

ECONOMIC DEVELOPMENT AUTHORITY

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Thursday, April 7, 2022 @ 7:30am

The public is invited to attend this meeting in person
Attend by phone: 1-844-992-4726 Meeting Access Code: 2482 232 8567
Meeting is also streamed live on YouTube: www.youtube.com/CityOfBrainerdMN

1. Call To Order

2. Roll Call

___ K. Bevans ___ T. Bieser ___ M. Kirsch
___ M. O'Day ___ K. Yeager ___ G. Johnson ___ Vacant

3. Approval/Amendment Of Agenda

4. Consent Calendar

NOTICE TO PUBLIC - all matters listed are considered routine by the Commission and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Commission votes on the motion to be ADOPTED BY ROLL CALL

A. **Approval Of Minutes**

Regular Meeting held February 3rd, 2022

Regular Meeting held March 3rd, 2022

Documents:

2022-02-03 EDA Meeting Minutes.pdf
2022-03-03 EDA Meeting Minutes.pdf

B. **Financial Report**

Documents:

2022-04 EDA Financial.pdf

C. **Visit Brainerd Report**

Documents:

Visit Brainerd Monthly Report - March 2022.pdf

D. DDBC Report

Documents:

DDBC Monthly Report - March 2022.pdf

E. Swanson Haskamp Consulting Report

Documents:

Swanson Haskamp Consulting Monthly Report - March 2022.pdf

5. Old Business

A. Direction On Priority Properties For Marketing And Development

Documents:

Direction on Priority Properties for Marketing and Development.pdf

6. New Business

A. Discussion On State Hospital Property Acquisition

Documents:

Discussion on State Hospital Property Acquisition.pdf

B. Consideration Of Letter Of Support For YMCA Funding

Documents:

Consideration of Letter of Support for YMCA Funding .pdf

7. Staff Reports

8. Commissioner's Comments/Questions

9. Adjourn

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY

Thursday, February 3rd, 2022, 7:30 a.m.

City Hall Council Chambers

WebEx Teleconference Meeting

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

Upon roll call Commissioners Kelly Bevans, Toni Bieser, Marie Kirsch, Mike O'Day, Gabe Johnson were noted as present. Also, present were City Administrator Bergman, Community Development Director Chanski, Finance Director Hillman, and Eric Charpentier, HRA Director.

Approval/Amendment of the Agenda- Approved

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

Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND BIESER, DULY CARRIED, TO APPROVE THE MINUTES FROM REGULAR MEETING HELD JANUARY 6TH, 2022.

Financial Report

Finance Director Hillman stated the report is not final due to the January tax settlement only being received last week, as well as the 2nd half interest being recorded.

Updates

Executive Director

Executive Director Bergman stated that the Initiative Foundation applied for a DEED Mainstreet Revitalization Program grant in the fall for two projects, but neither were successful. The Initiative Foundation will be applying again for the grant this round with an ask of \$8.4 million. They will not be specifying projects, as requested by DEED, but have projects in mind that would qualify for the monies. The City has received an invoice from Kennedy and Graven for B&D Power Solutions negotiations and Clough Properties, Just for Crypto negotiations. The EDA requested that both entities be invoiced for those expenses.

HRA

Eric Charpentier, HRA Director, stated that Eight05 Laurel conversations still continue. The developer is looking into financing options. He will be attending TIF and tax abatement training. Rehab through the Housing Trust Fund has one project still in

progress. The developer for Brainerd Oaks, Serene Pines, and Dal-Mar is working through the winter on a number of properties. Crow Wing County HRA will consider a resolution to allow to take the last lot in Serene Pines that is County tax forfeit.

Old Business

Consideration of Industrial Park Land Sale to B&D Power Solutions, LLC

Community Development Director Chanski stated that the development agreement was sent to B&D Power LLC on December 23rd and not received in time for the February 3rd meeting to be review prior. Staff recommends to formally table the sale of the industrial park land to B&D Power Solutions.

Commissioner Bevans stated that the reason for tabling the matter is because the purchaser's inability to complete paperwork.

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND O'DAY, DULY CARRIED, TO TABLE THE SALE OF THE LAND TO MARCH 3RD.

Approval of Economic Development Consulting Services Contract

Community Development Director Chanski stated that the EDA approved the economic development proposals. The EDA has received signed copies of the shared services agreements with the DDBC, Swanson Haskamp, Visit Brainerd, and the City of Brainerd. There is a report form along with the shared services agreements for the organizations to submit monthly, if it is not submitted the organization does not receive payment until it is submitted.

Chair Johnson stated that he would be abstaining from voting due to a conflict of interest.

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND BIESER TO APPROVE THE SIGNED SERVICES AGREEMENTS.

Commissioners Bieser, Bevans, Kirsch, and O'Day voted "aye". No commissioner voted "nay". Commissioner Johnson abstained from voting.

Commissioner Bieser stated that all forms should allow for additional information.

Chair Johnson stated that the forms are a good place to start and can be adapted as needed.

Community Development Director Chanski stated that BLAEDC did meet with him to ask questions and comment. Mr. Chanski will update the EDA once some of their questions have been answered and to allow the EDA to respond.

New Business

Consideration of Application for Public Financing by Country Manor

Community Development Director Chanski stated the City received an application for public financing for tax abatement from Health Care Continuums for their Country Manor Project. The EDA has been tasked to vet projects and make recommendations to the City Council regarding economic development projects.

Brian Kelm, CEO Healthcare Continuums (Country Manor), gave an overview of Country Manor's campuses and their mission to provide excellent healthcare. He also gave an overview of the plan for the Brainerd campus, which would include 112 senior living beds and 90 slots for child daycare. He requested that the City abate \$1.7 million in taxes over 15 years.

Commission discussion took place.

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND O'DAY, DULY CARRIED, TO RECOMMEND TO CITY COUNCIL BAKER TILLY'S SCHEDULE FOR TAX ABATEMENT FOR 10 YEARS AT 45%.

Chair Johnson stated that the City could assist Country Manor in approaching the School District and County if the matter passes the City Council.

Commissioner Comments/Questions

Commissioner Bieser stated that she is excited for the opportunities ahead with the EDA.

Commissioner Kirsch stated that the DDBC has had initial strategic planning conversations for the funding from the EDA.

Commissioner O'Day stated that he is disappointed in only having 4 of the 5 contracts to consider.

Adjourn

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND O'DAY, DULY CARRIED, TO ADJOURN THE EDA MEETING.

The Authority adjourned at 8:12 a.m.

Secretary/Treasurer

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY

Thursday, March 3rd, 2022, 7:30 a.m.

City Hall Council Chambers

WebEx Teleconference Meeting

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

Upon roll call Commissioners Kelly Bevans, Toni Bieser, Marie Kirsch, Mike O'Day, Kevin Yeager, and Gabe Johnson were noted as present. Also, present were City Administrator Bergman, Community Development Director Chanski, Finance Director Hillman, and Eric Charpentier, HRA Director.

Approval/Amendment of the Agenda- Approved

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND O'DAY, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADDITION OF OATH OF OFFICE.

Approval of Consent Calendar

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND O'DAY, DULY CARRIED, TO APPROVE THE CONSENT CALENDAR.

Commissioners Bevans, Bieser, Kirsch, O'Day, Yeager, and Johnson voted "aye". No commissioner voted "nay". The Chair declared the motion carried.

Oath of Office

Mr. Kevin Yeager was sworn into the Economic Development Authority by Executive Director Bergman.

