

ECONOMIC DEVELOPMENT AUTHORITY

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Thursday, December 1st at 7:30 am

The public is invited to attend this meeting in person
Meeting is also televised on CTC Cable channel 8 and 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

Documents:

[2022-11-03 EDA Meeting Minutes.pdf](#)

B. Financial Report

Documents:

[EDA Financials.pdf](#)

C. Swanson Haskamp Consulting Report

Documents:

[SHC Monthly Report November 2022.pdf](#)

D. Visit Brainerd Report

Documents:

Visit Brainerd Monthly Report.pdf

E. BLAEDC Report

Documents:

BLAEDC 2022 Activity Report for Brainerd (1).pdf

5. Old Business

A. Consider The Shared Services Agreements

Documents:

Shared Services Agreements Final.pdf

B. Approve 2023 EDA Budget

Documents:

EDA 2023 Budget.pdf

6. New Business

A. Approve 2023 Meeting Schedule

Documents:

Meeting Schedule.pdf

7. Staff Reports

Executive Director

HRA Director

Documents:

Brainerd HRA Update Report 11-22-22.pdf

8. Commissioner's Comments/Questions

9. Adjourn

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY
Thursday, November 3rd, 2022, 7:30 a.m.
City Hall Council Chambers

Pursuant to due call and notice thereof, President Johnson 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, Kevin Yeager, and Gabe Johnson were noted as present. Commissioner Mike O'Day was noted as present at 7:32 a.m. Also, present were City Administrator Bergman, Community Development Director Kramvik, Finance Director Hillman, Eric Charpentier, HRA Director, and Tyler Glynn, BLAEDC.

Approval/Amendment of the Agenda- Approved

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

Approval of Consent Calendar

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND BIESER TO APPROVE THE CONSENT CALENDAR WITH REMOVING VISIT BRAINERD'S REPORT FOR DISCUSSION.

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

Approval of Visit Brainerd Report

Commissioner Bieser stated that item three on the report: "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" is looking for guidance on who to work with to achieve this.

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND BIESER, DULY CARRIED, TO INSTRUCT VISIT BRAINERD TO WORK WITH STAFF ON THE ADVERTISING CAMPAIGN.

Old Business

Adopt 2023-2024 EDA Goals and Action Steps

Executive Director Bergman stated The EDA conducted a strategic planning session at their October meeting. The Board recommended keeping all of the 2021-2022 goals and action steps but to include additional strategies/action steps.

President Johnson questioned whether any of the strategies were completed and if the EDA had too many action steps to achieve in the next two years.

Executive Director Bergman stated that a lot of the action steps are continuously ongoing. These goals and action steps are ambitious, but those not accomplished could carry over beyond 2024.

Commissioner Yeager stated that he would like to see a barometer of success quarterly.

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND BIESER, DULY CARRIED, TO ADOPT THE 2023-2024 GOALS AND ACTION STEPS.

New Business

Transfer of Sale Proceeds from Industrial Lots to the City

Finance Director Hillman stated The EDA purchased the land for the Industrial Park Phase IV and Wright Street. The EDA paid cash in the amount of \$355,807 and borrowed \$646,427 from the state MIF revolving loan fund. The City issued bonds and received a grant from DEED to put in the infrastructure and to make the sites shovel ready. The bonds issued were assessment bonds, however since the lots did not sell, the City needed to levy to make the debt payments. It is estimated that the City paid just over \$4 million in principal and interest. When the lots in Phase IV were sold to FedEx, all of the proceeds went to pay off debt the City had issued. In working with DEED at the time, Staff was told that if the City chose to use the proceeds from the sale for debt service, then the state MIF revolving loan would not have to be repaid. If not used for debt service, then the MIF loan would need to be repaid. The City conveyed the lots that were sold to VCV to the EDA so that there could be a right of reverter in the agreement. Because VCV does not qualify for the dollar an acre a lot set by the City for the industrial park lots, the lots were sold to VCV at market value.

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND YEAGER, DULY CARRIED TO AUTHORIZE THE PROCEEDS OF THE SALE OF THE LOTS TO VCV TO BE RETURNED TO THE CITY OF BRAINERD.

Staff Reports

Executive Director Bergman stated that VCV needs to close on the property. The company was gathering stakeholders and redesigning layout after their variance was denied. The City continues to speak with various developers for housing development. Scheduling a meeting DW Jones to continue discussion on the Thrifty White property. Next meeting will have the budget discussion and consultant agreements.

Commissioner Bieser asked whether the DEED Main Street Grant money has been distributed.

Commissioner O'Day asked what the plan is to redistribute funds that are not accepted.

Tyler Glynn, BLAEDC, stated that five of the projects are ready to be funded. The rest of the projects are in the process of obtaining bids. The Initiative Foundation is monitoring everything. The subcommittee will reconvene in January to allow for more projects to decline funding.

HRA Director Charpentier stated that some of the discussions with developers around the City are brand new, they are excited that these questions are being fielded. HRA received another application for our home buyer assistance program through the housing trust fund, for a home to be purchased in Brainerd. Fall is typically a busy time with maintenance, this is a great opportunity to meet with tenants about concerns. Finally, the HRA Board authorized their funding to Lakes Area Habitat for Humanity.

Commissioner Comments

Commissioner Yeager stated that he got his first opportunity to tour the NorthStar building, hats off to those who maintain the building.

Commissioner Kirsch stated that Destination Downtown Brainerd Coalition will be applying for a grant through RETHOS for the Minnesota Main Street program. The Spooktacular was a well-attended event. Upcoming is Hometown Holidays will kick off with Shop Local on the Saturday after Thanksgiving. She has been gathering feedback for the Downtown Snow Removal District.

Commissioner O'Day stated that they have a meeting with the MNDOT Project Management Team on Wednesday. The team has been very clear with their expectations. The changes requested are reflective of goals of the EDA.

Commissioner Bevans requested the EDA schedule should be discussed in December. For 2023 he would like to see 6 meetings.

President Johnson stated that his family attended the Spooktacular and North Brainerd for Halloween festivities.

Adjourn

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

The Authority adjourned at 7:55 a.m.

Secretary/Treasurer

Financial Report for EDA

As of October 31, 2022

	Cash & Investments	Receivable Balance	Deferred Loans (as of 12/31/21) **	Awarded Grants
General Funds:				
EDA Fund - #295	\$ 43,945	\$ -	\$ -	\$ -
Total	\$ 43,945	\$ -	\$ -	\$ -
CDBG (Housing/Commerical (Slum & Blight/Federal Objective)):				
Downtown - #298	\$ 52,926	\$ 20,131	\$ 428,144	\$ -
SE Brainerd - #215	65,533	-	230,716	-
NE Brainerd - #218	-	-	251,426	-
Willows Project - #209	-	-	12,500	-
Old Housing - #209	3,331	-	59,286	-
Local Income - #275	52,941	14,427	13,825	-
Total	\$ 174,731	\$ 34,558	\$ 995,897	\$ -
Federal & State MIF (Commerical (Jobs)):				
Commerical - #210 ^^^	\$ -	\$ 646,427	\$ -	\$ -
Federal MIF - #296	18,417	-	-	-
Total	\$ 18,417	\$ 646,427	\$ -	\$ -
Grand Total	\$ 237,093	\$ 680,985	\$ 995,897	\$ -

