



ECONOMIC DEVELOPMENT AUTHORITY AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Thursday, August 3, 2023 @ 7:30 AM

The public is invited to attend these meetings in person

Meetings are broadcast on CTC ch 8, Charter ch 181, YouTube, AppleTV, Roku, and Amazon FireTV

1. **Call To Order**

2. **Roll Call**

___K. Bevans ___T. Bieser ___J. Grecula ___G. Johnson ___M. Kirsch ___M. O'Day ___K. Yeager

3. **Pledge of Allegiance**

4. **Approval Of Agenda - Voice Vote**

5. **Consent Calendar**

NOTICE TO PUBLIC - all matters listed are considered routine by the Board 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 Board votes on the motion to be ADOPTED BY ROLL CALL

A. **Approval of Minutes**

B. **Financial Report**

C. **Swanson Haskamp Report**

D. **DDBC Report**

E. **Visit Brainerd Report**

F. **BLAEDC Report**

6. **Unfinished Business**

7. **New Business**

A. **Update by DDBC**

B. **Update on YMCA Childcare Facility**

C. **Set the 2024 Preliminary EDA Tax Levy Request**

- D. **Update on Framework Progress**
- E. **Set Workshop for Website Review and Discussion of EDA Vision**
- 8. **Staff Reports**
(Verbal: Any Updates since Packet)
- 9. **Commission Member Reports**
- 10. **Adjourn**

Visit the City's Website at www.ci.brainerd.mn.us

MISSION

"Provide high quality, cost effective public services and leadership in creating a sustainable city"

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY
Thursday, June 8th, 2022, 7:30 a.m.
City Hall Council Chambers

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

Upon roll call Commissioners Kelly Bevans, Toni Bieser, Justin Grecula, Gabe Johnson, Marie Kirsch, Mike O'Day, and Kevin Yeager, were noted as present. Also, present were Executive Director Bergman, Finance Director Hillman, Community Development Director Kramvik, and HRA Director Charpentier. Consultants present were Jennifer Haskamp and Tyler Glynn.

Approval of Agenda

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE AGENDA WITH MOVING NEW BUSINESS BEFORE OLD BUSINESS TO ACCOMMODATE ONLINE PARTICIPANTS.

Consent Calendar

Approval of Minutes

Financial Report

DDBC Report

Swanson-Haskamp Consulting Report

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

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

New Business

Discuss Marketable Property Web Page Design by Swanson-Haskamp

Jennifer Haskamp, Swanson-Haskamp Consulting gave an overview of the website developed to promote properties identified as a priority by the EDA. She requested feedback on the website before the website goes "live" and requested to allow the website to go live. At the next consultants meeting they will talk about how the website will be utilized.

Commissioner Bieser stated that she likes how the website is laid out. She requested a "how to do business" link. She asked how often the website would be updated.

Ms. Haskamp stated that once the website is integrated into a website, SHC will update the City with the information needed to be updated. Currently, SHC is hosting the website in order to launch it.

Commissioner Kirsch stated that the website is engaging. For branding purposes, she is wondering if developers will know what to search for to find the information.

Ms. Haskamp stated that the website is easily searchable. Once the overall website is established, answers to how it will be found can be answered.

Commissioner O'Day stated that the website should go live quickly, the link can be put on the City website for now. He also stated that some of our industrial lots do not have a price, this is something that is important.

Chair Yeager requested that the "contact us" should include a schedule a call/conversation section, he has included this with his personal website and has gotten great feedback on it. He talked about "search engine optimization" once the full website is established.

Ms. Haskamp stated that the key piece to organic visits is to keep content fresh and consultants will be able to provide information readily. She requested that the EDA approve the one sheet property pages and approve

Chair Yeager stated that he agrees as websites are living, breathing things that are constantly updated.

MOVED AND SECONDED BY COMMISSIONERS JOHNSON AND BEVANS, DULY CARRIED, TO "GO LIVE" WITH THE WEBSITE.

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

Consider VCV Revised Construction Plans for the Industrial Park Lots

Community Development Director Kramvik stated The EDA approved staff to convey the lots to VCV at the September 1st meeting. A requirement for the conveyance of the property included the Authority approving the Construction Plans for the minimum improvements. As part of the purchase agreement, any changes to the Construction Plans would have to be approved by the EDA. VCV originally proposed plans for both industrial park properties and included site plans for an office building, off-street parking, multiple storage containers that house crypto mining machines, and accessory cooling towers. VCV has worked with staff on a redesign for 1911 Thiesse Dr. which includes office space, off street parking, and warehousing space. The proposed use is permitted in the GI District and the site design adheres to the requirements of the Zoning Code.

Commissioner Johnson asked about the condition of exterior building materials in the Industrial Park. Whether the Planning Commission reviewed the requirement for metal panels not encompassing more than 50% of the street side facade.

Community Development Director Kramvik stated that Planning Commission did review this portion of the Zoning Code and confirmed that no more than 50% of street side facades should be metal. The façade can be alternate materials, does not have to be stonework.

Commissioner Bieser asked about the noise level of the machines.

Commissioner Johnson asked about the decibel level from the property lines.

Commissioner O'Day stated that this design is much better than the original.

Jerry Tang, VCV, stated that the noise level will be much lower than the original container design. The fans will be contained inside in the new design. You should not be able to hear humming outside of the building. The decibel level should be about 40 decibels.

MOVED AND SECONDED BY COMMISSIONERS JOHNSON AND BIESER, DULY CARRIED, THE CONSTRUCTION PLANS FOR 1911 THIESSE DRIVE, LOT 1 BLOCK 2 BRAINERD INDUSTRIAL PARK FIRST ADDITION.

Old Business

Consider Reallocation of DEED Mainstreet Revitalization Grant

Community Development Director Kramvik stated that the subcommittee met to discuss reallocation of DEED funds, Brainerd Restoration and Big Jay's requested a change in scope and the subcommittee recommended that the remaining funds be allocated to 416 S 6th Street LLC.

Commissioner Kirsch asked whether the S 6th Street project had been notified.

Community Development Director Kramvik stated that staff had proposed two projects to the subcommittee to reallocate the funds. The projects have already been completed.

MOVED AND SECONDED BY COMMISSIONERS O'DAY AND BIESER, DULY CARRIED, TO APPROVE BRAINERD RESTORATIONS REVISED PROJECT AT THE ORIGINAL FUNDING AMOUNT OF \$3,366.00, FUNDING \$15,000 TO BIG JAY'S PIZZA AT 215 S 7TH ST., AND FUNDING \$70,117 TO 416 S 6TH STREET LLC.

Update on Framework Progress

Community Development Director Kramvik gave an overview of the progress made by consultants in the second quarter. The consultants will schedule a meeting prior to the August EDA meeting to continue to work toward the 2023 goals. Staff recommends that business retention interview funding be discussed at the workshop as well as the Westwood Mobile Home park.

Staff Reports

HRA Director Charpentier stated that there was a joint workshop held on May 30th to discuss the potential for a Redevelopment TIF District at the corner of S 8th Street and Laurel Street. The loan grant for Habitat for Humanity is on the agenda for the HRA board for June. The HRA submitted a grant application for the Small Cities Development Program on behalf of the City, should receive information in July. Dolly Matten with the Greater Lakes Association of REALTORS has received a grant to consult with Counsel of Realtors to analyze areas in Crow Wing County, the City of Brainerd will be one of the areas, Commissioners may be asked to be interviewed by the group.

Community Development Director Kramvik stated that at the next Planning Commission meeting, Country Manor is applying for a Planned Unit Development and rezoning, the YMCA is applying for an Conditional Use Permit.

Executive Director Bergman stated that the City of Brainerd has received a purchase agreement from Just for Krypto for an Industrial Park lot. Staff has not had time to review yet and is requesting a special meeting to discuss the potential sale.

Commissioner Comments/Questions

Commissioner Johnson stated that the HRA has an abundance of money, about \$500,000, to spend on bettering Brainerd if the EDA has any ideas.

Commissioner Kirsch stated that the DDBC received their classification from Mainstreet America, they will be scheduling a meeting with program staff to come to Brainerd at the end of August.

Commissioner O'Day stated that the HRA should consider projects along Highway 210 during the reconstruction.

Adjourn

MOVED AND SECONDED BY COMMISSIONERS JOHNSON AND BEVANS, DULY CARRIED, TO ADJOURN THE MEETING.

The Authority adjourned at 8:25 a.m.

Secretary/Treasurer

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY
Wednesday, June 28th, 2022, 5:00 p.m.
City Hall Council Chambers

Pursuant to due call and notice thereof, President Yeager called the workshop of the Brainerd Economic Development Authority to order at 5:00 p.m.

Upon roll call Commissioners Kelly Bevans, Toni Bieser, Justin Grecula, Gabe Johnson, Marie Kirsch, Mike O'Day, and Kevin Yeager, were noted as present. Also, present were Executive Director Bergman and Community Development Director Kramvik.

Discussion on Programs of Funding for Businesses Based on BLAEDC's BR&E Visits

Community Development Director Kramvik gave an overview of the business retention interviews that were conducted by BLAEDC and will be conducted by City Staff this summer. He stated that staff would like to have discussion on funding or incentive programs for new and existing businesses. He reviewed the potential considerations for new programs.

Waiving all SAC & WAC, Park Dedication, and Building Permit Fees up to \$150,000

Commissioner O'Day stated that to him it makes more sense to incentivize single family units in TN-1 and multi family units in TN-2.

Commissioner Johnson asked how many units could be built by right in TN-1.

Community Development Director Kramvik stated that if parking can be supported, you can go up to 4 units in a TN-1 district by permitted use. This is for new construction only.

Commission discussion took place.

Commissioner Johnson stated that he believes the permit fees should be waived up to \$250,000 as costs have increased dramatically.

Chair Yeager asked why the EDA wants to incentivize building. If it's tax base, the City should play the long game and waive all fees.

Commissioner O'Day stated that it is tax base.

Commissioner Bieser stated that having quality employees will eventually build up the tax base.

Offer Grants to Business Owners Remodeling Façade Elements up to \$2,500

Community Development Director Kramvik stated that with the excess in EDA budget of about \$10,000 you could fund a couple of façade improvements per year.

Commissioner Grecula stated that a program like this could really improve the look and feel of the City.

Commissioner Kirsch stated that in today's dollars, \$2,500 for a project is not enough.

Chair Yeager stated that he'd use the excess to advertise free SAC & WAC fees for new construction.

Commissioner Johnson asked about the local income to fund projects, could some of this fund be used for revolving loan programs.

Executive Director Bergman gave an overview of the potential funds to be used for programs.

Commission discussion took place.

Allison Medeck stated that there are also funds in the Unified Fund to fund gap loans.

Commissioner Bevans stated that we should advertise that the City of Brainerd businesses have access to applying for gap loans.

Commissioner O'Day stated that we should find out what will make the biggest impact for a period of time.

