



BECKER COUNTY BOARD OF COMMISSIONERS

Regular Meeting

Date: Tuesday, January 7, 2025 at 8:15 AM

Location: Board Room, Courthouse

or

Virtual TEAMS Meeting Option

Call-In #: 763-496-5929 - Conference I.D.: 392 766 654#

- 7:00 Quarterly Joint Governance Meeting - Hosted by City of Detroit Lakes: City Hall Community Room - 1025 Roosevelt Ave. Detroit Lakes, MN
- 8:15 Call the Board Business Meeting to Order: Board Chair Okeson
1. Pledge of Allegiance
  2. Oath of Offices by District Court Judge Gretchen Thilmony
  3. Recognition of Commissioner Okeson
- 8:20 Election of Board Chair for 2025
1. Request for Nominations
  2. Vote Taken and New Chair Elected
- 8:30 New Board Chair Calls for Nominations for Vice-Chair 2025
1. Request for Nominations
  2. Vote Taken and New Vice-Chair Elected
- 8:40 2025 Committee Assignments
1. 2025 Committee Assignment List 3
- 8:50 Break
- 8:55 Regular Business
1. Agenda Confirmation
  2. Minutes of December 17, 2024 4
  3. Minutes of Special Meeting December 31, 2024 7
- 9:00 Consent Agenda
1. Auditor-Treasurer: Regular Claims, Auditor Warrants, and Claims over 90 Days 10
  2. Auditor-Treasurer: Resolution 01-25-1A - 2025 Publication Bid 12
  3. Human Services: Regular Claims, Public Health, & Transit
  4. Highway: Resolution 01-25-1B - Annual Advertising - Highway Construction Projects 14
  5. Highway: Becker County Transit Sales and Use Tax Agreement 15
  6. EDA: Minnesota Cities Participation Program 21
  7. Human Resources: Resolution 01-25-1C - Non-Union 2025 3.5% COLA Increase 30
  8. Human Resources: Deputies Wage Review per Union Contract 31
- 9:05 Commissioners
1. Open Forum
  2. Reports and Correspondence

3. Appointments

9:35 County Administrator

1. Report

9:55 Human Resources

1. Job Description: EDA Specialist

Adjourn

	A	B	C
1	<b>COMMITTEE LIST FOR 2025: By Commissioner</b>	<b>Commissioner 2025</b>	<b>MEETING TIMES</b>
2	Association of MN Counties Indian Affairs Advisory Committee (AMC)	Hansen	On Call
3	AMC Environment & Natural Resources Policy Committee	Nelson	On Call
4	AMC General Government Policy Committee	Vareberg	On Call
5	AMC Health & Human Services Policy Committee	Jepson	On Call
6	AMC Public Safety Policy Committee	Meyer	On Call
7	AMC Transportation & Infrastructure Policy Committee	Hansen	On Call
8	Becker County Children's Initiative	Jepson	Quarterly
9	Becker County Extension Service	Nelson/Jepson	Monthly
10	Becker County Fair Board	Jepson/Meyer	Monthly
11	Becker County Soil & Water Conservation District	Nelson	Monthly
12	Courthouse Committee	Meyer/Nelson	Monthly
13	Detroit Lakes/Becker County Airport Committee	Hansen	Monthly
14	Development Achievement Center	Meyer	Monthly
15	Ditch Committee	Hansen	On Call
16	Economic Development/Housing Authority	Jepson/Vareberg	Monthly
17	Environmental Affairs Committee	Hansen/Vareberg	Monthly
18	Finance Committee - Chair	Board Chair	Bi-Monthly
19	Finance Committee - Vice-Chair	Vice Chair	Bi-Monthly
20	Heartland Multi-Purpose Recreational Trail	Meyer/Hansen	On Call
21	Highway Committee	Hansen/Vareberg	Monthly
22	Becker County Historical Society	Meyer	Monthly
23	Human Services Committee	Jepson/Vareberg	Monthly
24	Joint Powers Board of MN Counties	Nelson	Quarterly
25	Juvenile Detention Center (West Central Reg. Juv. Ctr. - WCRJC)	Jepson	Quarterly
26	Labor Negotiating Committee	Chair/Vice	On Call
27	Lake Agassiz Regional Library	Nelson	Every other Month
28	Lakeland Mental Health	Nelson	Monthly
29	Law Library Board of Trustees	Hansen	On Call
30	Mahube-OTWA	Jepson	Monthly
31	MCIT Board of Delegates	Meyer	On Call
32	Minnesota Rural Broadband Coalition	Hansen	On Call
33	Minnesota Rural Counties (MRC)	Nelson	On Call
34	Natural Resources Committee	Vareberg/Nelson	Monthly
35	Partnership4Health Board	Meyer/Vareberg (Alt)	On Call
36	Planning & Zoning (Ex. Offico)	Jepson/Hansen	Monthly
37	Prairie Lakes Municipal Solid Waste Authority (PLMSWA)	Hansen/Vareberg	Monthly
38	Recreational Advisory Committee (RAC)	Hansen/Jepson	Monthly
39	Regional Radio Board (NW Reg. Emergency Communications Board)	Meyer/Hansen	Quarterly
40	Salary Review Board for Dept. Heads & Elected Officials	Chair/Vice	On Call
41	Safety Committee	Vareberg	Monthly
42	Sheriff's Committee	Meyer/Nelson	Monthly
43	Sunnyside	Nelson/Meyer	Every other Month
44	Transit Advisory Committee	Meyer/Hansen	Monthly
45	Watershed Districts Advisory Board: Buffalo/Red	Nelson	On Call
46	Watershed Districts Advisory Board: Cormorant	Nelson	On Call
47	Watershed Districts Advisory Board: Pelican	Hansen	On Call
48	Watershed Districts Advisory Board: Wild Rice	Nelson	On Call
49	West Central Initiative - Economic Development District (EDD) Board	Meyer/Vareberg	Quarterly
50	West Central/Land of the Dancing Sky Area Agency on Aging	Meyer	Quarterly
51	Zoning Ordinance Review Committee	Jepson/Hansen	On-Call
52	Wild Rice Watershed District - One Watershed One Policy Committee	Nelson	On-Call
53	Ottertail - One Watershed One Policy Committee	Hansen	On-Call
54	Benefits Committee	Nelson/Jepson	Quarterly
55	Crow Wing One Watershed One Policy Committee	Jepson	Quarterly
56	Lakes Country Services Co-op	Meyer	Monthly
57	Senior Council	Jepson	Monthly
58	<b>Any and all Board members may serve as alternate members, as needed.</b>		

BOARD MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: TUESDAY, December 17, 2024, at 8:15 am

LOCATION: Board Room, Courthouse

1. Meeting was brought to order by Chair Okeson. Commissioners in attendance: Okeson, Meyer, Vareberg, Jepson and Nelson, County Administrator Carrie Smith, and minute taker Peggy Martin.
2. Pledge of Allegiance.

Agenda/Minutes:

1. Agenda – Motion and second to approve the agenda (Meyer, Nelson) carried.
2. Minutes – Moved and second to approve minutes of December 3, 2024, with the requested changes (Jepson, Nelson) carried.
3. Minutes – Moved and second to approve the minutes of December 12, 2024, with the requested changes (Nelson, Jepson) carried.
4. Motion and second to approve and accept the following Consent Agenda Items – Auditor-Treasurer: Regular Claims, Auditor Warrants and Claims over 90 Days, Resolution 12-24-2D – Charitable Gambling for MN Flyers Gymnastics at Swanies Pub in Cormorant Twp, October 2024 Cash, Sales Tax, & Investment Reports, Human Services: Regular Claims, Public Health, & Transit, Contracts/Agreements – MSUM Social Worker Intern Agreement, UCare 1<sup>st</sup> Amendment to Schedule K of the Delegation Agreement, 2025 Contract Renewals, Land Use – Environmental Services: Resolution 12-24-2E – 2025 Waste Haulers Licenses, Land Use – Parks & Rec: Resolution 12-24-2F – Community Resilience Grant, Land Use – NRM: 2026 Tree Seedling Bid Approval, Highway: Resolution 12-24-2K – Final Payment 030-630-006 Co Hwy 30 Bridge Deck Rehabilitation (Jepson, Meyer) carried.