Old Business

Consideration of Modification of Development District Number 2 and Industrial Park Land Sale to VCV, LLC

Development Director Chanski stated that on December 9th the EDA authorized staff to negotiate for the sale of land to B&D Power Solutions. On February 25th, staff received and accepted PDA for the sale of Lot 1, Blocks 2 and 3, Brainerd Industrial Park 1st Addition to VCV Digital Infrastructure Minnesota, LLC. He also stated that previous to considering the sale of the land, the EDA must adopt by resolution modification to Development District No. 2 for the purpose of enlarging the boundaries to contain the property being sold.

The Chair opened the public hearing at 7:38 a.m.

No one came forward.

The Chair closed the public hearing at 7:39 a.m.

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND KIRSCH TO ADOPT RESOLUTION MODIFYING DEVELOPMENT PROGRAM.

Commissioners Bevans, Bieser, Kirsch, O'Day, Yeager, and Johnson voted "aye". No commissioner voted "nay". The Chair declared the motion carried.

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND KIRSCH TO ADOPT RESOLUTION TO APPROVE PURCHASE AND DEVELOPMENT CONTRACT WITH VCV DIGITAL INFRASTRUCTURE MINNESOTA, LLC.

Commissioners Bevans, Bieser, Kirsch, O'Day, Yeager, and Johnson voted "aye". No commissioner voted "nay". The Chair declared the motion carried.

BLAEDC Share Services Agreement Response

Community Development Director Chanski stated that on January 6th the EDA authorized staff to work with the EDA subcommittee to draft agreements with the selected entities to provide consulting services. BLAEDC was selected to provide business support and recruitment/retention services in the amount of \$35,000. On February 18th, the City received a counter proposal from BLAEDC. Staff is seeking direction from the EDA on how to proceed.

Tyler Glynn, BLAEDC Executive Director, stated BLAEDC will continue to do monthly reporting and meeting with other contractors.

MOVED AND SECONDED BY O'DAY AND BEVANS, DULY CARRIED, TO ACCEPT BLAEDC'S SHARED SERVICES AGREEMENT PROPOSAL.

New Business

Consideration of Priority Properties for Marketing and Redevelopment

Community Development Director Chanski stated Jennifer Haskamp and her team have produced the attached list of properties for the EDA to consider as priorities for marketing and redevelopment. Staff and consultants are looking for direction from the EDA as to which properties the EDA would like to focus on first.

Jennifer Haskamp, Haskamp Swanson Consulting, gave an overview of the list of potential properties for development. She is asking the EDA to prioritize properties.

Commission discussion took place. Ms. Haskamp will return to the April EDA meeting with a more defined list of properties to approach about redevelopment as well as a plan to market city owned properties.

Informational

Staff Reports

Eric Charpentier, HRA Director, stated that the county HRA is in the process of getting the last forfeited lot that is in Serene Pines conveyed to the county. The goal is sale of the lot to the current developer. The City Council did pass a resolution to not re-certify the taxes on that lot. The developer who is interested in the property on 8th and Laurel is still negotiating the sale of the property with the current owner. Finally, he will be attending the Greater Lakes Association of Realtors to inform them on the Housing Trust Fund and how area realtors might be able to help their clients take advantage of these programs.

Executive Director Bergman stated that BPU approved the purchase for energy with VCV.

EDA Goals Update

Community Development Director stated that the goals were updated with the contractors coming on board. The goals will be on the agenda monthly.

Commissioner Comments/ Questions

Commissioner Kirsch asked with what happens to the money from the sale of the industrial park land.

Finance Director Hillman stated that she will be doing some research due to the revolving loan program, but it will otherwise come to the EDA or go to the City's capital fund.

Adjourn

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND O'DAY, DULY CARRIED, TO ADJOURN THE EDA MEETING.

The Authority adjourned at 8:18 a.m.

Secretary/Treasurer

Financial Report for EDA

As of February 28, 2022

	<u>Cash & Investments</u>	<u>Receivable Balance</u>	<u>Deferred Loans (as of 12/31/20) **</u>	<u>Awarded Grants</u>
General Funds:				
EDA Fund - #295	\$ 96,680	\$ -	\$ -	\$ -
Total	\$ 96,680	\$ -	\$ -	\$ -
CDBG (Housing/Commerical (Slum & Blight/Federal Objective)):				
Downtown - #298	\$ 50,665	\$ 21,670	\$ 497,881	\$ -
SE Brainerd - #215	56,290	-	294,046	-
NE Brainerd - #218	-	-	150,432	-
Willows Project - #209	-	-	37,500	-
Old Housing - #209	3,310	-	59,286	-
Local Income - #275	51,525	15,220	15,800	-
Total	\$ 161,790	\$ 36,891	\$ 1,054,945	\$ -
Federal & State MIF (Commerical (Jobs)):				
Commerical - #210 ^^^	\$ -	\$ 646,427	\$ -	\$ -
Federal MIF - #296	18,301	-	-	-
Total	\$ 18,301	\$ 646,427	\$ -	\$ -
Grand Total	\$ 276,772	\$ 683,318	\$ 1,054,945	\$ -

** 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	PERIOD ENDED 02/28/2021	PERIOD ENDED 02/28/2022
*** Assets ***			
295-0000-10100	CASH	48,474.95	96,680.14
295-0000-10700	DELINQUENT TAX RECEIVABLE	7,917.80	7,917.80
295-0000-11500	ACCOUNTS RECEIVABLE	0.00	12,100.50
295-0000-15510	PREPAID OTHER	0.00	14.83
295-0000-16160	FA-LAND HELD FOR RESALE	488,252.22	488,252.22
Total Assets		544,644.97	604,965.49
*** Liabilities ***			
295-0000-20200	ACCOUNTS PAYABLE	0.00	30,000.00
295-0000-20600	DEPOSITS PAYABLE	0.00	18,132.50
295-0000-22200	DEFERRED REVENUE	488,252.22	488,252.22
295-0000-22210	DEFERRED TAXES RECEIVABLE	4,344.68	4,344.68
Total Liabilities		492,596.90	540,729.40
*** Fund Balance ***			
295-0000-28900	FUND BALANCE/EQUITY ACCT	53,498.12	53,498.12
Total Fund Balance		53,498.12	53,498.12
Beginning Fund Balance		53,498.12	53,498.12
Net of Revenues VS Expenditures - 2021			16,440.97
*2021 End FB/2022 Beg FB		69,939.09	
Net of Revenues VS Expenditures - Current Year		(1,450.05)	(5,703.00)
Ending Fund Balance		52,048.07	64,236.09
Total Liabilities And Fund Balance		544,644.97	604,965.49

