREM	0.00	0.00	2,026.06	(2,026.06)	100.00
TAXES & PENALTIES		127,817.00	0.00	71,331.62	56,485.38	55.81
OTHER REVENUE						
295-0000-36210	INTEREST INCOME	250.00	0.00	342.29	(92.29)	136.92
OTHER REVENUE		250.00	0.00	342.29	(92.29)	136.92
Total Revenue:		128,067.00	0.00	71,673.91	56,393.09	55.97
Account Type: Transfers-In						
OTHER FINANCING SOURCES						
295-0000-39200	TRANSFERS IN	0.00	0.00	113,500.00	(113,500.00)	100.00
OTHER FINANCING SOURCES		0.00	0.00	113,500.00	(113,500.00)	100.00
Total Transfers-In:		0.00	0.00	113,500.00	(113,500.00)	100.00
Net - Dept 0000		128,067.00	0.00	185,173.91	(57,106.91)	
Dept 6510 - ECONOMIC DEVELOPMENT AUTH						
Account Type: Expenditure						
SERVICES						
295-6510-43300	PROFESSIONAL SERVICES	116,000.00	24,375.00	63,925.00	52,075.00	55.11
295-6510-43361	INS - GENERAL LIABILITY	100.00	0.00	128.92	(28.92)	128.92
295-6510-43430	MISCELLANEOUS	5,500.00	0.00	0.00	5,500.00	0.00
295-6510-43435	BOOKS/PAMPHLETS/DUES	5,350.00	0.00	5,350.00	0.00	100.00
295-6510-43438	COVID-19 GRANTS	0.00	0.00	113,500.00	(113,500.00)	100.00
SERVICES		126,950.00	24,375.00	182,903.92	(55,953.92)	144.08
Total Expenditure:		126,950.00	24,375.00	182,903.92	(55,953.92)	144.08
Net - Dept 6510 - ECONOMIC DEVELOPMENT AUTH		(126,950.00)	(24,375.00)	(182,903.92)	55,953.92	
Fund 295 - EDA FUND:						
TOTAL REVENUES		128,067.00	0.00	185,173.91	(57,106.91)	144.59
TOTAL EXPENDITURES		126,950.00	24,375.00	182,903.92	(55,953.92)	144.08
NET OF REVENUES & EXPENDITURES		1,117.00	(24,375.00)	2,269.99	(1,152.99)	203.22

To: EDA Board Members
From: John Schommer, Rehab Coordinator
Date: October 1, 2020
Re: Brainerd HRA Update

Executive Director Search

We are excited to announce that Eric Charpentier has accepted the position and started on August 25th!

Housing Trust Fund

We have adopted guidelines and are working with Minnesota Housing Partnership to establish the documents and processes needed to administer the different programs of the Housing Trust Fund.

Rehab

Rehab has been completed on one commercial unit and two owner occupied units. Work is substantially complete on the nine mixed use units and we have work on a duplex unit in progress. We are working on contracts for a single family and triplex with another triplex in the work write-up phase. There are three single family applications in the verification process.

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	51	40	5	7
Serene Pines	23	15	13	2	2
Dalmar Estates	7	1	1	0	0

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

Project and Task Summary with Comments



Date Range: 1/1/2020 - 4/1/2020

Project	Gro	Project	Task	Date	Employee	Comment	Hours	Amount
City of Brainerd								
Brd-2020 Work 2020 Economic Development								
		E-mail	E-mail Correspondence				92.50	
				1/3/2020	Tyler Glynn	email with community development director regarding communication of industrial park lots for \$1. drafting language for marketing purposes with assistance from city staff	2.00	
				1/6/2020	Tyler Glynn	email correspondence with BYHA board members regarding financing options for Essentia Ice Arena upgrades to HVAC systems utilizing USDA funds	1.50	
				1/7/2020	Tyler Glynn	emails and scheduling for River to Rail meetings in 2020	1.00	
				1/9/2020	Tyler Glynn	extensive review and correspondence with new buyers of Hali-Brite business and relocation to Brainerd	2.00	
				1/10/2020	Tyler Glynn	extensive review and correspondence with new buyers of Hali-Brite business and relocation to Brainerd, also communication with city staff regarding EDA meetings and River to Rail meeting dates	3.00	
				1/13/2020	Tyler Glynn	email communication with Anna Peterson, MN DEED chief of staff regarding BLAEDC annual meeting and bring State DEED Commissioner to speak and tour city	1.00	
				1/14/2020	Tyler Glynn	email communication with Brainerd City Administrator regarding potential shrimp farm to locate in phase iv of Brainerd Industrial Park	1.00	
				1/15/2020	Tyler Glynn	email communication with DEED reps regarding redevelopment grants for NP Center in Brainerd	1.00	
				1/16/2020	Tyler Glynn	email communication regarding airport economic study and responding to state office questions for Brainerd airport	1.00	
				1/20/2020	Tyler Glynn	updates for financial package to purchase Washington Street business for redevelopment	2.00	
				1/22/2020	Tyler Glynn	communication with lead lender for Brainerd redevelopment project funding	1.00	
				1/27/2020	Tyler Glynn	email correspondence with Brainerd BUF loan recipient regarding loan status and updates to tax payments from 2019	1.00	
				1/28/2020	Tyler Glynn	River to Rail meeting updates and communication with Bruce Buxton, who is leading the R2R efforts on behalf of BLAEDC	0.50	

Project and Task Summary with Comments



Date Range: 1/1/2020 - 4/1/2020

Project	Gro Project	Task	Date	Employee	Comment	Hours	Amount
City of Brainerd							
			1/29/2020	Tyler Glynn	communication via email and phone with Hali-Brite ownership and potential building purchase in Brainerd for redevelopment	2.00	
			1/30/2020	Tyler Glynn	email communication with board chair of Crow Wing Food Coop regarding new location	1.00	
			2/3/2020	Tyler Glynn	email communication w/Brainerd company that is a BUF loan recipient	1.00	
			2/4/2020	Tyler Glynn	email communication with lead lender of redevelopment project on Washington Street in downtown Brainerd - email with EDAM on the road staff to bring event to Brainerd along with city admin Brainerd Board Chair w/Crow Wing Food Coop requesting a letter of support for their redevelopment project in downtown Brainerd from BLAEDC	3.00	
			2/5/2020	Tyler Glynn	working w/city staff to create reports for EDA meeting and review contract between EDA and BLAEDC for 2020 that was supplied by city attorney	1.00	
			2/6/2020	Tyler Glynn	email communication w/lender and owners for new daycare facility in Brainerd and closing of BUF loan timing	2.00	
			2/7/2020	Tyler Glynn	email and phone calls w/existing owner and lender for local individual to purchase Skillet restaurant in Brainerd - email communication w/city admin and EDA chair regarding work session scheduled for city and EDA - BLAEDC was in attendance and did participate in discussion	1.00	
			2/10/2020	Tyler Glynn	request from CTC to participate in the nominating committee for CTC board members	3.50	
			2/11/2020	Tyler Glynn	emails and phone calls with city of Brainerd bond council regarding project for industrial park	1.00	
			2/12/2020	Tyler Glynn	email communication from SBA and lead lender regarding closing for redevelopment project in downtown Brainerd	2.00	
			2/13/2020	Tyler Glynn	email and phone calls w/USDA regarding use of funds for company to purchase and redevelop Brainerd building to move company headquarters	2.00	
			2/14/2020	Tyler Glynn	Discussions w/city staff regarding Opportunity Zones in Brainerd and options to market what we have	1.50	
			2/17/2020	Tyler Glynn	communication w/JA/Brainerd High School regarding Entrepreneur funding and review committee	1.50	-
			2/18/2020	Tyler Glynn			