Commissioners:

1. Open Forum:
  - None.
2. Reports and Correspondence: Reports were provided on the following meetings:
  - Commissioner Jepson – EDA Housing Subcommittee, AMC.
  - Commissioner Nelson – AMC, Courthouse, NRM.
  - Commissioner Meyer – AMC, Courthouse, Historical Society, Lakes County Co-op, Partnership 4 Health.

- Commissioner Vareberg – NRM, Human Services, Safety, Highway.
  - Commissioner Okeson – AMC, Highway.
3. Administrator’s Evaluation:
- Good communication with commissioners.
  - Willing to take the lead and go to other entities, keeping the commissioners involved.
  - Positive, firm leadership.
  - Weekly summary to board.
4. Appointments
- Motion and second to re-appoint Jeff Moritz and Sam Blattenbauer to Cormorant Lakes Watershed District (Nelson, Jepson) carried.
  - Motion and second to appoint Ben Grimsley to the Lake Agassiz Regional Library Board (Nelson, Meyer) carried.

County Administrator: presented by Carrie Smith.

1. Report:
- AMC conference.
  - Joint Regional EOC Training – Mock Amtrak derailment.
  - Luncheon with Detroit Lakes Chamber of Commerce & Project 412 to brainstorm potential projects.
  - December 24 – Using Administrative Rules to close the Courthouse at 12:00 pm to the public.
2. Motion and second to approve Resolution 12-24-2B – 2025 Board Meeting Schedule (Meyer, Jepson) carried.

Auditor-Treasurer: presented by Mary Hendrickson.

1. Motion and second to approve Resolution 12-24-2A – Certified Levy (Meyer, Nelson) carried.

Human Services: presented by Denise Warren and Lucy Meyer.

1. Motion and second to approve Resolution 12-24-2J – Personnel Request – Behavioral Health Aftercare Coordinator (Vareberg, Jepson) carried.

Human Resources: presented by Teaira Christen.

1. Motion and second to approve the following Union Contract Addendums: LELS Dispatch & Jailers -Vacation Policy Update, and AFSCME Vacation and Longevity Policy Updates (Meyer, Jepson) carried.
2. Motion and second to approve 7.3 - Comp Time Policy - process change only to update effective January 1, 2025 (Jepson, Meyer) carried.
3. Motion and second to approve Job Descriptions for the following departments: County Attorney, Recorder, Human Resources and Highway. If an employee is moved to an updated position, it will be in conjunction with Department Head approval (Meyer, Nelson) carried.

Becker Soil & Water Conservation District: presented by Bryan Malone.

1. Motion and second to approve the Crow Wing River-Draft Comprehensive Watershed Management Plan (aka 1W1P) MOA for Implementation pending attorney review (Jepson, Meyer) carried.

Highway: presented by Jim Olson.

1. Motion and second to approve Resolution 12-24-2G – Reaffirmation of Transit (SMART) Tax (Vareberg, Meyer) carried.
2. Motion and second to approve Resolution 12-24-2H – 2025-2029-Five Year Plan to include Heartland Trail (Vareberg, Okeson) carried.
3. Motion and second to approve Resolution 12-24-2I – Lake Park TAP Grant Support (Nelson, Vareberg) carried.

Planning & Zoning: presented by Kyle Vareberg.

1. Motion and second to concur with the Planning Commission Recommendation for Brian & Jill Andring – Request a Change of Zone from Agricultural to Residential (Vareberg, Jepson) carried.
2. Motion and second to table the Comprehensive Land Use Plan to Consider action by Ordinance to the December 31, 2024, Meeting (Nelson, Jepson) carried.

Being no further business, Board Chair Okeson adjourned the meeting at 10:20 am.

/s/ Carrie Smith Carrie Smith County Administrator	/s/ John Okeson John Okeson Board Chair
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BOARD MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: TUESDAY, December 31, 2024, at 8:30 am

LOCATION: Board Room, Courthouse

1. Meeting was brought to order by Chair Okeson. Commissioners in attendance: Okeson, Meyer, Vareberg, Jepson and Nelson, County Administrator Carrie Smith, and minute taker Peggy Martin.
2. Pledge of Allegiance.

Agenda/Minutes:

1. Agenda – Motion and second to approve the agenda (Meyer, Jepson) carried.
2. Motion and second to approve and accept the following Consent Agenda Items – Auditor-Treasurer: Regular Claims, Auditor Warrants and Claims over 90 Days, Human Services: Regular Claims, Public Health, & Transit, Auditor-Treasurer: Resolution 12-24-3B – Repurchase Parcel 49.0801.000, Environmental Services: Updates to the 2025 Tip Fee Schedule, Assessor: Abatement – Parcel 49.0029.103 in the amount of \$566 (Nelson, Jepson) carried.

County Administrator: presented by Carrie Smith.

1. Report:
  - Joint Governance Meeting next Tuesday at 7:00 am at DL City Hall.
  - Matt Erickson will be returning January 2.
  - State confirmation that Lee Brekke has been reappointed as County Assessor.
  - Tuesday's board meeting will be the swearing in of re-elected and newly elected Commissioners plus Soil & Water District Supervisors.

Human Resources: presented by Teaira Christen.

1. Motion and second to approve the LELS Deputies Contract Addendum regarding Longevity (Jepson, Meyer) carried.

Planning & Zoning: presented by Carrie Smith.

1. Open Forum
  - Bill Hanke – Concerns with Comp Plan, Feed lots and Wake Boats.
  - Rick Muff – Supports animal agriculture.

- Matt Davis – Public involvement in the Comp Plan process was not as involved as it should have been.
  - Willis Mattison – Reports provided by the Izzak Walton League should be included in the Comp Plan.
  - Steve Lindow – Feed lots - Should have a Technical Committee, and water monitoring is not specific to the actual site.
  - Jake Hein – Supports common sense farming.
2. Motion and second to approve Resolution 12-24-3A – Adoption of the Becker County Comprehensive Land Use Plan with the following modifications:
- Eliminate Natural Resources Policy 1.6 and Natural Resources Policy 2.3,
  - Update Economic Development Policy 1.1 to read Consider an economic development study to identify business sectors with growth opportunities and develop land use policies and standards to support the development of these sectors,
  - Update Economic Development Policy 3.1 to read Consider developing and enforcing nuisance ordinances that balance personal rights, curb public offenses, and protect health, welfare and community character.
  - Update Economic Development Policy 3.2 to read Encourage reducing light pollution standards that respect the county’s rural character and protect quality night skies.
3. Intent to enact an Amendment to the Zoning Ordinance.
- Motion and second to enact a Cannabis Amendment to Zoning Ordinance Chapter 8, Section 17 – Cannabis, and Chapter 11, Section 2, - Definitions: To adopt requirements for the production and retail sales of cannabis - to recognize that we cannot increase the state mandated setbacks and to include the setback distance is measured from the property line (Meyer, Nelson) carried.
  - Motion and second to enact an Animal Feed Lot Amendment to Zoning Ordinance Chapter 11, Section 2, - Definitions, Chapter 4, Table 5-1 – Feedlots, and Chapter 6, Section 12, Letter B, number 1. – Agricultural Standards – noting this is for New Animal Feed Lots as of 01/01/2025 to include:
    - i. an initial baseline well water test and annual well water monitoring. The well water sample will be analyzed by the Department of Agriculture, MPCA, Becker County Soil & Water and the DNR. If any contaminates meet a threshold of concern, the group shall make a recommendation to the Becker County Board of Commissioners on how to alleviate the concerns. The placement of the monitoring well to be 50-200 feet from the Animal Feed Lot operation.



- ii. Add point 4. - To utilize the guidelines of Best Management Practice of the University of Minnesota.
- iii. To consider road agreements if on a Township road and follow state requirements for setbacks for any structure (Jepson, Vareberg) carried.
- Update: Joint Planning Board for the City of Detroit Lakes, Lake View Township and the County of Becker regarding land being annexed to Detroit Lakes. More information coming in the future.