* Year Not Closed

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REVENUE AND EXPENDITURE REPORT FOR CITY OF BRAINERD

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PERIOD ENDING 02/28/2022

ACCOUNT DESCRIPTION	ACTIVITY FOR		YTD BALANCE	AVAILABLE	% BDGT USED
	2022 MONTH	02/28/2022	02/28/2022	BALANCE	
	AMENDED BUDGET	CHANGE (DECREASE)	AMAL (ABNORMAL)	AMAL (ABNORMAL)	
Fund 295 - EDA FUND					
Revenues					
Function: Unclassified					
Dept 0000					
TAXES & PENALTIES					
31010 CURRENT AD VALOREM	145,036.00	0.00	2,087.46	142,948.54	1.44
31020 DELINQUENT AD VALOREM	0.00	0.00	59.54	(59.54)	100.00
TAXES & PENALTIES	145,036.00	0.00	2,147.00	142,889.00	1.48
OTHER REVENUE					
36210 INTEREST INCOME	460.00	0.00	0.00	460.00	0.00
OTHER REVENUE	460.00	0.00	0.00	460.00	0.00
Total Dept 0000	145,496.00	0.00	2,147.00	143,349.00	1.48
Total - Function Unclassified	145,496.00	0.00	2,147.00	143,349.00	1.48
TOTAL REVENUES	145,496.00	0.00	2,147.00	143,349.00	1.48
Expenditures					
Function: Unclassified					
Dept 6510 - ECONOMIC DEVELOPMENT AUTH					
SERVICES					
43300 PROFESSIONAL SERVICES	139,996.00	1,250.00	2,500.00	137,496.00	1.79
43361 INS - GENERAL LIABILITY	150.00	0.00	0.00	150.00	0.00
43435 BOOKS/PAMPHLETS/DUES	5,350.00	5,350.00	5,350.00	0.00	100.00
SERVICES	145,496.00	6,600.00	7,850.00	137,646.00	5.40
Total Dept 6510 - ECONOMIC DEVELOPMENT AUTH	145,496.00	6,600.00	7,850.00	137,646.00	5.40
Total - Function Unclassified	145,496.00	6,600.00	7,850.00	137,646.00	5.40
TOTAL EXPENDITURES	145,496.00	6,600.00	7,850.00	137,646.00	5.40
Fund 295 - EDA FUND:					
TOTAL REVENUES	145,496.00	0.00	2,147.00	143,349.00	1.48
TOTAL EXPENDITURES	145,496.00	6,600.00	7,850.00	137,646.00	5.40
NET OF REVENUES & EXPENDITURES	0.00	(6,600.00)	(5,703.00)	5,703.00	100.00

03/30/2022 09:24 AM

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DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 1/2

EXP CHECK RUN DATES 02/01/2022 - 02/28/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
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Vendor 0770 - INITIATIVE FOUN:

12495 69829	INITIATIVE FOUNDATION 2022 ENDOWMENT 295-6510-43435	01/31/2022 pziemer	02/09/2022	5,350.00	0.00	Paid	Y 02/09/2022
	BOOKS/PAMPHLETS/DUES			5,350.00			
	Total for vendor 0770 - INITIATIVE FOUN:			5,350.00	0.00		

Vendor 0220 - KENNEDY & GRAVE:

165747 69935	KENNEDY & GRAVEN SERVICES THROUGH 12/31/21 295-6510-43300 295-0000-20600 295-0000-20600	01/21/2022 pziemer	02/09/2022	3,329.50	0.00	Paid	Y 12/31/2021
	PROFESSIONAL SERVICES			843.50			
	DEPOSITS PAYABLE			2,086.00			
	DEPOSITS PAYABLE			400.00			
	Total for vendor 0220 - KENNEDY & GRAVE:			3,329.50	0.00		

Vendor 3413 - RATWIK, ROSZAK:

DEC 2021 69960	RATWIK, ROSZAK AND MALONEY DEC 21 SPECIAL SERVICES/RETAINER 101-1610-43301 101-1610-43301 401-1902-43300 401-1919-43300 401-1609-43300 295-0000-20600 295-6510-43300	02/09/2022 pziemer	02/10/2022	12,188.36	0.00	Paid	Y 12/31/2021
	CITY ATTORNEY			4,853.36			
	CITY ATTORNEY			3,075.00			
	PROFESSIONAL SERVICES			105.00			
	PROFESSIONAL SERVICES			1,452.00			
	PROFESSIONAL SERVICES			1,098.00			
	DEPOSITS PAYABLE			600.00			
	PROFESSIONAL SERVICES			1,005.00			
	Total for vendor 3413 - RATWIK, ROSZAK:			12,188.36	0.00		

# of Invoices:	3	# Due:	0	Totals:	20,867.86	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					20,867.86	0.00

--- TOTALS BY GL DISTRIBUTION ---

101-1610-43301	CITY ATTORNEY	7,928.36
295-0000-20600	DEPOSITS PAYABLE	3,086.00
295-6510-43300	PROFESSIONAL SERVICES	1,848.50
295-6510-43435	BOOKS/PAMPHLETS/DUES	5,350.00
401-1609-43300	PROFESSIONAL SERVICES	1,098.00
401-1902-43300	PROFESSIONAL SERVICES	105.00
401-1919-43300	PROFESSIONAL SERVICES	1,452.00

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User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 02/01/2022 - 02/28/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 2/2

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			7,928.36	0.00		
	295 - EDA FUND			10,284.50	0.00		
	401 - CONSTRUCTION FUND			2,655.00	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			3,086.00	0.00		
	1609 - 16:09 BUFFALO HILLS RECON			1,098.00	0.00		
	1610 - LEGAL-CIVIL ATTORNEY			7,928.36	0.00		
	1902 - 19:02 CLST CONNECTION			105.00	0.00		
	1919 - 19:19 NW 3RD&JACKSON STRE			1,452.00	0.00		
	6510 - ECONOMIC DEVELOPMENT AUTH			7,198.50	0.00		

03/15/2022 10:11 AM
User: chillman
DB: Brainerd

JOURNAL REGISTER FOR CITY OF BRAINERD
JE #: 1040 to 1040
Posted and Unposted Journal Entries

Page: 1/1

Journal Number GL Number	Date Description	JNL	Description	User	DR	CR
1040	02/28/2022	GJ	TO RECORD SERVICES TO EDA PER BUDGET	chillman		
POSTED BY chillman Approval Level: JE APPROVED						
295-6510-43300	PROFESSIONAL SERVICES				1,250.00	
295-0000-10100	CASH					1,250.00
101-0000-10100	CASH				1,250.00	
101-0000-34100	ADMIN FOR PARKING LOTS					1,250.00
					2,500.00	2,500.00
Total:					2,500.00	2,500.00

City of Brainerd
Economic Development Authority
Scope of Services Monthly Report
Visit Brainerd

Report Date: 3/25/2022

-
- 1. Develop and implement an advertising campaign focused on recruiting workers to find employment with business located within the corporate limits of the City of Brainerd.**

Update: Landing page in DRAFT and communicating with local staffing organizations to help populate it.

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- 2. Develop and implement an advertising campaign focused on recruiting entrepreneurs, developers, investors, and the like to start a business within the corporate limits of the City of Brainerd.**

Update: No significant update to report; expect to have sample ads ready in April.

-
- 3. Develop and implement an advertising campaign focused on recruiting existing businesses outside of Brainerd to relocate to areas within the corporate limits of the City of Brainerd.**

Update: On hold per EDA.

-
- 4. Develop and implement a summer advertising campaign designed to draw locals, seasonal/second homeowners, and visitors to shop at businesses located within the corporate limits of the City of Brainerd.**

Update: In progress; will present a campaign outline in April.

-
- 5. Develop and implement a winter advertising campaign designed to draw locals, seasonal/second homeowners, and visitors to shop at businesses located within the corporate limits of the City of Brainerd.**

Update: On hold until Fall 2022.

-
- 6. Other Misc. Updates**

Nothing to report.

City of Brainerd
Economic Development Authority
Scope of Services Monthly Report
Destination Downtown Business Coalition

Report Date: 3/28/22

- 1. Coordinate a main street job fair where job seekers can pick-up employment applications, apply on-site for job opportunities, and have on-site interviews with participating employers.**

Update: DDBC Org Committee has discusses potential dates and locations. We have discussed having a fair both in early spring for summer hiring, and early fall for holiday hiring. The Org committee has also had discussions of how to roll out the job fair program to make it the most beneficial to downtown businesses.

Working on adding a “Job Openings” tab for the downtownbrainerd.org website to be available prior to the job fair(s) so prospective employees can pre-apply for positions prior to interviewing.