** 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	43,944.81
295-0000-10700	DELINQUENT TAX RECEIVABLE	6,578.78
295-0000-11500	ACCOUNTS RECEIVABLE	162.00
295-0000-16160	FA-LAND HELD FOR RESALE	488,252.22
Total Assets		538,937.81
*** Liabilities ***		
295-0000-20600	DEPOSITS PAYABLE	10,917.00
295-0000-22200	DEFERRED REVENUE	488,252.22
295-0000-22210	DEFERRED TAXES RECEIVABLE	4,431.78
Total Liabilities		503,601.00
*** Fund Balance ***		
295-0000-28900	FUND BALANCE/EQUITY ACCT	68,771.70
Total Fund Balance		68,771.70
Beginning Fund Balance		68,771.70
Net of Revenues VS Expenditures		(33,434.89)
Ending Fund Balance		35,336.81
Total Liabilities And Fund Balance		538,937.81

PERIOD ENDING 10/31/2022

ACCOUNT DESCRIPTION	ACTIVITY FOR		YTD BALANCE	AVAILABLE	% BDGT USED
	2022 MONTH 10/31/2022	2022 MONTH 10/31/2022	10/31/2022	BALANCE	
	AMENDED BUDGET	CHANGE (DECREASE)	NORMAL	(ABNORMAL)	
Revenues					
Function: Unclassified					
Dept 0000					
TAXES & PENALTIES					
31010 CURRENT AD VALOREM	145,036.00	0.00	78,131.51	66,904.49	53.87
31020 DELINQUENT AD VALOREM	0.00	0.00	1,634.78	(1,634.78)	100.00
TAXES & PENALTIES	145,036.00	0.00	79,766.29	65,269.71	55.00
OTHER REVENUE					
36210 INTEREST INCOME	460.00	0.00	338.94	121.06	73.68
OTHER REVENUE	460.00	0.00	338.94	121.06	73.68
Total Dept 0000	145,496.00	0.00	80,105.23	65,390.77	55.06
Total - Function Unclassified	145,496.00	0.00	80,105.23	65,390.77	55.06
TOTAL REVENUES	145,496.00	0.00	80,105.23	65,390.77	55.06
Expenditures					
Function: Unclassified					
Dept 6510 - ECONOMIC DEVELOPMENT AUTH					
SERVICES					
43300 PROFESSIONAL SERVICES	140,500.00	1,250.00	106,786.97	33,713.03	76.00
43350 PRINTING/LEGAL PUBLICATION	0.00	0.00	74.71	(74.71)	100.00
43361 INS - GENERAL LIABILITY	150.00	0.00	80.08	69.92	53.39
43430 MISCELLANEOUS	0.00	0.00	1,248.36	(1,248.36)	100.00
43435 BOOKS/PAMPHLETS/DUES	5,350.00	0.00	5,350.00	0.00	100.00
SERVICES	146,000.00	1,250.00	113,540.12	32,459.88	77.77
Total Dept 6510 - ECONOMIC DEVELOPMENT AUTH	146,000.00	1,250.00	113,540.12	32,459.88	77.77
Total - Function Unclassified	146,000.00	1,250.00	113,540.12	32,459.88	77.77
TOTAL EXPENDITURES	146,000.00	1,250.00	113,540.12	32,459.88	77.77
TOTAL REVENUES - FUND 295	145,496.00	0.00	80,105.23	65,390.77	55.06
TOTAL EXPENDITURES - FUND 295	146,000.00	1,250.00	113,540.12	32,459.88	77.77
NET OF REVENUES & EXPENDITURES	(504.00)	(1,250.00)	(33,434.89)	32,930.89	6,633.91

11/17/2022 10:46 AM
User: chillman
DB: Brainerd

JOURNAL REGISTER FOR CITY OF BRAINERD
JE #: 1404 to 1404
Posted and Unposted Journal Entries

Page: 1/1

Journal Number GL Number	Date Description	JNL	Description	User	DR	CR
1404	10/31/2022	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	CHARGES FOR SERVICES					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
Swanson Haskamp Consulting

Report Date: November 22, 2022

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

Update:

- Prepared update to contract for services in 2023 – including revisions to priority and mapping analysis.
 - Review/update inventory of active properties.
-

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

Update:

- Continuing discussion with consultant team regarding opportunity site to determine if further master planning could be beneficial to marketing of specific property. Planned discussion regarding this item at quarterly consultant meeting (scheduled in early December).
-

3. Solicit developers on behalf of the EDA.

Update:

- Tour of volumetric modular facility planned for first week in December. Facility is located in Albertville, with interest in serving outstate MN locations.
-

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

Update:

- Ongoing/continued update of market data.
-

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

Update:

6. Other Misc. Updates

Update:

- Planning to conduct some site visits/photography in conjunction with quarter consultant meeting in December.
-

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

Report Date: 11/22/2022

-
- 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: Created a pitch letter to send to recruitment agencies and businesses who might want to do joint effort on this type of campaign.

-
- 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: Creative for FB ads has been created; will do radio ads on MPR in Brainerd and St. Cloud.

-
- 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: Changing formats and placing ads on MPR in Brainerd and St. Cloud.

-
- 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: Completed.

-
- 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: Ad buying in progress; campaign will launch mid-November and run through Christmas; campaign includes radio ads on MPR and Hubbard's local stations, digital billboard on Hwy. 371 north, and print in Brainerd Dispatch.

6. Other Misc. Updates

None to report.



Brainerd ACTIVITY REPORT

2022

BLAEDC ACTIVITY

Included here you will find a glimpse into the work BLAEDC has completed in 2022, focused on our efforts in Brainerd, but also some highlights of activity throughout Crow Wing County. We continue to work through our mission, to preserve and enhance the area's economic base by expanding business, building community and growing jobs in Crow Wing County. BLAEDC's annual report can be viewed on BLAEDC's website www.growbrainerdlakes.org.



Workforce

Mike Bjerkness and the **BLAEDC Recruitment Program** have now completed 6 years of service to our Crow Wing County based businesses with hiring services. During the 6 years of the Recruitment Program, Mike has completed 82 new hires with 21 of those new hires in 2022, **11 hires started new positions with Brainerd based companies.**



Financing for Businesses

The BLAEDC Unified Fund did not hold a loan meeting during the month of October, but the documentation and application have been updated to include the new BLAEDC colors and logo, as the Unified Fund has adopted our new branding, with updated marketing materials.

