City of Brainerd
Economic Development Authority
Meeting Agenda

City Council Chambers
May 6, 2021
7:30am

Members of the public may attend in-person or monitor the meeting via phone.
Meeting Number: 1-844-992-4726
Access Code: 187 461 1668

I. Call to Order

II. Roll Call

____ G. Johnson
____ M. O'Day
____ K. Bevans
____ Vacant
____ T. Bieser
____ M. Kirsch
____ W. Erickson

III. Approval/Amendment of Agenda

IV. Approval of Minutes from the April 1 regular meeting

V. Financial Report

VI. Updates
   a. Executive Director
   b. HRA
   c. BLAEDC

VII. Old Business
   a. Election of Secretary/Treasurer

VIII. New Business
   a. Authority & Powers of an EDA

IX. Informational

X. Commissioner's Comments/Questions

XI. Adjourn to the Retreat on Tuesday, May 18 @ 1:00pm in the Fire Department Training Room.

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY
Thursday, April 1, 2021 7:30 a.m.
City Hall Council Chambers
WebEx Teleconference Meeting

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

Present were Commissioners Marie Kirsch, Gabe Johnson, Michael O'Day, Toni Bieser, and Wayne Erickson. Commissioner Kelly Bevans joined the meeting virtually. Also present were City Administrator Bergman, Community Development Director Chanski, Finance Director Hillman, Eric Charpentier, HRA director, Allison Medeck from BLAEDC and John Schommer, HRA rehab coordinator.

Due to a member attending the meeting electronically, all motions will be voted on by a roll call vote for accuracy.

Approval/Amendment of the Agenda

MOVED AND SECONDED BY COMMISSIONERS JOHNSON AND O'DAY TO APPROVE THE AGENDA AS PRESENTED.

Upon roll call, Commissioners Kirsch, Johnson, O'Day, Bieser, Bevans, and Erickson voted "aye". No member voted "nay". The Chair declared the motion carried.

Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS O'DAY AND JOHNSON TO APPROVE THE MINUTES FROM THE MARCH 4, 2021 MEETING.

Upon roll call, Commissioners Kirsch, Johnson, O'Day, Bieser, Bevans, and Erickson voted "aye". No member voted "nay". The Chair declared the motion carried.

Financial Report

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND KIRSCH TO APPROVE THE FINANCIAL REPORT AS PRESENTED.

Upon roll call, Commissioners Kirsch, Johnson, O'Day, Bieser, Bevans, and Erickson voted "aye". No member voted "nay". The Chair declared the motion carried.

Updates

Executive Director

City Administrator Bergman gave a brief update of the sesquicentennial events being planned for the week of September 18th. She stated that the topic of painting colored crosswalks were being planned, but new information will be presented at the next council meeting. She announced that the Charter Commission has been meeting to make updates to the city charter.

City Administrator Bergman indicated the Destination Downtown Business Coalition (DDBC) and will be accepting the $15,000 for a downtown coordinator under Brainerd Restoration, as they currently hold a 501(c)(3).

Community Development Director Chanski stated Mr. Bruce Miles will be presenting a workshop for strategic planning in-person on Tuesday, May 18th, time will be announced. He announced that an update is currently being done on the city zoning code through Swanson Haskamp Consulting. He stated the Parking Commission has been working on some recommendations for the City Council to consider.

HRA

Eric Charpentier gave an update to the Housing Trust Fund programs through the County HRA. He also stated that the Tax Forfeited Property policy through the County has been successful in proceeding with a new home being built on a property in the City.

John Schommer gave an update on the rehab housing and they are continuing outreach efforts to residents for the program by sending mailings to the NE residents. He said the developer at Brainerd Oaks and Serene Pines purchased three more lots to be constructed on.

BLAEDC Update

Allison Medeck from BLAEDC stated the annual meeting was held and a digital report is posted to their website. She indicated the River to Rail meeting will be held next week. She gave a recap of the breakdown of Brainerd businesses that received assistance through the grant administered through Crow Wing County. She gave a brief update of the workforce program operated by Mike Bjerkness. Community stakeholders have been engaging businesses in the discussion of the childcare supply and the challenges of employee retention due to this concern.

New Business

American Rescue Plan Intro

Community Development Director Chanski indicated President Biden signed into law the American Rescue Plan Act on March 11, 2021. He gave an update to the information that is currently available and said more information will be provided as it is released.

Informational

Comments/Questions

Adjourn

The Authority adjourned at 8:01 a.m.

____

Secretary/Treasurer

Financial Report for EDA

As of March 31, 2021

	Cash & Investments	Receivable Balance	Deferred Loans (as of 12/31/20) **	Awarded Grants
General Funds:				
EDA Fund - #295	$ 45,975	$ -	$ -	$ -
Total	**$ 45,975**	**$ -**	**$ -**	**$ -**
CDBG (Housing/Commerical (Slum & Blight/Federal Objective)):				
Downtown - #298	$ 47,413	$ 24,082	$ 497,881	$ -
SE Brainerd - #215	44,162	-	294,046	-
NE Brainerd - #218	(37,939)	-	150,432	464,358
Willows Project - #209	-	-	37,500	-
Old Housing - #209	3,300	-	59,286	-
Local Income - #275	49,870	16,286	15,800	-
Total	**$ 106,805**	**$ 40,368**	**$ 1,054,945**	**$ 464,358**
Federal & State MIF (Commerical (Jobs)):				
Commerical - #210 ^^^	$ -	$ 646,427	$ -	$ -
Federal MIF - #296	18,244	-	-	-
Total	**$ 18,244**	**$ 646,427**	**$ -**	**$ -**
Grand Total	**$ 171,025**	**$ 686,795**	**$ 1,054,945**	**$ 464,358**

** 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.

Fund 295 EDA FUND

GL Number	Description	Balance
*** Assets ***		
295-0000-10100	CASH	34,227.72
295-0000-10700	DELINQUENT TAX RECEIVABLE	7,330.90
295-0000-16160	FA-LAND HELD FOR RESALE	488,252.22
Total Assets		**529,810.84**
*** Liabilities ***		
295-0000-22200	DEFERRED REVENUE	488,252.22
295-0000-22210	DEFERRED TAXES RECEIVABLE	5,521.89
Total Liabilities		**493,774.11**
*** 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		**(3,565.66)**
Ending Fund Balance		**36,036.73**
Total Liabilities And Fund Balance		**529,810.84**