- 2. Produce and distribute promotional videos featuring local business owners monthly.**

Update: DDBC is in early discussions on topics and featured businesses for this video series. More planning to begin Spring 2022.

- 3. Conduct 4 classes designed to provide instruction in areas of business operations unique to small and start-up businesses.**

Update: Planning on 4 classes- one class per quarter-2 morning classes and two evening classes. The following topics have been identified for each session:

1. Mindset & Balance (April)
2. Marketing (July)
3. Human Resources (October)
4. Financial Planning (January 2023)

We are looking at coordinating the topics with the podcast series and are hoping to have the instructors for the classes join us as guest/experts for the podcasts.

- 4. Develop a podcast and publish 12 episodes designed to educated small businesses and further build the Brainerd business brand that Brainerd is a great city to own and operate a business in.**

Update: The first recording of “Mainstreet Matters” is scheduled for Tuesday 4/5. The podcast will consist of 4 series topics in 2022, broken up quarterly. We have secured a host and recording location who also has the recording equipment we will need. The first topic will be focusing on, other than an introductory episode, will be “mindset & balance for business owners”. The guest for our first series is Paula Chapulis, ACC, Mental Health coach.

5. Coordinate 4 business owners socials.

Update: The DDBC hosted the first Business Owner Social (B.O.S. Event) of 2022 on Wednesday, 3/26/22. There were over 20 Downtown Brainerd business owners in attendance.

6. Apply for and obtain membership in the Main Street America program through the National Main Street Center on behalf of the EDA and the City of Brainerd

Update: DDBC has secured a Main St America membership. The organization committee is looking at upcoming conferences to attend, as we continue to work towards Main Street Certification for Brainerd.

7. Other Misc. Updates

Update: The DDBC just finished its first annual Lucky Clover Scavenger hunt and received over 40 cards back from visitors from Downtown Brainerd who participated in the hunt. Three winners were selected and received Downtown Brainerd gift card packages. We look forward to growing this annual event.

City of Brainerd
Economic Development Authority
Scope of Services Monthly Report
Swanson Haskamp Consulting

Report Date: March 28, 2022

1. Develop and implement marketing, advertising, and communications plan for identified properties within the corporate limits of the City of Brainerd.

Update:

- Revised Opportunity Sites analysis to include recommendations from the EDA Meeting on March 3, 2022.
 - Opportunity sites now include identification of the City owned properties, including the downtown parking lots and the available industrial parcels.
 - Updated mapping to reflect City-owned parcels.
 - Prepared summary memo of approach based on opportunity sites, included in packet for discussion at the April 7th EDA meeting.
-

2. Promote property with the corporate limits of the City of Brainerd for commercial development/redevelopment and residential development.

Update:

3. Solicit developers on behalf of the EDA.

Update:

4. Engage identified private property owners on behalf of the EDA who have property prioritized for redevelopment.

Update:

- Started list of property owners of Opportunity Sites using GIS records, maps and local knowledge. Initial process to identify entities holding properties, etc.
-

5. Develop partnerships with local real estate agents and professionals.

Update:

- Met with Tyler Glynn from BLAEDC on March 16th for in-person discussion and introduction. Discussed Opportunity Sites presented during the March EDA meeting, and provided insight on potential interests from landowners.
-

6. Other Misc. Updates

Update:

- Prepared list of sites for potential kwik trip locations as requested by staff.
-

MEMO



TO: EDA Board of Commissioners

FROM: David Chanski, Community Development Director

DATE: April 1, 2022

RE: Direction on Priority Properties for Marketing and Development

During the March 3 EDA meeting, staff and Jennifer Haskamp presented a draft of priority properties for the EDA to target for marketing and development. The direction received from the EDA was to redraft the priority properties with an emphasis on property owned by the City and property along the Hwy 210 corridor and draft a plan for engaging property owners of said Hwy 210 properties.

Attached is a memo from Jennifer Haskamp outlining the properties she recommends as top priority based on the EDA's guidance as well as a revised priority property map.

Staff is looking for authorization from the EDA to begin the process as outlined by Jennifer Haskamp for the identified Tier 1 properties.



MEMO

To: Members of Brainerd EDA

CC: David Chanski, Community Development Director

From: Jennifer Haskamp, AICP, SHC

Date: March 30, 2022

RE: Opportunity Site – Priority and Approach

At the regular EDA meeting on March 3, 2022 we presented a draft list of potential redevelopment and/or development sites in the City. The Opportunity Sites were organized into two general categories – sites with redevelopment opportunities, and greenfield sites. Through the course of the discussion, a third category was added to the list which are opportunity sites owned by the city. Attached to this memo is a revised Opportunity Site Map with all categories represented.

Based on the EDA's conversation, we propose to establish/organize the Opportunity Sites by tiers, where Tier 1 properties are the top initiative. The intent of establishing tiers is to set general priority and to make sure all the properties remain on the list. The properties can move between tiers as circumstances arise and new information is learned (real estate rarely stays static, so the objective is to be flexible). For example, if a Tier 3 property owner contacts the City and is interested in learning about what development opportunities exist, the property may be "bumped up" to a Tier 1 initiative, whereas it may have been a Tier 2 or Tier 3 property without the specific owner's interest. A proposed approach/work plan for the Tier 1 properties is provided for your comment and feedback. Generally, the same approach or work plan would be applicable to Tier 2 or Tier 3 properties, with adjustments to account for private ownership.

The following summary Tier 1 properties is provided for your review, comment and authorization. The deliverable to the EDA will include a summary and graphic representations including concept plans for the properties identified, as well as recommendations regarding next steps. We propose to submit a report to the EDA for each Use Category, with the first report/presentation for the Underutilized Parking Lots identified.

Tier 1 Properties:

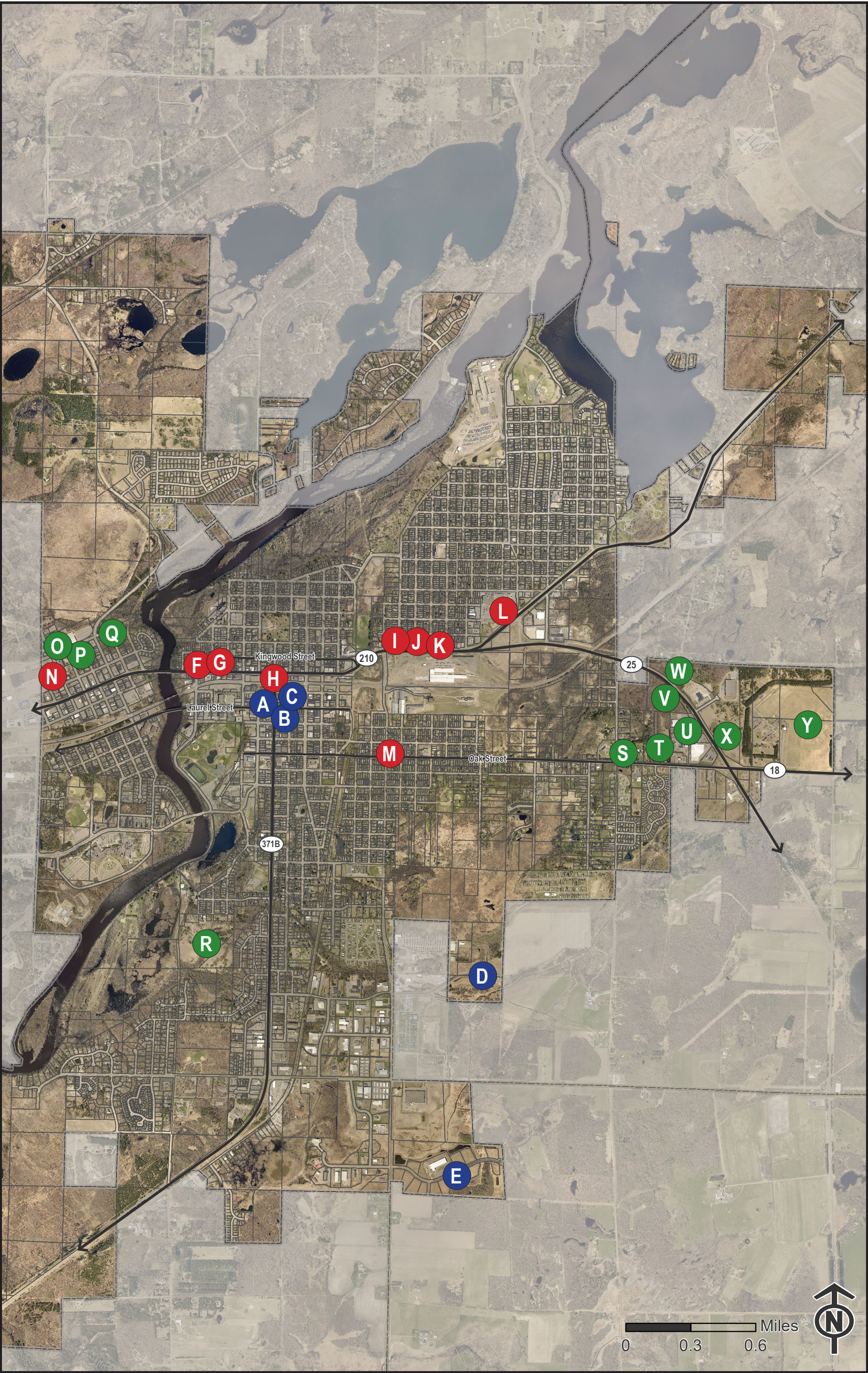
All City owned properties are identified as Tier 1; and the site recommended for acquisition by the PUC.