Unified Fund updates as of 10/31/2022:

- Outstanding loan balances - \$548,523
- Total Funds dispersed since program inception - \$1,3160,290
- Total Loans funded - 19
- Total Jobs created/retained – 218
- Loans to Brainerd businesses – 7 for a total of \$469,000

Marketing and Promotion



BLAEDC's website has a Brainerd community profile that provides visitors with local information that includes:

- Community Profile
- Business Profile
- New Resident Packet (created by 2021 Marketing Intern)
- River to Rail Initiative Information
- Downtown Business Inventory (Created by Swanson Haskamp)
- The BLAEDC site has had over 23,000 visitors in 2022, with our homepage being the most visited, followed by our job portal and staff pages, with over 90% visiting as new users, over 1,100 views of Brainerd information
- Facebook Analytics, reach is up over 31% from 2021
 - **4 out of 5 highest performing posts for 2022 were Brainerd projects:**
 - Main Street Grant Posting reach 7,203 (July 25th)
 - Washington Street Informational Session
 - CTE Wing Open House for BHS
 - Main Street Grant Post (August 8th)

Building Community



The BLAEDC Youth Entrepreneur Fund has provided 2 more small loans to businesses that were established as part of the Brainerd High School Entrepreneur Class. BLAEDC staff along with local business owners from Brainerd and Baxter, school board members and the school superintendent were presented with the companies and determined to fund 2 of the companies with start-up costs. Five other companies presented but did not require funding assistance. This fund has also started to work with the students in the Brainerd High School Entrepreneur class to assist with their business development. Other initiatives BLAEDC has supported at BHS:

- Worked w/BHS to create and support first Investment Club
- Supporting the CTE wing along w/BHS Robotic Team
- Organized and funded Entrepreneur Day for BHS students at St. Thomas University

Grant Support and Administration

BLAEDC completed the MN DEED Child Care Economic Development Grant on behalf of the Brainerd Family YMCA, for the daycare facility redevelopment for the property they currently have a purchase agreement in place in downtown Brainerd. This would be a project upon completion that will exceed \$1 million dollars and create over 80 new childcare slots. The maximum grant amount available with this grant is \$300,000. The allowable expenses for use with these grant funds include, business start-up or expansion, training, direct subsidies or incentives to retain employees, facility modification or improvements required for licensing, and assistance with licensing and other regulatory requirements. BLAEDC staff have continued to provide assistance to the Brainerd YMCA through other grant opportunities along with more traditional funding options at the local, state and national levels to complete the funding needed to open multiple childcare locations that will increase childcare slots by over 120 in coming years if the additional funding is awarded.

BLAEDC administered the MN DEED Main Street Revitalization Grant for the Initiative Foundation to provide grants to businesses located within the River to Rail corridor of Brainerd. This grant provided \$765,600 to assist businesses located within that corridor with funding. Through the administration of this grant, BLAEDC was responsible for the day-to-day management of the grant. The application window was open for 5 weeks, and at the close of the application window, 44 applications were received totaling over \$25 million worth of projects and \$3.1 million total in Main Street Grant requests. BLAEDC staff have more than 120 hours and counting of staff time committed to the administration of this vital grant for downtown Brainerd.

BLAEDC worked with Crow Wing County to administer the Child Care Assistance Grants. The application period began on Monday, November 1st and concluded on Monday, December 6th, 2021. Most of the grant work and allocation of funds was completed in 2022. The County allocated \$800,000 to be distributed to Start-Up or Existing childcare facilities located in Crow Wing County. All funds were to assist with eligible expenses as defined in the ARPA act. Funding determinations were made by Crow Wing County Commissioners with the goal to increase childcare slots and cover eligible expenses. Funding provided will provide over 250 childcare slots in Crow Wing County. BLAEDC staff has provided over 200 hours of staff time to the administration of these grants. The grant work continues, as those eligible for funding have until end of year 2024 to complete their work.

Supporting Businesses

- BLAEDC sponsored the Washington Street/210 Meet and Greet with Brainerd Chamber of Commerce. These meetings provided an open forum for business owners and community members to review and comment on MnDot plans for this corridor
- Sponsored Election Candidate Forum Events with Brainerd Chamber of Commerce, League of Women Voters and Tyler Glynn served as the Moderator for the Brainerd City Council Forum
- Coordinated and attended a meeting with BNSF representatives and city of Brainerd staff
- BLAEDC continues to manage River to Rail program, meetings are held every other month in the BLAEDC offices with city leaders



Calendar year 2022, BLAEDC has entered a formal partnership with the North Central Small Business Development Center, located at Central Lakes College as a satellite location. This partnership allowed BLAEDC staff to provide free services to new and existing businesses, such as business plan development, financial analysis, financial projections, and funding assistance. The North Central SBDC is a part of the Minnesota Small Business Development Center, funding is provided by the U.S. Small Business Administration.

BLAEDC/SBDC staff have provided over 420 hours of consulting services, for 72 unique clients to area businesses with a Brainerd address to date in 2022. We have completed a new contract to remain a SBDC satellite office for 2023.

2022 Business Retention Visits

Over the last 18 months BLAEDC has conducted over 50 Business Retention visits to businesses located in the city limits of Brainerd.

Questions asked:

- Year company was founded
- Corporate Structure
- Business Resources of Interest
- Facility – leased or owned
- Types of Products and services
- General revenue & expenses overview
- Workforce – existing numbers and future needs
- Market information – where are your goods or services sold
- Investment plans
- Public policy questions regarding issues or concerns at a federal, state, or local level
- General Obstacles of growth

Themes

01

Business Resources

These visits are a great opportunity to connect with local businesses and make sure they are aware of the resources available to them. The majority of businesses we met with knew of the local resources. New businesses to the area did not know all the resources available, but also were not in need of them.

02

Marketing

- Businesses outside of the downtown area, but still within the River to Rail Corridor, feel left out of promotion and marketing.
- Some businesses would like to see marketing done on behalf of all the Brainerd business community, less focus on downtown.
- Some businesses would like to see more Brainerd Chamber involvement in the downtown area. Some businesses feel that since DDBC has taken the lead, the Chamber is less involved and are missing out on what the Chamber has to offer.

03

Programs and Incentives

- Programming and grants feel focused on the downtown area only.
- Why are the incentives only offered to businesses located in the downtown corridor and not everyone inside the city limits?



BRAINERD LAKES AREA ECONOMIC DEVELOPMENT CORPORATION

224 WEST WASHINGTON STREET
BRAINERD, MN 56401

Chat with Us

(218) 828-0096

On Social



MEMO



TO: EDA Board of Commissioners

FROM: Executive Director, Jennifer Bergman

DATE: November 23, 2022

RE: Consider 2023 Shared Services Agreements

At the August EDA Board meeting, the Board authorized staff to negotiate agreement extensions with BLAEDC, the City of Brainerd, DDBC, Swanson Haskamp and Visit Brainerd. The consultants revised their scope of service based on the adopted 2023-2024 EDA goals. They have also asked for an increase in compensation. Listed below is a comparison from 2022 to 2023:

	2022	2023
BLAEDC	\$ 35,000	\$ 35,000
City of Brainerd	\$ 15,000	\$ 17,000
DDBC	\$ 23,350	\$ 24,675
Swanson Haskamp	\$ 31,900	\$ 35,000
Visit Brainerd	\$ 35,250	\$ 40,000
	\$ 140,500	\$ 151,675

If the EDA elects to fully fund all five of these contracts, based on the proposed budget, the EDA would need to use approximately \$4,295 of your projected 12/31/2022 fund balance of \$67,895 to achieve a balance budget for 2023.

Recommendation:

After review of the agenda with the EDA Chair, several questions were raised about the completion of the items in the 2022 scope of services. Each agreement included a scope of service which detailed deliverables to be provided by the consultant (see attached 2022 Shared Services Agreements).