Allow for Mixed-Use Development Along Commercial Corridor

Commissioner O'Day stated that there would be great opportunities large complex apartments along Washington Street in commercial corridors.

Community Development Director Kramvik stated that the Zoning Code could be amended to similar regulations as the Main Street District that in the Commercial Corridor District.

Commission Yeager stated that along with that, waiving SAC & WAC, Building Permit fees, and Park Dedication fees.

Commissioner Johnson stated that we should make sure that Washington Street could support doubling volume.

Staff BRE Interviews

Community Development Director Kramvik stated that staff will be conducting ten interviews.

Commissioner Bieser asked how and where the interviews would be conducted. She wants to make sure that the EDA widens its net.

Community Development Director Kramvik stated that staff would not focus on Highway 210 as that is where BLAEDC is focusing. He also stated that they are looking at multiple use and multiple sizes of businesses. EDA Members could attend these interviews. He will send out the list of meetings with the businesses once it is compiled to invite EDA Commissioners to the interviews.

Commissioner Bieser asked what the next steps are and how the programs will be marketed. She suggested inviting local media.

Community Development Director Kramvik stated that next steps for programs include drafting a policy to review for the incentives. Marketing strategies can be discussed further as well. This could be part of the consultant goals.

Discussion on Westwood Mobile Home Park

Community Development Director Kramvik stated The property is not currently listed for sale, but the property owners have been approached by interested parties about the sale of the property. Potential buyers have been interested in this property remaining a mobile home park. The property's legal non-conforming status is the primary question asked of Staff. He gave an overview of the process

to convert the property including the Minnesota Manufactured Home Relocation Trust Fund and City Code 435. He recommends removing Section 435 of the City Code – Manufactured Home Park Closings and relying on State Statutes and the Minnesota Manufactured Home Relocation Trust Fund.

Commissioner Bieser asked if we relied on the Minnesota Manufactured Home Relocation law, what would happen to those whose homes could not be moved. Those residents wouldn't be able to purchase a new home and would become homeless. She asked whether we could assess each of the trailers for movability.

Community Development Director Kramvik stated that as these homes age more, the property maintenance will become more difficult.

Commission discussion took place.

Executive Director Bergman stated that staff can look into the standards of expanding existing parks or creating new ones.

Commissioner Johnson stated that the City should keep exploring options of places to move.

Michael Duval, 468 Tyrol Dr, stated that it would be a missed opportunity to not prove the weatherization of homes when moving them. He commented that he hopes that a large residential element be a part of the potential future development of the property. He stated that a TIF model may work well for this site. You could temporarily relocate people and reserve space in the future building.

Commissioner Grecula stated that at previous meetings most commissioners agreed that an apartment building would be what is pictured there. He suggested that the HRA could look into redeveloping the property instead of the EDA.

Chair Yeager stated that maybe incentivizing the current owner to find new locations could be effective. Before the EDA can move any farther, moving people in a way that does not make them homeless has to be the focus.

Adjourn

The Authority adjourned at 6:25 p.m.

Secretary/Treasurer

Financial Report for EDA

As of June 30, 2023

	Cash & Investments	Receivable Balance	Deferred Loans (as of 12/31/22) **	Awarded Grants
General Funds:				
EDA Fund - #295	\$ 73,987	\$ -	\$ -	\$ -
Total	\$ 73,987	\$ -	\$ -	\$ -
CDBG (Housing/Commerical (Slum & Blight/Federal Objective)):				
Downtown - #298	\$ 64,681	\$ 5,760	\$ 359,515	\$ -
SE Brainerd - #215	52,316	-	149,924	-
NE Brainerd - #218	-	-	223,090	-
Willows Project - #209	-	-	47,286	-
Old Housing - #209	3,358	-	-	-
Local Income - #275	78,359	13,617	11,850	-
Total	\$ 198,715	\$ 19,377	\$ 791,666	\$ -
Federal & State MIF (Commerical (Jobs)):				
Commerical - #210 ^^^	\$ -	\$ 646,427	\$ -	\$ -
Federal MIF - #296	18,568	-	-	-
Total	\$ 18,568	\$ 646,427	\$ -	\$ -
Grand Total	\$ 291,270	\$ 665,804	\$ 791,666	\$ -

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

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

Fund 295 EDA FUND

GL Number	Description	PERIOD ENDED 06/30/2022	PERIOD ENDED 06/30/2023
*** Assets ***			
295-0000-10100	CASH	106,908.03	73,986.62
295-0000-10700	DELINQUENT TAX RECEIVABLE	6,578.78	6,467.34
295-0000-16160	FA-LAND HELD FOR RESALE	488,252.22	460,396.74
Total Assets		601,739.03	540,850.70
*** Liabilities ***			
295-0000-20600	DEPOSITS PAYABLE	11,723.00	9,324.00
295-0000-22200	DEFERRED REVENUE	488,252.22	460,396.74
295-0000-22210	DEFERRED TAXES RECEIVABLE	4,431.78	4,202.29
Total Liabilities		504,407.00	473,923.03
*** Fund Balance ***			
295-0000-28900	FUND BALANCE/EQUITY ACCT	68,771.70	69,279.63
Total Fund Balance		68,771.70	69,279.63
Beginning Fund Balance		68,771.70	69,279.63
Net of Revenues VS Expenditures		28,560.33	(2,351.96)
Ending Fund Balance		97,332.03	66,927.67
Total Liabilities And Fund Balance		601,739.03	540,850.70

PERIOD ENDING 06/30/2023

		ACTIVITY FOR		YTD BALANCE	
		2023 MONTH 06/30/2023	06/30/2023		% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	CREASE (DECREASE) NORMAL	(ABNORMAL)	USED
Fund 295 - EDA FUND					
Function: Unclassified					
Dept 0000					
Revenues					
TAXES & PENALTIES					
295-0000-31010	CURRENT AD VALOREM	152,861.00	57,869.08	60,018.41	39.26
295-0000-31020	DELINQUENT AD VALOREM	0.00	577.53	693.25	100.00
TAXES & PENALTIES		152,861.00	58,446.61	60,711.66	39.72
OTHER REVENUE					
295-0000-36210	INTEREST INCOME	460.00	381.52	381.52	82.94
OTHER REVENUE		460.00	381.52	381.52	82.94
OTHER FINANCING SOURCES					
295-0000-39101	SALE OF ASSETS	0.00	0.00	227,815.00	100.00
OTHER FINANCING SOURCES		0.00	0.00	227,815.00	100.00
TOTAL REVENUES		153,321.00	58,828.13	288,908.18	188.43
Net - Dept 0000		153,321.00	58,828.13	288,908.18	
Dept 6510 - ECONOMIC DEVELOPMENT AUTH					
Expenditures					
SERVICES					
295-6510-43300	PROFESSIONAL SERVICES	137,000.00	11,492.44	57,969.78	42.31
295-6510-43350	PRINTING/LEGAL PUBLICATION	0.00	0.00	12.96	100.00
295-6510-43361	INS - GENERAL LIABILITY	91.00	0.00	87.40	96.04
295-6510-43430	MISCELLANEOUS	10,880.00	0.00	25.00	0.23
295-6510-43435	BOOKS/PAMPHLETS/DUES	5,350.00	0.00	5,350.00	100.00
SERVICES		153,321.00	11,492.44	63,445.14	41.38
TOTAL EXPENDITURES		153,321.00	11,492.44	63,445.14	41.38
Net - Dept 6510 - ECONOMIC DEVELOPMENT AUTH		(153,321.00)	(11,492.44)	(63,445.14)	
Dept 9300 - TRANSFERS OUT					
Expenditures					
OTHER FINANCING USES					
295-9300-47720	TRANSFERS OUT	0.00	0.00	227,815.00	100.00
OTHER FINANCING USES		0.00	0.00	227,815.00	100.00
TOTAL EXPENDITURES		0.00	0.00	227,815.00	100.00
Net - Dept 9300 - TRANSFERS OUT		0.00	0.00	(227,815.00)	
Total - Function Unclassified		0.00	47,335.69	(2,351.96)	100.00
TOTAL REVENUES		153,321.00	58,828.13	288,908.18	188.43
TOTAL EXPENDITURES		153,321.00	11,492.44	291,260.14	189.97
NET OF REVENUES & EXPENDITURES		0.00	47,335.69	(2,351.96)	100.00

07/27/2023 08:29 AM
User: chillman
DB: Brainerd

CHECK DISBURSEMENT REPORT FOR CITY OF BRAINERD
CHECK DATE FROM 05/01/2023 - 06/30/2023

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 295 EDA FUND								
05/03/2023	BB	95713	APR 2023	BRAINERD LAKES AREA DEV C	PROFESSIONAL SERVICES	43300	6510	2,916.67
05/03/2023	BB	95723	APR 2023	DESTINATION DOWNTOWN BRAINERD	PROFESSIONAL SERVICES	43300	6510	909.09
05/03/2023	BB	95737	13012	INITIATIVE FOUNDATION	BOOKS/PAMPHLETS/DUES	43435	6510	5,350.00
05/03/2023	BB	95741	174078/EDA	KENNEDY & GRAVEN	DEPOSITS PAYABLE	20600	0000	13.50
05/03/2023	BB	95769	APR 2023	SWANSON HASKAMP CONSULTING	PROFESSIONAL SERVICES	43300	6510	2,916.67
05/03/2023	BB	95771	APR 2023	VISIT BRAINERD	PROFESSIONAL SERVICES	43300	6510	3,333.34
05/03/2023	BB	95773	12616	WINNERS TROPHY	MISCELLANEOUS	43430	6510	25.00
05/17/2023	BB	95872	40001339/2ND 2023	LEAGUE MN CITIES INS TRUS	INS - GENERAL LIABILITY	43361	6510	36.45
06/07/2023	BB	95968	MAY 23	BRAINERD LAKES AREA DEV C	PROFESSIONAL SERVICES	43300	6510	2,916.67
06/07/2023	BB	95988	MAY 2023	DESTINATION DOWNTOWN BRAINERD	PROFESSIONAL SERVICES	43300	6510	909.09
06/07/2023	BB	96037	MAY 2023	SWANSON HASKAMP CONSULTING	PROFESSIONAL SERVICES	43300	6510	2,916.67
06/07/2023	BB	96039	MAY 2023	VISIT BRAINERD	PROFESSIONAL SERVICES	43300	6510	3,333.34
Total for fund 295 EDA FUND								25,576.49