REVENUE AND EXPENDITURE REPORT FOR CITY OF BRAINERD

PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	ACTIVITY FOR MONTH 03/31/2021 INCREASE (DECREASE)	YTD BALANCE 03/31/2021 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 295 - EDA FUND						
Revenues						
Function: Unclassified						
Dept 0000						
TAXES & PENALTIES						
295-0000-31010	CURRENT AD VALOREM	133,789.00	0.00	3,386.93	130,402.07	2.53
295-0000-31020	DELINQUENT AD VALOREM	0.00	0.00	186.19	(186.19)	100.00
TAXES & PENALTIES		133,789.00	0.00	3,573.12	130,215.88	2.67
OTHER REVENUE						
295-0000-36210	INTEREST INCOME	400.00	0.00	0.00	400.00	0.00
OTHER REVENUE		400.00	0.00	0.00	400.00	0.00
Total Dept 0000		134,189.00	0.00	3,573.12	130,615.88	2.66
Total - Function Unclassified		134,189.00	0.00	3,573.12	130,615.88	2.66
TOTAL REVENUES		134,189.00	0.00	3,573.12	130,615.88	2.66
Expenditures						
Function: Unclassified						
Dept 6510 - ECONOMIC DEVELOPMENT AUTH						
SERVICES						
295-6510-43300	PROFESSIONAL SERVICES	95,000.00	2,500.00	7,500.00	87,500.00	7.89
295-6510-43361	INS - GENERAL LIABILITY	150.00	0.00	23.17	126.83	15.45
295-6510-43430	MISCELLANEOUS	5,500.00	0.00	0.00	5,500.00	0.00
295-6510-43434	ECONOMIC INITIATIVES	30,000.00	0.00	0.00	30,000.00	0.00
295-6510-43435	BOOKS/PAMPHLETS/DUES	5,350.00	0.00	0.00	5,350.00	0.00
SERVICES		136,000.00	2,500.00	7,523.17	128,476.83	5.53
Total Dept 6510 - ECONOMIC DEVELOPMENT AUTH		136,000.00	2,500.00	7,523.17	128,476.83	5.53
Total - Function Unclassified		136,000.00	2,500.00	7,523.17	128,476.83	5.53
TOTAL EXPENDITURES		136,000.00	2,500.00	7,523.17	128,476.83	5.53
Fund 295 - EDA FUND:						
TOTAL REVENUES		134,189.00	0.00	3,573.12	130,615.88	2.66
TOTAL EXPENDITURES		136,000.00	2,500.00	7,523.17	128,476.83	5.53
NET OF REVENUES & EXPENDITURES		(1,811.00)	(2,500.00)	(3,950.05)	2,139.05	218.11

To: EDA Board of Commissioners

From: John Schommer, Rehab Coordinator

Date: April 27, 2021

Re: Brainerd HRA Update

General Agency Update

We are continuing to make progress on the documents and procedures for our Housing Trust Fund programs through the County HRA. I presented to the Committee of the Whole meeting on April 20th and gave the County board an update on where the program is at and a general overview of what we hope to accomplish with the fund. We currently have two applicants in our pipeline for our rental rehab program and we are hopeful that we will be able to lend some of these funds out very soon.

I recently met with the Brainerd Chamber and with GLAR to share what our agency has been doing and to collaborate and share what each of our agencies are doing to help promote and provide housing opportunities to the community.

Our agency has also recently had a strategy session with the Pequot Lakes Housing Task Force to share ideas and provide feedback as they assess their current housing stock and make plans for the future of their community.

Lastly, we are in the process of helping a contractor acquire a tax forfeited lot in the Serene Pines development in Brainerd. This lot was not part of the original development agreement as it had not been in a tax forfeit status at that time. We will be working with the City and the County in the coming weeks to hopefully get this included into the development agreement with the ultimate goal of having a single-family home built on this lot.

Rehab

The NE Brainerd SCDP grant has rehab completed on one commercial unit, nine mixed use unit, one single family rental rehab and three owner occupied units. We have two owner occupied units and one duplex unit in construction. There are two multi-family and five single family rental rehab applications in the verification process. We continue to seek five more single-family owner-occupied rehabs.

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	49	46	3	8
Serene Pines	23	15	12	1	3
Dalmar Estates	7	1	1	0	0

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

Brainerd Lakes Area
ECONOMIC DEVELOPMENT
Corporation

<u>BLAEDC Activity</u>

Based on feedback regarding the Business Retention and Expansion document, staff have made a determination to update the current document. The feedback came from 4 visits that have been made in Brainerd. We made 2 of those visits in March and 2 more in April. The changes to the document are focused on technology assistance and needs that each business may be facing.

- BLAEDC completed its Annual Report, making this the first digital Annual Report in our 35 year history. The report can be viewed on BLAEDC's website, www.growbrainerdlakes.org
- The BLAEDC Unified Fund held a meeting on April 20th to provide updates to the board regarding year end 2020 numbers and to consider a new loan request for a rural Brainerd business, Brainerd City Council member Tiffany Stenglein attended the meeting
    - Unified Fund updates as of 4/1/2021
        - Outstanding loan balances - $504,908
        - Total Funds dispersed since program inception - $1,110,890
        - Total Loans funded - 16
        - Total Jobs created/retained – 191
        - Loans to Brainerd businesses – 6 for a total of $369,600
- River to Rail was held on April 7th Jennifer Bergman, David Chanski and Eric Charpentier were in attendance
- Staff continue to work in April on updating a full database of Brainerd businesses, with the hope of completion by the end of the summer 2021

BLAEDC has completed work that began 9 months ago to address Child Care in the Brainerd Lakes Area

- Over 120 hours of staff time were committed to this project
- A total of 6 committee meetings were held
- The Initiative Foundation offered a $10,000 grant to lead this project
- BLAEDC did not accept the grant and has now turned that grant opportunity over to the Brainerd YMCA to help with their efforts to address the Child Care Shortage in our region
- BLAEDC staff utilized social media to share the survey results on 3 separate occasions
- BLAEDC staff shared the survey results with the community participants via email

Brainerd Lakes Area
ECONOMIC DEVELOPMENT
Corporation

Community participants included:

- BLAEDC Staff
- Jennifer Bergman – Brainerd City Administrator
- Shane Riffle – CEO Brainerd YMCA
- Kim Ellingson – Regional President, Bremer Bank
- Don Hickman – Initiative Foundation
- Brad Chapulis – Baxter City Administrator
- Kari Stattelman – First Children's Finance
- Molly Raske – Principal, Nisswa Elementary
- Jennifer Larson
- Michelle Tautges
- Joan Nostrowski
- Colleen Goedker
- Tim Houle – Crow Wing County Administrator

The results of a regional study are included as an attachment to my report.

Respectfully Submitted:

Tyler Glynn
Executive Director
BLAEDC

Brainerd Lakes Area Team Meeting #3
January 26th, 2021
1:00-2:30

SMART Goal 1 Updates

Validate and get confirmation on community child care needs

- Look at Sample Surveys Created by FCF and possibly other groups.
- Gather list of employers to send the survey out to.

SMART Goal 2 Updates

To Identify businesses and community partners to address the physical, labor and support needs to expand and start new child care.

SMART Goal 3 Updates

Identify the training and support needed by the providers in the community

- Identify current supports, Sourcewell, Associations et. Al.
  - Alissa from Sourcewell shared resources and information about Sourcewell.
- What supports are outside of those resources, cost of resources, curriculums
- Survey to distribute to providers.
- What do you need
- What could be helpful
- What are some road blocks
- Is training biggest need?

Don Hickman shared the following program available to providers and those interested in going into the field.

The role of First Children's Finance moving forward

- Survey information will be shared
- Continued Technical Assistance and support of ongoing projects.
- Final report due date will be determined at next meeting.

