



# COUNTY OF BECKER

## ECONOMIC DEVELOPMENT AUTHORITY

REGULAR MEETING MINUTES

Becker County  
915 Lake Avenue  
Detroit Lakes, MN 56501

Thursday, March 21<sup>st</sup>, 2024

3:30 PM

1<sup>st</sup> Floor Board Room Courthouse

*THE BECKER COUNTY EDA WILL ENHANCE THE QUALITY OF LIFE BY PROMOTING  
AND DEVELOPING HOUSING & ECONOMIC OPPORTUNITIES*

### **ATTENDANCE:**

Board: Hank Ludtke, Sean Felker, Abby Anderson, Richard Vareberg, Erica Jepson, Karen Mulari (v)  
Other: BC Staff - Cody Piper, Mary Hendrickson; MMCDC - Laura McKnight, Robyn Beck, Julia Nelmark  
Absent: Tom Klyve

### **MEETING AGENDA**

- I. **Regular meeting called to order at 3:31 pm by Ludtke.**
- II. **Regular Meeting Agenda accepted.**  
*Motion Mulari; Second Jepson. Motion carried.*
- III. **Regular Meeting minutes from February 15<sup>th</sup>, 2024 accepted.**  
*Motion Jepson; Second Mulari. Motion carried.*
- IV. OPEN FORUM – None attended.
- V. **CONSENT ITEMS (APPROVAL NEEDED)**
  - a. EDA Budget and Balance Sheets
  - b. Housing Check Registers, Bills, and Financial Statements
  - c. MURL Loan Report – No updates or concerns.  
  
Accept reports and financial statements as presented.  
*Motion Felker; Second Jepson. Motion carried.*
- VI. **HOUSING**
  - a. Midwest Minnesota Community Development Corporation – presented by McKnight
    - i. Public Housing Updates – No updates presented.
    - ii. Public Housing Overview Presentation – Slideshow presentation covering the components, process, funding, and reporting of the Public Housing program and general overview. Recommended to do presentation on Section 8 Voucher program, board approved.
  - b. EDA/HRA Property Lease (Willow Property) – Board would like to see new lease agreement at April meeting for 2024. Recommendation to renew lease with a 3% increase since the rates have not been adjusted the last few terms. *Motion Jepson; Second Anderson. Motion carried.*
  - c. Housing Software Agreement Discussion – The public housing software agreement is due to be renewed since the company currently providing the software sold to a new provider. The account manager was contacted for a new agreement proposal. New agreement will likely see an increase and once official proposal is obtained, the Board and management will discuss further.
  - d. Housing Subcommittee Report – (supplemental information provided) The subcommittee reviewed vacant land held for resale owned by the EDA. One of the three parcels is a platted lot that is currently



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deemed unbuildable but further verification will be determined. Consensus is if this parcel is buildable, it should be marketed or sold. The subcommittee also recommended creating a draft plan for establishing a Housing Trust Fund. Program support and technical assistance has been identified and initial funding possibilities include Local Affordable Housing Aide and state matching grant.

### VII. ECONOMIC DEVELOPMENT

- a. U of M Extension – Economic Futures Workshop – Workshop has been approved by County Board for use of County facilities. EDA specialist met with Extension team to further discuss implementation. Next steps are to have a planning meeting with board participants and key stakeholders. After that meeting the workshop details should nearly be finalized and outreach will be sent to participants.
- b. Economic Development Specialist
  - i. Strategic Planning & Comprehensive Strategy (CEDS) – Discussion of Comprehensive Strategy currently being used and updated as initiatives are being accomplished. The current strategy, which was originally developed as an informal template, should be reviewed and updated for any changes. The strategic planning process has not been yet with this Board which can provide important framework for establishing and accomplishing goals. A template of other county strategic plans was presented and a draft document for presentation. Board supports engaging in a strategic planning process and would like to review an action plan for next steps to take.
  - ii. EDA Website Updates – Updates are being made to the webpage on the County site to update information and add more content. Request to Board for feedback on what type of content they think is important. Updates are based on available programs, relevant information, local community resources, and benchmarking to other Counties. There are two separate webpages for EDA and HRA. Considering consolidation into one webpage to centralize information. Board agreed with this format and approved of updates.

**Motion to accept updates by Jepson; Second Felker. Motion carried.**

### VIII. Meeting adjourned by Ludtke at 5:08 pm