Being no further business, Board Chair Okeson adjourned the meeting at 9:53 am.

<u>/s/</u>	Carrie Smith	<u>/s/</u>	John Okeson
	Carrie Smith		John Okeson
	County Administrator		Board Chair



BECKER COUNTY BOARD OF COMMISSIONERS  
Finance Committee Meeting  
Date: Monday, January 6, 2025 at 8:30 AM

Location: 1st Floor – Board Meeting Room - Courthouse  
915 Lake Avenue, Detroit Lakes, MN

Administrator

1. Report

Auditor-Treasurer

1. Claims
2. Claims Human Services, Public Health, & Transit
3. Resolution 01-25-1A - 2025 Publication Bids

Human Resources

1. Resolution 01-25-1C - 2025 Non-Union 3.5% COLA
2. Deputies Wage Review per Union Contract

Adjourn

**BECKER COUNTY AUDITOR-TREASURER  
SUMMARY OF PUBLICATION BIDS  
2025**

	<b>Frazee Forum</b>	<b>DL Saturday</b>
<b>Sample Notice:</b>	\$61.60	\$80.00
<b>Legal Notice:</b>	\$11.00	\$10.00
<b>Financial Statement 1st Publication:</b>	\$11.00	\$10.00
<b>Financial Statement 2nd Publication:</b>	\$11.00	\$8.00
<b>Delinquent Listing 1st Publication:</b>	\$11.00	\$10.00
<b>Delinquent Listing 2nd Publication:</b>	\$11.00	\$8.00
<b>Weekly Publication:</b>	Tuesday	Saturday
<b>Deadlines for Publishing:</b>	Friday at 12:00	Thursdays at 9:00
<b>Distribution:</b>	1,250	2,081
<b>Distribution Area:</b>	Newstands Detroit Lakes Frazee Vergas Wolf Lake Perham	Newstands & Carriers Detroit Lakes Frazee Lake Park Audubon Ogema Rochert Callaway Vergas Waubun Ponsford Perham

**BECKER COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION 01-25-1A Option 1  
Publication Bid 2025**

**WHEREAS**, Becker County is required to consider all submitted offers for publication at a meeting in January according to MN Stat. Sec. 375.12; and

**WHEREAS**, The County Auditor-Treasurer has requested bids for publication and, upon receiving and reviewing the bids, has submitted her recommendation to the County Board for consideration; and

**THEREFORE, BE IT RESOLVED**, that the Detroit Lakes Saturday paper is hereby designated by the Board of County Commissioners of the County of Becker and State of Minnesota as the official county newspaper for 2025 in which the notice and list of real estate taxes remaining delinquent on the first Monday of January 2025, shall be published.

**FURTHERMORE, BE IT RESOLVED** that the Detroit Lakes Saturday paper is hereby designated as the newspaper in which the proceedings and other notices of the County Board shall be published.

**FURTHERMORE, BE IT RESOLVED** that the Detroit Lakes Saturday is hereby designated as the newspaper in which the first publication of the financial statement will be published and the Frazee Forum paper is hereby designated as the newspaper in which the second publication of the financial statement will be published as required by MN Stat. Sec. 375.17.

Duly adopted this 7<sup>th</sup> day of January 2025 at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS  
Becker County, Minnesota

ATTEST:

/s/ <u>Carrie Smith</u> Carrie Smith County Administrator	/s/ _____  Board Chair
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State of Minnesota )  
  ) ss  
County of Becker )

I, the undersigned being the duly appointed and qualified County Administrator for the County of Becker, State of Minnesota, do hereby certify that the foregoing is a true and correct copy of a Resolution passed, adopted, and approved by the County Board of Commissioners at a meeting held January 7, 2025, as recorded in the record of proceedings.

\_\_\_\_\_  
Carrie Smith  
County Administrator

**BECKER COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION 01-25-1A Option 2  
Publication Bid 2025**

**WHEREAS**, Becker County is required to consider all submitted offers for publication at a meeting in January according to MN Stat. Sec. 375.12; and

**WHEREAS**, The County Auditor-Treasurer has requested bids for publication and, upon receiving and reviewing the bids, has submitted her recommendation to the County Board for consideration; and

**THEREFORE, BE IT RESOLVED**, that the Frazee Forum paper is hereby designated by the Board of County Commissioners of the County of Becker and State of Minnesota as the official county newspaper for 2025 in which the notice and list of real estate taxes remaining delinquent on the first Monday of January 2025, shall be published.

**FURTHERMORE, BE IT RESOLVED** that the Frazee Forum paper is hereby designated as the newspaper in which the proceedings and other notices of the County Board shall be published.

**FURTHERMORE, BE IT RESOLVED** that the Frazee Forum is hereby designated as the newspaper in which the first publication of the financial statement will be published and the Detroit Lakes Saturday paper is hereby designated as the newspaper in which the second publication of the financial statement will be published as required by MN Stat. Sec. 375.17.

Duly adopted this 7<sup>th</sup> day of January, 2025 at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS  
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith \_\_\_\_\_ /s/ \_\_\_\_\_  
Carrie Smith Board Chair  
County Administrator

State of Minnesota )  
                                  ) ss  
County of Becker )

I, the undersigned being the duly appointed and qualified County Administrator for the County of Becker, State of Minnesota, do hereby certify that the foregoing is a true and correct copy of a Resolution passed, adopted, and approved by the County Board of Commissioners at a meeting held January 7, 2025, as recorded in the record of proceedings.

\_\_\_\_\_  
Carrie Smith  
County Administrator

**BECKER COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION 01-25-1B**

**Notice of Annual Highway Construction Advertisements**

**WHEREAS**, it has become available and a widely accepted practice that advertisements for bids for highway construction be placed online in place of the traditional printed media;

**WHEREAS**, the County of Becker maintains a public web page suitable for public advertising,

**WHEREAS**, the Minnesota Department of Transportation maintains a public web page offering a common location for all Minnesota Counties to advertise,

**WHEREAS**, MN Stat, Sec 331A.12 requires publication in the local legal paper stating the intent to use the internet as its primary posting location each year,

**NOW THEREFORE BE IT RESOLVED:** That the Becker County Board of Commissioners hereby authorizes the County Engineer to advertise as follows:

- Initial advertisements in the Detroit Lakes Tribune stating the intent to utilize internet advertising
- All highway construction advertising for 2025 will be placed on the official Becker County web page and on the MNDOT site [www.dot.state.mn.us/stateaid](http://www.dot.state.mn.us/stateaid) using the EAdvert link.

Duly adopted this 7th day of January 2025, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS  
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith  
Carrie Smith  
County Administrator

/s/  
Board Chair

State of Minnesota )  
                                  ) ss  
County of Becker )

I, the undersigned being the duly appointed and qualified County Administrator for the County of Becker, State of Minnesota, do hereby certify that the foregoing is a true and correct copy of a Resolution passed, adopted, and approved by the County Board of Commissioners at a meeting held January 7, 2025, as recorded in the record of proceedings.

\_\_\_\_\_  
Carrie Smith  
County Administrator



## **Agreement Between the Minnesota Department of Revenue and Becker County for Collection of a Local Transit Sales and Use Tax**

### **Introduction**

This agreement concerns administration of local taxes identified below:

- Becker County transit sales tax
- Becker County transit use tax

Laws of Minnesota Statute 297A.993 authorize the above taxes. The taxes are imposed by Becker County Resolution Number 02-14-2G adopted February 25, 2014 and amended by Becker County Resolution Numbers 12-15-2D adopted December 15, 2015, 12-16-1H adopted December 13, 2016, 12-17-1E adopted December 19, 2017, 12-18-1F adopted December 18, 2018, 12-19-2D adopted December 17, 2019, 12-20-2B adopted December 15, 2020, 12-21-2J adopted December 14, 2021, 12-22-2D adopted December 20, 2022, and 12-23-2H adopted December 19, 2023.