Project and Task Summary with Comments



Date Range: 1/1/2020 - 4/1/2020

Project	Gro Project	Task	Date	Employee	Comment	Hours	Amount
City of Brainerd							
			2/19/2020	Tyler Glynn	email from city staff requesting a letter of support for a funding request for Mississippi landing project BLAEDC ED completed letter of support	1.00	
			2/20/2020	Tyler Glynn	RFP request from MN DEED regarding relocation of business to Brainerd/CWC - BLAEDC completed RFP to state	1.00	
			2/24/2020	Tyler Glynn	email and phone communication with local brewery owners regarding space needs in Brainerd and possible redevelopment of an existing Brainerd property	2.00	
			2/25/2020	Tyler Glynn	communication w/city staff regarding contract - phone call w/existing Brainerd business and BUF borrower regarding loan status	2.00	
			2/26/2020	Tyler Glynn	email and phone calls with developer regarding redevelopment of NP Center space for new hotel - email w/EDA chair and city staff regarding next EDA meeting agenda	2.50	
			2/27/2020	Tyler Glynn	providing River to Rail information and detailed surrounding incentive programs to leaders in Pequot and Crosslake based off of city council of Brainerd approval	2.00	
			2/28/2020	Tyler Glynn	email w/city admin regarding Ascensus and the leadership structure to set up a meeting w/TG & JB	1.00	
			3/2/2020	Tyler Glynn	communication w/hotel developer regarding redevelopment of property at NP Center	2.00	
			3/6/2020	Tyler Glynn	email and phone calls w/city staff and owners regarding redevelopment property in Brainerd to move brewery	2.00	
			3/9/2020	Tyler Glynn	email correspondence with DEED staff regarding development grant and possible site visit	1.00	
			3/10/2020	Tyler Glynn	email and calendar updates for JA Entrepreneur review and funding with BLAEDC execs at Brainerd High School	1.00	
			3/12/2020	Tyler Glynn	email communication w/city leaders regarding the cancelation of BLAEDC Annual Meeting	1.00	
			3/13/2020	Tyler Glynn	email for River to Rail meetings - email communication from local leaders to form a group to discuss area responses to COVID	3.50	
			3/16/2020	Tyler Glynn	email communication w/local leaders, SBDC and state officials regarding state shutdown and the impact on local businesses	5.00	

Project and Task Summary with Comments

Date Range: 1/1/2020 - 4/1/2020

Project	Gro Project	Task	Date	Employee	Comment	Hours	Amount
City of Brainerd							
			3/17/2020	Tyler Glynn	River To Rail steering committee meeting notes and plans for next meetings due to COVID	2.00	
			3/18/2020	Tyler Glynn	communication from city of Brainerd staff regarding the rescheduling of EDA meetings due to COVID	2.00	
			3/19/2020	Tyler Glynn	email communication from city and county officials regarding small business relief grants	2.00	
			3/20/2020	Tyler Glynn	email communication regarding state of mn call and local response to this call and how can each city respond	3.00	
			3/23/2020	Tyler Glynn	communicating with local businesses with regard to emergency order to shut down all but essential businesses, communicating with state DEED and Governors office and providing letters to keep local business open that are deemed essential	5.00	
			3/24/2020	Tyler Glynn	JA Entrepreneur program updates and funding questions for Brainerd High School students	1.50	
			3/25/2020	Tyler Glynn	updates for city administration regarding state guidelines and the list of local businesses requesting assistance from the State to stay open and be deemed essential	3.00	
			3/30/2020	Tyler Glynn	updates from business community regarding essential list of employers	2.00	
			3/31/2020	Tyler Glynn	updates from business community regarding essential list of employers and updating state leaders with list and guidance from State to deem employer and their work essential	3.00	
		Mtgs Meetings				124.00	
			1/6/2020	Tyler Glynn	Brainerd City Council meeting	2.00	
			1/9/2020	Tyler Glynn	One on one meeting with new Brainerd City Administrator	2.00	
			1/10/2020	Tyler Glynn	Meeting with new business in Brainerd to discuss BUF Funding and plans for building	2.00	
			1/13/2020	Tyler Glynn	YMCA Board of Directors meeting - Mike Bjerkness	2.00	
			1/14/2020	Tyler Glynn	Crow Wing County/Brainerd HRA meeting to discuss ongoing projects and BLAEDC efforts in Brainerd and throughout Crow Wing County	2.00	

Project and Task Summary with Comments



Date Range: 1/1/2020 - 4/1/2020

Project	Gro Project	Task	Date	Employee	Comment	Hours	Amount
City of Brainerd							
			1/15/2020	Tyler Glynn	Meeting with owner of Advantage Seamless Gutters and city of Brainerd staff to discuss Phase IV of the Brainerd Industrial Park for possible expansion of business operations	1.50	
			1/16/2020	Tyler Glynn	CLC Housing meeting to review and discuss options to update buildings and 2020 housing needs assessment	2.00	
			1/17/2020	Tyler Glynn	BLAEDC Board meeting and selection of new Executive Director along with updates from city of Brainerd staff	3.00	
			1/20/2020	Tyler Glynn	Meeting w/lender and potential buyer of downtown property on Washington Street in Brainerd. BUF to provide assistance?	2.00	
			1/21/2020	Tyler Glynn	River to Rail meeting with Bruce Buxton and other BLAEDC staff, Brainerd City Council meeting to be introduced as the new Executive Director of BLAEDC and provide report	5.00	
			1/22/2020	Tyler Glynn	JA Entrepreneur Program meeting with Brainerd High School staff and JA representatives. BLAEDC leadership and Executives provide assistance and funding to this program	1.50	
			1/23/2020	Tyler Glynn	Conference call with owners of NP Center about redevelopment opportunities and funding discussion	1.00	
			1/27/2020	Tyler Glynn	YMCA Executive Board Meeting, interviews with Arboretum executive director candidates - Mike Bjerkness BLAEDC board members meetings - TG	4.00	
			1/28/2020	Tyler Glynn	Business After Hours event at The Office Shop - Brainerd, BLAEDC staff in attendance. Interviews for arboretum job	2.50	
			1/29/2020	Tyler Glynn	Meetings/email and phone calls with potential Brainerd projects	2.00	
			1/30/2020	Tyler Glynn	Meeting w/Essentia Health leadership	2.00	
			1/31/2020	Tyler Glynn	Meeting with board chair of the Crow Wing Coop with regards to new location selection in downtown Brainerd and potential BUF funding to assist with build out and equipment	2.50	
			2/3/2020	Tyler Glynn	Brainerd City Council meeting	2.50	