USE Category (FLU/Zoning)	Map Legend	Summary Characteristics	Approach
Underutilized Parking Lots			
➤ City Hall Parking Lot ➤ 616 Laurel Street Parking Lot ➤ 212 7th Street Parking Lot	A, B, C	▪ Existing parking lot areas are adjacent to structures/buildings ▪ Sites have physical constraints (ROW, buildings, or other)	▪ Establish base map to establish site constraint analysis. ▪ Perform "fit test" to determine what the site can support.



		Sites are highly accessible (auto and pedestrian oriented)	- Identify market opportunities for different uses by site. Use existing reports and analysis and pull data from other resources such as MLS. - Based on use analysis and fit test, prepare summary high-level proforma.
Industrial Park Parcels			
➤ Wright Street Extension (unplatted) ➤ Wright Street Extension (platted lots)	D, E	- Unplatted area is large contiguous acreage, with road network; does not appear “shovel ready” but could be opportunity for larger user - Platted industrial lots are “shovel ready” - Roads are available, area is accessible	- Establish base map, including existing utility information. (Potential to use as part of future marketing) - Perform “fit test” on platted lots for building size/developability analysis - Prepare summary high-level proforma - Perform general market research to identify leading industry sectors in area
Other (Greenfield Site, if acquired)			
➤ 1702 Pennsylvania Avenue ➤ 1700 Mary Street	R	- PUC identified site for wellhead management area; location unknown - Significant topography will impact development area - Utilities are adjacent, but infrastructure (roadways/access/extension) etc., will need to be evaluated	- Establish base map, include utility analysis. - Identify areas that are for PUC use, review applicable setbacks, etc. - Interview PUC representative to understand their improvements and impact on potential development area. - Perform concept planning of area to identify potential uses.

Opportunity Site Prioritization
Brainerd Economic Development Authority 3.30.2022





A

NW Corner of Laurel St & S 6th St (City Hall parking)

Property Owner(s): **City of Brainerd**

PIN(s): **41241434**

Size: **0.48 Acres**

Category: **City-Owned**

Proposed Zoning District: **Main Street (MS)**



B

212 7th Street S

Property Owner(s): **City of Brainerd**

PIN(s): **41241453**

Size: **0.22 Acres**

Category: **City-Owned**

Proposed Zoning District: **Main Street (MS)**



616 Laurel Street

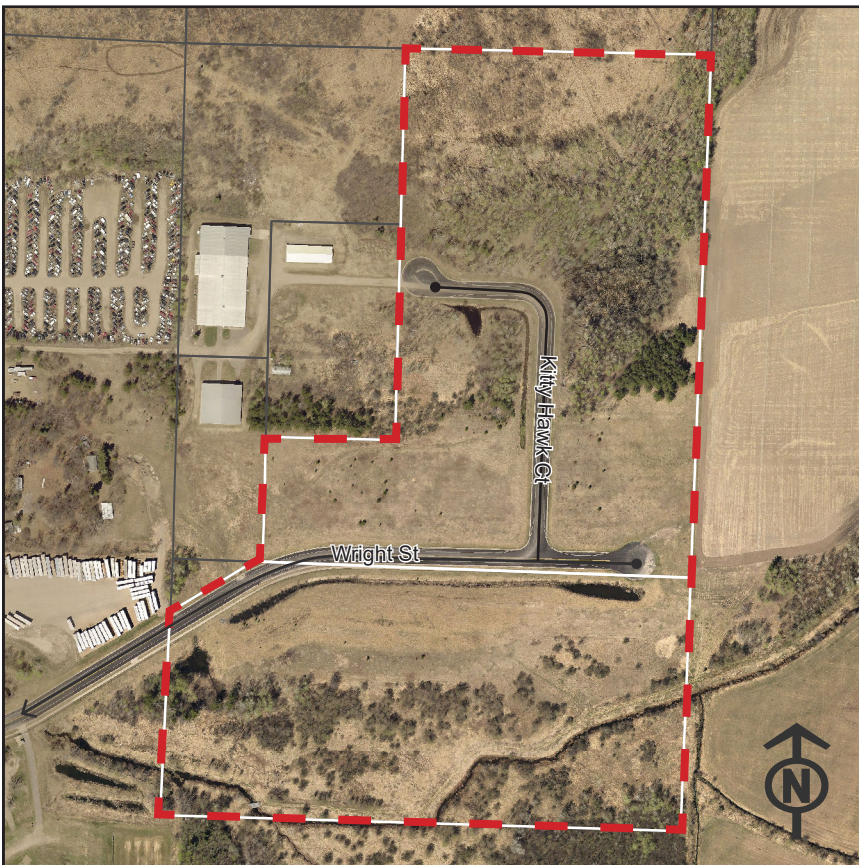
Property Owner(s): **City of Brainerd**

PIN(s): **41241296**
41241298

Size: **.28 Acres**

Category: **City-Owned**

Proposed Zoning District: **Main Street (MS)**



Wright Street Extension

Property Owner(s): **City of Brainerd**

PIN(s): **41310500**
41310501

Size: **45.5 Acres**

Category: **City-Owned**

Proposed Zoning District: **General Industrial (GI)**



E Wright Street Extension

Property Owner(s): City of Brainerd, ARG

FEBRNMN001 LLC

PIN(s): 41060500, 41060501
41060502, 41060503
41060504, 41060505
41060506, 41060507
41060508, 41060509
41060510, 41060511
41060512, 41060513

Size: 34.5 Acres

Category: City-Owned/Redevelopment

Proposed Zoning District: General Industrial (GI)



F 112 Kingwood Street 119 Washington Street

Property Owner(s): Northland Investments LLC (1/2 Int)