### **Administration, collection and enforcement**

The Department of Revenue (department) will administer, collect, and enforce the Becker County taxes identified in the introduction, as authorized under:

- Minnesota Statutes, section(s) 297A.99, and
- any other governing laws or statutes identified in the introduction

The administration, collection, and enforcement process will follow:

- Minnesota Statutes, Chapters 297A, 289A, and 270C
- Minnesota rules Chapter 8130, and
- Administrative procedures

Local tax administration also includes processing refunds, litigation, and authority to enter into settlement agreements on behalf of Becker County. If the local tax revenues collected are not sufficient to cover actions taken, Becker County must provide the department with sufficient funding to process all adjustments.

Becker County agrees to update the resolution listed above as needed to remain consistent with current language and definitions used in the governing Minnesota Statutes. Becker County further agrees to take corrective action within 90 days if notified by the department of required resolution language changes. The department will not enforce or engage in compliance activities for local taxes administered by the department if any portion of Becker County's resolution is not consistent with the governing Minnesota statutes. Local special taxes imposed before 2010 are not subject to this limitation.

### **Registration of vendors**

The department is responsible for notifying vendors that are registered for state sales and use tax of their obligations to collect and remit Becker County taxes covered by this agreement. The department is

also responsible for informing newly registered businesses of their obligations to collect and remit Becker County sales and use taxes covered by this agreement. Accounts registered for state sales and use tax who have a ZIP Code in the Becker County tax jurisdiction will be registered for the Becker County taxes by the department. We will mail an informational notice of registration to these businesses.

### **Outreach and education**

The department will register and notify all vendors that are currently registered for state sales and use tax and the general public about the Becker County taxes by posting a notice on the department's website ([www.revenue.state.mn.us](http://www.revenue.state.mn.us)). Other notifications will be made at the time of registration, through the department's website.

Becker County acknowledges that there is no cost-effective way to identify specific vendors located outside the Becker County taxing jurisdiction who are required to be registered for Becker County taxes. Identification of these vendors will be voluntary by vendor response to general notifications by the department and through other contacts that the vendor has with the department or the Streamlined Sales Tax Governing Board's (SSTGB) central registration system.

### **Publicity**

If Becker County maintains an official website, it will display (on its main web page) a link to a notice that residents and businesses may reference for more information about the local taxes. Becker County will briefly describe the taxes and provide a link to the department's website ([www.revenue.state.mn.us](http://www.revenue.state.mn.us)). Also state in the description that local use taxes on purchases of goods and services made outside of the political subdivision that are used in the political subdivision, are subject to local use taxes.

Local governments that bill residents and businesses for utilities must include a notice of the local taxes at least once per year. The notice must include a brief description of both the local sales and use taxes, and reference the department's website link.

### **Returns and remittance**

Vendors will collect and remit Becker County taxes covered by this agreement as part of their Minnesota sales and use tax returns, which include simplified electronic returns (SER's) authorized by the SSTGB. Revenues collected by the department are deposited in the State Treasury and credited to a special account. The department will draw from this account to recover department costs as provided in this agreement, and to transmit collections to Becker County. Becker County will accrue no interest on this amount.

### **Transmittal of tax**

The department will transmit the taxes reported on returns monthly through the automatic clearinghouse system.

For each month of collection, the department will transmit taxes reported for that month in one monthly payment. The transmittal will be sent approximately 40 days after month end. The department retains a fee for administering, collecting, and enforcing the Becker County taxes as provided in this agreement. The department sends notification each month to Becker County with the month's sales and use tax collections and the administrative fees deducted.



**Reports**

Upon request, the department will provide Becker County with a report showing information about taxpayers and the amount of taxes remitted. This report can be requested once per year at no additional cost. Becker County must submit a written request via email or US mail. The department will consider requests for more frequent reports for an additional administrative fee.

**Disclosure**

Becker County understands that any local sales and use tax account information given to it by the department is subject to the classification and disclosure provisions in Minnesota Statutes, chapters 13 and 270B. Pursuant to Minnesota Statutes, section 270B.12, subdivision 2, such information can only be used to the extent necessary to administer the local sales or use tax.

The department will provide disclosure training materials to Becker County's designated representative. Becker County must train any employees with a business need to access not public Minnesota sales and use tax information provided by the department. All employees who have a business reason to access not public tax information must complete the required training annually. New employees and other users who did not previously have a business reason to access not public tax information must complete the training before they may be granted access it.

Becker County must update its disclosure authorization form by December 31 of each year, providing a list of all personnel who are trained and authorized to view not public Minnesota sales and use tax information. If an authorized employee or official no longer needs access to tax information due to a change of duties, separation from employment, or any other reason, it is Becker County's obligation to instruct the department's local tax liaison to terminate access rights for that individual by the start of the next calendar quarter.

Failure to conduct the required disclosure trainings or update the user access list as described above will result in the department suspending Becker County's access to not public Minnesota sales and use tax information until such training is completed.

**Inspection of records and audit information**

The department will allow Becker County to inspect and audit all data, records, and other information relating to its local sales or use tax, the cost of collecting the tax, and the performance by the department under this agreement. Becker County will submit any requests to inspect the sales or use tax data to the department in writing, as prescribed by the department.

**Reimbursement of costs**

The Department will review its own direct and indirect costs for administering, collecting, and auditing local taxes, and as needed adjust costs accordingly.

For each month of collection, the following calculation of reimbursement for administrative costs will apply.

Minnesota Statutes, section 297A.99, subdivision 11 states the Department shall deduct the direct and indirect costs to administer local taxes. Becker County will pay a flat rate of up to 1.0% of sales taxes collected to cover the administration, collection, and auditing of all local sales taxes administered by the Department. If the reimbursement of costs increases, the Department will notify Becker County at least 180 days prior to the rate change. An updated

agreement is only required when an increase to the flat rate of 1.0% is determined. Any shortfalls or reserves will be managed across years to the extent possible.

### **Termination of a local tax**

The department will provide a report to Becker County after the last month that the tax is in effect. The report will indicate the total amount of Becker County taxes, corresponding adjustments made, prior month corrections, and administrative fees retained. In addition, when a tax ends, the department will work with Becker County to determine a reserve amount the department will retain which will be used as a fund to make adjustments or refunds. Please see the Responsibilities section below for more details. The portion of this fund not used for refunds or adjustments will be transmitted to Becker County at the close of the period of limitations. The account remains open for a period equal to the statute of limitations provided in Minnesota Statutes, section 289A.40, for sales and use tax returns. The account will be reconciled and Becker County will be notified of the final settlement.

### **Responsibilities**

When the boundary limits for Becker County change, it is the responsibility of Becker County to notify and provide the department with the updated boundary information. The department will only update the rate calculator and ZIP Code guide upon receiving this information. Minnesota Statute requires that the department notify vendors of their tax obligations when boundaries change. Vendors not notified will be relieved of liability until notification occurs. The department will not engage in compliance activities for vendors in the new boundary area who have not been formally notified of the change.

If Becker County updates or amends the county resolution relating to the Becker County tax covered by this agreement, Becker County must provide a draft of the changes to the department for review before it is made final. The department will review the changes to ensure compliance with governing statutes. Becker County will then provide the department with a signed copy of the revised or amended resolution.

Becker County must provide the department with current contact information annually and advise when any changes occur. This includes, but is not limited to, the contact person, phone number, address, and email.

Becker County will notify the department prior to the 90-day notification requirement for when the tax will end. The department will work with Becker County to project an estimated amount to retain for the reserve fund. This amount retained will allow for adjustments and refunds as mentioned in the "Termination of local tax" section. In the event the Department does not retain enough revenues to cover any adjustments once the tax ends, a bill will be sent for the outstanding amount. See Minnesota Statutes, section 297A.99, subdivision 9.

### **Effective date**

This agreement is effective the day following imposition of the tax and supersedes any previous agreement.

### **Modifications**

Any portion of this agreement may be modified. Modifications must be in writing and signed by the Commissioner of Revenue and an authorized representative of Becker County.