Project and Task Summary with Comments



Date Range: 1/1/2020 - 4/1/2020

Project	Gro Project	Task	Date	Employee	Comment	Hours	Amount
City of Brainerd							
			2/4/2020	Tyler Glynn	Meeting with YMCA staff and board members regarding an annual planning and fund raising effort and possible redevelopment of their site. Meeting with owners of Minnesota Makerspace, a new business in downtown Brainerd.	3.50	
			2/6/2020	Tyler Glynn	Meeting w/marketing director of CTC to discuss marketing efforts for BLAEDC and City of Brainerd	1.50	
			2/7/2020	Tyler Glynn	Meeting with Mid MN Women's Center to discuss locations in Brainerd - meeting w/NP Center owners to review the redevelopment grant from MN DEED to determine eligibility for property to apply for grant	2.50	
			2/10/2020	Tyler Glynn	Brainerd City Council and EDA work session - Brainerd High School JA Entrepreneur program meeting	3.50	
			2/12/2020	Tyler Glynn	Brainerd Chamber of Commerce Ambassador visits to 5 local Brainerd businesses - Mike Bjerkness	4.00	
			2/13/2020	Tyler Glynn	Brainerd EDA meeting, presentation of reports of BLAEDC Brainerd activity - meeting w/Stern regarding new hire MB	3.00	
			2/14/2020	Tyler Glynn	BLAEDC Board Meeting, updates to board on projects, new hires and Brainerd city updates to our board of directors	2.00	
			2/17/2020	Tyler Glynn	Meeting w/West Gate Mall representatives	1.00	
			2/18/2020	Tyler Glynn	Brainerd City Council meeting	2.50	
			2/19/2020	Tyler Glynn	Meeting w/city staff regarding redevelopment of Brainerd space in West Gate mall	1.50	
			2/20/2020	Tyler Glynn	Meeting w/Brainerd City Administrator regarding EDA/BLAEDC responsibilities and reporting requirements	2.00	
			2/21/2020	Tyler Glynn	Community Project discussions, MB and TG with local Brainerd companies looking for employees and how can BLAEDC assist these local companies find quality employees	2.00	
			2/25/2020	Tyler Glynn	In person meeting w/local financial president regarding current location and plans for redevelopment of their existing footprint	2.00	
			2/26/2020	Tyler Glynn	Meeting w/local brewery owners regarding existing location and discussion around potential new locations in Brainerd	2.00	

Project and Task Summary with Comments

Date Range: 1/1/2020 - 4/1/2020

Project	Gro	Project	Task	Date	Employee	Comment	Hours	Amount
City of Brainerd								
				2/27/2020	Tyler Glynn	Video shoot for Brainerd YMCA to promote the non-profit Brainerd location and their impact on the city and the area	1.00	
				2/28/2020	Tyler Glynn	Final meeting for review of Crow Wing County Workforce Housing Task Force - Mike Bjerkness	2.00	
				3/2/2020	Tyler Glynn	Brainerd City Council Meeting - TG in attendance	2.50	
				3/3/2020	Tyler Glynn	Brainerd City Center meeting - Mike Bjerkness	1.00	
				3/4/2020	Tyler Glynn	Meeting w/local bank regarding redevelopment opportunities - CTC board nominating committee meetings to elect newest board member for Brainerd based company	3.00	
				3/6/2020	Tyler Glynn	Bridges Career Exploration Day, TG & MB	4.00	
				3/9/2020	Tyler Glynn	YMCA Board of Directors meeting - MB	2.00	
				3/10/2020	Tyler Glynn	meeting w/Brainerd business owner about future of business and possible relocation of business - JA Investor pitch presentation at Brainerd High School, TG and 3 BLAEDC Execs	3.00	
				3/11/2020	Tyler Glynn	meetings w/2 different individuals with business ideas and looking at Brainerd locations - MB chamber ambassador meetings w/6 Brainerd businesses	5.00	
				3/12/2020	Tyler Glynn	Meeting and tours of local properties to redevelop for local Brainerd company	2.00	
				3/13/2020	Tyler Glynn	Emergency meetings w/YMCA concerning COVID response	2.50	
				3/16/2020	Tyler Glynn	Brainerd City Council meeting	2.50	
				3/18/2020	Tyler Glynn	CLC Housing meeting and discussion surrounding response to COVID and impact on college housing	2.00	
				3/19/2020	Tyler Glynn	MN DEED conference call in response to COVID - 19 and the local impact	1.00	
				3/20/2020	Tyler Glynn	MN DEED conference call in response to COVID - 19 and the local impact	1.00	
				3/23/2020	Tyler Glynn	MN DEED state call with local ED organizations w/COVID response - CLC Housing emergency meeting - MB	3.00	
				3/24/2020	Tyler Glynn	MN DEED State of COVID emergency call	1.00	
				3/25/2020	Tyler Glynn	MN DEED State of COVID emergency call	1.00	

Project and Task Summary with Comments



Date Range: 1/1/2020 - 4/1/2020

Project	Gro Project	Task	Date	Employee	Comment	Hours	Amount
City of Brainerd							
			3/26/2020	Tyler Glynn	MN DEED State of COVID emergency call - BUF Loan discussion about deferrals to impacted businesses - phone interview with Brainerd Dispatch	4.00	
			3/27/2020	Tyler Glynn	MN DEED State of COVID emergency call - Brainerd Dispatch wedex meeting to discuss the impact of COVID on area businesses	3.00	
			3/30/2020	Tyler Glynn	MN DEED State of COVID emergency call - community planning meeting w/county administrator, city of Brainerd administrator and Baxter administrator	3.00	
2020 Economic Development Subtotal						216.50	
City of Brainerd Subtotal						216.50	
Grand Total						216.50	