PIN(s): 41241364
41241368

Size: 22,400 square feet

Category: Redevelopment

Proposed Zoning District:

Traditional Neighborhood 1 (TN-2) (West Parcel)

Commercial Corridor (CC) (East Parcel)



206 Kingwood Street

Property Owner(s): 209 Washington LLC

PIN(s): 41241377
41241378

Size: 13,800 square feet

Category: **Redevelopment**

Proposed Zoning District:

Traditional Neighborhood 2 (TN-2)



NE Corner of 6th St S & Front St

Property Owner(s): Lively Auto Bldg Real Est

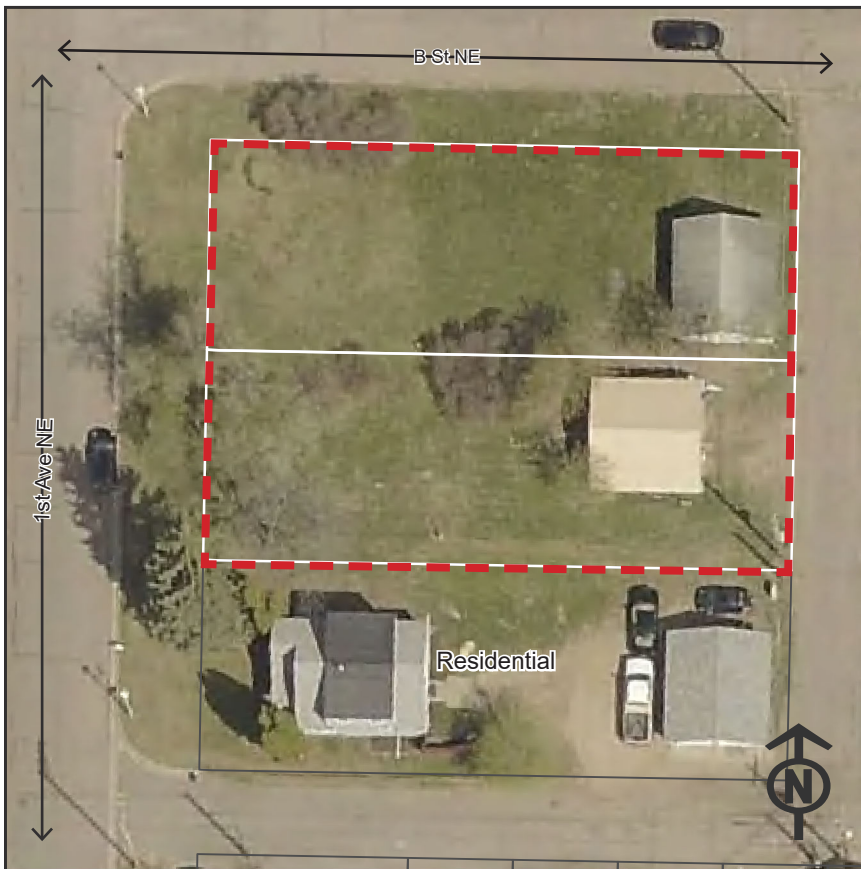
Holdings

PIN(s): 41251149

Size: 37,000 square feet

Category: **Redevelopment**

Proposed Zoning District: **Main Street (MS)**



118, 112 1st Avenue NE

Property Owner(s): **Roger Engholm**

PIN(s): **41191816**

41191817

Size: **14,000 Square Feet**

Category: **Redevelopment**

Proposed Zoning District:

Traditional Neighborhood 1 (TN-1)



111 2nd Avenue NE

Property Owner(s): **Mattson Properties LLC**

PIN(s): **41191814**

41191815

Size: **14,000 Square Feet**

Category: **Redevelopment**

Proposed Zoning District:

Traditional Neighborhood 1 (TN-1)



106 3rd Street NE

Property Owner(s): PBJ Rentals LLC

PIN(s): 41191847

Size: 14,600 square feet

Category: **Redevelopment**

Proposed Zoning District:

Commercial Corridor (CC)



417 8th Avenue NE

Property Owner(s): Suso 2 Brainerd LP

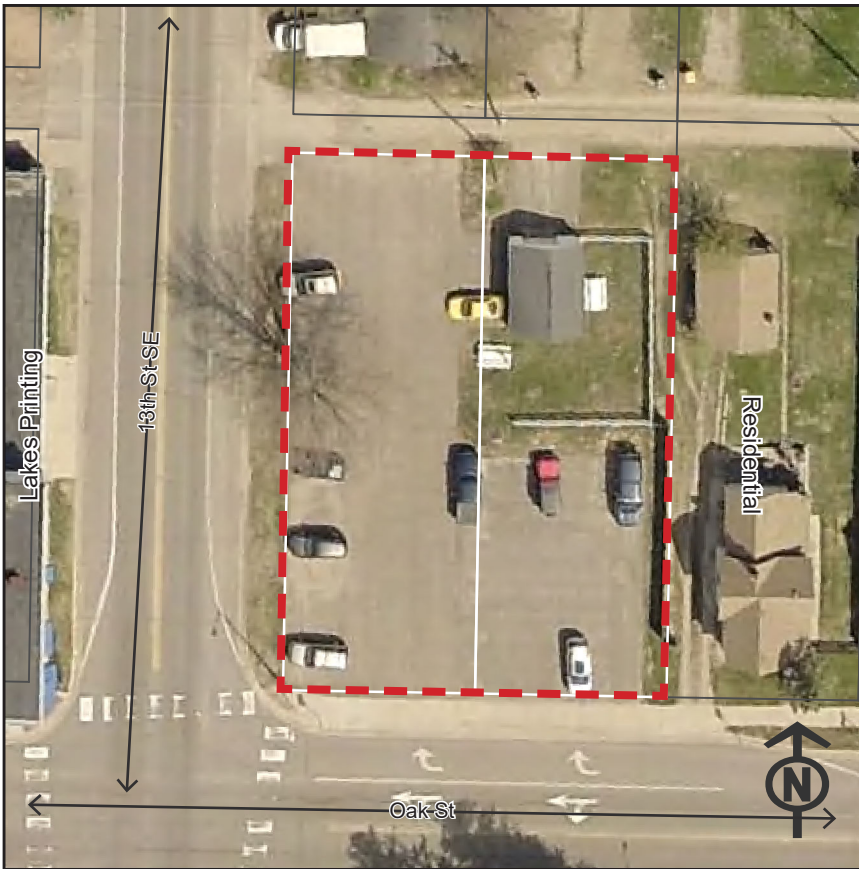
PIN(s): 41190502

41191873

Size: 1.3 Acres

Category: **Redevelopment**

Proposed Zoning District: **General Commercial (GC)**



**515 13th Street SE
1307 Oak Street**

Property Owner(s): **Lakes Printing Inc, of Brainerd**

PIN(s): **41300579**

41300580

Size: **14,000 Square Feet**

Category: **Redevelopment**

Proposed Zoning District:

Traditional Neighborhood 2 (TN-2)