**Minnesota Department of Revenue**

Signature: \_\_\_\_\_

Paul Marquart  
Commissioner of Revenue

Date: \_\_\_\_\_

**Becker County Representative**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_



# BECKER COUNTY

HIGHWAY DEPARTMENT

1771 Tower Road • Detroit Lakes, MN 56501

218-847-4463

## MEMORANDUM

**Date:** January 2, 2025

**To:** Becker County Board of Commissioners

**From:** Jim Olson, County Engineer

**Subject:** Transit Sales and Use Tax Agreement

**Background:** The attached agreement with the State of Minnesota is for the continued collection of our local sales tax used to help fund our highway road construction projects.

**Recommended Action:** Authorize the Board Chair and County Administrator to execute the agreement.



# COUNTY OF BECKER

## *Economic Development Authority*

915 Lake Ave. Detroit Lakes, MN 56501

phone: 218-846-7330

website: <https://www.co.becker.mn.us/dept/eda/>

## MEMORANDUM

**DATE:** 01-07-2025  
**TO:** Becker County Board of Commissioners  
**CC:** Becker County Administrator  
**FROM:** Cody Piper, EDA Specialist  
**RE:** Minnesota City Participation Program

Minnesota Housing manages the Minnesota City Participation Program (MCPP), which uses the Tax-Exempt Bond Housing Pool Allocation authorized by the Office of Minnesota Management and Budget (MMB) to enable communities throughout the state to efficiently provide first-time homebuyer loans in their community without the administrative burden of running their own bond program. First-time homebuyers access the program through local lenders and have access to downpayment and closing cost assistance if needed.

The Minnesota City Participation Program (MCPP) must be applied for annually to grant MN Housing authority to issue bonds. Each participant is allocated funds on a per capita basis. There is no risk or commitment from the County other than a program minimum usage rate of 50% for continued eligibility the following year. The usage rate has met or exceeded 50% for several years, reinforcing the application and benefit this program provides.

EDA staff is requesting support for the following:

1. Sign and Submit the MCPP application during the application period January 2-15<sup>th</sup> 2025
2. Sign and Submit the MCPP application commitment agreement during the application period.

The EDA will conduct outreach, reference and promote the program on its website, County social media, and bulletin boards with the applicable information and links. The attached items include a brief overview of the various qualifying loan program and the preferred downpayment/closing cost loans, as well as the prior year usage report.