Doodle Poll will be sent out for next meeting date. UPDATE: March 12th, 10:00-11:30 set

FIRST CHILDREN'S FINANCE

Crow Wing County

CHILD CARE SURVEY REPORT
MARCH 12, 2021

MINNESOTA STATE DIRECTOR: SUZANNE PEARL
FIRST CHILDREN'S FINANCE CONSULTANT: KARI STATTELMAN
CONTRIBUTING MEMBERS: JOAN BERNTSON, TERI STECKELBERG, PATRICIA WELSCH

This project is possible with generous support from:

Initiative Foundation

FIRST CHILDREN'S FINANCE

Crow Wing County

PROJECT INFORMATION

PROJECT INFORMATION:

Community stakeholders in the Brainerd Lakes Area came together in the fall of 2020 to develop a Strategic Supply Plan to support the child care industry in Crow Wing County. The Strategic Supply Plan process is designed and facilitated by First Children's Finance. It was developed to support communities in creating a strategic approach to increase the supply and quality of child care.

Through a series of meetings the group of stakeholders listed met and discussed child care needs. Through this process the group saw the importance of reaching out to the citizens of the region to get their input on how child care in the region was affecting them.

SURVEY DISTRIBUTION

The Crow Wing County community was invited to participate in a comprehensive survey about child care. 279 individuals participated in the parent survey, 37 employers participated in the employer survey, and around 34 providers participated in a survey specific for child care providers.

The survey was distributed via email and other social media platforms. Surveys were available electronically and via paper copy.

IMPORTANCE OF HIGH QUALITY CHILD CARE:

In rural communities, highs and lows in the local economy greatly influence the sustainability of a community's child care supply and vice versa. A robust supply of high quality child care fosters community growth.

PROJECT TEAM

JENNIFER BERGMAN - CITY OF BRAINERD
MIKE BJERKNESS - BLAEDC
BRADLEY CHAPULIS - CITY OF BAXTER
TYLER GLYNN - BLAEDC
COLLEEN GOEDKER - GOEDKER REALTY
DON HICKMAN - INITATIVE FOUNDATION
TIM HOULE - CROW WING COUNTY
JENNIFER LARSON - ISD 181
SHANE RIFFLE - BRAINERD LAKES YMCA
ALISON MEDECK - BLAEDC
MOLLY RASKE - ISD 181
MEGAN REHBEIN - BLAEDC

The following data represents highlighted perspectives within the community.

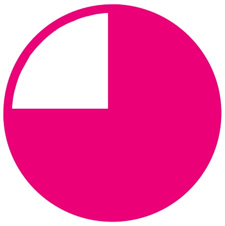
EXPECTED OUTCOME AND IMPACT:
THE SURVEY DATA WILL BE USED TO INFORM THE STRATEGIC SUPPLY PLAN TEAM OF THE STRENGTHS AND NEEDS RELATING TO CHILD CARE IN CROW WING COUNTY.

Crow Wing County

PARENT PERSPECTIVE
279 RESPONDENTS

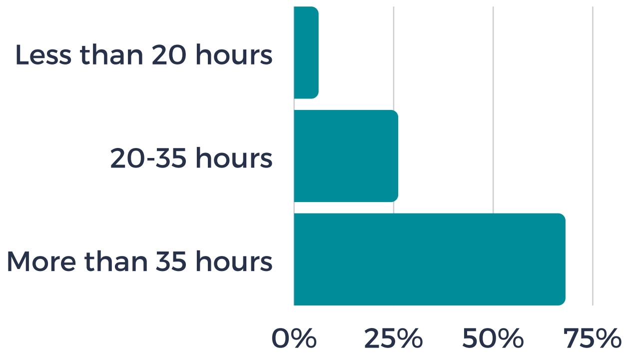
PARENTS OF CROW WING COUNTY

Just over 275 parents were represented in the survey. These parents had approximately 330 children under the age of 5; 7 were parents expecting a child.



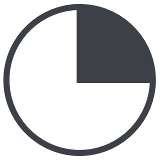
75% CURRENTLY USE PAID CHILD CARE

HOURS OF CARE NEEDED (PER WEEK)



59 parents Have declined employment or withdrawn from employment due to child care issues

FOR THE 25% WHO DO NOT USE PAID CARE:



7% Have chosen to stay home
22% Have adjusted work schedules with spouse/partner
19% Cannot afford it
17% Cannot find the appropriate option

43% Shared that availability of child care impacted their decision to limit family size

WHAT IS THE MOST IMPORTANT CHARACTERISTIC IN YOUR CHILD CARE: 1 = MOST IMPORTANT

1. SAFE AND HEALTHY ENVIRONMENT
2. LICENSED BY DHS
3. EDUCATIONAL CURRICULUM
4. CONVENIENTLY LOCATED
5. PROVIDER HAS HIGH LEVEL OF EDUCATION
6. PROVIDER IS PARENT AWARE RATED
7. PROVIDER IS SOMEONE I KNOW

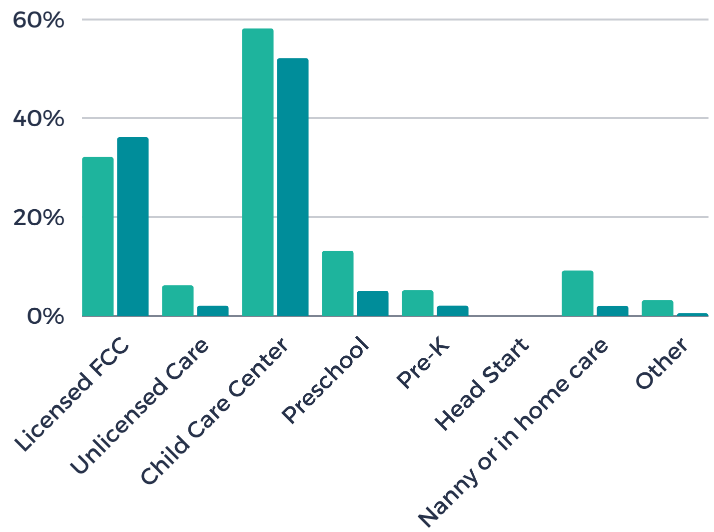
"We had to wait for 2 years for daycare availability to open up for both children at our chosen place, we had to wait for a full year for each child for the family daycare we brought our children to while waiting for our preferred spot. We could not find {child care available anywhere} else we checked. We ended up relying very heavily on family to take care of our children while on waiting lists."