The recommendation is to ask the consultants to attend a future meeting to present on the 2022 scope of services and what was delivered to the EDA, or the barriers of it not delivered. Further, ask them to present on their proposed 2023 agreement including the scope of services and the cost for service.

**AGREEMENT FOR PROFESSIONAL SERVICES
BY AND BETWEEN THE BRAINERD
ECONOMIC DEVELOPMENT AUTHORITY (EDA)
AND
THE BRAINERD LAKES AREA
ECONOMIC DEVELOPMENT CORPORATION

FOR CALENDAR YEAR 2023**

Whereas, the Brainerd 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 Brainerd 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 Brainerd EDA:

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

- d) BLAEDC will provide an annual report to the Brainerd EDA on the activities and progress to fulfill the services identified above.
- e) A BLAEDC representative will attend Brainerd EDA meetings whenever appropriate or requested by the Brainerd EDA.

II. TERM OF CONTRACT

The term of this contract shall be one year, commencing January 1, 2023, and terminating on December 31, 2023.

III. COMPENSATION

Services Relating to Accomplishing Our Mission

The Brainerd EDA agrees to pay BLAEDC **\$35,000** for these services, payable in payments of **\$17,500** on or about **July 1, 2023** and **December 1, 2023**.

IV. REPRESENTATION

- a) The Brainerd 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 in the Brainerd EDA, Minnesota on this day _____.

BRAINERD EDA

BRAINERD LAKES AREA ECONOMIC
DEVELOPMENT CORPORATION

By EDA President

By Its President
Mike Dillon

ATTEST:

Its Representative

BLAEDC Executive Director
Tyler Glynn

**Brainerd Lakes Area
Economic Development Corporation**

224 West Washington Street
Brainerd, MN 56401

growbrainerdlakes.org (218) 828-0096



**AGREEMENT FOR PROFESSIONAL SERVICES
BY AND BETWEEN THE BRAINERD
ECONOMIC DEVELOPMENT AUTHORITY (EDA)
AND
THE BRAINERD LAKES AREA
ECONOMIC DEVELOPMENT CORPORATION**

FOR CALENDAR YEAR 2022

Whereas, the Brainerd 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 Brainerd 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 Brainerd EDA:

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

- d) BLAEDC will provide periodic reports to the Brainerd EDA on the activities and progress to fulfill the services identified above.
- e) A BLAEDC representative will attend Brainerd EDA meetings whenever appropriate or requested by the Brainerd EDA.

II. TERM OF CONTRACT

The term of this contract shall be one year, commencing March 1, 2022, and terminating on December 31, 2022.

III. COMPENSATION

Services Relating to Accomplishing Our Mission

The Brainerd EDA agrees to pay BLAEDC **\$35,000** for these services, payable in payments of **\$17,500** on or about **July 1, 2022** and **December 1, 2022**.

IV. REPRESENTATION

- a) The Brainerd 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 in the
Brainerd EDA, Minnesota on this day _____.

BRAINERD EDA



By EDA President

BRAINERD LAKES AREA ECONOMIC
DEVELOPMENT
CORPORATION

By Its President
Mike Dillon

ATTEST:

Its Representative

BLAEDC Executive Director
Tyler Glynn

**Brainerd Lakes Area
Economic Development Corporation**

224 West Washington Street
Brainerd, MN 56401

growbrainerdlakes.org (218) 828-0096

SHARED SERVICES AGREEMENT

This agreement is entered into this ____ day of _____, 2022; 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; and
- b. Prepare an annual budget for approval by the EDA Board; and
- c. Operate per the approved budget, oversee accounts payable, and prepare checks on behalf of the EDA Board; and
- d. Oversee the EDA's Strategic Plan and complete goals and objectives; report results quarterly to the EDA; and,
- e. Communicate potential problems to the EDA Board and offer viable solutions; and
- f. Schedule EDA Board meetings, prepare Agendas and materials (including program/project reports, fiscal reports, resolutions and minutes), attend Board meetings; and
- g. Maintain all records of the EDA per laws and regulations; and
- h. Manage agreements between the EDA and hired consultants; and
- i. Represent the EDA in the River to Rail Initiative meetings; and,
- j. Coordinate quarterly roundtable discussions with all consultants providing services to the EDA; and
- k. 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 \$17,000 annually, to be paid in two installments in July and December.

III. Term

The term of this agreement shall be for a period of one year commencing on the 1st day of January 2023 and terminating on the 31st day of December 2023. Either party may terminate this agreement for any reason upon 30-day advance written notice. In the event either party terminates this agreement before its expiration any fees owed to the City of Brainerd will be prorated through the last day of the 30-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 EDA and 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>
City Administrator	Chair
Jennifer Bergman	Gabe Johnson
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 _____ 2022.

Brainerd Economic Development Authority

By: _____
GABE JOHNSON
CHAIR

City of Brainerd

By: _____
KELLY BEVANS
BRAINERD CITY COUNCIL PRESIDENT

SHARED SERVICES AGREEMENT

This agreement is entered into this 3rd day of February, 2022; 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; and
- b. Prepare an annual budget for approval by the EDA Board; and
- c. Operate per the approved budget, oversee accounts payable, and prepare checks on behalf of the EDA Board; and
- d. Communicate potential problems to the EDA Board and offer viable solutions; and
- e. Schedule EDA Board meetings, prepare Agendas and materials (including program/project reports, fiscal reports, resolutions and minutes), attend Board meetings; and
- f. Maintain all records of the EDA per laws and regulations; and
- g. Manage agreements between the EDA and hired consultants; and
- h. Represent the EDA in the River to Rail Initiative meetings; and,
- i. Coordinate quarterly roundtable discussions with all consultants providing services to the EDA; and
- 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 \$15,000 annually, to be paid in two installments in July and December.

III. Term

The term of this agreement shall be for a period of one year commencing on the 3rd day of February 2022 and terminating on the 31st day of December 2022. Either party may terminate this agreement for any reason upon 30-day advance written notice. In the event either party terminates this agreement before its expiration any fees owed to the City of Brainerd will be prorated through the last day of the 30-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 EDA and 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>
City Administrator	Chair
Jennifer Bergman	Gabe Johnson
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 3rd day of February 2022.

Brainerd Economic Development Authority

By: 
GABE JOHNSON
CHAIR

City of Brainerd

By: 
KELLY BEVANS
BRAINERD CITY COUNCIL PRESIDENT

SHARED SERVICES AGREEMENT

This agreement is entered into this ____ day of _____, 2022; between Brainerd Restoration (dba Destination Downtown Business Coalition), a non-profit organization, and the Brainerd Economic Development Authority (EDA), a public body, corporate and politic.

WHEREAS, the EDA issued a Request for Proposals (RFP) for economic development consulting services; and

WHEREAS, the EDA has selected the Destination Downtown Business Coalition (DDBC) to work with downtown Brainerd and Highway 210 business owners and property owners within City of Brainerd corporate limits to develop and implement a robust main street program.

NOW, THEREFORE, IT IS HEREBY AGREED THAT:

I. Scope of Service

On behalf of the EDA, the Destination Downtown Business Coalition will provide the following services, consistent with State law and the directives of the EDA:

- a. Produce promotional videos featuring local business owners;
- b. Host 4 business owner networking events;
- c. Coordinate Main Street Program; and,
- d. Participate in quarterly roundtable discussion with City of Brainerd staff and all other consultants providing services to the EDA.

