

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

Date: January 25, 2023  
 From: Jennifer Haskamp, SHC  
 RE: Activities performed December 25, 2022 through January 25, 2023

**Overview of Monthly Activities:**

After approval of the 2023 scope and contract SHC put together a preliminary work plan to be accomplished in the first quarter of the year. Our team plans to focus on Scope items (a) and (b) in the first quarter of the year and plan to discuss initial draft materials with the consultant team in February, with a presentation to follow at the EDA’s regular meeting in April.

**Activities by Scope Task:**

SCOPE	TASK
a.	Create and maintain an inventory of under-utilized and/or undeveloped property.
	SHC Activities: <ul style="list-style-type: none"> <li>• Draft database and map to identify City owned land, federally owned land, state owned land, county owned land, and HRA owned land using Crow Wing County’s latest parcel dataset.</li> <li>• Inventory and map to be shared at the quarterly consultant meeting in February.</li> </ul>
b.	Develop strategy for marketing and promotion for identified properties established in 2023 priority.
	SHC Activities: <ul style="list-style-type: none"> <li>• Draft website in progress to house property-based materials and documents (e.g. interactive business inventory, priority sites once identified, potential active listings, etc.)</li> <li>• Will discuss with City Staff and other consultants in Q1 Consultant meeting.</li> </ul>
c.	Establish relationship with developers on behalf of the EDA.
	SHC Activities: <ul style="list-style-type: none"> <li>• Identified properties that may be suitable for multi-family residential developer inquiry based on developer’s identified metrics.</li> </ul>
d.	Participate in quarterly roundtable discussions with the City of Brainerd Staff and all other consultants.
	SHC Activities: <ul style="list-style-type: none"> <li>• Q1 2023 Consultant meeting is scheduled for first week in February.</li> </ul>

e.	Lead/Participate in one (1) business roundtable. Topic to address growth (location/site/physical building) and future plans in Brainerd.
	SHC Activities: <ul style="list-style-type: none"> <li>• Coordinating with BLAEDC to determine best time for session. Anticipated Q2 or Q3 date.</li> <li>• Draft questions to be submitted to EDA prior to session.</li> </ul>
f.	Attend regular meetings of the EDA (minimum of four meetings.)
	SHC Activities: <ul style="list-style-type: none"> <li>• SHC plans to attend the February meeting virtually, if applicable agenda items are present.</li> </ul>