- Crow Wing County Parent

Crow Wing County

PARENT PERSPECTIVE
279 RESPONDENTS

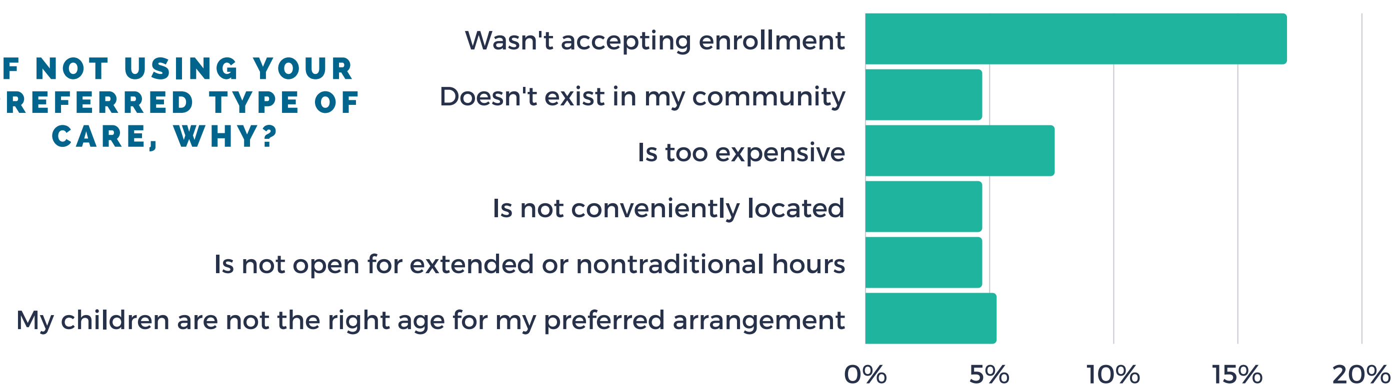
TYPE OF CARE USED
TYPE OF CARE PREFERRED

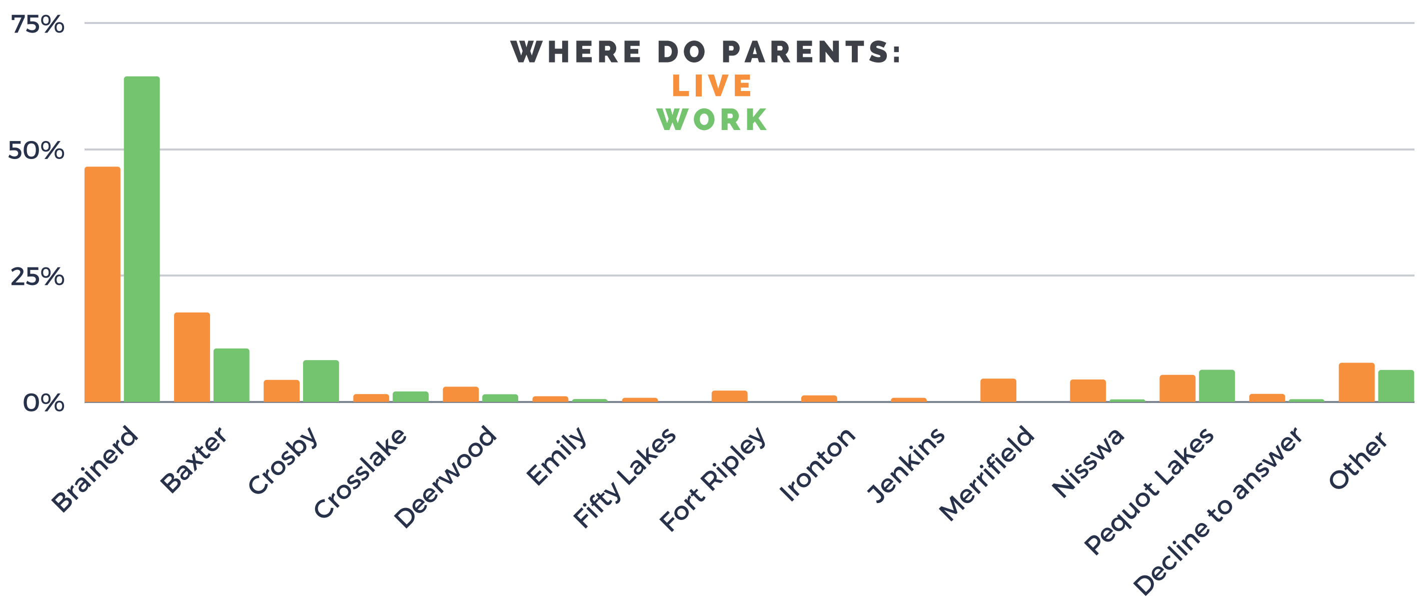


26% Travel 11 miles or more (one direction) to their child care provider

"PEOPLE ARE DEMANDING HIGH LEVELS OF EDUCATION FROM THE PROVIDER BUT LOW COST CHILD CARE. WE CAN'T EXPECT SOMEONE WITH COLLEGE DEBT TO ACCEPT MINIMUM WAGE."
- LOCAL PARENT

IF NOT USING YOUR PREFERRED TYPE OF CARE, WHY?

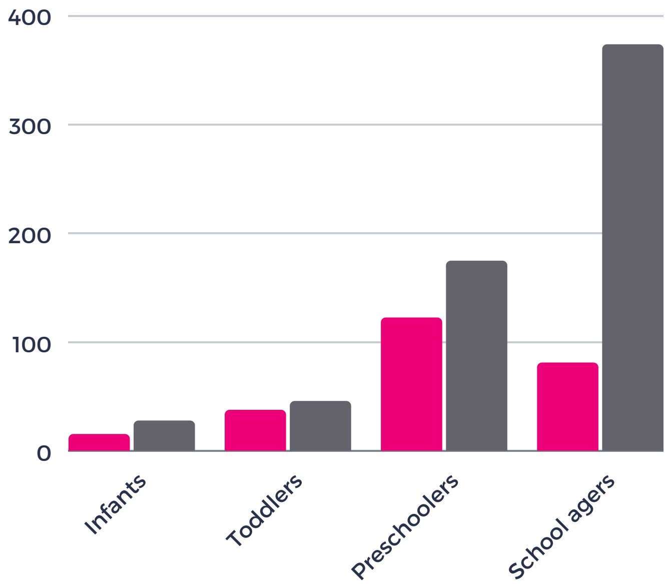




Crow Wing County

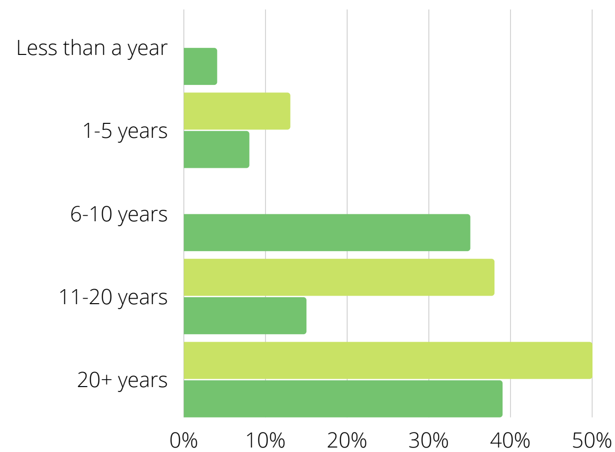
PROVIDER DATA
34 RESPONDENTS (26 FCC/8 CCC)
APPROXIMATELY 33% RESPONSE RATE

FAMILY CHILD CARE ENROLLMENT
CENTER CHILD CARE ENROLLMENT



TOTAL FAMILY ENROLLMENT: 255
TOTAL CENTER ENROLLMENT: 619

CENTER CHILD CARE | YEARS IN OPERATION
FAMILY CHILD CARE



Providers in the field less than 5 years and more than 20 are most likely to leave the field