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 295 EDA FUND							
Assets							
05/01/2023			295-0000-10100 CASH		BEG. BALANCE		43,568.32
05/31/2023	GJ	JE	TO RECORD SERVICES TO EDA PER BUDGET	1735		1,416.67	42,151.65
06/21/2023	GJ	JE	TO RECEIPT IN TAX SETTLEMENT	1750	58,446.61		100,598.26
06/30/2023	GJ	JE	TO RECORD SERVICES TO EDA PER BUDGET	1761		1,416.67	99,181.59
06/30/2023	GJ	JE	TO ALLOCATE FIRST QTR INTEREST	1765	381.52		99,563.11
06/30/2023			295-0000-10100	END BALANCE	58,828.13	2,833.34	99,563.11
05/01/2023			295-0000-10700 DELINQUENT TAX RECEIVABLE		BEG. BALANCE		6,467.34
06/30/2023			295-0000-10700	END BALANCE	0.00	0.00	6,467.34
05/01/2023			295-0000-16160 FA-LAND HELD FOR RESALE		BEG. BALANCE		460,396.74
06/30/2023			295-0000-16160	END BALANCE	0.00	0.00	460,396.74
TOTAL Assets					58,828.13	2,833.34	566,427.19
Liabilities							
05/01/2023			295-0000-20600 DEPOSITS PAYABLE		BEG. BALANCE		(9,337.50)
06/30/2023			295-0000-20600	END BALANCE	0.00	0.00	(9,337.50)
05/01/2023			295-0000-22200 DEFERRED REVENUE		BEG. BALANCE		(460,396.74)
06/30/2023			295-0000-22200	END BALANCE	0.00	0.00	(460,396.74)
05/01/2023			295-0000-22210 DEFERRED TAXES RECEIVABLE		BEG. BALANCE		(4,202.29)
06/30/2023			295-0000-22210	END BALANCE	0.00	0.00	(4,202.29)
TOTAL Liabilities							(473,936.53)
Revenues							
05/01/2023			295-0000-31010 CURRENT AD VALOREM		BEG. BALANCE		(2,149.33)
06/21/2023	GJ	JE	TO RECEIPT IN TAX SETTLEMENT	1750		57,869.08	(60,018.41)
06/30/2023			295-0000-31010	END BALANCE	0.00	57,869.08	(60,018.41)
05/01/2023			295-0000-31020 DELINQUENT AD VALOREM		BEG. BALANCE		(115.72)
06/21/2023	GJ	JE	TO RECEIPT IN TAX SETTLEMENT	1750		577.53	(693.25)
06/30/2023			295-0000-31020	END BALANCE	0.00	577.53	(693.25)
05/01/2023			295-0000-36210 INTEREST INCOME		BEG. BALANCE		0.00
06/30/2023	GJ	JE	TO ALLOCATE FIRST QTR INTEREST	1765		381.52	(381.52)
06/30/2023			295-0000-36210	END BALANCE	0.00	381.52	(381.52)
05/01/2023			295-0000-39101 SALE OF ASSETS		BEG. BALANCE		(227,815.00)
06/30/2023			295-0000-39101	END BALANCE	0.00	0.00	(227,815.00)
TOTAL Revenues						58,828.13	(288,908.18)
Expenditures							
05/01/2023			295-6510-43300 PROFESSIONAL SERVICES		BEG. BALANCE		34,984.90
05/31/2023	GJ	JE	TO RECORD SERVICES TO EDA PER BUDGET	1735	1,416.67		36,401.57
06/30/2023	GJ	JE	TO RECORD SERVICES TO EDA PER BUDGET	1761	1,416.67		37,818.24
06/30/2023			295-6510-43300	END BALANCE	2,833.34	0.00	37,818.24
05/01/2023			295-6510-43350 PRINTING/LEGAL PUBLICATION		BEG. BALANCE		12.96
06/30/2023			295-6510-43350	END BALANCE	0.00	0.00	12.96
05/01/2023			295-6510-43361 INS - GENERAL LIABILITY		BEG. BALANCE		50.95
06/30/2023			295-6510-43361	END BALANCE	0.00	0.00	50.95
05/01/2023			295-9300-47720 TRANSFERS OUT		BEG. BALANCE		227,815.00
06/30/2023			295-9300-47720	END BALANCE	0.00	0.00	227,815.00
TOTAL Expenditures					2,833.34		265,697.15
TOTAL FOR FUND 295 EDA FUND					61,661.47	61,661.47	69,279.63

City of Brainerd
Economic Development Authority
Scope of Services Monthly Report

Date: July 25, 2023
From: Jennifer Haskamp, SHC
RE: Activities performed through July 2023

Overview of Monthly Activities:

SHC has been working to update the website with individual property listings. This effort will continue until all priority sites have been updated/included on the site. We have been working with staff to begin evaluating under-utilities properties based on a set of key metrics. SHC attended the quarterly consultant meeting on July 11, 2023 and we discussed beginning concept planning for the priority industrial properties. SHC is scheduled to attend and/or participate with the NAR Counselors of Real Estate in early August, and continues to work with staff on preparation for the session.

Activities by Scope Task:

SCOPE	TASK
a.	Create and maintain an inventory of under-utilized and/or undeveloped property.
	SHC Activities: • Draft metrics identified for discussion to support preliminary mapping efforts. • Continued work with staff to establish list; preliminary priority identification planned in Q3 – note, some revisions to metrics may be included based on potential Washington zoning adjustments. (Staff planned to discuss with Planning Commission prior to any changes being made to metrics and/or evaluation).
b.	Develop strategy for marketing and promotion for identified properties established in 2023 priority.
	SHC Activities: • Presented draft website to EDA for comments. • Launched – available to public • Coordinating and discussing how and where the website will be housed in the interim until a full EDA website is launched in the 2nd half of 2023 or early 2024.
c.	Establish relationship with developers on behalf of the EDA.
	SHC Activities:
d.	Participate in quarterly roundtable discussions with the City of Brainerd Staff and all other consultants.

	SHC Activities: • Attended meeting on July 11, 2023
e.	Lead/Participate in one (1) business roundtable. Topic to address growth (location/site/physical building) and future plans in Brainerd.
	SHC Activities: • Working with BLAEDC to prepare preliminary survey and identify date for round table.
f.	Attend regular meetings of the EDA (minimum of four meetings.)
	SHC Activities:

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

Report Date: July 25th, 2023

1. Produce promotional videos featuring local business owners.

Update: No update.

2. Host 4 business owner networking events.

Update: Hosting the next business owners social at the Parlor on Wednesday July 26th. The last one for 2023 will take place on October 25th.

3. Main Street Programming

- a. Mainstreet America Affiliate Membership**
- b. Organize/Host Kickoff Meeting with Main Street America/Rethos Staff**
- c. Attend Educational Events/Classes to Support a Main Street Program**
- d. Main Street Events**

Update:

- a. No update, membership has been established.
- b. We will be welcoming Emily from Rethos (Minnesota Main Street) on Monday August 28th. Time has not been established yet. Planning will be taking place beginning of August. Below is a general agenda.

A half day (4 hours) visit:

- 90mins-2 hours for a tour
 - 45 minute public meeting
 - 45 minute board/Main Street leadership meeting
- c. No update.
- d. 1. The monthly business showcase occurred on July 20th and included Fancy Pants Chocolates and Dragon Forge games.

2. Committees are starting to be formed to plan Spooktacular, Small Business Saturday, and Hometown Holiday events taking place in October, November and December.

4. Participate in quarterly consultant meetings.

Update: Mary attended this past consultant meeting on July 11th on behalf of the DDBC.

5. Other Misc. Updates

Update: No update.

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

Report Date: 7/26/2023

a. Develop website.

Update: In progress. I will have a check-in meeting with the website consultant at the end of July and expect to request a workshop with the EDA for the end of August or early September.

b. Develop a branding package including a slogan and logo.

Update: In progress. I will have a check-in meeting with the website consultant at the end of July and expect to request a workshop with the EDA for the end of August or early September.

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.

Update: Ads running in IQ magazine; rest TBD>

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.

Update: In progress; running ads in August.

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.

Update: Nothing to report currently.

f. Participate in quarterly roundtable discussions with City of Brainerd staff and all other consultants providing services to the EDA

Update: Attended consultants meeting on July 11.

-
- g. Attend the regular meeting of the EDA no less than 4 times during the duration of this contract.**

Update: Attended the following meetings:

- February 2023
- April 2023

MEMO



TO: EDA Board of Commissioners

FROM: James Kramvik, Community Development Director

PRESENTOR: Shane Riffle

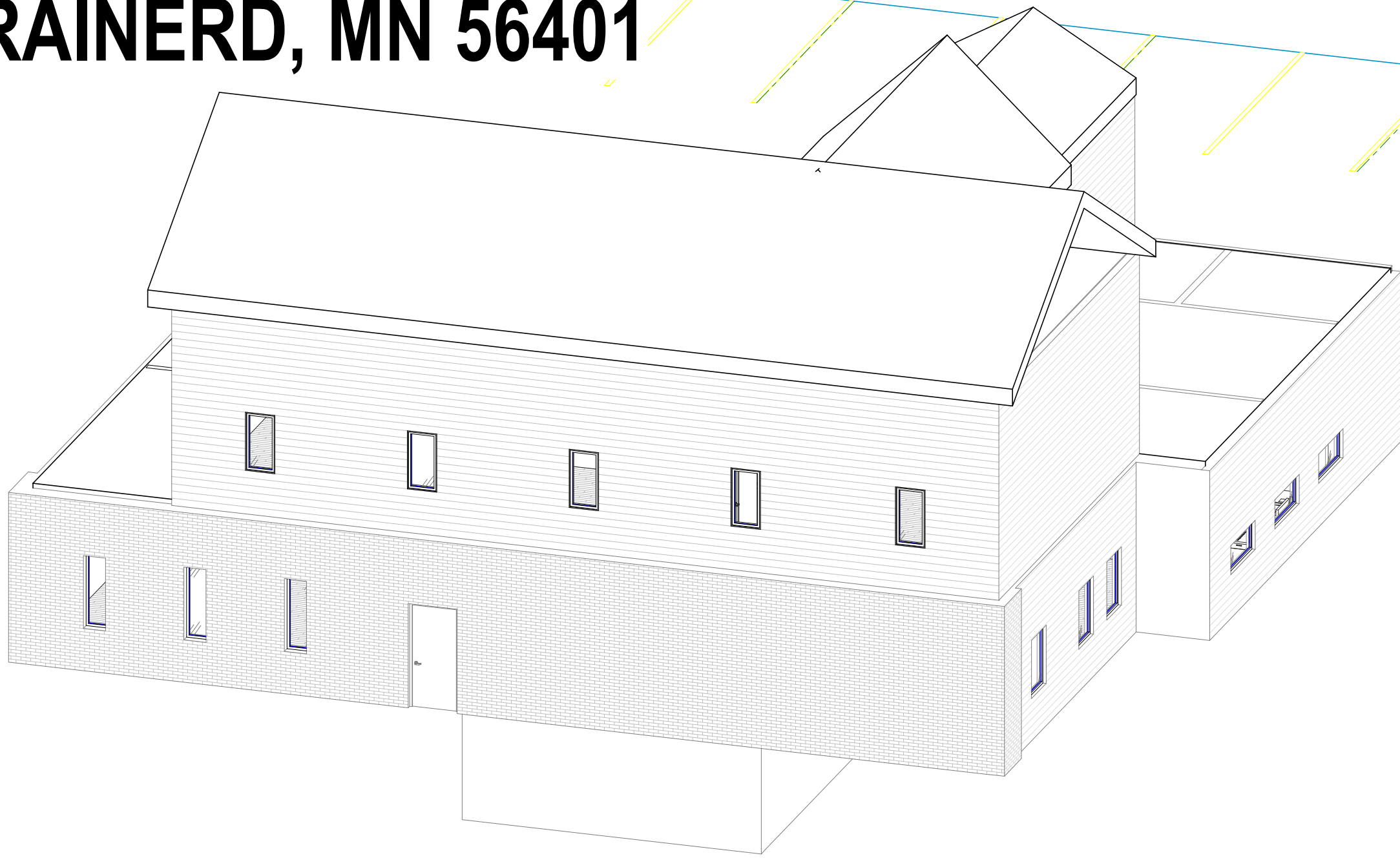
DATE: August 3rd, 2023

RE: Update on YMCA Childcare Facility

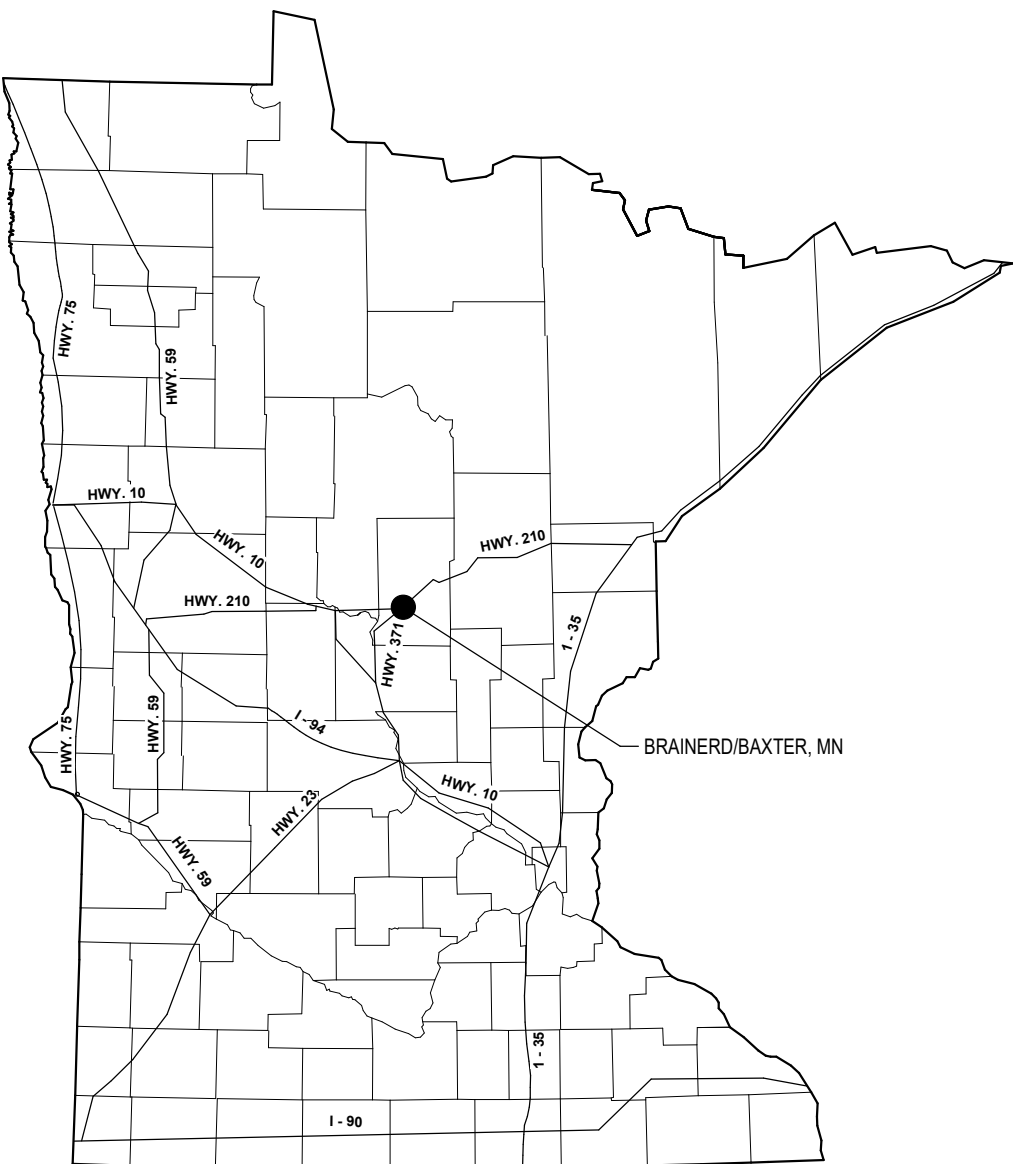
Shane Riffle, CEO of the Brainerd Family YMCA, will provide an update and expected timeline for the childcare project located at 703 Oak St. The immediate plan is to provide services for 24 infants and 42 toddlers through a staff of 12 teachers, 2 part-time employees, and 1 administrative leader. For outdoor play, the proposed daycare facility will transport the kids across Oak Street to the YMCA playground that is located at 602 Oak Street. The proposed daycare facility will have (26) twenty-six total off-street parking spaces with an off-street loading zone that can accommodate 10 to 12 vehicles for parent drop-off and pickup.

The EDA approved the YMCA childcare facility to receive \$100,000 in grant money from the DEED Mainstreet Revitalization Program. The Brainerd City Council approved the Conditional Use Permit for the proposed childcare facility at their regularly scheduled meeting on July 3rd and did not impose any extra conditions.

YMCA DAYCARE CENTER
BRAINERD FAMILY YMCA
703 OAK STREET, BRAINERD, MN 56401



SHEET INDEX	
SHEET NAME	
GENERAL	
G1.10	TITLE SHEET
G1.20	CODE INFO - DOOR CLEARANCE, ACCESS, ROUTES
G1.30	CODE INFO - TOILET ROOMS, MISC
G1.40	CODE INFO - STAIRS, RAMPS, ELEVATORS, SITE
LIFE SAFETY	
LS1.00	CODE REVIEW DATA
LS1.10	FIRST LEVEL LIFE SAFETY PLAN
LS2.10	SECOND LEVEL LIFE SAFETY PLAN
LS3.10	FIRST LEVEL LICENSING PLAN
LS3.20	SECOND LEVEL LICENSING PLAN
CIVIL	
C1.0	Site Plan
ARCHITECTURAL DEMOLITION	
AD1.10	FIRST LEVEL DEMOLITION PLAN
AD1.20	SECOND LEVEL DEMOLITION PLAN
ARCHITECTURAL	
A1.10	FIRST LEVEL FLOOR PLAN
A1.20	BASEMENT & SECOND LEVEL FLOOR PLANS
A2.10	FIRST FLOOR REFLECTED CEILING PLAN
A2.20	SECOND LEVEL REFLECTED CEILING PLAN
A2.30	ROOF PLAN
A3.10	BUILDING ELEVATIONS
A4.10	ENLARGED FLOOR PLANS
A7.10	INTERIOR ELEVATIONS
A9.10	DOOR SCHEDULES AND TYPES
A9.20	WALL, PARTITION, AND ROOF TYPES
A10.10	FIRST LEVEL FINISH PLAN
A10.20	SECOND LEVEL FINISH PLAN
# OF SHEETS: 24	



STATE MAP



PROJECT LOCATION

VICINITY MAP

DESIGN TEAM:

ARCHITECTURAL:	Widseth Smith Nolting & Assoc. 3777 40th St NW, Suite 200 Rochester, MN 55901 Office Phone: (507) 292-8743 Contact: Phone:	MECHANICAL:	Widseth Smith Nolting & Assoc. 7804 Industrial Park Rd S Baxter, MN 56425 Office Phone: (218) 829-5117 Contact: Phone:
	CIVIL:		ELECTRICAL:
STRUCTURAL:	Widseth Smith Nolting & Assoc. 3777 40th St NW, Suite 200 Rochester, MN 55901 Office Phone: (507) 292-8743 Contact: Phone:	Widseth Smith Nolting & Assoc. 2825 24th Avenue South Suite 201 Grand Forks, ND 58208 Office Phone: (701) 795-1975 Contact: Phone:	

PROJECT NAME: YMCA DAYCARE CENTER
PROJECT ADDRESS: 703 OAK STREET, BRAINERD, MN 56401
PROJECT #: 2023-10595



REVISIONS		
#	DESCRIPTION	DATE

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

DATE:
<SHEET ISSUE DATE>

SHEET NO.