II. Compensation

In consideration for the services rendered by the City, the EDA shall compensate the Destination Downtown Business Coalition \$24,675 annually, to be paid in monthly installments on the 15th of each month beginning January 1, 2023.

Monthly reports demonstrating execution of each service identified in the Scope of Services shall be delivered to the EDA by the 25th of each month prior to payments being made. Monthly reports shall be delivered in the format provided by the EDA.

III. Term

The term of this agreement shall be for a period of one year commencing on the 1st day of January 2023 and terminating on the 31st day of December 2023 and may be extended in one-year increments through mutual agreement by the EDA and the Destination Downtown Business Coalition. The EDA shall determine whether to extend this contract no later than December 15 of the contract year. Either party may terminate this agreement for any reason prior to the listed expiration date upon 30-day advance written notice. In the event either party terminates this agreement before its expiration any fees owed to the Destination Downtown Business Coalition will be prorated through the last day of the 30-day termination period.

IV. Indemnification

To the fullest extent permitted by law, the Destination Downtown Business Coalition 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 Destination Downtown Business Coalition's negligence or the Destination Downtown Business Coalition's failure to perform its obligations under this Agreement.

V. Compliance with Laws

The EDA and the Destination Downtown Business Coalition 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 Destination Downtown Business Coalition is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between EDA and Destination Downtown Business Coalition employees. The Destination Downtown Business Coalition shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. The Destination Downtown Business Coalition 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 Destination Downtown Business Coalition and that it is the Destination Downtown Business Coalition'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.

Destination Downtown Business Coalition

President
Brenda Billman-Arndt
P.O. Box 1216
Brainerd, MN 56401

Brainerd EDA

Chair
Gabe Johnson
501 Laurel Street
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 Destination Downtown Business Coalition 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 Destination Downtown Business Coalition and is binding up on 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 Destination Downtown Business Coalition.

Approved this the ____ day of _____ 2022.

Brainerd Economic Development Authority

Destination Downtown Business Coalition

By: _____

GABE JOHNSON, CHAIR

By: _____

MIKE ANGLAND,
PRESIDENT, BRAINERD RESTORATION

SHARED SERVICES AGREEMENT

This agreement is entered into this 3rd day of February, 2022; between Brainerd Restoration (dba Destination Downtown Business Coalition), a non-profit organization, and the Brainerd Economic Development Authority (EDA), a public body, corporate and politic.

WHEREAS, the EDA issued a Request for Proposals (RFP) for economic development consulting services; and

WHEREAS, the EDA has selected the Destination Downtown Business Coalition (DDBC) to work with downtown Brainerd and Highway 210 business owners and property owners within City of Brainerd corporate limits to develop and implement a robust main street program.

NOW, THEREFORE, IT IS HEREBY AGREED THAT:

I. Scope of Service

On behalf of the EDA, the Destination Downtown Business Coalition will provide the following services, consistent with State law and the directives of the EDA:

- a. 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;
- b. Produce and distribute promotional videos featuring local business owners on a monthly basis;
- c. Conduct 4 classes designed to provide instruction in areas of business operations unique to small and start-up businesses;
- d. Develop a podcast and publish 12 episodes designed to educate small businesses and further build the Brainerd business brand that Brainerd is a great city to own and operate a business in;
- e. Coordinate 4 business owners socials; and,
- f. 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.
- g. Participate in quarterly roundtable discussions with City of Brainerd staff and all other consultants providing services to the EDA.

II. Compensation

In consideration for the services rendered by the City, the EDA shall compensate the Destination Downtown Business Coalition \$23,350 annually, to be paid in monthly installments on the 15th of each month, February through December.

Monthly reports demonstrating execution of each service identified in the Scope of Services shall be delivered to the EDA by the 25th of each month prior to payments being made. Monthly reports shall be delivered in the format provided by the EDA.

III. Term

The term of this agreement shall be for a period of one year commencing on the 3rd day of February 2022 and terminating on the 31st day of December 2022 and may be extended in one-year increments through mutual agreement by the EDA and the Destination Downtown Business Coalition. The EDA shall determine whether to extend this contract no later than December 15 of the contract year. Either party may terminate this agreement for any reason prior to the listed expiration date upon 30-day advance written notice. In the event either party terminates this agreement before its expiration any fees owed to the Destination Downtown Business Coalition will be prorated through the last day of the 30-day termination period.

IV. Indemnification

To the fullest extent permitted by law, the Destination Downtown Business Coalition 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 Destination Downtown Business Coalition's negligence or the Destination Downtown Business Coalition's failure to perform its obligations under this Agreement.

V. Compliance with Laws

The EDA and the Destination Downtown Business Coalition 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 Destination Downtown Business Coalition is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between EDA and Destination Downtown Business Coalition employees. The Destination Downtown Business Coalition shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. The Destination Downtown Business Coalition 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 Destination Downtown Business Coalition and that it is the Destination Downtown Business Coalition'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.

Destination Downtown Business Coalition

President

Brenda Billman-Arndt

P.O. Box 1216

Brainerd, MN 56401

Brainerd EDA

Chair

Gabe Johnson

501 Laurel Street

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 Destination Downtown Business Coalition 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 Destination Downtown Business Coalition 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 Destination Downtown Business Coalition.

Approved this the 25 day of JANUARY 2022.

Brainerd Economic Development Authority

By: 

GABE JOHNSON
CHAIR

Destination Downtown Business Coalition

By: 

MIKE ANGLAND
PRESIDENT, BRAINERD RESTORATION

SHARED SERVICES AGREEMENT

This agreement is entered into this ____ day of _____, 2022; between Swanson Haskamp Consulting, LLC, a private, for-profit organization, and the Brainerd Economic Development Authority (EDA), a public body, corporate and politic.

WHEREAS, the EDA issued a Request for Proposals (RFP) for economic development consulting services; and

WHEREAS, the EDA has selected Swanson Haskamp Consulting, LLC to provide property marketing and development services that develop and implement marketing, advertising, and communications plans to promote property within the city limits for commercial and residential developments, including the solicitation of developers, engagement of private property owners, and partnerships with local real estate agents.

NOW, THEREFORE, IT IS HEREBY AGREED THAT:

I. Scope of Service

On behalf of the EDA, Swanson Haskamp Consulting, LLC will provide the following services, consistent with State law and the directives of the EDA:

- a. Create and maintain an inventory of under-utilized and/or undeveloped property including:
 1. City owned or other publicly owned/government-controlled property.
 2. Identify priority areas for infill; revisit identified Tier 1 properties established in 2022 and add additional areas/properties to meet objectives.
 3. Identify priority greenfield development areas to meet housing goals.
- b. Develop strategy for marketing and promotion for identified properties established as 2023 priority. Strategy includes:
 1. Review high-level proforma to inform marketing strategy.
 2. Prepare concept/general master plans for priority properties (3-5 properties, depending on scale) to be used for promotion and solicitation.
 3. Establish branding and marketing (includes layout, medium, information).
 4. Develop partnerships with local real estate agents and professionals.
 5. Engage identified private property owners on behalf of the EDA who have property prioritized for redevelopment.
- c. Establish relationships with developers on behalf of the EDA. Activities will include:
 1. Proforma refinement and cost input.
 2. Site review/collaboration to determine interest in priority areas.
- d. Participate in quarterly roundtable discussions with the City of Brainerd staff and all other consultants providing services to the EDA.
 1. Develop strategy with other EDA consultants to maintain (electronically) data generated through this process.
 2. Collaborate with other EDA consultants to develop strategy for inventory and promotion of vacant properties (this may include for-sale, space for lease, spaces expected to become available, etc.)