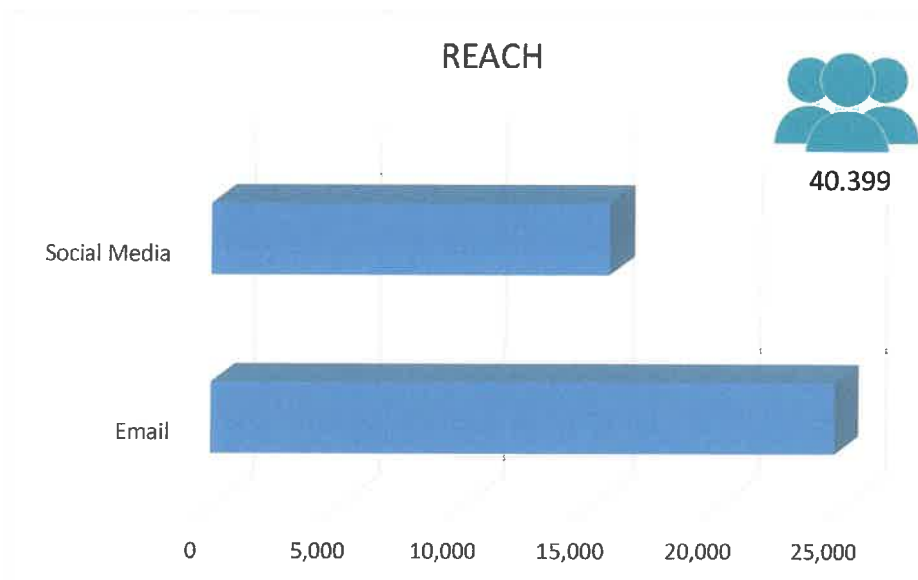


2020 Marketing Report

1.23.2020	TV	Tyler Glynn Selected As Brainerd Lakes Area Economic Development Corporation...
1.26.2020	Newspaper	BLAEDC hires Tyler Glynn to lead organization
2.02.2020	Newspaper	Tyler Glynn hired to lead BLAEDC
2.15.2020	Newspaper	BLAEDC Presentation
2.17.2020	Email	BLAEDC's 2020 Annual Meeting SAVE THE DATE
2.25.2020	Email	BLAEDC's 2020 Annual Meeting Invitation
3.12.2020	Email	BLAEDC's Annual Meeting - Registration due THIS Friday, March 13th!
3.16.2020	Email	2020 BLAEDC Annual Meeting - CANCELLED
3.18.2020	Email	BLAEDC Updates - March 18, 2020
3.23.2020	Email	MBFC Updates - SBA Disaster Loans Info
3.27.2020	Newspaper	How lakes area businesses can find help in today's economy
3.27.2020	Podcast	Listen now: How lakes area businesses can find help in today's economy
3.27.2020	Newspaper	Local small business orgs scramble to counteract COVID-19 economic fallout
3.4.2020	Email	BLAEDC's 2020 Annual Meeting Invitation - Registration due Friday, March 13th
4.02.2020	Email	Cliff Notes for Business Relief
4.08.2020	Email	Webinar: Accessing Relief through the FEDERAL CARES ACT
4.08.2020	Webinar	Webinar: Accessing Relief through the FEDERAL CARES ACT
4.10.2020	Email	In Case You Missed It - Federal CARES Act Webinar
4.15.2020	Newspaper	BLAEDC UNIFIED FUND - Notice of Public Meeting
4.18.2020	Newspaper	BLAEDC Presentation
4.29.2020	Email	MN DEED - New Tools to Help MN Businesses Provide Safe Work Environments
5.27.2020	Email	Small Business Relief Grant - APPLY TODAY!
6.13.2020	Newspaper	BLAEDC Presentation
6.22.2020	Email	MN Small Business Relief Grant Opportunity
7.10.2020	Email	Building Community Survey
7.22.2020	Newspaper	Crow Wing County Board considers how to distribute coronavirus relief funds
7.27.2020	Newspaper	County board to vote on local CARES Act grant program
7.29.2020	Email	In Case You Missed It: BLAEDC's Quarterly Membership Meeting - Recorded Webinar
8.17.2020	Email	MN Small Business Relief Grant Opportunity
8.17.2020	Newspaper	Pequot Lakes: Council prepares Heart of the Good Life for development
8.17.2020	TV	Coronavirus Relief Funding Available to Businesses and Nonprofits in Crow Wing County



8.18.2020	Newspaper	BLAEDC Presentation
9.11.2020	Newspaper	Pequot Lakes: Council member praises police officers; CARES Act funding discussed
9.14.2020	Webinar	Blue Ox Success Series: Get Relief Now - Local CARES Act Grant Dollars Info Session
9.15.2020	Email	Get Relief: CARES Act Grants - Window closes Friday!
9.23.2020	Newspaper	More CWC businesses likely to be eligible for COVID relief grants



BUF Loan Portfolio - 10/01/2020																													
2017 BUF Loan Recipient		Industry Type	Location	Loan Type	Primary Lender	Total Project Cost	Total Interest Rate	Jobs Created	Jobs Received	Funding Partner	BUF Loans	Loan Amount - Direct	Loan Amount - BUF Portfolio	Terms	Interest Rate	Scheduled Monthly Payment	IF Service Fees	BLIFC Fees											
2018 BUF Loan Recipient																													
1. Green Forest Recycling	Other Services	Brainerd	Equipment	Members Coop	\$	103,330	5.50%	3	5	CTC	\$	24,500	\$	24,500	5 years	3.50%	\$ 470.00	1.0%	1.0%										
2. Modified Tool																													
	Manufacturing	Emily Area	Business Acquisition	Bank Vista	\$	2,570,000	6.25%	2	4	CWP	\$	64,020	\$	20,000	10 years	4.25%	\$ 730.00	1.0%	1.0%										
3. Jack Pine Brewery, LLC																													
	Manufacturing	Braxter	Equipment	Brenner	\$	43,000	5.50%	2	12	CTC	\$	43,000	\$	21,500	6 years	3.50%	\$ 350.00	1.0%	1.0%										
	Trade, Trans., Utilities				\$		5.50%			CWP	\$		\$	21,500	6 years	3.50%	\$ 350.00	1.0%	1.0%										
4. Brainerd Distilling Company																													
	Manufacturing	Brainerd	Real Estate	Riverwood Bank	\$	305,000	5.50%	6		BUF Direct	\$	67,500	\$	67,500	20 yr am/5 yr balloon	3.50%	\$ 464.32	1.0%	1.0%										
5. Dockside Rental, LLC																													
	Leisure and Hospitality	Nisswa	Equipment	Blackridge Bank	\$	204,000	6.00%	2		CTC	\$	55,000	\$	27,500	6 years	4.00%	\$ 456.00	1.0%	1.0%										
					\$		6.00%			BUF Direct	\$	27,500	\$		6 years	4.00%	\$ 456.00	1.0%	1.0%										
6. Guilview Technologies, LLC																													
	Prof. Business Services	Braxter	Equipment	Riverwood Bank	\$	318,000	5.50%	12	9	BUF Direct	\$	50,000	\$	50,000	5 years	3.50%	\$ 955.00	1.0%	1.0%										
7. Outdoors Insight, Inc.																													
	Manufacturing	Crosbylake	Staffing/Onboarding Inventory	MN Bank & Trust	\$	1,700,000	6.00%	7	7	CWP	\$	200,000	\$	100,000	7 years	4.00%	\$ 2,922.00	1.0%	1.0%										
	Trade, Trans., Utilities		Staffing/Onboarding		\$		6.00%			BUF Direct	\$		\$																
2019 BUF Loan Recipient																													
9. Paulsen and Properties, LLC	Manufacturing	Crosby	Property Improvements	Brenner	\$	617,712	6.00%	5	-	CWC HRA TRF	\$	75,000	\$	75,000	5 years	4.00%	\$ 1,450.00	1.0%	1.0%										
10. TradeKs, LLC																													
	Trade, Trans., Utilities	Brainerd	Bus Acquisition	Blackridge Bank	\$	300,250	6.50%	5	8	BUF Direct	\$	80,000	\$	80,000	20 yr am/5 yr balloon	4.50%	\$ 769.00	1.0%	1.0%										
11. Chickadee LLC																													
	Other Services	Nisswa	Inventory/Improvements	Blackridge Bank	\$	75,000	7.15%	3	2	BUF Direct	\$	30,000	\$		5 years	6.15%	\$ 601.00	N/A	1.0%										
12. Greenheck Auto Gases																													
	Trade, Trans., Utilities	Brainerd	Refinance	Deerwood Bank	\$	116,000	7.50%	1	5	BUF Direct	\$	50,000	\$		7 years	5.50%	\$ 767.00	N/A	2.0%										
13. El Tequila Restaurant																													
	Leisure and Hospitality	Braxter	Real Estate	Blackridge Bank	\$	1,960,000	6.50%	7	20	CWP	\$	75,000	\$	575,000	20 yr am/10 yr balloon	4.50%	\$ 1,120.00	1.00%	1.0%										
14. Teeny Bubbles Child Care																													
	Daycare	Brainerd	Real Estate	Randall State Bank	\$	417,000	7.50%	18	24	BUF Direct	\$	30,000	\$	30,000	5 years	5.50%	\$ 602.00	1.00%	1.0%										
2020 BUF Loan Recipient																													
15. Silver's Bar & Bistro	Leisure and Hospitality	Jankins	Inventory and Equipment	First National Bank	\$	446,000	7.50%	10	0	BUF Direct	\$	100,000	\$	100,000	5 years	5.50%	\$ 2,004.00	1.00%	1.0%										
16. New Heritage Architecture																													
	Architecture & Design	Pegroot Lakes	Real Estate	American National Bank	\$	250,350	4.25%	3	2	BUF Direct	\$	40,270	\$	40,270	20 yr am/5 yr balloon		\$ 310.00	0.00%	2.0%										
17. WND Holdings, LLC																													
	Leisure and Hospitality	Brainerd	Real Estate	Riverwood Bank	\$	990,000	4.65%	7	0	Federal Funds	\$	117,600	\$	117,600	20 yr am/5 yr balloon		\$ 767.00	1.00%	10.00%										
					\$	10,423,642	6.09%	93	98		\$	1,110,890	\$	665,890		4.31%	\$15,543.32												
Brainerd BUF Loans Funded in 2020																													
QUICK FACTS **Does not include PENDING numbers																													
Industries Sectors:					Geographic Location (6)					Primary Lenders (8)					Loan Made					600 Direct Loans (7)					AMF Partner Loans (6)				
Natural Res. and Mining					0					Braxter					1					\$95,127.14					AMF Partner Loans (6)				
Construction					0					Brainerd					6														
Manufacturing					5					Crosby					1					Total Jobs Created/Retained					Smallest Loan				
Trade, Trans., Utilities					7					Crosbylake					1										\$20,000.00				
Information					0					Emily Area					1														
										Nisswa					2														
Prof. Business Services					1					Jankins/Project Lakes					2										MN Bank & Trust - Woodbury				
Educ. and Health Serv.					0																				First National Bank				
Leisure and Hospitality					5					Business Acquisition					1										Randall State Bank				
Other Services					2					Equipment					4										Deerwood Bank				
Public Admin.					0					Real Estate					7										American National Bank				
										Other					5														