G1.10

ABBREVIATIONS

@	AT	EQP	EQUIPMENT	MFR	MANUFACTURER	SND	SANITARY NAPKIN DISPENSER
APF	ABOVE FINISHED FLOOR	EXIST	EXISTING	MAS	MASONRY	SNR	SANITARY NAPKIN RECEPTOR
AP	ACCESS PANEL	EXP	EXPANSION	MO	MASONRY OPENING	SCH	SCHEDULE
ACT	ACOUSTIC CEILING TILE	EB	EXPANSION BOLT	MTL	MATERIAL (S)	SEC	SECTION
AC	AIR CONDITIONING	EJ	EXPANSION JOINT	MAX	MAXIMUM	SHT	SHEET
AB	ANCHOR BOLT	EXT	EXTERIOR	MECH	MECHANICAL	SHTH	SHEATHING
ALT	ALTERNATE			MLC	MEDICINE CABINET	SM	SIMILAR
AL	ALUMINUM	FB	FACE BRICK	MED	MEDIUM	SC	SOLID CORE
Λ	ANGLE	FOC	FACE OF CONCRETE	MBR	MEMBER	SABI	SOUND ATTENUATING BATT INSULATION
APX	APPROXIMATE	FOM	FACE OF MASONRY	WMB	MEMBRANE	SP	SOUNDPROOF
ARCH	ARCHITECT (URAL)	FQS	FACE OF STUDS	MET	METAL	S	SOUTH
		FIN	FINISH			SPK	SPEAKER
BSMT	BASEMENT	FFE	FINISHED FLOOR ELEVATION	M=L	MICROLAM	SPEC	SPECIFICATION (S)
BM	BEAM or BENCHMARK	FRBK	FIRE BRICK	MIN	MINIMUM	SQ	SQUARE
BRG	BEARING	FE	FIRE EXTINGUISHER	MIR	MIRROR	SS	STAINLESS STEEL
BPL	BEARING PLATE	FEC	FIRE EXTINGUISHER CABINET	MISC	MISCELLANEOUS	STD	STANDARD
BIT	BITUMINOUS	FP	FIRE PROOF	MLD	MOLDING	ST	STEEL
BLK	BLOCK	FLG	FLASHING	MT	MOUNT (ED), (ING)	SJ	STEEL JOIST
BLKG	BLOCKING	FLR	FLOOR (ING)	MULL	MULLION	STO	STORAGE
BRK	BRICK	FD	FLOOR DRAIN			STR	STRUCTURAL
BLDG	BUILDING	FT	FOOT	NOM	NOMINAL	SUS	SUSPENDED
		FTG	FOOTING	N	NORTH	SYM	SYMMETRICAL
CAB	CABINET	FND	FOUNDATION	NTS	NOT IN CONTRACT	TKBD	TACK BOARD
CPT	CARPET (ED)	FRA	FRESH AIR	NO	NOT TO SCALE	TKS	TACK STRIP
CSMT	CASEMENT	FBO	FURNISHED BY OTHERS			TEL	TELEPHONE
CI	CAST IRON	FUR	FURRED(ING)			TV	TELEVISION
CB	CATCH BASIN	FUT	FUTURE	OC	ON CENTER	TZ	TERRAZZO
CLG	CEILING			OPP	OPPOSITE	THK	THICK (NESS)
C	CENTERLINE	GAL	GALVANIZED	OSB	ORIENTED STRAND BOARD	THR	THRESHOLD
CHBD	CHANNEL	GI	GALVANIZED IRON	OD	OUTSIDE DIAMETER	TPTN	TOILET PARTITION
CO	CHALKBOARD	GA	GAUGE	OA	OVERHEAD	TPD	TOILET PAPER DISPENSER
CLR	CLEAN	GC	GENERAL CONTRACTOR	OH	OVERHEAD	T&G	TONGUE AND GROOVE
CL	CLOSET	GL	GLASS			TGB	TOP OF BLOCK
COL	COLUMN	GB	GRAB BAR	PNT	PAINT	TOD	TOP OF DECK
CONC	CONCRETE	GD	GRADE(ING)	PNL	PANEL	TOS	TOP OF STEEL
CMU	CONCRETE MASONRY UNIT	GYP BD	GYP SUM BOARD	PB	PANIC BAR	T	TREAD
CONST	CONSTRUCTION			PTD	PAPER TOWEL DISPENSER	TPY	TYPICAL
CONT	CONTINUOUS	HDW	HARDWARE	PTR	PAPER TOWEL RECEPTOR	UG	UNDERGROUND
CONTR	CONTRACTOR	HDR	HEADER	PAR	PARALLEL	UNF	UNFINISHED
CJT	CONTROL JOINT	HTG	HEATING	PBD	PARTICLE BOARD	UNO	UNLESS NOTED OTHERWISE
		HVAC	HEATING/VENTILATION/AIR CONDITIONING	PTN	PARTITION	UR	URINAL
DL	DEAD LOAD	HT	HEIGHT	PVMT	PAVEMENT		
DEPT	DEPARTMENT	HC	HOLLOW CORE	PERI	PERFORATE (ED)		
DTL	DETAIL	HM	HOLLOW METAL	PLAS	PLASTER	VB	VAPOR BARRIER
DIAM	DIAMETER	HOR	HORIZONTAL	PLAM	PLASTIC LAMINATE	VNR	VENEER
DM	DIMENSION	HB	HOSE BIBB	PLATE	PLATE	VERT	VERTICAL
DPR	DISPENSER	HWB	HOT WATER HEATER	PLBG	PLUMBING	VEST	VESTIBULE
DR	DOOR	HR	HOUR	±	PLUS OR MINUS	VIN	VINYL
DH	DOUBLE HUNG	ID	INSIDE DIAMETER	PWD	PLYWOOD	VCT	VINYL COMPOSITE TILE
DN	DOWN	INS	INSULATE (D),(ION),(ING)	PT	POINT		
DN	DOWNSPOUT	INT	INTERIOR	LBS	POUNDS	WH	WALL HUNG
DWG	DRAWING	JT	JOINT	PSI	POUNDS PER SQUARE INCH	WC	WATER CLOSET
DF	DRINKING FOUNTAIN	J	JOIST	PC	PRECAST	WP	WATERPROOFING
				PFN	PREFINISHED	WWF	WELDED WIRE FABRIC
						W	WEST OR WIDTH, WIDE
E	EAST			QT	QUARRY TILE	WDW	WINDOW
EA	EACH	LB	LAG BOLT			WG	WIRE MESH
EF	EACH FACE	LAM	LAMINATE (ED)	RAD	RADIUS	WM	WITH
EW	EACH WAY	LAVATORY	LAVATORY	REFR	REFRIGERATOR	WO	WITHOUT
ELECT	ELECTRICAL (AL)	LH	LEFT HAND	RE	REINFORCE (D), (ING), (MENT)	WD	WOOD
EW	ELECTRIC WATER COOLER	L	LENGTH	REQ'D	REQUIRED	WI	WROUGHT IRON
EL	ELEVATION	LT	LIGHT	RA	RETURN AIR		
ELEV	ELEVATOR	LLH	LIVE LOAD	RVS	REVERSE		
EQ	EQUAL	LLH	LONG LEG HORIZONTAL	REV	REVISION		
		LVR	LONG LEG VERTICAL	RH	RIGHT HAND		
				ROW	RIGHT OF WAY		
				R	RISER		
				RD	ROUGH OPENING		
				RM			
				RO			

TYPICAL MATERIAL HATCH PATTERNS

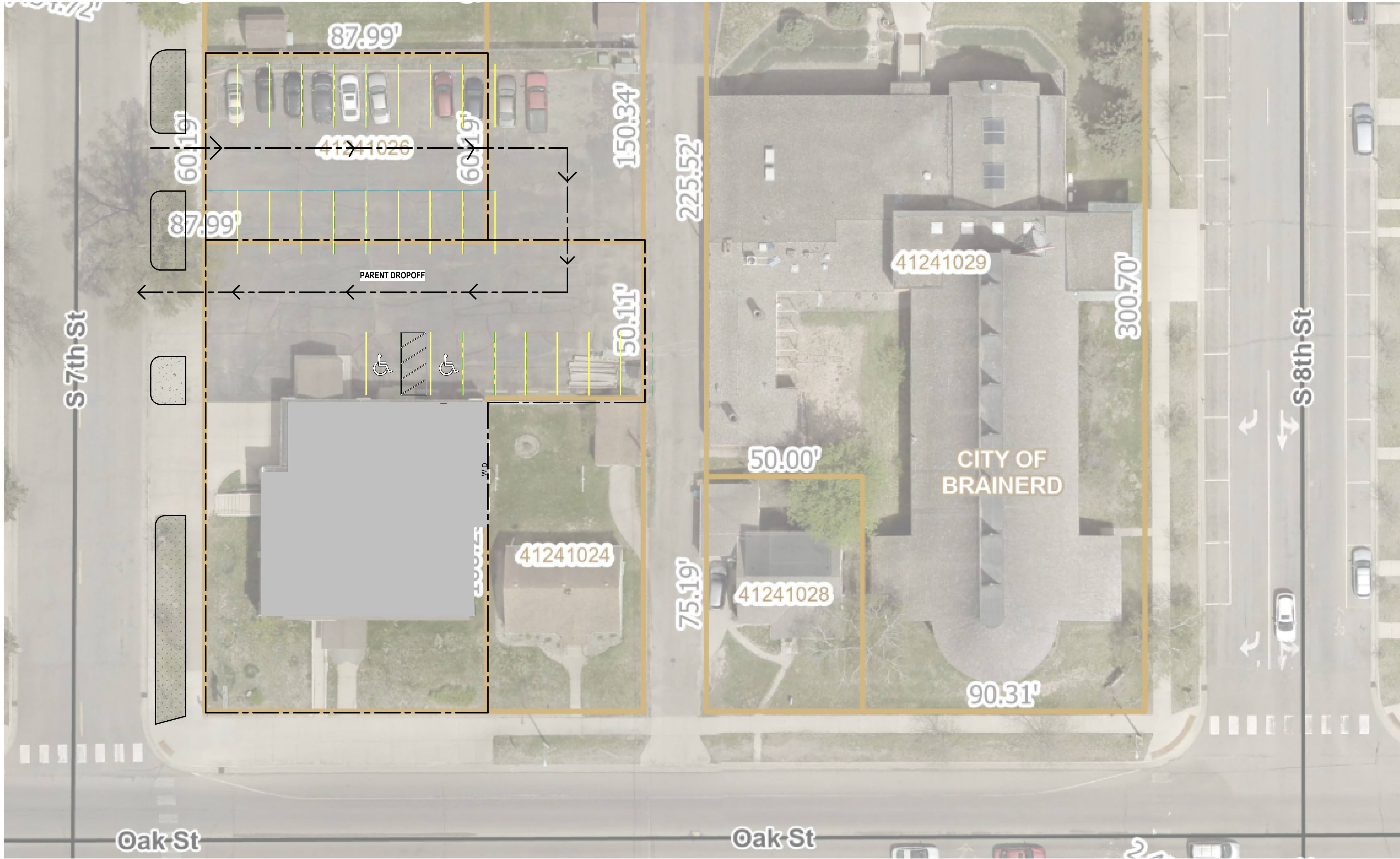
	ACOUSTICAL CEILING TILE		CLAY - CUT		FIRE BRICK - CUT		GYPSUM BOARD		SAND
	ACOUSTICAL WALL PANEL		CMU BLOCK - ELEVATION		GLASS - CUT		INSULATION BOARD - CUT		SIDING - ELEVATION
	ALUMINUM - CUT		CMU/MASONRY - CUT		GLASS - ELEVATION		RIGID INSULATION - CUT		STONE - CUT
	BATT INSULATION		CONCRETE		GLUE-LAMINATE CONSTRUCTION		METAL - CUT		WOOD - CUT
	BRICK - CUT		EARTH		GRASS		PLASTIC - CUT		WOOD GRAIN
	BRICK - ELEVATION		EXPANSION JOINT		GRAVEL		PLYWOOD - CUT		

TYPICAL SYMBOLS

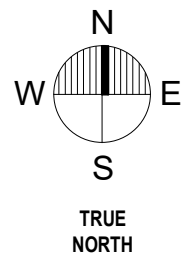
KEYED PLAN NOTES		TYP. SYMBOLS	
KEYED PLAN NOTES		CENTERLINE SYMBOL	
KEYED DEMOLITION NOTES		EXIT SYMBOL	
		GLASS SYMBOL	
		HANDICAPPED SYMBOL	
		TEMPERED GLASS	
		DRINKING FOUNTAIN	
		FIRE EXTINGUISHER CABINET	
		FIRE EXTINGUISHER	
		TRUE NORTH ARROW	

STANDARD VIEWS	
BUILDING ELEVATION MARK	VIEW REFERENCES
CURTAIN WALL ELEVATION MARK	CALLOUT HEAD
INTERIOR ELEVATION MARK	SECTION HEAD
GRAPHIC SCALE	GRAPHIC SCALE