OF THE FAMILY CHILD CARE PROVIDERS SURVEYED

19% Employ an assistant or aide

11% Utilize a substitute as needed

70% Do not utilize substitutes

42%

OR 11 FAMILY PROVIDERS ANTICIPATE LEAVING THE FIELD IN THE NEXT 9 YEARS

$563
per month /infants

Cost of family child care
County level data from 2018 DHS Market Rate Study

$862
per month /infants

Cost of center child care
County level data from 2018 DHS Market Rate Study

Crow Wing County

PROVIDER DATA

FAMILY CHILD CARE
CENTER CHILD CARE

ENROLLED IN FOOD PROGRAM

88%

38%

*Not all centers qualify for food program reimbursement

ACCEPT CHILD CARE ASSISTANCE (CCAP)

85%

75%

PARTICIPATE IN PARENT AWARE

38%

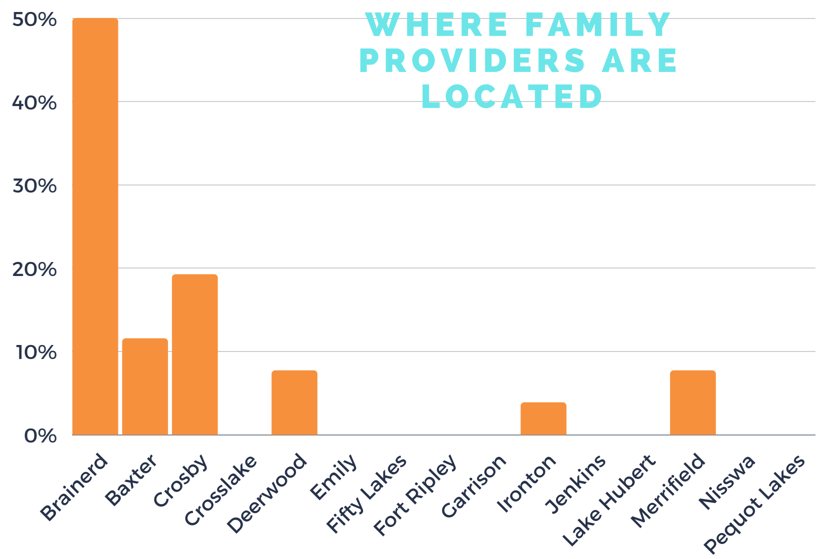
63%

ACCEPT EARLY LEARNING SCHOLARSHIPS

23%

25%

The above resources provide additional funding for child care programs, but only supplement their finances, they don't fully support actual costs.



BIGGEST START-UP CHALLENGES

CENTER CHILD CARE

COSTS

STAFFING

FAMILY CHILD CARE

ENROLLMENT

COST OF START-UP AND OPERATIONS

REGULATIONS

TRAININGS

PROVIDER FEEDBACK ON OPPORTUNITIES FOR GROWTH AND AREAS OF CHALLENGE IN THE COMING YEARS

Child care programs and providers in the area report support through partnerships, additional funding, training support and insurance would help the field as a whole. Family child care providers are concerned about maintaining enrollment. Child care often loses great employees and business owners because of the low pay and high risk.