*\*Approved by Committee: EDA Board – December 19<sup>th</sup>*

*\*Financial Impacts: None*

/s/ Cody Piper  
EDA Specialist

2024 MCPP Usage Report 1.16.2024 - 11.30.2024 (Applies to Start Up Program Loans Only)

For Informational Purposes Only

Applicant Name	Allocation Amount	Committed Loans	Committed Amount	*Usage Test	% of Usage	**Additional Start Up Loans		Step Up Loans		Fix Up Loans		Total Loan Activity		Downpayment and Closing Cost Loans	
						Committed Loans	Committed Amount	Committed Loans	Committed Amount	Committed Loans	Committed Amount	Committed Loans	Committed Amount	% of First Mortgage	Total Amount of Downpayment
Aitkin	\$ 300,526	6	\$896,466	MET	298%	0	\$ -	1	\$ 139,600	1	\$ 9,568	8	\$1,036,067	88%	\$ 112,100
Alexandria	\$ 276,088	5	\$873,222	MET	316%	2	\$ 519,900	1	\$ 300,457	3	\$ 77,364	11	\$1,693,582	73%	\$ 137,000
Anoka	\$ 6,661,718	255	\$66,381,718	MET	996%	68	\$ 21,359,310	51	\$ 16,283,198	51	\$ 1,267,581	425	\$104,024,277	80%	\$ 5,655,192
<b>Becker</b>	<b>\$ 646,455</b>	<b>11</b>	<b>\$1,804,650</b>	<b>MET</b>	<b>279%</b>	<b>4</b>	<b>\$ 1,098,542</b>	<b>5</b>	<b>\$ 1,205,811</b>	<b>10</b>	<b>\$ 400,125</b>	<b>30</b>	<b>\$4,109,013</b>	<b>67%</b>	<b>\$ 291,996</b>
Benton	\$ 275,075	2	\$386,350	MET	140%	0	\$ -	0	\$ -	1	\$ 14,490	3	\$386,351	67%	\$ 33,000
Blue Earth - City of	\$ 100,000	2	\$111,199	MET	111%	0	\$ -	0	\$ -	0	\$ -	2	\$111,199	100%	\$ 31,150
Blue Earth - County of	\$ 1,285,114	31	\$5,748,720	MET	447%	7	\$ 1,722,089	7	\$ 1,827,472	4	\$ 97,130	49	\$9,298,285	86%	\$ 673,500
Bluff Country HRA	\$ 739,069	15	\$2,414,393	MET	327%	2	\$ 301,980	2	\$ 362,465	11	\$ 378,359	30	\$3,078,849	63%	\$ 285,432
Breckenridge	\$ 100,000	3	\$462,608	MET	463%	0	\$ -	0	\$ -	0	\$ -	3	\$462,608	100%	\$ 33,000
Carver	\$ 1,992,221	26	\$6,590,857	MET	331%	5	\$ 1,448,485	12	\$ 4,305,986	1	\$ 20,459	44	\$12,345,329	91%	\$ 616,050
Chippewa	\$ 230,649	12	\$1,524,629	MET	661%	2	\$ 362,703	4	\$ 663,374	6	\$ 242,363	24	\$2,550,712	71%	\$ 240,900
Chisago	\$ 1,068,230	34	\$8,609,117	MET	806%	13	\$ 4,028,605	10	\$ 3,121,864	4	\$ 176,972	61	\$15,759,590	90%	\$ 904,355
Clay	\$ 1,226,669	32	\$5,966,977	MET	486%	9	\$ 1,916,958	11	\$ 2,643,642	10	\$ 287,592	62	\$10,527,587	84%	\$ 785,171
Cloquet	\$ 232,693	11	\$1,879,245	MET	808%	2	\$ 545,200	3	\$ 589,000	3	\$ 44,350	19	\$3,013,448	84%	\$ 263,200
Crow Wing	\$ 1,253,115	41	\$7,796,188	MET	622%	10	\$ 2,325,315	5	\$ 1,398,666	3	\$ 51,624	59	\$11,520,172	95%	\$ 871,118
Fergus Falls & Perham HRAs	\$ 319,990	15	\$2,563,562	MET	801%	2	\$ 453,647	2	\$ 334,887	4	\$ 145,544	23	\$3,352,100	78%	\$ 247,900
Foley	\$ 100,000	6	\$1,015,096	MET	1015%	0	\$ -	2	\$ 435,062	2	\$ 50,778	10	\$1,450,160	80%	\$ 123,850
Freeborn County (Albert Lea admin)	\$ 559,014	44	\$5,906,800	MET	1057%	5	\$ 909,484	1	\$ 98,800	14	\$ 367,926	64	\$6,915,098	77%	\$ 752,300
Grant	\$ 111,662	2	\$250,028	MET	224%	0	\$ -	2	\$ 435,579	1	\$ 45,000	5	\$685,608	80%	\$ 65,170
Headwaters Regional Dev. Commiss	\$ 1,591,356	13	\$2,090,038	MET	131%	7	\$ 1,259,030	2	\$ 455,000	19	\$ 468,249	41	\$3,804,087	51%	\$ 311,763
Hennepin	\$ 15,496,924	402	\$99,043,719	MET	639%	109	\$ 33,798,749	89	\$ 27,192,240	76	\$ 2,702,337	676	\$160,034,784	80%	\$ 8,883,903
Isanti	\$ 774,324	40	\$9,657,562	MET	1247%	6	\$ 1,817,504	9	\$ 2,792,765	2	\$ 83,504	57	\$14,267,833	91%	\$ 828,336
Kandiyohi	\$ 818,189	34	\$5,169,084	MET	632%	6	\$ 1,358,495	5	\$ 1,270,424	19	\$ 479,164	64	\$7,798,022	66%	\$ 651,780
McLeod	\$ 680,263	34	\$6,980,452	MET	1026%	7	\$ 1,657,926	2	\$ 632,613	5	\$ 147,195	48	\$9,270,996	88%	\$ 687,974
Meeke	\$ 432,502	20	\$3,336,702	MET	771%	4	\$ 801,941	6	\$ 1,268,649	6	\$ 142,649	36	\$5,407,298	83%	\$ 468,150
Mower	\$ 734,493	87	\$13,734,222	MET	1870%	5	\$ 996,274	6	\$ 1,191,749	14	\$ 417,378	112	\$15,922,259	80%	\$ 1,371,076
New Prague	\$ 150,860	5	\$1,210,523	MET	802%	1	\$ 272,423	4	\$ 1,222,550	0	\$ -	10	\$2,705,496	90%	\$ 156,800
New Ulm	\$ 255,322	4	\$605,506	MET	237%	0	\$ -	0	\$ -	5	\$ 185,870	9	\$605,511	44%	\$ 67,500
North Mankato	\$ 269,269	6	\$1,170,617	MET	435%	1	\$ 133,600	1	\$ 190,950	1	\$ 28,300	9	\$1,495,168	89%	\$ 127,967
NW MN Multi-Co. HRA	\$ 1,541,124	27	\$3,762,487	MET	244%	3	\$ 418,584	3	\$ 514,005	36	\$ 1,127,126	69	\$4,695,112	46%	\$ 382,973
Oakdale	\$ 503,916	34	\$8,030,932	MET	1594%	6	\$ 1,816,727	7	\$ 2,128,072	0	\$ -	47	\$11,975,731	96%	\$ 744,000
Olmsted	\$ 3,039,902	70	\$15,653,352	MET	515%	17	\$ 4,957,257	16	\$ 4,614,489	12	\$ 351,874	115	\$25,225,110	82%	\$ 1,507,182
Osakis	\$ 100,000	2	\$307,040	MET	307%	0	\$ -	0	\$ -	1	\$ 14,843	3	\$307,041	67%	\$ 28,250
Otter Tail	\$ 775,373	8	\$918,658	MET	118%	0	\$ -	2	\$ 193,595	5	\$ 174,298	15	\$1,112,258	67%	\$ 131,910
Pine County HRA	\$ 500,841	12	\$2,255,286	MET	450%	2	\$ 556,448	5	\$ 1,478,321	0	\$ -	19	\$4,290,055	100%	\$ 317,913
Ramsey	\$ 4,344,968	127	\$29,624,673	MET	682%	32	\$ 9,614,874	20	\$ 6,321,808	19	\$ 847,154	198	\$45,561,374	80%	\$ 2,638,003
Red Wing	\$ 305,211	6	\$1,209,205	MET	396%	2	\$ 432,850	5	\$ 1,295,827	1	\$ 25,000	14	\$2,937,883	86%	\$ 195,800
Rice	\$ 1,239,530	36	\$7,676,264	MET	619%	12	\$ 3,007,585	12	\$ 3,151,939	12	\$ 386,020	72	\$13,835,800	79%	\$ 909,272
Sandstone	\$ 100,000	1	\$130,500	MET	131%	0	\$ -	0	\$ -	2	\$ 68,435	3	\$130,502	33%	\$ 16,500
Sartell	\$ 354,648	8	\$1,886,497	MET	532%	4	\$ 1,199,919	5	\$ 1,361,698	2	\$ 104,623	19	\$4,448,116	89%	\$ 281,400
Sauk Rapids	\$ 245,265	11	\$2,511,149	MET	1024%	4	\$ 978,895	4	\$ 1,047,233	2	\$ 15,900	21	\$4,537,279	81%	\$ 279,000
Scott	\$ 2,707,485	67	\$20,051,418	MET	741%	25	\$ 8,201,035	16	\$ 5,628,221	8	\$ 248,416	116	\$33,880,682	84%	\$ 1,645,532
SE MN Multi-Co. HRA	\$ 1,405,513	30	\$5,522,510	MET	393%	8	\$ 1,950,303	13	\$ 3,660,371	9	\$ 283,527	60	\$11,133,193	85%	\$ 803,372
Sherburne	\$ 1,713,527	41	\$11,106,260	MET	648%	12	\$ 3,979,728	13	\$ 3,906,905	9	\$ 343,829	75	\$18,992,902	81%	\$ 943,923
St Cloud	\$ 1,286,507	86	\$16,803,131	MET	1306%	17	\$ 4,042,737	16	\$ 3,446,777	6	\$ 168,392	125	\$24,292,651	89%	\$ 1,755,849
St James	\$ 100,000	2	\$251,550	MET	252%	0	\$ -	0	\$ -	2	\$ 52,141	4	\$251,552	50%	\$ 32,549
St Joseph	\$ 128,738	2	\$397,000	MET	308%	1	\$ 229,900	3	\$ 830,110	3	\$ 172,637	9	\$1,457,013	67%	\$ 101,000
St Louis	\$ 3,634,316	141	\$19,989,876	MET	550%	26	\$ 5,150,209	34	\$ 6,266,193	20	\$ 586,197	221	\$31,406,298	89%	\$ 2,952,795
Owatonna/Steele County	\$ 701,391	35	\$6,967,385	MET	993%	3	\$ 738,747	9	\$ 2,426,467	2	\$ 103,621	49	\$10,132,601	86%	\$ 693,850
Stevens County HRA	\$ 170,052	4	\$630,709	MET	371%	2	\$ 278,320	2	\$ 412,665	0	\$ -	8	\$1,321,694	100%	\$ 128,700
SW Regional Dev. Commission	\$ 2,134,615	64	\$9,140,348	MET	428%	7	\$ 1,157,596	5	\$ 795,124	15	\$ 375,103	91	\$11,093,083	81%	\$ 1,021,359
Swift	\$ 181,864	9	\$1,315,630	MET	723%	0	\$ -	1	\$ 33,300	6	\$ 147,877	16	\$1,348,936	63%	\$ 145,300
Washington	\$ 4,463,051	99	\$26,821,258	MET	601%	29	\$ 8,713,628	29	\$ 9,532,839	14	\$ 453,435	171	\$45,067,739	85%	\$ 2,427,770
Winona - City of	\$ 470,217	17	\$2,847,267	MET	606%	3	\$ 456,953	1	\$ 194,000	2	\$ 104,428	23	\$3,498,222	91%	\$ 332,870
Wright	\$ 2,726,460	66	\$17,855,533	MET	655%	15	\$ 5,057,657	24	\$ 7,931,236	14	\$ 577,628	119	\$30,844,440	82%	\$ 1,602,208
<b>Totals</b>	<b>\$ 73,556,303</b>	<b>2,203</b>	<b>\$477,846,168</b>		<b>650%</b>	<b>507</b>	<b>\$ 142,028,112</b>	<b>488</b>	<b>#####</b>	<b>478</b>	<b>\$15,064,375</b>	<b>3,676</b>	<b>\$757,408,756</b>	<b>81%</b>	<b>\$ 47,696,913</b>

\*Participants must use at least 50% of their allocation by the end of the program year in order to participate next year.

\*\*Not MCPP Eligible. Borrower income is above 80% of Area Median Income.

## First-Time Homebuyers

The Start Up program is for first-time homebuyers, which is someone who "has not had an ownership interest in a principal residence in the last three years." If you've never owned a home, or it's been more than three years since you've been a homeowner, you may be considered a first-time homebuyer.

### Start Up program guidelines and options may include:

- Income limits up to \$142,800 based on county.
- House price purchase limits up to \$659,550 in the 11-county Metro area and \$604,400 for all other counties
- Downpayment and Closing Cost Loan options – with amounts totaling up to \$18,000!
- Minimum credit score
- Owner-occupancy requirement
- [Homebuyer education](#): At least ONE borrower must complete [an approved homebuyer education course](#) before closing on the home.

If you are a first-time homebuyer but exceed the income or purchase price limits for Start Up, you may be eligible under the Step Up program (Information on Step Up is under "Repeat Homebuyers" below).

## Repeat Homebuyers

If you're not a first-time homebuyer – or you're a first-time homebuyer who exceeds the income or purchase limits for Start Up – the Step Up program might be a great option.

