



COUNTY OF BECKER

ECONOMIC DEVELOPMENT AUTHORITY

REGULAR MEETING AGENDA

Becker County
915 Lake Avenue
Detroit Lakes, MN 56501

Thursday, May 16th, 2024

3:30 PM

1st Floor Meeting Room Courthouse

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

Meeting Attendance:

Board – Hank Ludtke, Sean Felker, Erica Jepson, Richard Vareberg,

Staff – Cody Piper, Mary Hendrickson

Other – Laura McKnight, Robyn Beck, Julia Nelmark

Absent – Tom Klyve, Karen Mulari, Abby Anderson

Meeting Minutes

- I. Regular meeting called to order at 3:02pm
- II. Motion to accept regular agenda by Jepson; Seconded by Felker; Motion carried.
- III. Motion to accept April 18th regular meeting minutes by Jepson; Seconded by Vareberg; Motion carried.
- IV. Open Forum – Mary Hendrickson presented a letter of outstanding taxes due to the IRS for \$3,635.58 which had been previously appealed by the prior EDA director. So far no correspondence has been recorded until this notice was received this year. Recommendation for current EDA director to contact IRS and clarify what the letter pertains to. Mary Hendrickson made note of the prior meeting proposal to change the EDA monthly regular meeting time from 3:30pm to 3:00pm as proposed. Board members present did not oppose. Motion to approve the time change by Felker; Seconded by Jepson. Motion carried.
- V. Annual audit presentation given by Miranda Wendlandt from Clifton-Larsen-Allen. Overall funds and balances remain healthy. No significant concerns reported and recommendations will be reviewed and implementation discussed at future meetings. Audit packet results provided to the board and will be available upon request. Motion to accept audit presentation by Jepson; seconded by Felker; Motion carried.
- VI. Consent Items
 - a. Financials and Claims
 - i. Motion to accept EDA budget and balance sheets by Felker; Second Vareberg; Motion carried.
 - ii. Motion to accept housing check registers, bills, and financial statements as presented by Jepson; Second Felker; Motion carried.
 - b. Monthly Reports – Motion to accept monthly reports by Vareberg; Seconded by Jepson; Motion carried.
 - i. Minnesota City Participation (MCCP) – usage has been met for 2024.
 - ii. MURL Loan – discussion about one of the properties after receiving a complaint from the township it is located in. Will need to look into MURL policy and County ordinance to see if there is any violation to determine what agency might have any responsibility.

Chair Ludtke called the meeting to break at 4:22 pm

Chair Ludtke called the meeting back to order at 4:27 pm



COUNTY OF BECKER

ECONOMIC DEVELOPMENT AUTHORITY

REGULAR MEETING AGENDA

Becker County
915 Lake Avenue
Detroit Lakes, MN 56501

Thursday, May 16th, 2024

3:30 PM

1st Floor Meeting Room Courthouse

VII. Housing Updates

- a. Midwest Minnesota Community Development Corporation
 - i. No notable changes to the public housing program for this month other than West River Townhomes supportive staff position resigned, which may result in more management monitoring. Motion to accept Public Housing updates as presented by Jepson; Seconded by Felker; Motion carried.
 - ii. Special assessment notice of public hearing received for 497043020. Motion to have housing subcommittee review notice and review parcel options by Jepson; Seconded by Vareberg; Motion carried.
- b. Local Government Programs – Subcommittee met with the team from Minnesota Housing’s Local Government Programs Division, which has been newly established. Highlighted programs reviewed were the Bring It Home voucher program, Housing Trust Fund Match grant, and Greater Minnesota Infrastructure Grant. The programs will be reviewed through the subcommittee further to see if there is use or recommendation.

VIII. Economic Development

- a. EDA Specialist Report
 - i. Economic Futures Update – workshop to be held on May 29th and there are approximately 25-30 attendees registered.
 - ii. ECDF Recommendation review – board of commissioners approved recommendations for funding to the ECDF with the amendment to the payment stipulations from a one time payment to a timeframe of 2 years or the up to amount. Will still need clarification on where funding is allocated from and who will be responsible for approving the funds.
 - iii. EDAM Mentorship – EDA specialist will be participating in mentorship program with another agency. The mentorship program provides a wealth of knowledge and opportunities to share ideas between organizations and continue professional development.
- Motion to accept economic development specialist report by Felker; Second by Jepson; Motion carried.

IX. Regular meeting adjourned by Chair Ludtke at 5:05 pm