"THERE IS JUST NOT ENOUGH CARE FOR INFANTS AND TODDLERS LET ALONE OLDER KIDS AROUND THIS AREA" - PROVIDER

"I FEEL LIKE IF DAYCARES GOT MORE SUPPORT THERE WOULD BE MORE OF THEM" - PROVIDER

Crow Wing County

EMPLOYER DATA
37 RESPONDENTS

38%

YES

SHORTAGE OF CHILD CARE HAS IMPACTED ABILITY TO ATTRACT EMPLOYEES

DO NOT TRACK THIS DATA

38%

43%

HAVE IMPLEMENTED OR CHANGED EMPLOYEE POLICIES TO ADAPT TO THE CHILD CARE SHORTAGE

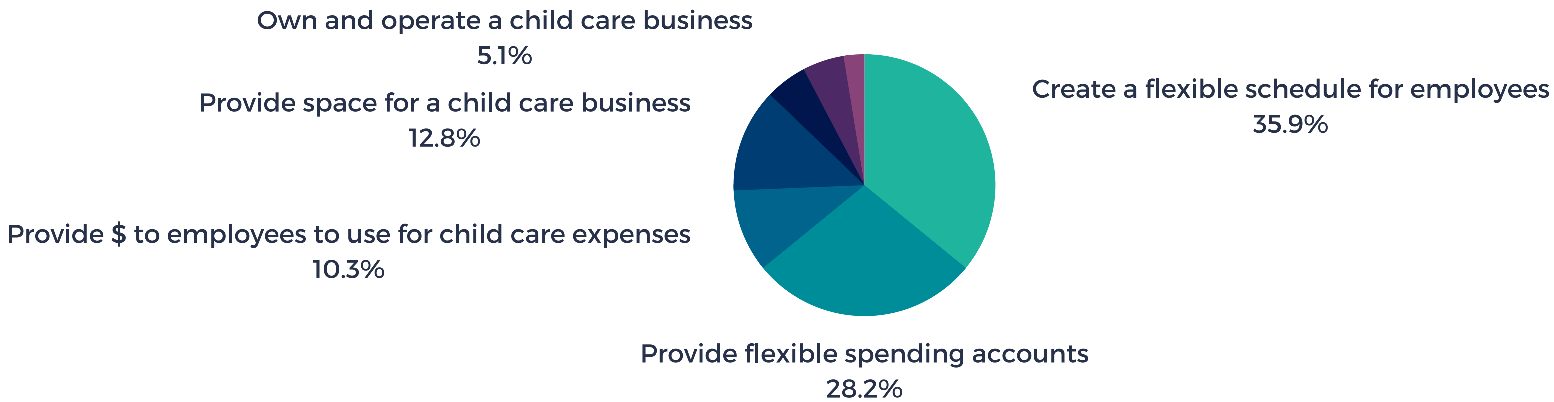
42%

SHARED THE CHILD CARE SHORTAGE HAS IMPACTED ABILITY TO RETAIN EMPLOYEES

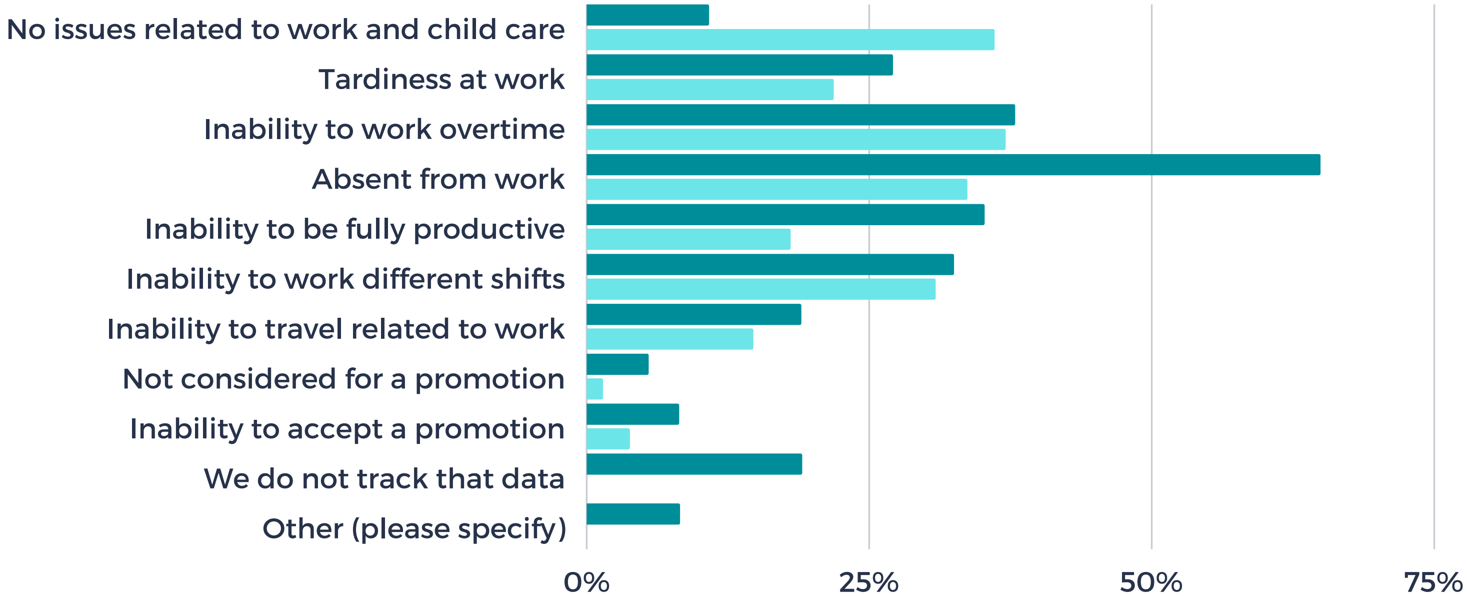
55+

EMPLOYEES HAVE LEFT BECAUSE OF A LACK OF CHILD CARE

BUSINESSES ARE WILLING TO SUPPORT CHILD CARE



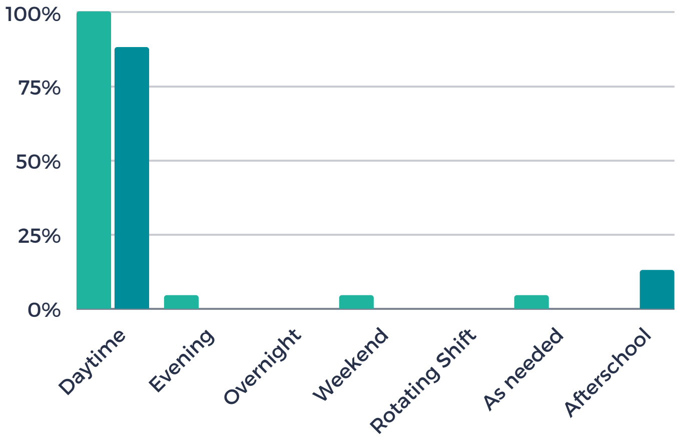
CHALLENGES CAUSED BY CHILD CARE ACCORDING TO EMPLOYERS PARENTS



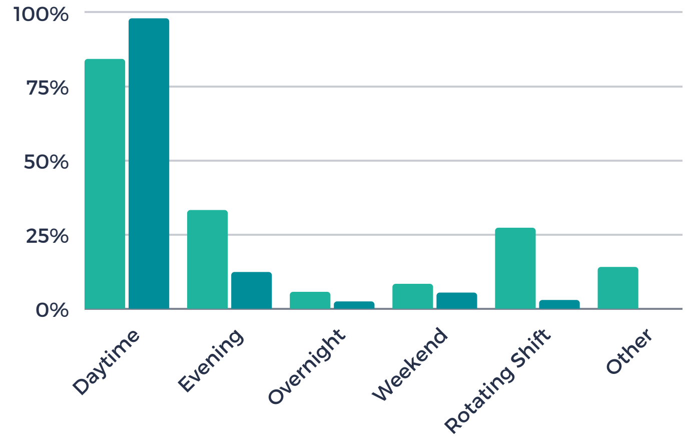
Crow Wing County

COMBINED PERSPECTIVES

FAMILY CHILD CARE / CENTER CHILD CARE | HOURS OF OPERATION

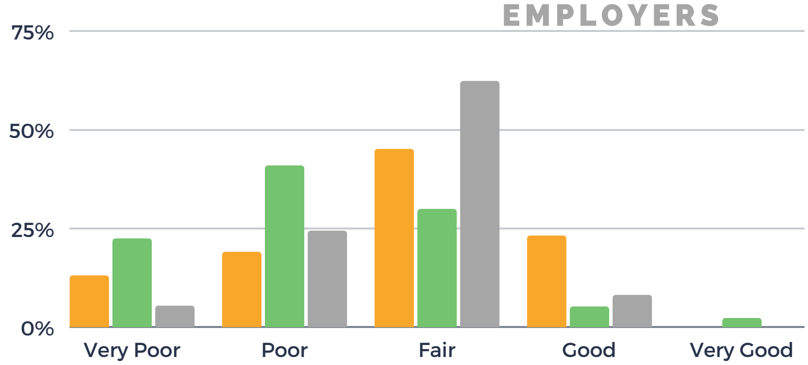


CHILD CARE SCHEDULES NEEDED ACCORDING TO | EMPLOYERS / PARENTS



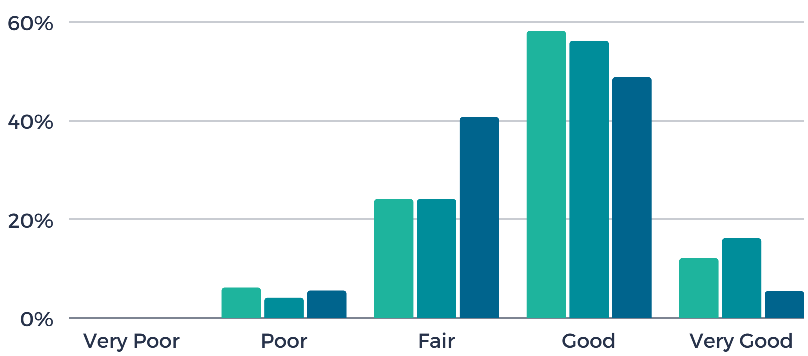
AVAILABILITY OF CARE

PROVIDERS
PARENTS
EMPLOYERS



QUALITY OF CARE

PROVIDERS
PARENTS
EMPLOYERS



EMPLOYERS REPORT 34 EMPLOYEES

59 PARENTS REPORTED THEY

HAVE NOT BEEN ABLE TO ACCEPT EMPLOYMENT BECAUSE OF LACK OF CHILD CARE

Crow Wing County

REPORT SUMMARY

COMMUNITY AND BUSINESS IMPACT:

Beyond families and children, the greater community and local businesses can also be impacted by child care challenges and issues. As shown in this report, parents have left the workforce due to child care shortages; employers have had difficulty recruiting employees. Child care is often framed as an economic development issue by communities facing declining populations or challenges with the work force. These issues can compound and further extend into the business community by causing loss of workers due to unavailable child care or by businesses relocating to environments with better availability of care.