14136 Baxter Drive

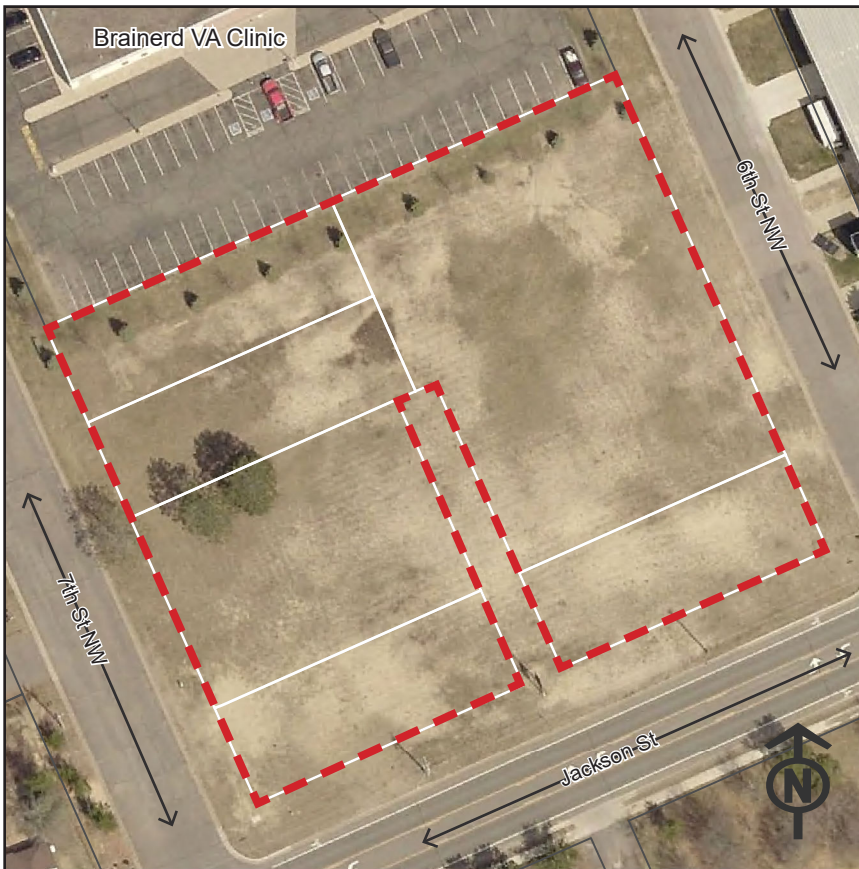
Property Owner(s): **Westgate Mall Realty Group LLC**

PIN(s): **41040784**

Size: **1 Acre**

Category: **Redevelopment**

Proposed Zoning District: **General Commercial (GC)**



710 7th Street NW

Property Owner(s): Timothy and Ladonna Haglin

PIN(s): 41040754, 41040755

41040756, 41040757

41040759, 41040760

Size: 75,000 square feet

Category: **Greenfield**

Proposed Zoning District:

Traditional Neighborhood 2 (TN-2)



605 NW 6th Street

Property Owner(s): Professional Auto, Leasing Inc.

PIN(s): 41040765

41040766

41040767

Size: 28,000 square feet

Category: **Greenfield**

Proposed Zoning District:

Traditional Neighborhood 2 (TN-2)



509 2nd Street

Property Owner(s): **Gustafson Properties of Brainerd LLC (majority) , Craig & Claire Williams (one parcel)**

PIN(s): **41040501, 41040502, 41040503
41040504, 41040505, 410405111
41040777, 41040779, 41040780
41040781, 41040782, 41040783
41040799, 41040800, 41040801
41040805, 41040806, 41040807
41040808, 41040809, 41040810
41040853**

Size: **9.4 Acres total**

North Portion: 2.3 Acres

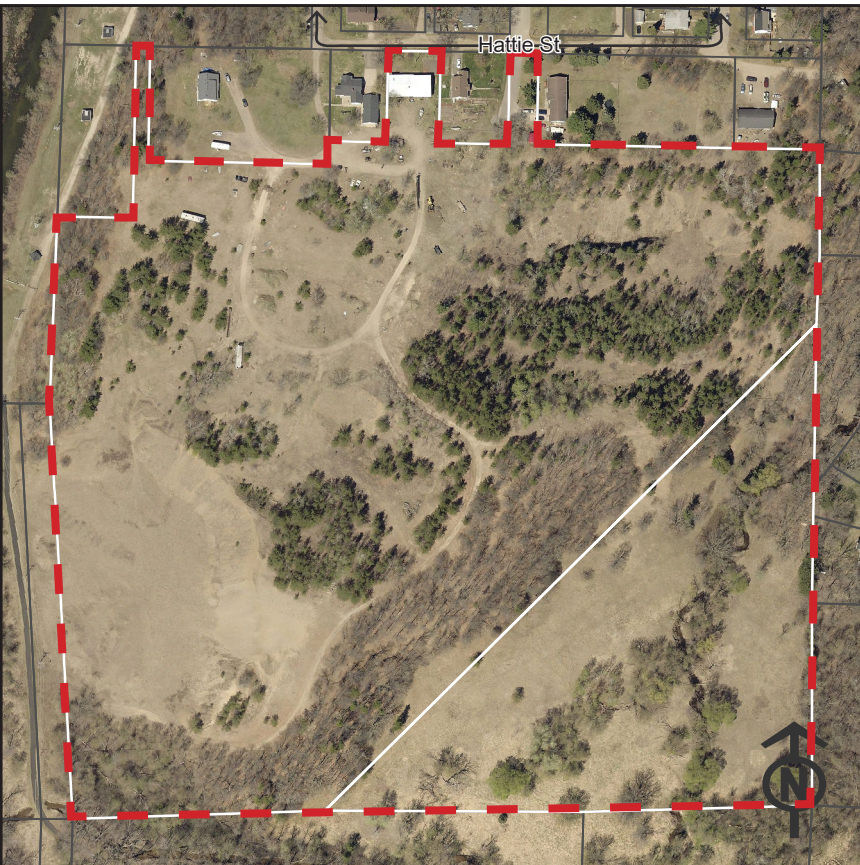
West Portion: 3.16 Acres

East Portion: 4 Acres

Category: **Greenfield**

Proposed Zoning District:

Traditional Neighborhood 2 (TN-2)



1702 Pennsylvania Avenue 1700 Mary Street

Property Owner(s): **Robert's Sand and Gravel**

PIN(s): **41361080
41361081**

Size: **35.2 Acres**

Category: **Greenfield**

Proposed Zoning District:

Contemporary Neighborhood 1 (CN-1)



NE Corner of Oak Street & 28th Street SE

Property Owner(s): RKD Real Estate LLC

PIN(s): 41290503

41290683

Size: 2.6 Acres

Category: **Greenfield**

Proposed Zoning Code:

Contemporary Neighborhood 2 (CN-2)



3115 Oak Street

Property Owner(s): Liberty Group of Brainerd LLC

PIN(s): 41290694

41290695

81290532

Size: 13.5 Acres

Category: **Greenfield**

Proposed Zoning District:

Contemporary Neighborhood 2 (CN-2)



SW Corner of Hwy 25 & Etak Dr

Property Owner(s): Liberty Group of Brainerd LLC

PIN(s): 41290609

Size: 2.5 Acres

Category: **Greenfield**

Proposed Zoning District: **General Commercial (GC)**



NW Corner of Hwy 25 & Etak Drive

Property Owner(s): Liberty Group of Brainerd LLC

PIN(s): 41290697

Size: 14.7 Acres

Category: **Greenfield**

Proposed Zoning District: **General Commercial (GC)**



217 Etak Drive

Property Owner(s): **Liberty Group of Brainerd LLC**

PIN(s): **41290504**

Size: **17.65 Acres**

Category: **Greenfield**

Proposed Zoning District: **General Commercial (GC)**



217 Etak Drive

Property Owner(s): **Liberty Group of Brainerd LLC**

PIN(s): **41290504**

Size: **22.5 Acres**

Category: **Greenfield**

Proposed Zoning District: **General Commercial (GC)**



11605 State Avenue

Property Owner(s): **State of Minnesota, State of Minnesota Admin Bldg**

PIN(s): **41290698
41290702
41290703**

Size: **62.75 Acres**

Category: **Greenfield**

Proposed Zoning District: **Rural Living 1 (RL-1)**

MEMO



TO: EDA Board of Commissioners

FROM: David Chanski, Community Development Director

DATE: April 1, 2022

RE: Discussion on State Hospital Property Acquisition

The undeveloped sections of State Hospital property (see attached GIS map) have long been considered an area of future development. The City's Future Land Use Map identifies the future use of this property as Mixed Residential.