- e. Lead/Participate in one (1) business roundtable. Topic to address growth (location/site/physical building) and future plans in Brainerd.
- f. Attend the regular meeting of the EDA no less than 4 times during the duration of this contract.

II. Compensation

In consideration for the services rendered by the City, the EDA shall compensate Swanson Haskamp Consulting, LLC \$35,000 annually, to be paid in monthly installments on the 15th of each month, January through December.

Monthly reports demonstrating execution of each service identified in the Scope of Services shall be delivered to the EDA by the 25th of each month prior to payments being made. Monthly reports shall be delivered in the format provided by the EDA.

III. Term

The term of this agreement shall be for a period of one year commencing on the 1st day of February 2023 and terminating on the 31st day of December 2023 and may be extended in one-year increments through mutual agreement by the EDA and Swanson Haskamp Consulting, LLC. The EDA shall determine whether to extend this contract no later than December 15 of the contract year. Either party may terminate this agreement for any reason prior to the listed expiration date upon 30-day advance written notice. In the event either party terminates this agreement before its expiration any fees owed to the Swanson Haskamp Consulting, LLC will be prorated through the last day of the 30-day termination period.

IV. Indemnification

To the fullest extent permitted by law, Swanson Haskamp Consulting, LLC 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 Swanson Haskamp Consulting, LLC's negligence or Swanson Haskamp Consulting, LLC's failure to perform its obligations under this Agreement.

V. Compliance with Laws

The EDA and Swanson Haskamp Consulting, LLC 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

Swanson Haskamp Consulting, LLC is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between EDA and Swanson Haskamp Consulting, LLC employees. Swanson Haskamp Consulting, LLC shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. Swanson Haskamp

Consulting, LLC 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 Swanson Haskamp Consulting, LLC and that it is Swanson Haskamp Consulting, LLC'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.

Swanson Haskamp Consulting, LLC

Owner
Jennifer Haskamp
246 S. Albert Street, Suite 2A
St. Paul, MN 55105

Brainerd EDA

Chair
Gabe Johnson
501 Laurel Street
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 Swanson Haskamp Consulting, LLC 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 Swanson Haskamp Consulting, LLC and is binding up on 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 Swanson Haskamp Consulting, LLC.

Approved this the ____ day of _____ 2022.

Brainerd Economic Development Authority

Swanson Haskamp Consulting, LLC

By: _____

By: _____

GABE JOHNSON, CHAIR

JENNIFER HASKAMP, OWNER

SHARED SERVICES AGREEMENT

This agreement is entered into this 3rd day of February 2022; between Swanson Haskamp Consulting, LLC, a private, for-profit organization, and the Brainerd Economic Development Authority (EDA), a public body, corporate and politic.

WHEREAS, the EDA issued a Request for Proposals (RFP) for economic development consulting services; and

WHEREAS, the EDA has selected Swanson Haskamp Consulting, LLC to provide property marketing and development services that develop and implement marketing, advertising, and communications plans to promote property within the city limits for commercial and residential developments, including the solicitation of developers, engagement of private property owners, and partnerships with local real estate agents.

NOW, THEREFORE, IT IS HEREBY AGREED THAT:

I. Scope of Service

On behalf of the EDA, Swanson Haskamp Consulting, LLC will provide the following services, consistent with State law and the directives of the EDA:

- a. Develop and implement marketing, advertising, and communications plan for identified properties within the corporate limits of the City of Brainerd;
- b. Promote property within the corporate limits of the City of Brainerd for commercial development/redevelopment and residential development;
- c. Solicit developers on behalf of the EDA;
- d. Engage identified private property owners on behalf of the EDA who have property prioritized for redevelopment; and,
- e. Develop partnerships with local real estate agents and professionals.
- f. Participate in quarterly roundtable discussions with the City of Brainerd staff and all other consultants providing services to the EDA; and
- g. Attend the regular meeting of the EDA no less than 4 times during the duration of this contract.

II. Compensation

In consideration for the services rendered by the City, the EDA shall compensate Swanson Haskamp Consulting, LLC \$31,900 annually, to be paid in monthly installments on the 15th of each month, February through December.

Monthly reports demonstrating execution of each service identified in the Scope of Services shall be delivered to the EDA by the 25th of each month prior to payments being made. Monthly reports shall be delivered in the format provided by the EDA.

III. Term

The term of this agreement shall be for a period of one year commencing on the 3rd day of February 2022 and terminating on the 31st day of December 2022 and may be extended in one-year increments through mutual agreement by the EDA and Swanson Haskamp Consulting, LLC. The EDA shall determine whether to extend this contract no later than December 15 of the contract year. Either party may terminate this agreement for any reason prior to the listed expiration date upon 30-day advance written notice. In the event either party terminates this agreement before its expiration any fees owed to the Swanson Haskamp Consulting, LLC will be prorated through the last day of the 30-day termination period.

IV. Indemnification

To the fullest extent permitted by law, Swanson Haskamp Consulting, LLC 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 Swanson Haskamp Consulting, LLC's negligence or Swanson Haskamp Consulting, LLC's failure to perform its obligations under this Agreement.

V. Compliance with Laws

The EDA and Swanson Haskamp Consulting, LLC 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

Swanson Haskamp Consulting, LLC is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between EDA and Swanson Haskamp Consulting, LLC employees. Swanson Haskamp Consulting, LLC shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. Swanson Haskamp Consulting, LLC 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 Swanson Haskamp Consulting, LLC and that it is Swanson Haskamp Consulting, LLC'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>Swanson Haskamp Consulting, LLC</i>	<i>Brainerd EDA</i>
Owner	Chair
Jennifer Haskamp	Gabe Johnson
246 S. Albert Street, Suite 2A	501 Laurel Street
St. Paul, MN 55105	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 Swanson Haskamp Consulting, LLC 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 Swanson Haskamp Consulting, LLC 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 Swanson Haskamp Consulting, LLC.

Approved this the 3rd day of February 2022.

Brainerd Economic Development Authority

By: 
GABE JOHNSON
CHAIR

Swanson Haskamp Consulting, LLC

By: _____
JENNIFER HASKAMP
OWNER

SHARED SERVICES AGREEMENT

This agreement is entered into this ____ day of _____, 2022; between Visit Brainerd, a non-profit organization, and the Brainerd Economic Development Authority (EDA), a public body, corporate and politic.

WHEREAS, the EDA issued a Request for Proposals (RFP) for economic development consulting services; and

WHEREAS, the EDA has selected Visit Brainerd to develop and implement marketing, advertising, and communications plans that promote the City of Brainerd as the ideal place to live, work, start or relocated a business, and shop.