CONFIDENTIAL

Updated: 9/8/2020

	Jan 2020	Feb 2020	Mar 2020	Q1 2020 Subtotals	April 2020	May 2020	June 2020	Q2 2020 Subtotals	July 2020	Aug 2020	Sept 2020	Q3 2020 Subtotals	Q4 2020 Subtotals	2020 Total #s:	2020 Total Revenue
Meetings with Potential New Members	1	2	0	3	0	0	0	0				0	0	3	
Current Open Job Postings	6	7	6		4	3	4		2	7					
YTD Filled Jobs	2	1	2	5	0	0	1	1	0	3		3	0	9	
Spousal Referrals	0	2	1	3	2	1	2	5	2	1		3	0	11	
Offers Made/Job Declined	0	0	1	1	0	0	0	0	2	0		0	0	1	
Total Resumes Received	141	158	104	403	53	67	64	184	74	125		199	0	786	
Quality Resumes Reviewed	82	97	41	220	22	38	41	101	53	84		137	0	458	
Interviews Conducted	46	55	30	131	17	29	26	72	44	67		111	0	314	
Workforce Presentations/Community	0	0	1	1	0	0	1	1	2	3		5	0	7	
Grant Funding				\$0				\$0				\$0	\$0		\$0
Direct Hire Fees	\$22,670	\$5,800	\$11,000	\$39,470	\$0	\$0	\$6,890	\$6,890	\$0	\$17,940		\$17,940	\$0		\$64,300
														2020 Grand Total	\$64,300

MEMO



TO: EDA Board of Commissioners

FROM: David Chanski, Community Development Director

DATE: October 8, 2020

RE: 2021 Budget and Shared Services Agreements

During the EDA's August 6 meeting, the EDA sent their 2021 levy to the City Council. The request was for the maximum amount allowed per state statute, which for 2021 is a levy of \$133,789. It is .01813% of the previous years estimated market value. The City Council approved this levy during their September 21 council meeting.

At the August 6 meeting, the EDA directed staff to bring the discussion of the EDA's budget back during the October 8 meeting. Staff did fill in preliminary expenditure amounts. The primary expenditures for the EDA are the professional services with the City of Brainerd and with the Brainerd Lakes Area Economic Development Corporation (BLAEDC). In 2019, the EDA passed a motion to fund BLAEDC in the amount of \$78,500 for years 2020, 2021 and 2022 (minutes are attached), as well as the membership/financial request to the Initiative Foundation (request is attached). Other preliminary expenditures were adjusted slightly based on usage.

Additionally, the 2020 shared services agreements between the EDA and the City of Brainerd and the Brainerd Lakes Area Economic Development Corporation (BLAEDC) are also attached for discussion as the professional services budget does directly coincide with the contents of these shared services agreements.

The EDA Board does not need to formally set their 2021 budget during this meeting. However, the budget must be set no later than their December 10 meeting.

EDA Fund

	2019		2020 Budget	2021 Requested Budget	Difference
	Budget	Actual			
Revenues					
Taxes & Penalties					
31010 Current Ad Volorem **	124,351	122,178	127,817	133,789	5,972
31020 Delinquent Current Ad Volorem	-	1,598	-	-	-
	124,351	123,776	127,817	133,789	5,972
Other Revenue					
36210 Interest Income	100	643	250	400	150
39200 Sale of Land	-	-	-	-	-
	100	643	250	400	150
TOTAL REVENUE	124,451	124,419	128,067	134,189	6,122
Expenditures					
Personnel Services ^					
-1101 Salary	28,066	24,502	-	-	-
-1121 PERA	2,105	1,543	-	-	-
-1122 FICA	1,740	1,343	-	-	-
-1123 Medicare	407	314	-	-	-
-1131 Health Ins	4,892	4,195	-	-	-
-1133 Life Ins	48	4	-	-	-
-1134 LTD	47	5	-	-	-
	37,305	31,905	-	-	-
Services					
-3300 Professional Services	-	-	-	-	-
City	-	-	32,500	32,500	-
BLAEDC	78,500	78,500	78,500	78,500	-
Legal/Municipal Advisors	-	2,871	5,000	4,000	(1,000)
-3350 Legal Publ	-	-	-	-	-
-3361 Ins. General Lib	125	138	100	150	50
-3430 Miscellaneous	500	40	500	500	-
Strategic Planning					
Marketing			5,000	5,000	-
Training/Events/Conferences					-
-3435 Memberships *	5,350	5,350	5,350	5,350	-
	84,475	86,899	126,950	126,000	(950)
-7720 Transfers Out	-	-			
TOTAL EXPENDITURES	121,780	118,804	126,950	126,000	(950)
NET REVENUE OVER EXPEND.	2,671	5,615	1,117	8,189	7,072

** Max allowed by state statute

* Initiative Foundation

Mr. Schommer stated a construction contract has been completed for the old Iron Rail building owned by Sarah Hayden Shaw for larger windows and facade work for the Knotty Pine Bakery. He indicated Ms. Hayden Shaw has submitted the application for the nine apartments above and is currently obtaining bids.

Update from BLAEDC – Bruce Buxton

Mr. Buxton stated Mr. Tyler Glynn could not attend this morning and he distributed a flow chart to the group.

New Business

Fund Allocation / Budget

City Administrator Torstenson stated a worksheet is included in the packet to view the line items and blank areas for the EDA to fill in as desired. She indicated the packet also includes allocation requests from the Initiative Foundation and BLAEDC to consider for 2020.

Discussion took place regarding the levy.

MOVED AND SECONDED BY COMMISSIONERS SINNER AND ERICKSON, DULY CARRIED, FOR THE LEVY TO BE SET AT THE MAXIMUM AMOUNT ALLOWED BY STATE STATUTE.