CHILD CARE IMPACT:

It is challenging to be a child care provider, parents want high quality care, but they can not pay enough to highly compensate providers. Start-up costs can be high and often the first year of a child care business will not have a positive cash flow. The lack of living wage pay and benefits often has high quality providers leaving the field.

ABOUT FIRST CHILDREN'S FINANCE

Founded in 1991, First Children's Finance is a national nonprofit organization based in Minneapolis, Minnesota with regional offices in Iowa and Michigan. First Children's Finance works to stabilize, improve and expand high-quality child care businesses serving low- and moderate-income families. First Children's Finance provides financing, child care business training and consulting, and build partnerships that connect child care businesses with the resources and expertise of public and private sectors.

First Children's Finance understands the issues and challenges child care businesses face in today's world. We have industry-specific expertise and a shared commitment to the success of child care. In addition, First Children's Finance aligns its work with child care leaders, businesses and regional initiatives that are committed to quality. We define quality as the creation of environments that support healthy brain development for young children to enhance early learning. FCF brings a unique perspective, approach, and experience to providing business, planning and financial assistance to our child care and economic development partners.

For more information about First Children's Finance visit www.firstchildrensfinance.org

This project is possible with generous support from:

Initiative Foundation

PARENTS, DAYCARE PROVIDERS & EMPLOYERS in Crow Wing County:

WE NEED YOUR INPUT!

Parent Survey
https://www.surveymonkey.com/r/ParentsCrowWing

Family Child Care Provider Survey
https://www.surveymonkey.com/r/FCCproviders

Child Care Center Survey
https://www.surveymonkey.com/r/CCCproviders

Employer Survey
https://www.surveymonkey.com/r/employerscrowwing

Please note we have four different surveys. Each survey is designed with a different perspective on child care in mind. There is a survey for parents, employers, family child care provider, and center based child cares. Please fill out the survey which best fits your role in our community by scanning the QR code or using the link provided. Surveys must be completed by February 26th. Thank you for helping us better understand the child care needs for Crow Wing County.

Brainerd Lakes Area
ECONOMIC DEVELOPMENT
Corporation

M E M O

TO: EDA Board of Commissioners

FROM: David Chanski, Community Development Director

DATE: May 6, 2021

RE: Election of Secretary/Treasurer

During the EDA's first meeting of the year on January 7th, Ed Menk was elected as Secretary/Treasurer. However, with his resignation earlier this year, the position is now vacant. The EDA needs to elect a new Secretary/Treasurer to serve for the remainder of the 2021 term.

M E M O

TO: EDA Board of Commissioners

FROM: David Chanski, Community Development Director

DATE: May 6, 2021

RE: Authority & Powers of an EDA

The EDA will be conducting a strategic planning retreat with Bruce Miles on Tuesday, May 18th. In preparation of that retreat, staff will be making a presentation to the Board on the authority and powers of an EDA. This information may be a refresher for some commissioners and new information for others. Staff believes that this will help set a solid foundation for strategic planning with Bruce later in the month.

Attached to this memo are the slides from a presentation that was given to the EDA by City Attorney Joe Langel in April 2019. Staff's presentation will include some of this same information in addition to more specific information regarding EDA powers as outlined in Minnesota State Statute 469, which governs that powers of economic development authorities.

Brainerd EDA

APRIL 4, 2019

JOSEPH J. LANGEL, CITY ATTORNEY

EDA Organization

- Statutory creature – Chapter 469
- Independent governmental entity
  - Can sue and be sued
- Statute authorizes, but City creates

EDA Organization

- Enabling Resolution
  - Passed by the City Council
  - Controls the EDA by listing its powers
  - Can be modified by the Council at any time

EDA Organization

- City passed initial EDA enabling resolution on July 20, 1987
- HRA already in place since 1966
- City Council was the original EDA
- Enabling resolution amended August 2, 1988 – 7 members, 3 from the Council
- 1990 – Council members reduced to 2

EDA Organization

- Enabling resolution
  - Every year, within 60 days of anniversary, EDA “shall” submit a report to the Council regarding whether resolution should be modified.
  - Due by September 18th each year.

EDA Organization

- City has the right to transfer control of projects to the EDA
- Council may place any HRA employee under the control of the EDA

EDA Organization

- May adopt bylaws
- Shall adopt an official seal
- Shall elect:
  - President and Vice President
  - Treasurer, Assistant Treasurer and Secretary
  - All but Pres. and V.P. can be same person
  - Sec. and Asst. Treas. – outside personnel

EDA Powers and Duties

- File (w/sec) financial statements annually and approve them
- Can hire employees
- Can contract for services
- May purchase supplies
- May delegate power to agents or employees

EDA Powers and Duties

- Create economic development districts
- Contract for economic development
- Enabling resolution: all development must conform to comp plan and official controls, and plans must be approved by the Council

EDA Powers and Duties

- Operate public parking facility
- Acquire property
  - May use option contracts
  - May condemn property
- Enter into JPAs with other entities
- Exercise powers of HRA

EDA Powers and Duties

- May engage in public relations
- May develop and improve land to make it suitable for development
- May issue general obligation bonds
  - Enabling resolution requires City approval, as does the statute
- May issue revenue bonds
- May operate a revolving loan fund

EDA Budget and Levy

- EDA must send its budget to the Council annually
  - Estimate of money needed during next fiscal year
  - Enabling resolution: must follow City's budget process

EDA Budget and Levy

- The City may levy a tax for the benefit of the EDA.
  - Part of the City levy; not a separate levy like an HRA levy
  - Capped at .01813% of est. mkt value unless Council raises it
  - Usually primary source of funding for EDAs

EDA Budget and Levy

- EDA “shall” provide the Council with an annual report regarding its activities, receipts, expenditures, and recommendations.
- EDA’s financial statements “must” be audited like the City’s statements

Questions?

RESOLUTION NO. 26:87

RESOLUTION ENABLING THE CREATION OF AN ECONOMIC DEVELOPMENT AUTHORITY IN THE CITY:

BE IT RESOLVED By the City Council of the City of Brainerd, Minnesota as follows:

Section 1. Background: Findings.

1.01. The City is authorized by Minnesota Statutes, Chapter 458C (Act) to establish an Economic Development Authority (EDA) to coordinate and administer economic development and redevelopment plans and programs of the City.

1.02. The City has heretofore established Development Districts Nos. 1 and 2 under Minnesota Statutes, Chapter 472A, and has established various programs for the economic development and redevelopment of the City.

1.03. It is found and determined by the City Council that the encouragement and financial support of economic development in the City is vital to the orderly development and financing of the City and in the best interests of the health, safety, prosperity and general welfare of the citizens of the City.

1.04. It is further found and determined that the economic development and redevelopment of the City can be best accomplished by the establishment of an EDA as authorized by the Act.

1.05. The City Council has in accordance with the Act conducted a public hearing on the establishment of an EDA at which all persons wishing to be heard expressed their views.