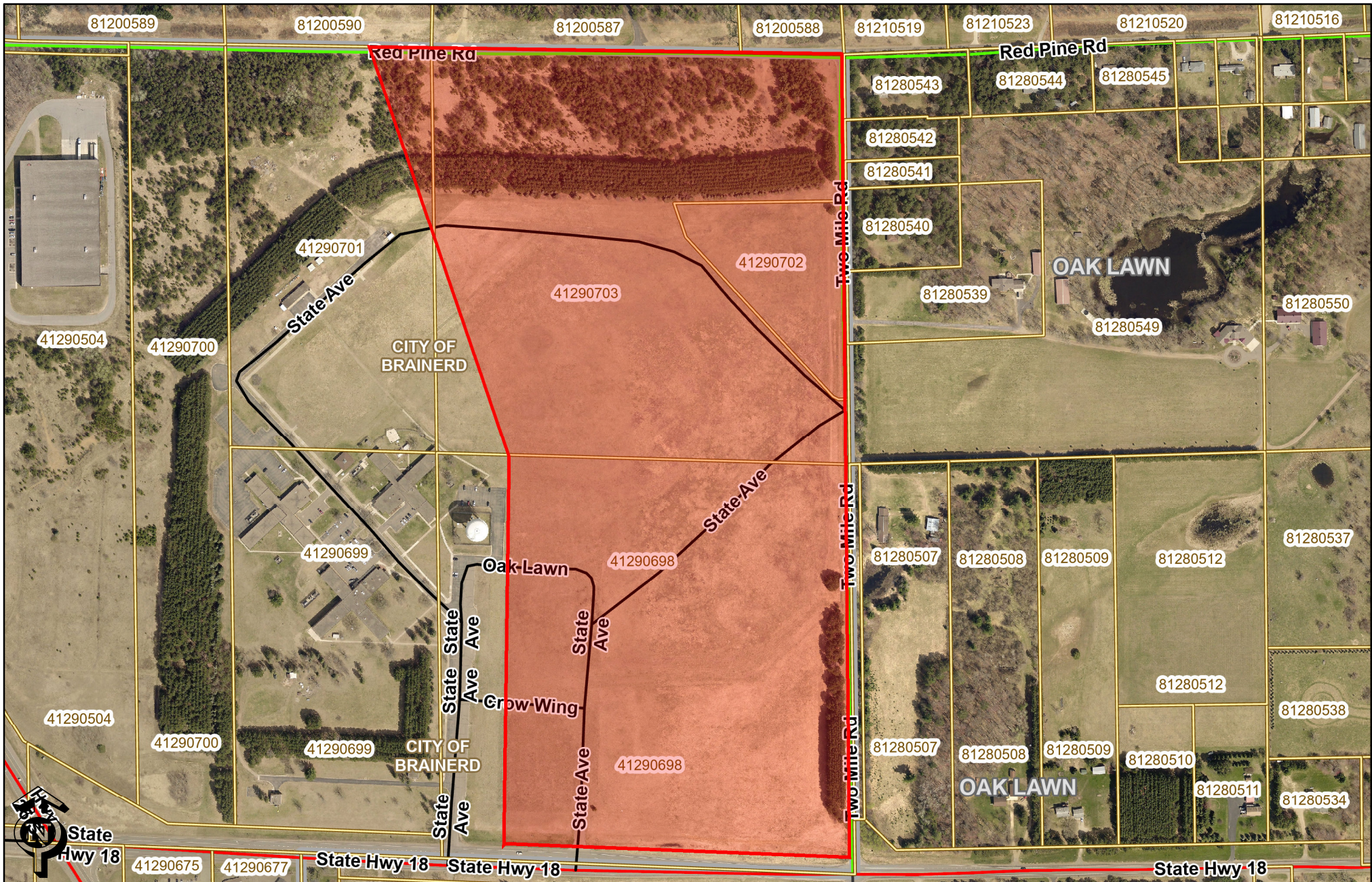
In January, staff met with representatives of the Minnesota Department of Health and Department of Real Estate & Construction Services to discuss the future of the property and if the State would be willing to sell the property or work with the City to have it developed. The representatives with the State indicated that there are no long-term plans for the property, and, in fact, the State has been actively unloading like properties when willing participants present themselves.

As this property is State owned, however, it cannot be simply sold or transferred to the City. There are essentially 2 avenues that can be taken for an entity to acquire the property. The first avenue would be for the City to request that the State make the property available for sale. In this scenario, the property would be first made available to all other State departments. If no other department has a use for the property, it would then be offered to other units of government at market value. If no other unit of government chooses to purchase the property, it would then be made available via land sale auction.

The second avenue by which the property can be acquired is through legislative action. In this situation, a bill can be drafted, approved by the State Legislature, and signed by the Governor to transfer State owned property to a local unit of government. That local unit of government can then use the land for their own purposes or sell it for development. However, if the local unit of government sells the land, it must do so for the appraised market value, the proceeds of which must then be given to the State.

Because no development or pursuit of development will likely happen on this property as long as it is owned by the State of Minnesota, staff believes that the City should draft a bill and engage its legislators to champion the bill through the State Legislature to have the land transferred to the City of Brainerd. This process would likely take at least a year to complete.

Staff recommends that the EDA submit a recommendation to the City Council draft a bill transferring the undeveloped portions of the State Hospital property to the City for marketing and development and engage its legislators to champion the bill through the State Legislature.



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Date: 4/1/2022 Time: 8:07:46 AM



MEMO



TO: EDA Board of Commissioners

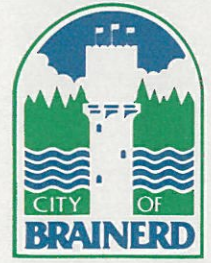
FROM: David Chanski, Community Development Director

DATE: April 1, 2022

RE: Consideration of Letter of Support for YMCA Funding

The YMCA has submitted a request for a letter of support for funding through 2023 Congressionally Directed Spending for the proposed child care facility to be located at 703 Oak St.

Staff has attached a draft letter of support for consideration by the EDA.



www.ci.brainerd.mn.us

April 7, 2022

Dear Senators Klobuchar and Smith:

I am writing today on behalf of City of Brainerd Economic Development Authority to encourage your support to approve fiscal year 2023 Congressionally Directed Spending for a Brainerd Family YMCA project to help address the child care supply crisis in our community.

This funding would target a child care supply need which is growing and already at critical levels in our community. We are further aware of the growing nature of this issue as more and more child care providers and licensed centers go out of business. This issue is especially acute in Greater Minnesota where we are losing our child care providers at higher rates than in the metro.

We also hear from employers locally that the availability of affordable child care slots is a substantial limiting factor to their economic growth. Many employers cannot recruit new employees because of their inability to find affordable care for their young children. This lack of capacity is limiting the economic growth in our City.

The Brainerd Family YMCA has recently acquired property within an opportunity zone census tract within the City of Brainerd, which this funding would help them convert into a center-based daycare for 75 additional children, including 32 infant care spots. We believe the YMCA is positioned to help us expand access to licensed child care as they are an established provider who already holds a Three Star Parent Aware Rating.

We ask for your serious consideration of this grant request and to encourage its approval.

Sincerely,

Gabe Johnson
Chair