Commissioner Bevans suggested the City Administrator and the Finance Director salary allocations be listed as one sum.

Commissioner Johnson stated there needs to be a contract between the EDA and the City for using city staff for EDA duties.

Mayor Menk suggested a draft contract to be drawn up and presented to the EDA at the meeting in October.

Commissioner Sinner stated the contract should be a single line item showing the dollar amount.

MOVED AND SECONDED COMMISSIONERS SINNER AND BEVANS, DULY CARRIED, FOR \$30,000 TO BE THE SET LEVY AMOUNT.

Discussion took place.

The previous motion was rescinded.

MOVED AND SECONDED BY COMMISSIONERS SINNER AND BEVANS, DULY CARRIED, TO MODIFY THE AMOUNT LEVIED TO \$32,500.

Accept Final Audit Statement

MOVED AND SECONDED BY COMMISSIONERS SINNER AND ERICKSON, DULY CARRIED, TO BUDGET \$5,000 TOWARDS LEGAL AND MUNICIPAL ADVISORS AND \$5,000 TO MISCELLANEOUS.

BLAEDC

MOVED AND SECONDED BY COMMISSIONERS SINNER AND CAMPBELL TO ACCEPT THE 3 YEAR COMMITMENT PROPOSAL FOR FUNDING TO BLAEDC IN THE AMOUNT OF \$78,500 FOR YEARS 2020, 2021 AND 2022.

Commissioners Menk, Sinner, Erickson and Campbell voted "aye". Commissioner Johnson voted "nay". The Chair declared the motion carried.

Call for Applicants

Mayor Menk called for applicants to fill the one vacant seat on the EDA Committee.

Informational

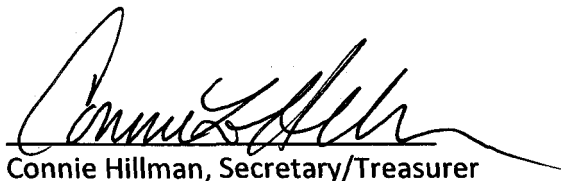
Mayor Menk stated to send reminders of the upcoming EDA meetings two weeks and one week in advance.

- December Meeting – December 5, 2019 7:30 a.m.
 - 2020 Goals & Priorities
 - 2020 Budget

The commission set a Special EDA Meeting for Thursday, October 31, 2019 at 7:30 a.m. to discuss the industrial lots. Mayor Menk directed staff to update the EDA Members as well as the City Council.

Adjournment

The Authority adjourned at 9:04 a.m.



Connie Hillman, Secretary/Treasurer

SHARED SERVICES AGREEMENT

This agreement is entered into this ____ day of _____, 2019; between the City of Brainerd, a municipal corporation, and the Brainerd Economic Development Authority (EDA), a public body, corporate and politic.

WHEREAS, the EDA needs administrative and support staff services to fulfill its statutory duties; and

WHEREAS, City has the professional and administrative capacity to support the EDA; and

WHEREAS, the City historically provided these services to the EDA; and

WHEREAS, the parties desire to enter into an agreement memorializing the existing arrangement between them.

NOW, THEREFORE, IT IS HEREBY AGREED THAT:

I. Scope of Service

On behalf of the EDA, the City will provide the following services, consistent with State law and the directives of the EDA:

- a. Oversee the overall financial management of the EDA by working closely with the EDA Board of Commissioners
- b. Prepare an annual budget for approval by the EDA Board
- c. Operate per the approved budget, oversee accounts payable, and prepare checks on behalf of the EDA Board
- d. Communicate potential problems to the EDA Board and offer viable solutions
- e. Schedule EDA Board meetings, prepare Agendas and materials (including program/project reports, fiscal reports, resolutions and minutes), attend Board meetings
- f. Maintain all records of the EDA per laws and regulations
- g. The City will use its own computer hardware and software programs for maintaining the EDA's financial records
- h. Work in cooperation with the Brainerd Lakes Economic Development Corporation and Brainerd Housing and Redevelopment Authority to advance economic development and redevelopment within the Brainerd community
- i. Guide developers, business owners, property owners, and the like through the development and redevelopment process
- j. Other projects as directed by the EDA Board

II. Compensation

In consideration for the services rendered by the City, the EDA shall compensate the City \$32,500 annually, to be paid bi-annually by July 1 and December 1.

III. Term

The term of this agreement shall be for a period of one year commencing on the 1st day of January 2020 and terminating on the 31st day of December 2020. This agreement shall automatically renew for successive one-year terms thereafter unless one of the parties hereto provides at least 60 days' notice of its intent to terminate this agreement at the end of the then current term. However, either party may terminate this agreement for any reason upon 60 day advance written notice. In the event either party terminates this

agreement before its expiration any fees owed to the Brainerd HRA will be prorated through the last day of the 60-day termination period.

IV. Indemnification

To the fullest extent permitted by law, the City agrees to defend, indemnify and hold harmless the EDA, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the City's negligence or the City's failure to perform its obligations under this Agreement.

V. Compliance with Laws

The City shall abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect, or hereafter adopted, pertaining to this Agreement or the subject matter of this Agreement. This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in the County of Crow Wing, State of Minnesota.

VI. Independent Contractor Status

The City is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between EDA and City employees. The City shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. The City also acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due the City and that it is the City's sole obligation to comply with applicable provisions of all Federal and State tax laws.

VII. Authorized Representative

Notification required to be provided pursuant to this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement or in a modification of this Agreement.

<i>City of Brainerd</i>	<i>Brainerd EDA</i>
Interim City Administrator	Chair
James Thoreen	Edwin L. Menk
501 Laurel Street	501 Laurel Street
Brainerd, MN 56401	Brainerd, MN 56401

VIII. Severability

The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either party.

IX. Modifications

The EDA and the City hereby acknowledge that they have read this Agreement and affirmatively states and represents that they understand its contents. Further, that the above constitutes the entire agreement by and between the EDA and the City and is binding upon themselves, their heirs, assigns and successors in interest and any alterations, variations, modifications or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by

the authorized representatives of the EDA and the City.

Approved this the ____ day of _____ 2019.

Brainerd Economic Development Authority

By: _____
EDWIN L. MENK
CHAIR

City of Brainerd

By: _____
JAMES M. THOREEN
INTERIM CITY ADMINISTRATOR



**AGREEMENT FOR PROFESSIONAL SERVICES BY AND BETWEEN
THE BRAINERD ECONOMIC DEVELOPMENT AUTHORITY
AND
THE BRAINERD LAKES AREA
ECONOMIC DEVELOPMENT CORPORATION
FOR CALENDAR YEAR 2020**

Whereas, the Brainerd Economic Development Authority (EDA) 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 EDA 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 EDA:

- a) BLAEDC agrees to provide a focal point for economic development in Brainerd, 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) With respect to the BLAEDC funds spent on activities and projects within or related to the City of Brainerd (Brainerd), BLAEDC agrees to prioritize its expenditures by focusing primarily on the revitalization of Brainerd's central business district, and secondarily on Brainerd's industrial lots as well as enhancing existing and attracting new commercial, industrial and health care partners to Brainerd.
- e) BLAEDC does hereby agree to maintain an office within the Brainerd Lakes area to conduct its services under this contract.
- f) BLAEDC will provide reports every other month to the EDA and Brainerd City Council on the activities and progress to fulfill the services identified above. The reports shall contain sufficient detail concerning BLAEDC's activities for the EDA to understand and assess the nature, extent and success of BLAEDC's efforts undertaken pursuant to this contract. The specific data to be included in the reports shall be determined by agreement between the BLAEDC Representative and the Brainerd City Administrator.
- g) A BLAEDC representative will attend all EDA meetings except as otherwise requested by the EDA.