STANDARD TAGS	
CASEWORK TAG	XXXXXX ← CASEWORK #
CEILING TAG	CLG# → CEILING TYPE 12'-0" A.F.F. → CEILING HEIGHT
CURTAIN WALL TAGS	CW# → CURTAIN WALL #
DOOR TAGS	### → DOOR #
MATERIAL ID TAG	XXX-## → MATERIAL ID #
PATH OF TRAVEL TAG	DISTANCE: XX'-XX"
REVISION TAG	1 → REVISION #
ROOM TAGS EXISTING, NEW	ROOM NAME ### → ROOM #
WALL TAGS	X/Y → WALL TAG → SUBSCRIPT
FIRE RATED WALL TAG AND LINE	1hr → RATING
WINDOW TAGS	W## → WINDOW TYPE #



1 SITE PLAN
1/16" = 1'-0"



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DATE	REV	REVISION DESCRIPTION

DATE:	05/11/23
SCALE:	AS NOTED
DRAWN BY:	Author
CHECKED BY:	Checker
JOB NUMBER:	2023-10595

YMCA DAYCARE CENTER
BRAINERD FAMILY YMCA
703 OAK STREET, BRAINERD, MN 56401
Site Plan

SHEET NO.
C1.0

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05-31-23

MICHAEL J. ANGLAND

LC# 45975



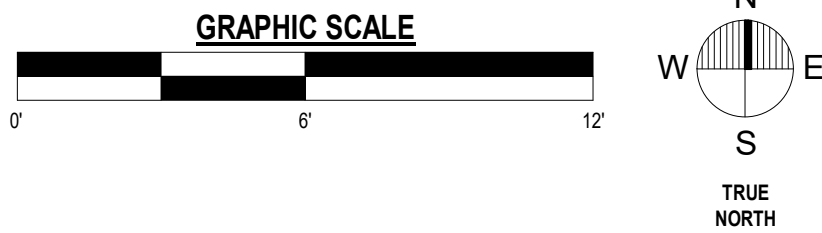
LEGEND

- CIRCULATION
- INFANT
- MECHANICAL
- MOTOR SKILLS
- OFFICE
- RESTROOM
- STAFF
- STROLLERS/STORAGE
- TODDLER
- TREE HOUSE

CHILD CARE CENTER COUNT				
ROOM NAME	AREA	MIN SF PER CHILD	MAX GROUP SIZE	SF PER CHILD
INFANT	432.11 SF	35 SF	8	54.0
INFANT	374.58 SF	35 SF	8	46.8
INFANT	318.34 SF	35 SF	8	39.8
TODDLER	491.01 SF	35 SF	14	35.1
TODDLER	490.23 SF	35 SF	14	35.0
TODDLER	497.95 SF	35 SF	14	35.6
TOTAL OCCUPANTS	2,804.22 SF		66	

OCCUPANCY COUNT			
ROOM NAME	AREA	OCC. DIVISOR	# OF OCC.
BASEMENT FLOOR PLAN			
MECH	502.15 SF	300 SF	1.7
UTILITY	Redundant Room	300 SF	
STORAGE	85.12 SF	300 SF	0.3
BASEMENT FLOOR PLAN: 3			
			2.0
FIRST LEVEL			
TODDLER	491.01 SF	35 SF	14.0
MECHANICAL	111.11 SF	300 SF	0.4
STAFF	172.74 SF	150 SF	1.2
MOTOR SKILLS	461.91 SF	35 SF	13.2
INFANT	432.11 SF	35 SF	12.3
RESTROOM	58.53 SF	0 SF	
TREE HOUSE	45.89 SF	35 SF	1.3
RESTROOM	216.33 SF	0 SF	
CIRCULATION	922.29 SF	0 SF	
INFANT	374.58 SF	35 SF	10.7
OFFICE	82.75 SF	150 SF	0.6
MECHANICAL	24.2 SF	300 SF	0.1
STROLLERS/STORAGE	Redundant Room	0 SF	
INFANT	318.34 SF	35 SF	9.1
CIRCULATION	116.92 SF	0 SF	
FIRST LEVEL: 15			
			62.8
SECOND LEVEL			
RESTROOM	182.12 SF	0 SF	
TODDLER	490.23 SF	35 SF	14.0
TODDLER	497.95 SF	35 SF	14.2
STORAGE	117.91 SF	300 SF	0.4
CIRCULATION	161.85 SF	0 SF	
STORAGE	28.92 SF	300 SF	0.1
STORAGE	41.79 SF	300 SF	0.1
SNACKS/ART	203.9 SF	0 SF	
SECOND LEVEL: 8			
			28.9
TOTAL OCCUPANTS			93.7

1 FIRST LEVEL LICENSING PLAN
1/4" = 1'-0"

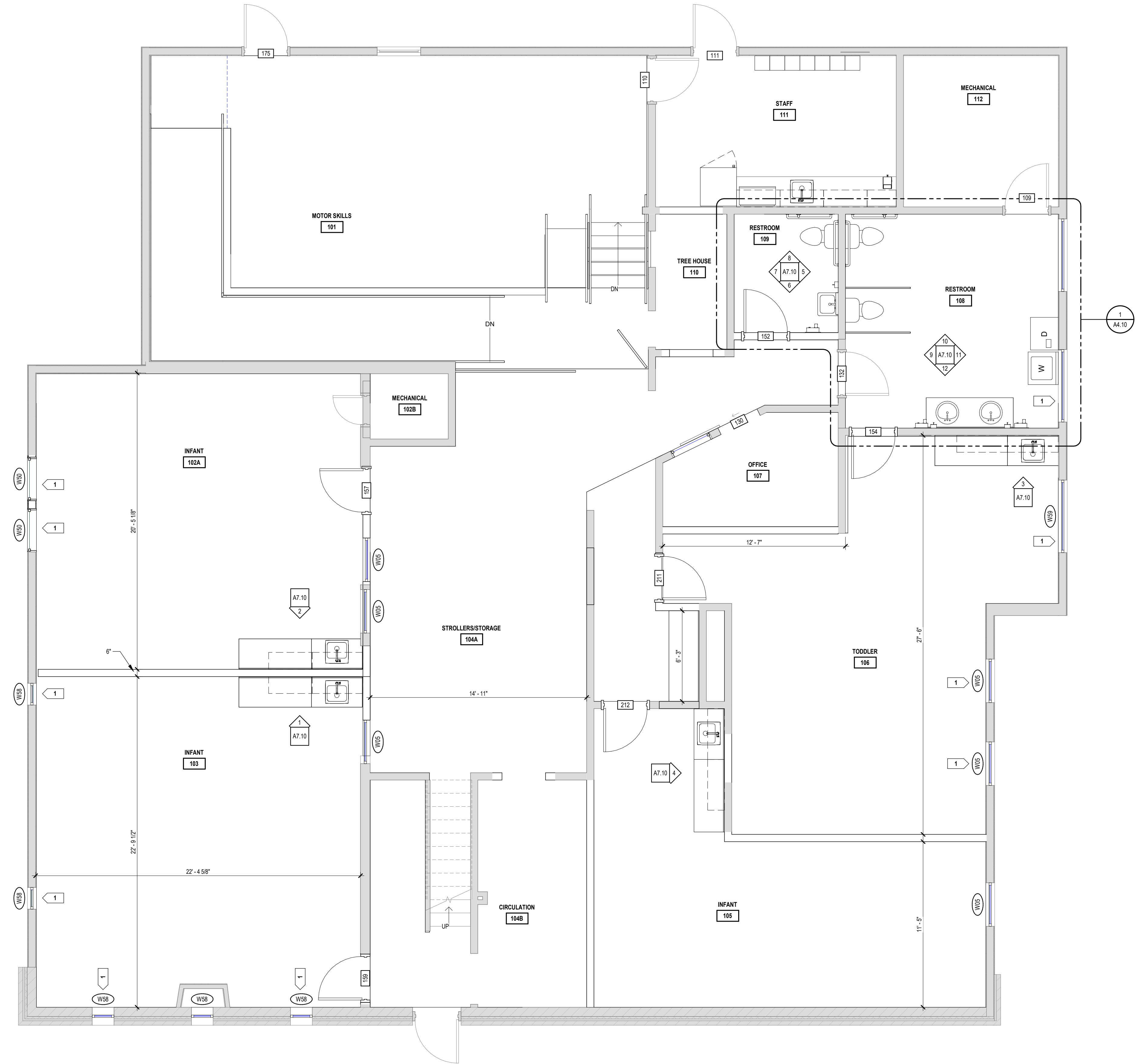




1/4" = 1'-0"

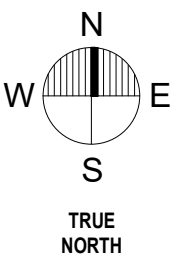
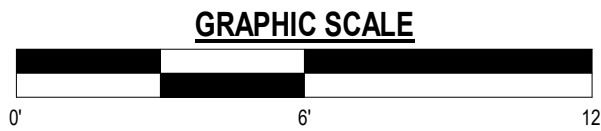
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OCCUPANCY COUNT			
ROOM NAME	AREA	OCC. DIVISOR	# OF OCC.
BASEMENT FLOOR PLAN			
MECH	502 15 SF	300 SF	1.7
UTILITY	Redundant Room	300 SF	0
STORAGE	85.12 SF	300 SF	0.3
BASEMENT FLOOR PLAN: 3			2.0
FIRST LEVEL			
TODDLER	491.01 SF	35 SF	14.0
MECHANICAL	111.11 SF	300 SF	0.4
STAFF	172.74 SF	150 SF	1.2
MOTOR SKILLS	461.91 SF	35 SF	13.2
INFANT	432.11 SF	35 SF	12.3
RESTROOM	58.53 SF	0 SF	
TREE HOUSE	45.89 SF	35 SF	1.3
RESTROOM	216.33 SF	0 SF	
CIRCULATION	922.29 SF	0 SF	
INFANT	374.58 SF	35 SF	10.7
OFFICE	82.75 SF	150 SF	0.6
MECHANICAL	24.2 SF	300 SF	0.1
STROLLERS/STORAGE	Redundant Room	0 SF	
INFANT	316.34 SF	35 SF	9.1
CIRCULATION	116.92 SF	0 SF	
FIRST LEVEL 15			62.8
SECOND LEVEL			
RESTROOM	182 12 SF	0 SF	
TODDLER	490.23 SF	35 SF	14.0
TODDLER	497.95 SF	35 SF	14.2
STORAGE	117.91 SF	300 SF	0.4
CIRCULATION	161.93 SF	0 SF	
STORAGE	28.92 SF	300 SF	0.1
STORAGE	41.79 SF	300 SF	0.1
SNACKS/ART	203.9 SF	0 SF	
SECOND LEVEL: 8			28.9
TOTAL OCCUPANTS			93.7



#	Keynote Text
1	ROLLER WINDOW SHADES

1 FIRST LEVEL FLOOR PLAN
1/4" = 1'-0"



YMCA DAYCARE CENTER
BRainerd Family YMCA
703 OAK STREET, BRAINERD, MN 56401

FIRST LEVEL FLOOR PLAN

SHEET NO.

A1.10

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PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A
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MINNESOTA.