NOW, THEREFORE, IT IS HEREBY AGREED THAT:

I. Scope of Service

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

- a. Develop a website;
- b. Assist with creating a marketing strategy;
- c. 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;
- d. 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;
- e. 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;
- f. Participate in quarterly roundtable discussions with City of Brainerd staff and all other consultants providing services to the EDA; and,
- g. Attend the regular meeting of the EDA no less than 4 times during the duration of this contract.

II. Compensation

In consideration for the services rendered by the City, the EDA shall compensate Visit Brainerd \$40,000 annually, to be paid in monthly installments on the 15th of each month, January through December.

Monthly reports demonstrating execution of each service identified in the Scope of Services shall be delivered to the EDA by the 25th of each month prior to payments being made. Monthly reports shall be delivered in the format provided by the EDA.

III. Term

The term of this agreement shall be for a period of one year commencing on the 1st of January 2023 and terminating on the 31st day of December 2023 and may be extended in one-year increments through mutual agreement by the EDA and Visit Brainerd. The EDA shall determine whether to extend this contract no later than December 15 of the contract year. Either party may terminate this agreement for any reason prior to the listed expiration date upon 30-day advance written notice. In the event either party terminates this agreement before its expiration any fees owed to Visit Brainerd will be prorated through the last day of the 30-day termination period.

IV. Indemnification

To the fullest extent permitted by law, Visit Brainerd 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 Visit Brainerd's negligence or Visit Brainerd's failure to perform its obligations under this Agreement.

V. Compliance with Laws

The EDA and Visit Brainerd 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

Visit Brainerd is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between EDA and Visit Brainerd employees. Visit Brainerd shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. Visit Brainerd 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 Visit Brainerd and that it is the Visit Brainerd'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.

Visit Brainerd

Executive Director
Mary Devine Johnson
706 Laurel St.
Brainerd, MN 56401

Brainerd EDA

Chair
Gabe Johnson
501 Laurel Street
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 Visit Brainerd 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 Visit Brainerd and is binding up on 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 Visit Brainerd.

Approved this the ____ day of _____ 2022.

Brainerd Economic Development Authority

Visit Brainerd

By: _____
GABE JOHNSON, CHAIR

By: _____
CHAIR, VISIT BRAINERD BOARD

SHARED SERVICES AGREEMENT

This agreement is entered into this 3rd day of February, 2022; between Visit Brainerd, a non-profit organization, and the Brainerd Economic Development Authority (EDA), a public body, corporate and politic.

WHEREAS, the EDA issued a Request for Proposals (RFP) for economic development consulting services; and

WHEREAS, the EDA has selected Visit Brainerd to develop and implement marketing, advertising, and communications plans that promote the City of Brainerd as the ideal place to live, work, start or relocated a business, and shop.

NOW, THEREFORE, IT IS HEREBY AGREED THAT:

I. Scope of Service

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

- a. 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;
- b. 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;
- c. 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;
- d. 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; and,
- e. 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.
- f. Participate in quarterly roundtable discussions with City of Brainerd staff and all other consultants providing services to the EDA; and,
- g. Attend the regular meeting of the EDA no less than 4 times during the duration of this contract.

II. Compensation

In consideration for the services rendered by the City, the EDA shall compensate Visit Brainerd \$35,250 annually, to be paid in monthly installments on the 15th of each month.

Monthly reports demonstrating execution of each service identified in the Scope of Services shall be delivered to the EDA by the 25th of each month prior to payments being made. Monthly reports shall be delivered in the format provided by the EDA.

III. Term

The term of this agreement shall be for a period of one year commencing on the 3rd day of February 2022 and terminating on the 31st day of December 2022 and may be extended in one-year increments through mutual agreement by the EDA and Visit Brainerd. The EDA shall determine whether to extend this contract no later than December 15 of the contract year. Either party may terminate this agreement for any reason prior to the listed

expiration date upon 30-day advance written notice. In the event either party terminates this agreement before its expiration any fees owed to Visit Brainerd will be prorated through the last day of the 30-day termination period.

IV. Indemnification

To the fullest extent permitted by law, Visit Brainerd 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 Visit Brainerd's negligence or Visit Brainerd's failure to perform its obligations under this Agreement.

V. Compliance with Laws

The EDA and Visit Brainerd 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

Visit Brainerd is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between EDA and Visit Brainerd employees. Visit Brainerd shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. Visit Brainerd 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 Visit Brainerd and that it is the Visit Brainerd'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.

Visit Brainerd

Executive Director

Mary Devine Johnson

706 Laurel St.

Brainerd, MN 56401

Brainerd EDA

Chair

Gabe Johnson

501 Laurel Street

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 Visit Brainerd 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

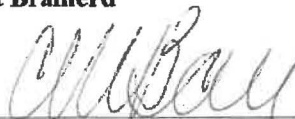
and Visit Brainerd and is binding up on themselves, their heirs, assigns and successors in interest and any alterations, variations, modifications or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the authorized representatives of the EDA and Visit Brainerd.

Approved this the 3rd day of February 2022.

Brainerd Economic Development Authority

By: 
GABE JOHNSON
CHAIR

Visit Brainerd

By:  1/28/22
CHAIR, VISIT BRAINERD BOARD

MEMO



TO: EDA Board of Commissioners

FROM: Connie Hillman, City of Brainerd Finance Director

DATE: November 22, 2022

RE: Adoption of 2023 EDA Budget

Attached you will find the current EDA budget for 2022. The budget assumes fully funding the shared services agreements with the consultants requests for 2023. Staff will be prepared to change these numbers during the meeting should the EDA decide to fund different amounts.

Additionally, the EDA has received the annual request for funding from the Initiative Foundation in the amount of \$5,350. That has been placed in the budget, but Staff is seeking guidance from the EDA as to whether to provide the request to the Initiative Foundation in 2023.

Recommendation: Adopt the budget for 2023 either as presented, or with changes per the Commission's direction.

EDA Fund

	2021		2022	2023	
	Budget	Actual	Amended Budget	Proposed Budget	Difference
Revenues					
Taxes & Penalties					
31010 Current Ad Volorem **	133,789	132,443	145,036	152,861	7,825
31020 Delinquent Current Ad Volorem	-	1,436	-	-	-
	133,789	133,878	145,036	152,861	7,825
Other Revenue					
34102 Developer Application Fee	-	-	-	-	-
36210 Interest Income	400	490	460	460	-
39200 Sale of Land	-	-	-	-	-
	400	490	460	460	-
TOTAL REVENUE	134,189	134,368	145,496	153,321	7,825
Services					
-3300 Professional Services					
City	30,000	30,000	15,000	17,000	2,000
BLAEDC	60,000	60,000	35,000	35,000	-
Legal/Municipal Advisors	5,000	2,264	-	-	-
Visit Brainerd	-	-	35,250	40,000	4,750
Swanson Haskamp	-	-	31,900	35,000	3,100
DDBC	-	-	23,350	24,675	1,325
-3361 Ins. General Lib	150	97	150	91	(59)
-3430 Miscellaneous	5,500	6,307	-	500	500
-3434 Economic Initiatives	30,000	15,000	-	-	-
-3435 Memberships *	5,350	5,350	5,350	5,350	-
	136,000	119,018	146,000	157,616	11,616
-7720 Transfers Out	-	-			
TOTAL EXPENDITURES	136,000	119,018	146,000	157,616	11,616
NET REVENUE OVER EXPEND.	(1,811)	15,351	(504)	(4,295)	(3,791)
Fund Balance Projected		68,772	(877)	67,895	

** Max allowed by state statute

* Initiative Foundation

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



ifound.org

June 5, 2022

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

Dear Mayor Badeaux, City Council and Ms. Bergman,

For 36 years, the Initiative Foundation has focused on building strong local economies, vibrant communities, and a lasting culture of generosity in Central Minnesota. Our grant-making, lending, and programmatic activities support for-profit and nonprofit business growth, empower new entrepreneurs, address workforce shortages, and increase access to quality childcare for the region's workforce.