II. TERM OF CONTRACT

The term of this contract shall be one year, commencing January 1, 2020, and terminating on December 31, 2020.

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

After all monthly reports have been delivered prior to July and December invoicing, the EDA agrees to pay BLAEDC **\$47,200** for these services, payable in payments of **\$23,600** on or about **July 1, 2020** and **December 1, 2020**.

Additional Services Including Retail Related projects

After all monthly reports have been delivered prior to July and December invoicing, the EDA agrees to pay BLAEDC **\$11,950** for these services, payable in payments of **\$5,975** on or about **July 1, 2020** and **December 1, 2020**.

IV. REPRESENTATION

- a) The EDA 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 on this ____ day of February, 2020.

BRAINERD ECONOMIC
ECONOMIC DEVELOPMENT
AUTHORITY

BRAINERD LAKES AREA
ECONOMIC DEVELOPMENT
CORPORATION

By Its President

By Its President
Tom Haglin

By Its Executive Director

By Its Executive Director

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

FOR CALENDAR YEAR 2020

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 Brainerd Economic Development Authority (EDA) desires BLAEDC to continue this enhanced economic development program and agrees to provide funding in 2020.

Enhanced Economic Development Marketing Endeavors (20/20)

Therefore, after all monthly reports have been delivered prior to July and December invoicing, the EDA agrees to pay BLAEDC **\$19,350** for these services in 2020, payable in equal installments of **\$9,675** on or about **July 1, 2020** and **December 1, 2020**.

IN WITNESS WHEREOF, the parties have executed this agreement on this ____ day of February, 2020.

BRAINERD ECONOMIC
ECONOMIC DEVELOPMENT
AUTHORITY

BRAINERD LAKES AREA
ECONOMIC DEVELOPMENT
CORPORATION

By Its President

By Its President
Tom Haglin

**Addendum to 2020 BLAEDC and Brainerd Economic Development Authority
(EDA) 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 EDA 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 EDA recognizes, until such time that public announcement is appropriate and/or legally required, 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 of Brainerd.
- 2.
- a. Provide to the EDA 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 EDA to use any BLAEDC marketing materials and efforts.
 - b. Provide to the EDA a report of the past year’s marketing efforts.



The Initiative Foundation is guided by its Board of Trustees and is supported and advised by a host of regional partners and committee members:

BOARD OF TRUSTEES

Brett Anderson
Sentry Bank
Rick Bauerly
Granite Equity Partners
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Traci Tapani
Wyoming Machine
Robbyn Wacker
St. Cloud State University
Kristi Westbrook
Consolidated
Telecommunications Company

June 5, 2020

Jennifer Bergman, City Administrator
City of Brainerd
501 Laurel St
Brainerd, MN 56401-3595

Dear Mayor Menk, City Council and Ms. Bergman,

For 34 years the Initiative Foundation has focused on building strong local economies and vibrant communities. In Crow Wing County, we have contributed a total of \$4,495,097 in grants to support nonprofit organizations and local government projects, as well as \$9,519,264 in business loans to create and retain 1,951 quality jobs.

City and county partners are vital to our ability to support business growth and the creation and retention of quality jobs in our region. We sincerely appreciate your past investment and hope to count on your continued support in 2021.

We respectfully request that you consider allocating \$5,350 to the Initiative Foundation in your 2021 budget.

The Initiative Foundation's grant-making, lending and programmatic activities will continue to support for-profit business and nonprofit growth, empower new entrepreneurs, address workforce shortages, and increase access to quality child care for the region's workforce. The Foundation has historically generated a substantial return on the investment of supporters like you, as local contributions make it possible for us to leverage additional resources from sources outside Central Minnesota. Specifically, for every local dollar raised, we are able to invest an average of \$3.77 back into the communities we serve through grants, loans and scholarships.

In response to the COVID-19 crisis, the Foundation has moved quickly to aid our local economies through emergency grants, loans, and other resources. As we move beyond COVID-19, your support will continue to power our daily work, strengthening local economies and building thriving communities.

Please contact us if you have any questions or to request a presentation at an upcoming meeting. We can present in-person or facilitate an online option if you desire. If possible, after your 2021 budget is finalized, please let us know your decision by signing and returning the enclosed confirmation form. Thank you for your consideration!

All the best,

Matt Varilek
President

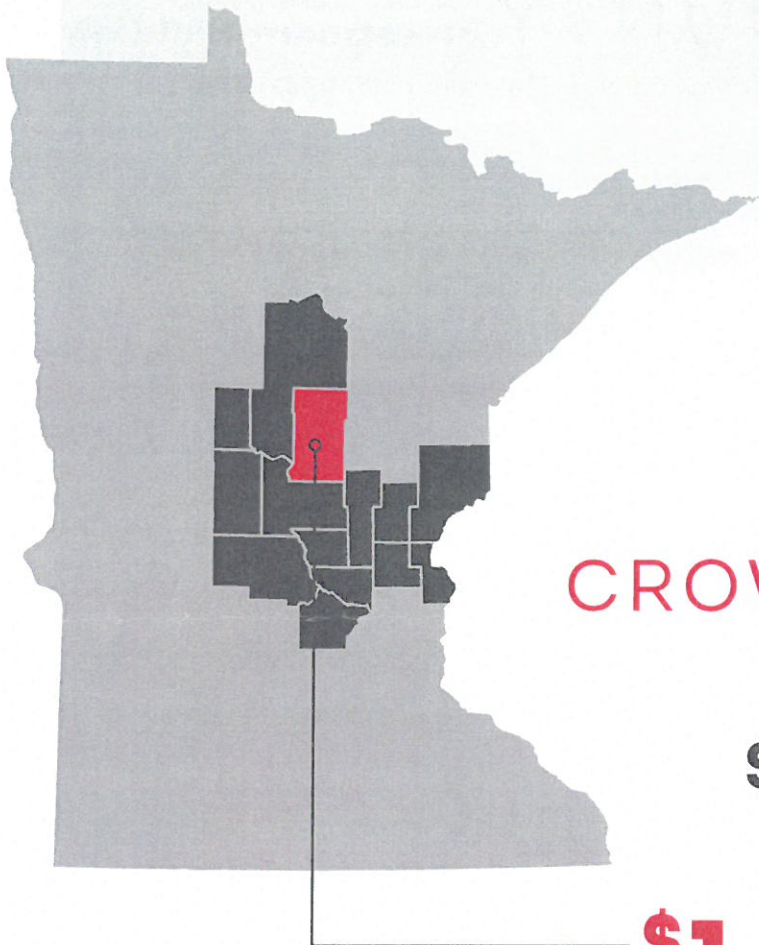
Carl Newbanks
Grants and Development Manager

RECEIVED

JUN 09 2020

CITY OF BRAINERD
ADMINISTRATION

The Initiative Foundation is a 501c(3) nonprofit organization. All contributions to the Foundation are tax-deductible to the extent allowed by law. The Foundation owns and manages all financial contributions for the benefit of communities served in the 14-county region of Central Minnesota.