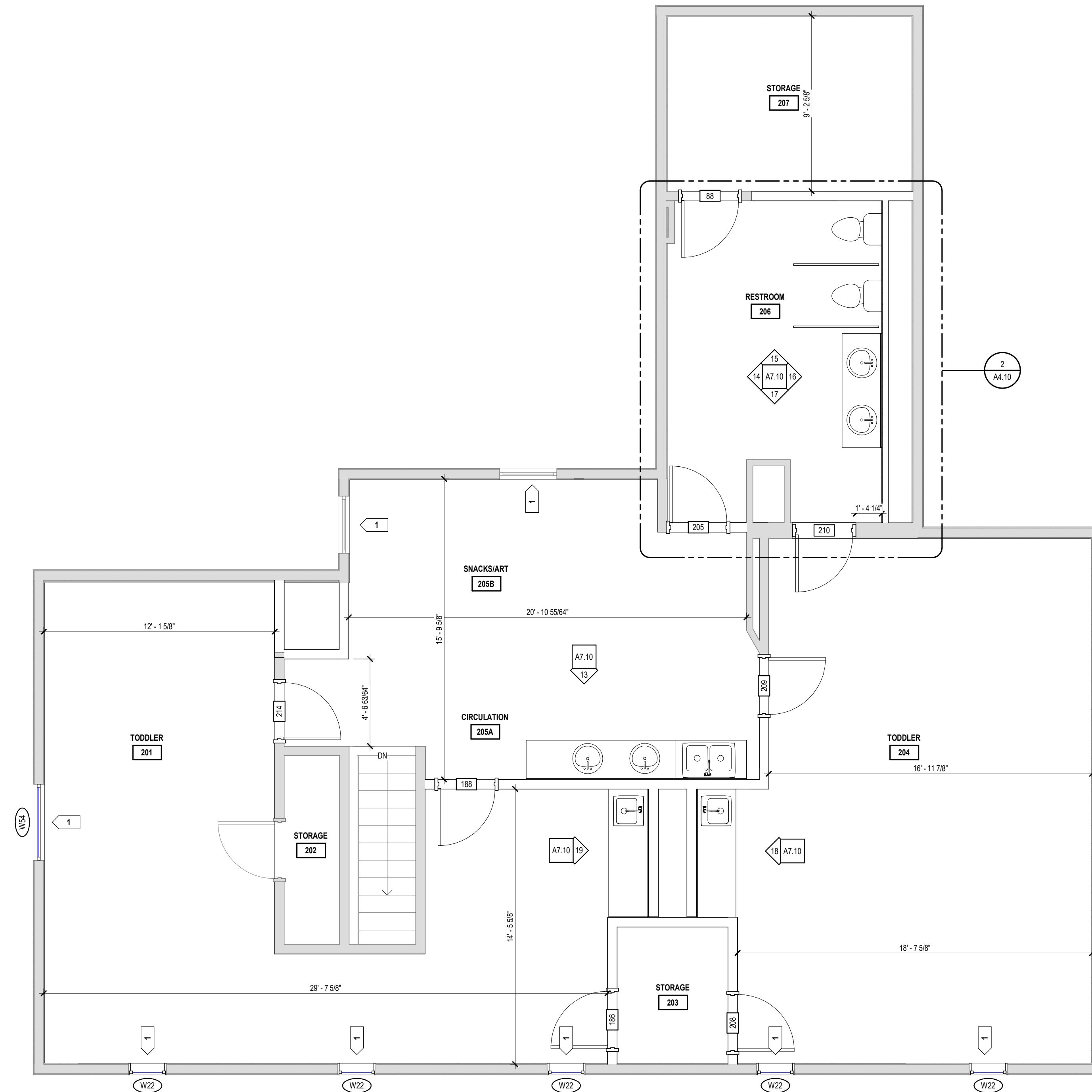
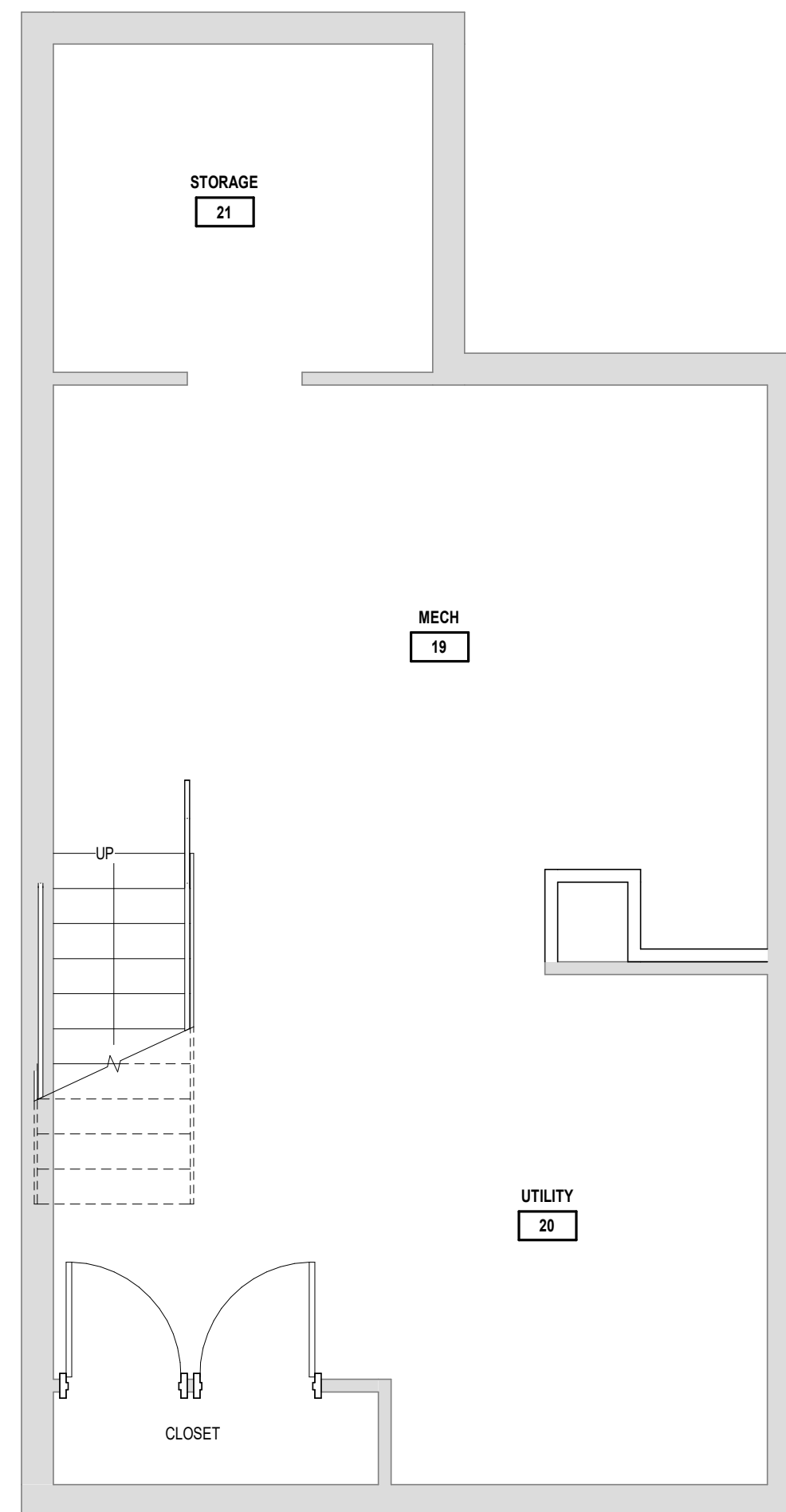
DATE	REVISION DESCRIPTION

DATE:	<SHEET ISSUE DATE>
SCALE:	AS NOTED
DRAWN BY:	<DRAWN BY>
CHECKED BY:	<CHECKED BY>
JOB NUMBER:	2023-10595

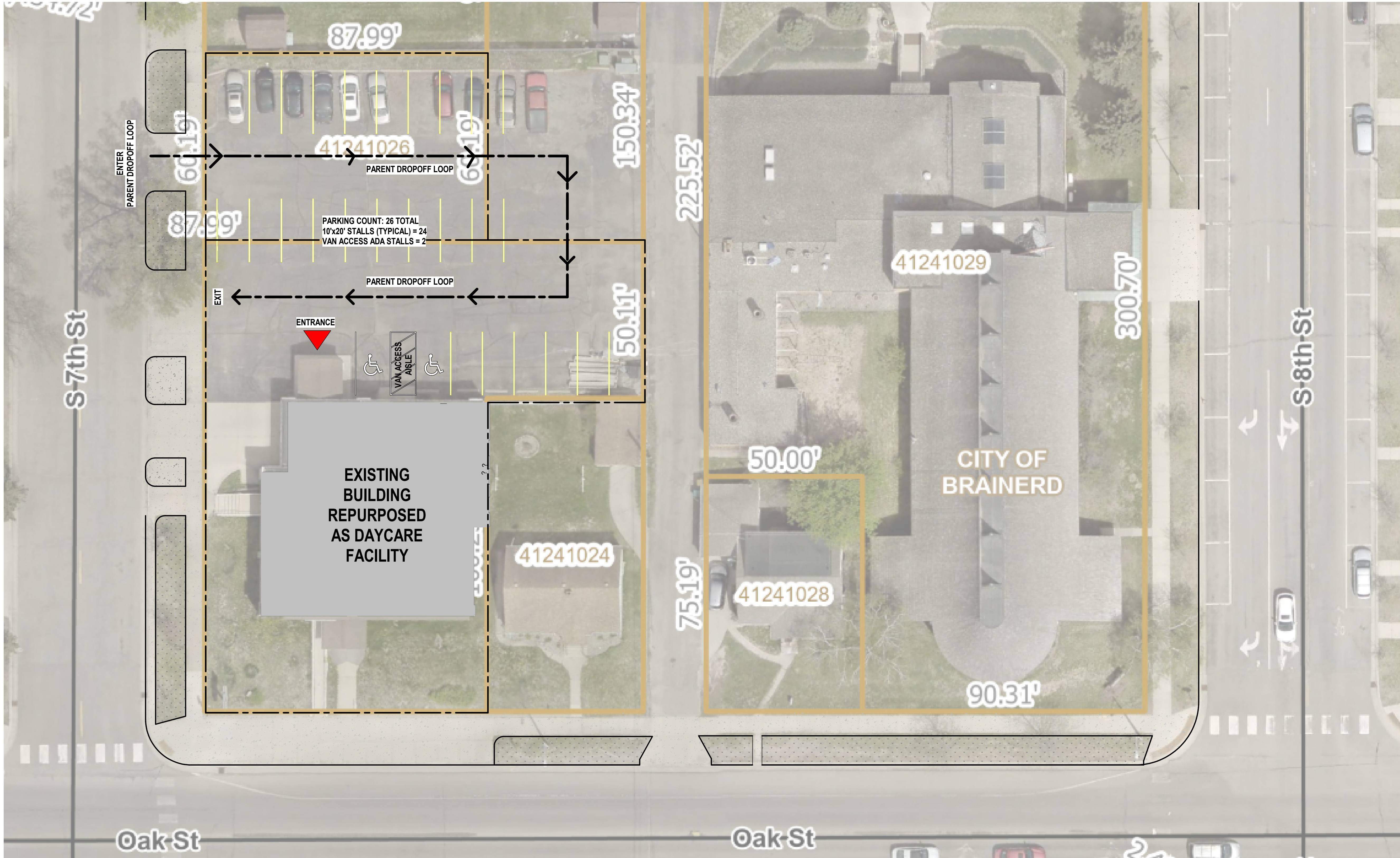
MICHAEL J. ANGLAND

05-31-23

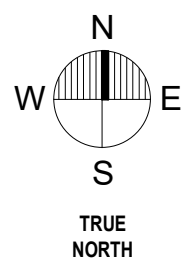
LOC# 45375



		KEYED PLAN NOTES
##	Keynote Text	
1	ROLLER WINDOW SHADES	



1 ARCHITECTURAL SITE PLAN
1/16" = 1'-0"



WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

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MICHAEL J. ANGLAND
05-31-23
LIC# 45975