Sec. 2. Enabling Authority.

2.01. The Economic Development Authority of the City of Brainerd (EDA) is established effective July 20, 1987.

2.02 That the members of the City Council shall serve as the Commissioners of the Economic Development Authority and; that the terms of the Commissioners shall coincide with the terms of office of the City Council members.

2.03. The following rules apply to the EDA and its operation.

a) The EDA has and may exercise all of the powers conferred by law upon a Housing and Redevelopment Authority of the City.

b) The EDA has and may exercise all of the powers conferred upon the City by Minnesota Statutes, Chapter 472A, the Municipal Development District Act.

c) The sale of bonds or other obligations of the EDA must be approved by the City Council.

d) The EDA must follow the budget process for City departments in accordance with City policy, ordinance, resolution and the City charter.

e) Development and redevelopment actions of the EDA must be in conformance with the City comprehensive plan and official controls implementing the comprehensive plan.

f) The EDA must submit its plans for development and redevelopment to the City Council for approval in accordance with City planning procedures and law.

g) The administrative structure and management practices and policies of the EDA must be approved by the City Council.

2.04. As provided in the Act it is the intention of the City Council that nothing in this resolution or any activities of the EDA are to be construed to impair the obligations of the City under any of its contracts or to affect in any detrimental manner the rights and privileges of a holder of a bond or other obligation heretofore issued by the City.

Sec. 3. Implementation.

3.01. The City Council will from time to time and at the appropriate time adopt such ordinances and resolutions as are required and permitted by the Act to give full effect to the resolution.

3.02. The Mayor, City Clerk/Treasurer, Economic Developer and Attorney of the City are authorized and directed to take the actions and execute and deliver the documents necessary to give full effect to this resolution.

Adopted by the Council this 20th day of July, 1987.

James E. Brown

JAMES E. BROWN
President of the Council

Approved by the Council this 21st day of July, 1987.

Mildred M. Michaelis

MILDRED M. MICHAELIS
Mayor

ATTEST: Mona L. Austin

MONA L. AUSTIN
Deputy City Clerk/Treasurer

RESOLUTION ENABLING THE CREATION OF
AN ECONOMIC DEVELOPMENT AUTHORITY IN
THE CITY TAKING CERTAIN CORRECTIVE ACTIONS

RESOLUTION NO. 30:88

BE IT RESOLVED By the City Council of the City of Brainerd, Minnesota, as follows:

Section 1. Background: Findings.

1.01. The City is authorized by Minnesota Statutes, Chapter 469 (Act) to establish an Economic Development Authority (EDA) to coordinate and administer economic development and redevelopment plans and programs of the City.

1.02. The City has heretofore established Development Districts and Redevelopment Project Areas under Minnesota Statutes, Chapter 469, and has established various programs for the economic development and redevelopment of the City.

1.03. It is found and determined by the City Council that the encouragement and financial support of economic development in the City is vital to the orderly development and financing of the City and in the best interests of the health, safety, prosperity and general welfare of the citizens of the City.

1.04. It is further found and determined that the economic development and redevelopment of the City can be best accomplished by the establishment of an EDA as authorized by the Act.

1.05. The City Council has in accordance with the Act, conducted public hearings on the establishment of an EDA at which all persons wishing to be heard expressed their views.

1.06. The City Council has by Resolution No. 26:87 duly established the EDA as of July 20, 1987. It is found and determined that it is essential to the efficient operation of the EDA that the enabling resolution be amended and readopted by the City Council. All action taken since July 20, 1987 by the City and its officers and employees in establishing the EDA are ratified and confirmed in all respects.

Section 2. Enabling Authority.

2.01. The Economic Development Authority of the City of Brainerd (EDA) established July 20, 1987, is confirmed and continued.

2.02. The number of members constituting the Authority shall be seven, three of whom shall be members of the City Council. Members shall be appointed by the Mayor with the approval of the City Council. The terms of the Commissioners who are members of the City Council shall coincide with their term of office as members of the City Council. Other members shall initially be appointed for terms of one, two, three and four years respectively and thereafter for six year terms.

2.03. The following rules apply to the EDA and its operation.

a) The EDA has and may exercise all of the powers conferred by law upon a Housing and Redevelopment Authority of the City.

b) The EDA has and may exercise all of the powers conferred upon the City by Minnesota Statutes, Chapter 274A, the Municipal Development District Act.

c) The sale of bonds or other obligations of the EDA must be approved by the City Council.

d) The EDA must follow the budget process for City departments in accordance with City policy, ordinance, resolution and the City charter.

e) Development and redevelopment actions of the EDA must be in conformance with the City comprehensive plan and official controls implementing the comprehensive plan.

f) The EDA must submit its plans for development and redevelopment to the City Council for approval in accordance with City planning procedures and law.

g) The administrative structure and management practices and policies of the EDA must be approved by the City Council.

2.04. As provided in the Act it is the intention of the City Council that nothing in this resolution or any activities of the EDA are not to be construed to impair the obligations of the City under any of its contracts or to affect in any detrimental manner the rights and privileges of a holder of a bond or other obligation theretofore issued by the City.

Section 3. <u>Implementation.</u>

3.01. The City Council will from time to time and at the appropriate time adopt such ordinances and resolutions as are required and permitted by the Act to give full effect to the resolution.

3.02. The Mayor, City Clerk-Treasurer, Economic Developer and Attorney of the City are authorized and directed to take the actions and execute and deliver the documents necessary to give full effect to this resolution.

Adopted by the Brainerd City Council this 1st day of August, 1988.

James E. Brown

James E. Brown
President of the Council

Approved this 2nd day of August, 1988.

James E. Brown

James E. Brown
Acting Mayor

ATTEST: Mona L. Austin

Mona L. Austin
Acting City Clerk-Treasurer

RESOLUTION AMENDING
RESOLUTION NO. 30:88
RELATIVE TO THE MEMBERSHIP
OF THE ECONOMIC DEVELOPMENT
AUTHORITY

RESOLUTION NO. 26:90

BE IT RESOLVED by the City Council of the City of Brainerd, Minnesota, as follows:

Section 1. That Paragraph 2.02 of Section 2 of Resolution No. 30:88 adopted August 1, 1988 be and hereby is amended to read as follows:

a. "2.02. The number of members constituting the Authority shall be seven, two of whom shall be members of the City Council. Members shall be appointed by the Mayor with the approval of the City Council. The terms of the Commissioners who are members of the City Council shall coincide with their term of office as members of the City Council. The two Council members presently serving as Commissioners shall continue in office for the balance their unexpired terms. Further, the present remaining Commission members shall continue in office for the balance of their unexpired terms. The remaining member shall be appointed for a term expiring on September 7, 1994. After the expiration of the initial terms of office, all future appointments, excepting Council member appointments, shall be for six year terms."

Adopted this 4th day of June, 1990.

James E. Wallin
JAMES E. WALLIN
President of the Council

Approved this 5th day of June, 1990.

Robert E. Olson
ROBERT E. OLSON
Mayor

ATTEST: Daniel Vogt
DANIEL J. VOGT
City Administrator