Initiative Foundation at work in
CROW WING COUNTY

\$3.1 MILLION

in local donations to the Initiative Foundation.

\$14.6 MILLION

returned to Crow Wing County in grants, loans, and scholarships.

Our Mission:

To empower people to
build thriving communities
and a vibrant region
across Central Minnesota.

405 First Street SE
Little Falls, MN 56345
(877) 632-9255
ifound.org

Return on Investment

For every local dollar contributed, the Initiative
Foundation has invested **\$4.66** back into Crow Wing
County.

Economic Impact

[1986 to present]

- Awarded 802 grants totaling **\$4.5 million**
- Awarded 19 scholarships totaling **\$25,835**
- 182 loans totaling **\$9.5 million**
- Created or retained **1,950 quality jobs**
- **\$71.7 million** in outside capital leveraged
- Hosted **17** Partner Funds



Powering Possible

Equal opportunity lender, provider and employer.

CROW WING COUNTY Investment Highlights

For a full listing of Initiative Foundation investments in Crow Wing County, Contact us at (877) 632-9255.

Grants Thriving Economy, Thriving Communities

Advocates Against Domestic Abuse	Strategic Planning
Blandin Foundation	Sponsorship Grant for Border to Border Broadband Conference
Brainerd School District	Brainerd Lakes Area Early Childhood Coalition
Brainerd Lakes Area Chamber of Commerce Education Association	Lakes Area Manufacturers Alliance scholarships
Central Lakes College Foundation, Brainerd	Small Business Growth and Success Initiative
City of Nisswa	Gull Lake Trail
Friends of Pequot Lakes Community Library, Inc.	Support for general operations
City of Riverton	Sanitary Sewer System records mapping
Crow Wing County United Way, Inc.	Operation Sandwich
Cuyuna Range Youth Center	Job skills development and employability training
Bridges of Hope	Self-healing communities project
Region Five Development Commission	Downtown Brainerd revitalization
Lakes Area Restorative Justice Project	Strategic planning
Brainerd Family YMCA	General operating support
The National Loon Center Foundation	Northern lakes initiative
City of Manhattan Beach	Community planning support
Salem Lutheran Church, Deerwood	Director transition project

Business Financing Local Ownership, Quality Jobs

Corral Auto Repair, LLC, Brainerd	Service
Dr. Spoden Investments, LLC, Brainerd	Tourism
GreenForest Recycling Resources, LLC, Brainerd	Recycling Center
JAO Properties, LLC, Little Falls	Service
Michelle L. Fussy, Fifty Lakes	Service
Benjamin Lin, LLC	Retail

Charitable Funds Activating Generosity

Cuyuna Lakes Education Foundation | Anderson Brothers Family Fund | Betty Ford Menzel Scholarship Fund | Crow Wing Environment Protection Advised Fund | Gull Chain Preservation Endowment | Lake Region Christian School Education Foundation | Land and Waters Preservation Trust | Patriot Foundation | Greater Pequot Lakes Community Foundation | Patriot Foundation | Bert and Helen LeBlanc Legacy Scholarship Fund | Bridges Manufacturing Workforce Development Fund | Lakes Area Medical Development Fund | Julius Kurpius Family Fund | National Loon Center Project Fund | Salem Community Outreach Fund | Irene Myres Memorial Endowed Scholarship Fund | Brainerd Public Schools Foundation Early Childhood Fund

Nonprofit Assistance Helping Organizations Thrive

Bridges of Hope	Lunchtime Learning
Brainerd-Baxter Youth Center	Lunchtime Learning
Brainerd Community Action	Financial Resiliency Program
Lakes Area Restorative Justice Program	Financial Resiliency Program

Community Action The Power of Partnership

→ Each year, more than 475,000 Americans die from cardiac arrest. Thanks to the Brainerd Fire Department and a host of community sponsors, including the Initiative

Foundation, the PulsePoint app will soon help drive that number down in Crow Wing County. PulsePoint pushes CPR notifications when there is a sudden cardiac arrest incident and

directs responders to the nearest automated external defibrillator.



Initiative Foundation COVID-19 Response Efforts

Updated 6/1/2020

ifound.org

In response to the COVID-19 crisis, the Initiative Foundation has adapted our work, responding quickly to the needs of small businesses, childcare providers, nonprofits, and individuals. In addition to our existing lending, training and grantmaking, and in partnership with State agencies and other Foundations, the Initiative Foundation has taken the following actions:

- Our regional Emergency Relief and Recovery Fund has provided \$153,500 in emergency relief grants (food, shelter, basic services support) to regional nonprofits. Much of this funding was secured from sources outside our region through grant requests and fundraising efforts.
- At Governor Walls' request, the Initiative Foundation seeded a fund to support childcare providers serving the children of emergency workers. Our initial investment, and support from the MN Council on Foundations, combined to provide \$150,000 in immediate aid to childcare providers across the region.
- We have deployed \$1,200,000 in emergency loans to 56 small businesses. These emergency loan funds are provided through MN DEED, and the Foundation assumes the responsibility to process and service these loans.
- Local Emergency Relief Funds, hosted by the Initiative Foundation, have raised and distributed over \$250,000 to support their communities.
- The Foundation also has extended options (full deferment or interest-only payments) to more than 40 existing small business loan clients. The value of the loans where deferment options were implemented is \$2.85 million.
- All current grantees have been allowed to redirect their awards to operational needs or other immediate relief efforts as they determine. Over \$50,000 in grant dollars have been repurposed to meet the general operating needs of local nonprofits, keeping urgent services and supports functioning during the crisis.
- We have adjusted our grant guidelines for the remainder of 2020 to allow more flexibility for COVID-19 relief and recovery. Priority will be given to new or existing programs or services that provide for the basic needs of individuals and families negatively affected by the COVID-19 health crisis. Examples include food security, housing, clothing, health care, and employment.

Foundation staff have hosted countless calls, webinars, and Zoom meetings. Our team has worked tirelessly to understand regional needs, advise local leaders, assist nonprofits, support for-profit businesses, link funding to critical needs, and secure funds from sources outside our region.

As we continue to address the unprecedented level of need, we are steadfast in our commitment to build vibrant communities and thriving economies across Central Minnesota. We will work collaboratively with our partners to maximize the efficiency and effectiveness of all relief and recovery efforts, seeking additional funding from state agencies and other funders, deploying our own grant dollars, and continuing our programmatic work.



2021 Budget Confirmation

Please indicate below your city council's decision regarding support for the Initiative Foundation in 2021 and kindly return this form to:

Initiative Foundation
405 First St. SE, Little Falls, MN 56345
Or Email it to: cnewbanks@ifound.org Fax: (320) 632-9258

Name of City : _____

- ☐ **YES**, city council has approved funding to the Initiative Foundation in 2021 in the amount of \$ _____

Would you like the Initiative Foundation to send you a payment reminder?

- ☐ Yes, please send invoice to us in _____ / _____.
Month / Year
- ☐ Not necessary, we'll send payment to IF without an invoice.
- ☐ Payment attached.

- ☐ **NO**, we are unable to fund the work of the Initiative Foundation in 2021.

City official _____
Printed Name Title

Signature Date

Email Address Phone #

We do want to hear from you to discuss your needs, answer questions, and provide an update on our local projects. Please call Carl Newbanks at 320-631-2042 if you would like to schedule a presentation.

Thank you for considering our request. Together, we can continue to serve this great region that we all call home.