DATE: 05/11/23
SCALE: AS NOTED
DRAWN BY: Author
CHECKED BY: Checker
JOB NUMBER: 2023-10595

BY: REVISION DESCRIPTION
DATE REV
DATE REV

YMCA DAYCARE CENTER
BRainerd Family YMCA
703 OAK STREET, BRAINERD, MN 56401
Architectural Site Plan

SHEET NO.
AS1.0

MEMO



TO: EDA Board of Commissioners

FROM: Connie Hillman, City of Brainerd Finance Director

DATE: July 26, 2023

RE: 2024 EDA Fund Preliminary Levy Request

The preliminary levy needs to be set by the City Council by September 30, 2023. What the Council is needing at this point from the EDA Board is the preliminary EDA tax levy request. How the EDA proposes to spend the funds by line item can be determined in the upcoming months.

Historically, the EDA Board has requested the maximum allowed by state statute (469.107 s.1). For 2024, this amount is \$186,812. It is .01813% of the previous years estimated market value of the City which was \$1,030,404,400. For reference the maximum the EDA levy for 2023 was \$152,861 as the 2022 estimated market value was \$843,139,100.

The City's final levy, set in December, can be lower than, but not higher than the preliminary levy set in September.

Action Requested:

Set the preliminary EDA tax levy request that will be forwarded to the City Council.

MEMO



TO: EDA Board of Commissioners

FROM: James Kramvik, Community Development Director

DATE: August 3rd, 2023

RE: Memo - Update on Framework Progress

Staff organized and held the second quarter EDA consultants meeting on July 11th to coordinate ongoing goals and projects of the EDA. Staff does not view this as a rigid timeline, but as a guide to create collaboration between consultants to ensure all goals and objectives are completed by the end of the year. This report details upcoming deliverables from the consultants and activities that have been performed by City Staff. Refer to the monthly report from the consultants for a list of all services provided.

Upcoming Deliverables (September/ October)

- 1) Visit Brainerd presents draft website, logo, and slogan at proposed workshop.
- 2) City Staff Conduct's BRE Interviews.
- 3) City Staff makes a recommendation on City Code Section 435 regarding Manufactured Home Park Closings after consultation with the City Attorney and Manufactured Home Relocation Trust Fund.
- 4) SHC presents concept/ plan for Wright Street and Brainerd Industrial Properties.
- 5) SHC & BLAEDC host roundtable business owner breakfast.
- 6) DDBC is hosting the next business owners social at the Parlor on Wednesday July 26th. The last one for 2023 will take place on October 25th.
- 7) DDBC will be welcoming Rethos (Minnesota Main Street) on Monday August 28th.

City of Brainerd Staff Recent Activities

- 1) Attended the July 11th EDA Consultants Meeting
- 2) Attended monthly business showcases organized by DDBC.
- 3) Compiled a list of 10 businesses to conduct BR&E interviews and reached out for scheduling.
- 4) Conducted 1 BR&E Visit.
- 5) Reviewed metric system for ranking undeveloped properties.
- 6) Organized a workshop to discuss other programs for funding based on BLAEDC's BR&E Visits and discussed Westwood Mobile Home Park.
- 7) Created an agenda item for Planning Commission to discuss allowing mixed use buildings in the Commercial Corridor District.
- 8) Attended the BPU Coordination meeting to discuss need for SAC and WAC charges along Washington St.
- 9) Spoke with the owners of Westwood Mobile Home Park about marketing property.

Brainerd EDA Framework

EDA Goals	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Goal 1 - Create programs to seek funding to address identified needs.	BLAEDC provides City staff with a summary of needs identified from 2022 BRE interviews. BLAEDC provides recommendations to improve BRE interviews.	City Staff identifies areas of need for funding based on review of BLAEDC's report. City Staff Identifies programs in other locations similar to Destination Downtown.	City Staff seeks/ develops funding ideas for proposed programs and presents proposed programs to the EDA.	Visit Brainerd prepares marketing strategy for 2024 Scope of Services agreement.
Goal 2 - Create an inventory of under-used and under-developed properties and work with property owners to market them for redevelopment.	City Staff & SHC conduct a GIS assessment of underutilized properties and develop a metric system for underutilized properties	SHC identifies possible uses for underutilized properties with staff and engages property owners to assess interest in participating in a redevelopment program. Underutilized property includes James St. Mobile Home Park.	SHC provides a report to the EDA on interested properties.	SHC imports properties and information to website. Visit Brainerd prepares marketing strategy for 2024 Scope of Services agreement.

EDA Goals	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Goal 3 - Evaluate the City's vacant industrial property for compatible non-industrial uses that would address current and future needs of the community.	SHC & City Staff prepares an inventory of all City owned property and analyzes the properties that are underutilized.	City Staff & SHC identify possible uses for underutilized city property and provides a report to the EDA	City Staff & SHC import vacant properties and property analysis onto website and create a policy to keep properties updated.	Visit Brainerd prepares marketing strategy for 2024 Scope of Services agreement.
Goal 4 - Interview existing businesses to identify each businesses' individual needs to take the next step in their business development	BLAEDC provides City staff with a summary of needs identified from 2022 BRE interviews.	City Staff identifies 10 additional businesses to conduct interviews to assess needs for the business.		City Staff & BLAEDC evaluate and summarize the results from 2023 BRE interviews.
		City Staff conducts 4 BRE interviews.	City Staff conducts 3 BRE interviews.	City Staff conducts 3 BRE interviews.
	BLAEDC conducts BRE interviews. A portion of BRE interviews should include businesses along Washington Street to begin an inventory of business needs for the Washington Street reconstruction project.	BLAEDC conducts BRE interviews. BLAEDC develops an overall matrix to be able to evaluate business needs.	BLAEDC conducts BRE interviews.	BLAEDC presents updated matrix to EDA. BLAEDC conducts BRE interviews.
		SHC & BLAEDC creates and sends out a survey prior to roundtable breakfast to gauge interest and needs.	SHC & BLAEDC host 1 roundtable business owner breakfasts	SHC provides a final report and summary from roundtable business owner breakfasts.

EDA Goals	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Goal 5 - Work with community partners to develop a cohesive marketing strategy for the Community.	All consultants participate in quarterly meeting to update and strategically plan completion of EDA goals.	All consultants participate in quarterly meeting to update and strategically plan completion of EDA goals.	All consultants participate in quarterly meeting to update and strategically plan completion of EDA goals.	All consultants participate in quarterly meeting to update and strategically plan completion of EDA goals.
	SHC creates a web page for property marketing. Visit Brainerd begins working with the City IT department on a website for the EDA.	SHC designs a template page to describe all important characteristics of a marketable property. SHC begins preparing a concept/ general master plan for a 10+ acre private property for residential use, Wright Street Industrial Property, and Brainerd Industrial Park Properties.	Visit Brainerd & SHC determine method to promote identified properties to developers and buyers. Visit Brainerd works with City IT staff on developing web location to host marketable properties. SHC presents to the EDA concepts/ general master plan for three areas of focus.	Marketable properties are hosted on determined web location. Visit Brainerd proposes a marketing strategy in the 2024 Scope of Services.
	Consultants discuss cohesive and comprehensive marketing plan for the EDA at the quarterly meeting.		Visit Brainerd provides options for slogan and branding at a regularly scheduled EDA meeting.	Visit Brainerd inserts logo and slogan into the EDA website and future marketing plans
		City Staff compiles a list of vacant storefronts in the City of Brainerd.	Marketing Intern reaches out to property owners with vacant storefronts and gauges interest in marketing opportunities. Marketing Intern coordinates with Visit	City Staff works with interested property owners to create descriptive page on vacant tenant space.

			Brainerd on potential marketing campaign.	
	DDBC applies for Mainstreet America Affiliate Membership	DDBC Organize and host kickoff meeting with Mainstreet America/ Rethos Staff. DDCB supports Mainstreet events through the summer with advertising materials.	DDBC updates the EDA on the Mainstreet Program and DDBC attend education events and classes to support the Mainstreet program.	DDBC provides a final report of main street activities, arranges for a main street representative to present to the EDA, and provides a recommendation forward for a main street coordinator.
			City Staff provides options and pricing to the EDA for public signage of marketable properties.	City Staff contracts for printing services.
		Visit Brainerd develops and implements a summer advertising campaign to shop at Brainerd businesses.		Visit Brainerd develops and implements a winter advertising campaign to shop at Brainerd businesses.
				DDBC Hosts 4 business owner networking events. DBBC produces and distributes 12 promotional videos featuring local business owners.

Note: All items in quarters address action steps and scope of service directed and agreed upon by the EDA.

MEMO



TO: EDA Board of Commissioners

FROM: James Kramvik, Community Development Director

DATE: August 3rd, 2023

RE: Set Workshop for Website Review and Discussion of EDA Vision

Staff organized and held the second quarter EDA consultants meeting on July 11th to coordinate ongoing goals and projects of the EDA. A major goal for 2023 is the creation of an EDA website, logo, and slogan separate from the City of Brainerd. Visit Brainerd was tasked with this goal and the creation of these items was included in their scope of services. Visit Brainerd would like to present the website, logo, and slogan at a September EDA workshop with a date and time TBD. Staff recommends sending out a poll for availability and setting a date sometime at the beginning of September.

In addition to the website discussion at the proposed workshop, staff would like the EDA to consider the future vision of the EDA. The consultant's contracts are approved on an annual basis and a September workshop would provide an opportunity for the Board to discuss the long-term goals of the EDA and a plan for 2024.

Recommended Action/ Motion

Direct staff to send out a poll for availability and to schedule a workshop to review and discuss the EDA website, logo, and slogan as well as a discussion on the future vision of the EDA.