### Step Up program guidelines and options may include:

- Income limits up to \$185,700 based on county
- House price limits up to \$659,550 in the 11-county Metro area and \$637,950 for all other counties
- Downpayment and Closing Cost Loan options – up to \$18,000 available!
- Minimum credit score
- Owner-occupancy requirement
- [Homebuyer education](#): If ALL borrowers are first time buyers, at least ONE borrower must complete [an approved homebuyer education course](#) before closing on the home.

## Refinancing

Step Up can also be used to refinance your current mortgage and offers borrowers the option to use our Monthly Payment Loan to cover closing costs. You do not need to be an existing Minnesota Housing borrower to use this program, but if you are, and have one of our second mortgages, you may be able to subordinate it when you refinance with Step Up.

### Step Up program guidelines and options may include:

- Income limits up to \$185,700 based on county
- Loan amount limits up to \$659,550 in the 11-county Metro area and \$637,950 for all other counties
- Downpayment and Closing Cost Loan options – up to \$18,000 available!
- Minimum credit score requirement
- Owner-occupancy required

## Downpayment and Closing Cost Loans

When you qualify for a loan and are eligible for the Minnesota Housing Start Up or Step Up programs, you may also have the option to access one of our downpayment and closing cost loan programs.

These loans, with amounts up to \$18,000, are not grants. Each loan program has eligibility requirements and can only be used with a Minnesota Housing first mortgage.

### Downpayment and closing cost loan program options main features:

Terms	Monthly Payment Loan	Deferred Payment Loan (DPL) / Deferred Payment Loan Plus (DPL+)
Availability	Available with Start Up or Step Up	Available with Start Up only
Loan Amount	Up to \$18,000	DPL Up to \$16,500 DPL+ Up to \$18,000
Interest Rate and Repayment Terms	10 year repayment term Equal to your first mortgage rate	No interest, no monthly payments. Balloon payment due in full at the end of the mortgage term.**
Income Limits	Same as Minnesota Housing first mortgage loan program	<a href="#">Contact a participating lender</a>



# Minnesota Housing 2025 Minnesota City Participation Program (MCP) Application

**Minnesota Housing must receive your application by email between January 2-15, 2025 at 5:00**

Please provide all the information below.

## Agency Contact Information

Agency Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Website: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Administrative Information

1. Check agency type:  City  City HRA/CDA/EDA  County HRA/ Port Authority  
Multi-County HRA: Receive single allocation for all counties within your jurisdiction  
 Consortium of local government units applying jointly by agreement (please submit evidence of agreement with this application, even if you provided one in previous years).

2. List the legal name(s) of all cities and counties where the funds will be utilized. For county and multicounty applications, only list the counties.

\_\_\_\_\_

3. Check the box below to confirm this statement:  
MCP helps the community meet an identified housing need and the program is economically viable.

4. Does your City (or County) offer a down payment program or other homeownership assistance?

Yes  No

If yes, list program names (For informational purposes only; does not impact your application status):

\_\_\_\_\_

## Signature

Provide authorized signature(s) from the organization submitting this application, including printed or typewritten name, title and phone number. Scan original and email application to [mn.housing@state.mn.us](mailto:mn.housing@state.mn.us) (Original not needed).

Signature \_\_\_\_\_

Name (Print) \_\_\_\_\_

Title \_\_\_\_\_

Phone number or check here if same as above. \_\_\_\_\_

E-mail or check here if same as above. \_\_\_\_\_

## Program and Contact Information

Minnesota Statute sets Borrower Income Limits and House Purchase Price Limits. Minnesota Housing makes final determinations of the total amount of program funds available and individual allotments (in compliance with a per capita distribution method specified in statute).

Questions about MCP or this application? Contact Greg Krenz at (651)297-3623 or [greg.krenz@state.mn.us](mailto:greg.krenz@state.mn.us)

**MINNESOTA HOUSING FINANCE AGENCY  
MINNESOTA CITY PARTICIPATION PROGRAM**

**PROGRAM APPLICATION  
COMMITMENT AGREEMENT**

**THIS APPLICATION AND AGREEMENT** (this "Agreement") is between Becker County EDA with its office at 915 Lake Ave, Detroit Lakes, MN 56501 and Minnesota Housing Finance Agency ("Minnesota Housing"), with its office at 400 Wabasha Street North, Suite 400, St. Paul, MN 55102.

**RECITALS:**

- A. Minnesota Housing, under the provisions of Minn. Stat. §474A.061, Subd. 2a is authorized to issue qualified mortgage bonds, as that term is used in the Internal Revenue Code of 1986, as amended (the "Code"), on behalf of the City, and it will issue bonds for that purpose (the "Bonds").
- B. The City applying to participate is a Minnesota city, county, city or county housing and redevelopment authority, economic development authority, port authority or a consortium of local government units, as defined by Minnesota Statutes §474A.061, Subd. 2a(c).
- C. Minnesota Housing has implemented Minnesota Housing Finance Agency Minnesota City Participation Program (the "Program") and will use the proceeds from the issuance of the Bonds to fund the Program.
- D. The City has requested and received a set-aside of funds from the Program.
- E. The City wishes to obtain a commitment by Minnesota Housing to direct Minnesota Housing's designated Master Servicer (the "Master Servicer") to purchase mortgage notes ("Mortgages") that will be originated by a lender or lenders that meet Minnesota Housing requirements for participation in programs funded by qualified mortgage bonds (collectively, the "Lender").
- F. Mortgages that the Master Servicer purchases pursuant to the commitment requested by the City must only be for residences located within a geographic area to be established and designated by the City.
- G. Minnesota Housing is willing to issue a commitment agreeing to purchase Mortgage-Backed Securities backed by Mortgages that are (i) originated by the Lender; (ii) purchased by the Master Servicer; (iii) in accordance with the terms and conditions of this Agreement, the Program, and the Start Up Procedural Manual to be supplied by Minnesota Housing (the "Procedural Manual"), the provisions of which are hereby incorporated by reference into this Agreement as if set forth in full herein; and (iv) made to borrowers with adjusted incomes not exceeding the greater of 80 percent of statewide or area median income as calculated by Minnesota Housing.

**NOW, THEREFORE**, in consideration of the covenants contained in this Agreement, Minnesota Housing and the City agree as follows:

1. **City Requirements.** All Mortgages submitted to Minnesota Housing for purchase under the Program must comply with all of the requirements of the Program, the Start Up Procedural Manual and this Agreement.
2. **Commitment and Commitment Amount.** The City, which applied in January 2025 for a commitment, hereby requests that Minnesota Housing cause its Master Servicer to purchase Mortgages that have been originated by the Lender and meet the requirements of, and are made in accordance with the provisions of, this Agreement, the Program, and the Procedural Manual. Minnesota Housing, by accepting this Agreement, commits to the purchase of those Mortgages in the aggregate principal amount (the "Commitment Amount") to be determined and allocated

by Minnesota Housing in accordance with Minnesota Statutes §474A.061, Subd. 2a(d), and provided to the City.

The Master Servicer will only purchase Mortgages pursuant to this Agreement securing property that, and borrowers who, satisfy the requirements and provisions of this Agreement, the Program, and the Procedural Manual. The City acknowledges that the commitment is effective upon the approval thereof by Minnesota Housing and the delivery of a copy of this Agreement by Minnesota Housing to the City.

3. **Lender Qualifications.** Lenders must meet Minnesota Housing requirements for participation in programs funded by qualified mortgage bonds.

4. **Commitment Term.** The term of this Agreement and the City's participation in the Program (the "Commitment Term") will commence on January 16, 2025 and shall continue through November 30, 2025. This Agreement, and the City's participation in the Program, will automatically terminate, without the need for any action by either party hereto, at the end of the Commitment Term.

5. **Set-Aside Term.** The Commitment Amount will be set-aside and held by Minnesota Housing for the sole use by the City for a period of time to be established by Minnesota Housing, in its sole option and discretion, provided, however, that time period will not be less than six months (the "Set-Aside Term") commencing on a date to be selected and specified by Minnesota Housing. Minnesota Housing will notify the City in writing of the date on which the Set-Aside Term commences.