In Crow Wing County, we have provided a total of \$6,340,520 in grants to support nonprofit organizations and local government projects, as well as \$10,246,864 in business loans to secure 2,050 quality jobs. The Foundation's community and economic development services continue to provide essential resources and supports for local cities, and across Central Minnesota.

Alongside our economic and community development work, we continue to support the region's recovery from the COVID-19 pandemic, responding to ongoing and emerging needs. In 2021, the Foundation secured and then invested into Central Minnesota \$12,600,000 in emergency relief and recovery funds, supporting businesses, nonprofits, childcare providers, and local communities. This funding was sourced from organizations outside of Central Minnesota, and through partnerships with the Minnesota Department of Employment and Economic Development and the Minnesota Department of Education. Much of relief and recovery funding secured in 2021 will continue to be deployed throughout 2022.

Financial contributions from cities and counties increase our capacity to support economic and community development projects. Local contributions also position us to leverage additional resources from sources outside Central Minnesota, generating a substantial return on the investment. For every dollar we raise locally, we reinvest an average of \$3.98 back to the communities we serve in the form of grants, loans, and scholarships.

We respectfully request that you consider allocating \$5,350 to the Initiative Foundation in your 2023 budget.

Please contact us if you have any questions or to request a presentation. We sincerely appreciate your past investment and look forward to your continued support in 2023.

We can present in person or facilitate an online option. If possible, after your budget for 2023 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 2022

**CITY OF BRAINERD
ADMINISTRATION**

The Initiative Foundation is a 501(c)(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.



Powering Possible

Equal opportunity lender, provider and employer.



Initiative Foundation at work in
CROW WING COUNTY

\$4 MILLION

in local donations to the Initiative Foundation.

\$17.5 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



Powering Possible

Return on Investment

For every local dollar contributed, the Initiative
Foundation has invested **\$4.34** back into Crow Wing
County.

Economic Impact

[1986 to present]

- Delivered 1,028 grants totaling **\$6.3 million**
- Awarded 22 scholarships totaling **\$81,750**
- Partnered on 191 loans totaling **\$10.25 million**
- Created or retained **2,049 quality jobs**
- Leveraged **\$79.54 million** in outside capital
- Hosted **23** Partner Funds

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

Brainerd Lakes Area Economic Development Corporation	Music on Main and Highway 210 Revitalization Project
Brainerd Family YMCA	Site Assessment for a Child Care Satellite
The Outreach Program of Brainerd Lakes	Strategic Planning Session for Board of Directors and Staff
City of Baxter	Mississippi River Overlook Master Plan and Community Use Policy
Lakes Area Food Shelf, Inc.	Emergency Relief Grant
Little People Learning Center*	Essential Worker & Child Care Relief
North Country Floral, Inc.**	Small Business Relief Grant

* Indicates Minnesota Department of Education grant administered by the Initiative Foundation.

** Indicates Minnesota Department of Employment and Economic Development grant administered by the Initiative Foundation.

Business Financing Local Ownership, Quality Jobs

AW Enterprises	Manufacturing
Barrett Petfood Innovation	Manufacturing
Crow Wing Food Co-op	Service
Cuyuna Brewing Company	Service

Charitable Funds Activating Generosity

Anderson Brothers Family Fund | Artesian Homes Charitable Fund | Corey Borg-Massanari Foundation | Nancy and Thomas Adams Family Charitable Fund | Cuyuna Lakes Education Foundation | Lake Region Christian School Education Foundation | Patriot Foundation | Pillager Education Foundation | The Lakes Area Medical Development Fund | Betty Ford Menzel Scholarship Fund | Irene Myres Memorial Endowed Scholarship Fund | Madden's Pine Beach Scholarship Fund | National Loon Center Project Fund | Pillager Scholarship Fund | Brainerd Public Schools Foundation Early Childhood Fund | Bridges Manufacturing Workforce Development Fund | Gull Chain Preservation Endowment Fund | Land and Waters Preservation Trust | Salem Lutheran Church Outreach Fund | Greater Pequot Lakes Community Foundation | Lake Region Conservation Club | CWEPA Fund | Childcare & Early Childhood Education Fund

Nonprofit Assistance Helping Organizations Thrive

Bridges of Hope	Executive Roundtable
Crossing Arts Alliance	Executive Roundtable
Kinship Partners, Inc.	Nonprofit Academy & Fundraising School
Northland Arboretum	Nonprofit Academy
Region 5 Children's Museum	Nonprofit Academy & Fundraising School

Community Action The Power of Partnership

→ A new warming shelter in Brainerd is providing a safe place to sleep and a roof overhead for those experiencing

homelessness. Crow Wing County, several churches and nonprofits, including the Initiative Foundation and Sourcewell, came

together to support the warming shelter, coordinated by Bridges of Hope. The shelter offers space for 20 people.



2023 Budget Confirmation

Please indicate below your city council's decision regarding support for the Initiative Foundation in 2023 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 2023 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 2023.

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.

Brainerd Economic Development Authority

2023 Meeting Schedule

February 2nd, 2023

April 6th, 2023

June 8th, 2023

August 3rd, 2023

October 5th, 2023

December 7th, 2023

Meetings are held at 7:30 a.m. in the Brainerd City Council Chambers, 501 Laurel St

Any individual needing special accommodations please call 218-828-2307.

To: EDA Board of Commissioners
From: Eric Charpentier, Executive Director
Date: November 22nd, 2022
Re: Brainerd HRA Update

General Agency Update

I will be attending a Central Minnesota Housing Summit on Tuesday and Wednesday December 5th and 6th that is being hosted by the Minnesota Housing Partnership. There will be speakers from across the region talking about housing development, affordable housing needs and local solutions that have been impactful. This will be a good opportunity to meet other regional and statewide housing officials from the Minnesota Housing Finance Agency, Minnesota Housing Partnership, Greater Minnesota Housing Fund and others throughout the state that are working hard to find housing solutions statewide. I will also be part of a local housing solutions panel and will be talking about our local housing trust fund and the programs that we offer.

We continue to work with the city and with the developer that purchased the former Thrifty building downtown. We are working with an engineering firm to review the deficiencies of the building as the developer is continuing to explore their options for a redevelopment footprint and what a potential project might look like. We anticipate getting that information to the developer within the next 1-2 weeks to help continue the process for this project.