Any portion of the Commitment Amount not reserved for the purchase of qualifying Mortgages as of the end of the Set-Aside Term shall be canceled and returned to Minnesota Housing for redistribution under the Program. In addition, any portion of the Commitment Amount reserved for Mortgages that are not delivered to the Master Servicer for purchase within the time period delineated in the Procedural Manual for that purchase, will be canceled and Minnesota Housing will redistribute that amount under the Program. Minnesota Housing may make any funds available to the Program at the end of the Commitment Term for mortgage loans that are eligible to be financed with proceeds of the Bonds.

6. **Commitment Fees.** There is no commitment fee payable by the City for the commitment by Minnesota Housing to the purchase by the Master Servicer of qualifying Mortgages.

7. **Purchase Price.** The purchase price of each Mortgage to be purchased by the Master Servicer pursuant to this Agreement will be as set forth in the requirements of the Procedural Manual and posted on Minnesota Housing's website.

8. **Mortgage Terms.** The terms and conditions for all Mortgages, including but not limited to the interest rate, will be set from time to time by Minnesota Housing, at its sole option and discretion, and communicated to the Lender in accordance with the procedures set forth in the Procedural Manual.

9. **Area Limitation.** Minnesota Housing, pursuant to this Agreement, is required to purchase only those Mortgages that are for residences located within a geographic area to be established and designated by the City.

10. **Servicing.** The servicing of Mortgages shall be the sole responsibility of the Master Servicer or one or more other entities that Minnesota Housing may designate in its sole discretion.

11. **Contract Documents.** The purchase by the Master Servicer of each Mortgage pursuant to Minnesota Housing's commitment is a contract consisting of this Agreement and the provisions and requirements contained in the Procedural Manual, with all amendments and supplements thereto in effect as of the date of Minnesota Housing's acceptance of this Agreement.

12. **Paragraph Captions and Program Headings.** The captions and headings of the paragraphs of this Agreement are for convenience only and will not be used to interpret or define the provisions thereof.

13. **Applicable Law.** This Agreement is made and entered into in the State of Minnesota, and all questions relating to the validity, construction, performance and enforcement hereof will be governed by the laws of the State of Minnesota.

14. **Agreement Conditional Upon Minnesota Housing Approval.** This Agreement will be a binding obligation of Minnesota Housing upon its execution by Minnesota Housing and delivery of a copy of the same to the City; provided, however, Minnesota Housing may, in its sole option and discretion, any time on or after January 16, 2025 revoke such obligation and terminate this Agreement if the City has not fully executed and returned a fully executed original hereof to Minnesota Housing. That revocation and termination will be accomplished and evidenced by Minnesota Housing notifying the City thereof by way of a "Certified Letter - Return Receipt Requested" addressed and delivered to the City. Upon revocation and termination this Agreement will be null and void and of no force or effect.

15. **Issuance of Bonds.** The City hereby authorizes Minnesota Housing to issue, on behalf of the City, qualified mortgage bonds, as that term is used in the Code, in an amount equal to the Commitment Amount, and Minnesota Housing agrees to issue those bonds if and when federal law authorizes and Minnesota Housing deems it is economically feasible to do so.

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IN WITNESS WHEREOF, the City has executed this Agreement this 02 day of  
January, 2025  
(Month) (Year)

By:   
(Signature of Authorized Officer)  
Cody Piper  
(Name of Authorized Officer)

**Minnesota Housing APPROVAL**

Minnesota Housing hereby accepts the above Program Application-Commitment Agreement and approves and grants participation in the program.

**MINNESOTA HOUSING FINANCE AGENCY**

By: \_\_\_\_\_  
Kayla Schuchman  
Its: Assistant Commissioner, Single-Family Division

Signed this \_\_\_\_ day of \_\_\_\_\_, 2025



3.5% COLA	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	Deputy	9	\$33.43	\$34.43	\$35.47	\$36.54	\$37.63	\$38.76	\$39.92	\$41.12	\$42.35	\$43.63
	Deputy	9D	\$33.76	\$34.78	\$35.82	\$36.90	\$38.01	\$39.15	\$40.32	\$41.53	\$42.78	\$44.06

Per Article 23.1 - Deputies receive an additional 1% to maintain the 5th position of the comparables



**Classification:** Economic Development Specialist, Grade 10  
**Department:** Administration  
**Reports to:** County Administrator  
**FLSA Classification:** Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:** EDA Board 12/19/2024

## Position Summary

The Economic Development Specialist plans, organizes and implements all economic development functions from conception to completion, including business retention, business attraction and incentive programs; administers loan / grant programs; and performs a variety of responsible administrative, professional, and technical tasks.

### Essential Duties and Responsibilities

#### Economic Development

- Develop economic development strategies for implementing economic development goals and objectives for wealth creation in Becker County.
- Research, identify, and implement funding mechanisms for internal and external stakeholders.
- Analyze existing economic situations relative to business attraction and expansion and review modern techniques for business attraction and retention.
- Provide project management in completing economic studies in Becker County (i.e., Broadband, comprehensive economic development strategies, retail analysis, local government impact studies, etc.)
- Collaborate with business and outside parties to gather information and promote the needs of the County.
- Manage prospect marketing initiatives including negotiation, preparation and processing of documents and implementation of such documents as depositions and development agreements, owner participation agreements, contracts, resolutions, and requests for proposals / qualifications.
- Work to retain and expand existing industry in the County through business recruitment and expansion (BRE) initiatives.
- Provide deal generation acumen for managing complex economic development projects to a successful conclusion.
- Review contractually delegated housing initiatives with partner organizations.
- Partner with local government units on economic development projects.

#### Administrative and Data Management

- Monitor program performance and report status to County Administrator.
- Administer Becker County funding mechanisms including reporting, performance review, applicant communication, and loan payments.
- Provide staff support to the Becker County Economic Development Authority to include but not limited to budget development, financial reporting, and invoicing.
- Provide staff support to local County Authorities and Economic Development organizations in Becker County.

#### Customer Service and Community Relations

- Responds to general public in person, by phone or mail to answer questions and provide information.
- Interfaces and coordinates with the development community, local businesses and various County departments and staff.
- Represent the County in membership at multiple Economic Development organizations (i.e., Economic Development Association of Minnesota (EDAM), Minnesota Association of Professional County Economic Developers (MAPCED), MN Association of Development Organization (MADO) etc.)
- Attends educational opportunities and meetings.
- Performs other duties as assigned or apparent.



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## Qualifications

**Education:** Bachelor's degree in Public Administration, Economic Development, Business Administration, Local Government Affairs, Urban Studies, or similar program. Master's degree preferred. Minimum of three years of direct experience associated with business development in one or more areas such as commercial, manufacturing, retail, and industrial development, loan / grant administration, and/or experience in community planning and development in a government environment, or any equivalent combination of experience and additional education or training that provides the knowledge, skills, and abilities to perform this work.

### Requirements:

- Valid MN Driver's License.
- Economic Development Certifications and / or training with National Development Conference (NDC), MN Economic Development Foundation, International Economic Development Council (IEDC), or similar economic development certifications preferred.
- Must successfully complete a criminal history background check.
- Knowledge of prospect marketing, business recruitment, and deal generation techniques.
- Knowledge of research and analytic techniques and principles and practices of economic development planning.
- Ability to perform basic research and analyze data using acceptable research practices, and to formulate alternatives and recommendations.
- Knowledge of loan administration including review, financial analysis, and collections.
- Knowledge of grant administration including grant writing, reporting, and analysis.
- Skill in developing complex economic development studies.
- Ability to prepare written and graphic materials; to compose clear and concise reports; to prepare and make presentations; and to communicate effectively, orally and in writing, with citizens, professional peers and elected officials.
- Ability to establish and maintain effective working relationships with local units of government, state / federal agencies, and community / economic organizations.
- Skill in effective written and oral English communication.
- Skill in use of computers and MS Office software.

### Physical Demands and Working Conditions

- Work is performed in an office setting.
- May require property and site visits in varying conditions and weather.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

### Equipment Utilized

- Office equipment and computer hardware and software.

### Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.