



COUNTY OF BECKER

ECONOMIC DEVELOPMENT AUTHORITY

REGULAR MEETING MINUTES

Becker County
915 Lake Avenue
Detroit Lakes, MN 56501

Wednesday July 18th, 2024

3:00 PM

1st Floor Meeting Room Courthouse

Attended: Hank Ludtke, Erica Jepson, Sean Felker, Abby Anderson, Richard Vareberg, Cody Piper, Mary Hendrickson, Laura McKnight, Robyn Beck, Julia Nelmark

Absent: Tom Klyve, Karen Mulari

MEETING AGENDA

- I. Regular meeting called to order by Ludtke at 3:00 pm.
 - II. Motion to approve regular agenda by Felker; Seconded by Anderson; Motion carried.
 - III. Motion to approve the minutes from June 26th 2024 by Anderson; seconded by Vareberg; motion carried.
 - IV. Chair Ludtke called for the open forum – none attended.
 - V. Consent Items
 - a. Financials/Claims
 - i. Tax distribution is included in this month and budget is at approximately 61%. Motion to accept EDA Month financials by Felker; Seconded by Vareberg; Motion carried.
 - ii. No updates or changes to report.
 - iii. Both July and June are included in this month as the registers were not provided the month prior. Motion to accept the Housing check registers, maintenance, and financials by Anderson; Second by Felker; Motion carried.
 - b. Monthly Reports
 - a. Minnesota City Participation Program – usage requirement is met.
 - b. MURL Report - Discussion on MURL property located in Frazee with structural repairs identified. Board previously requested to create a scope of work and RFP draft. Questions about what procurement standards it would be subject to. McKnight stated the bidding process would need to be verified before proceeding. Motion to accept monthly reports by Vareberg; Seconded by Anderson; motion carried.
 - VI. Housing
 - a. Midwest Minnesota Community Development Corporation
 - i. Public Housing – Currently have 2 vacant units and working on filling them. West River Townhomes emergency repair has been completed. MHFA report completed and will be provided at the next meeting. Currently this project is fully occupied. There are a few voucher on the street but the budget is about maximized, which will make it difficult to place more vouchers.
 - ii. Capital Projects – Updated Capital fund summary presented.
- Motion to accept public housing updates and capital project report by Felker; Second by Anderson; Motion carried.



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- b. PHA Software Agreement – contract updated to repaper services under entity that bought software provider. Final agreement will be presented at next meeting.
- c. Housing Subcommittee discussed the Statewide Affordable Housing Aide that the county received in 2024 to recommend use of funds. There is currently a home improvement loan provided in the City of Detroit Lakes. There could be a need outside of the city limits and it would be appropriate to mirror the loan so that residents countywide have access to the same level of assistance. Subcommittee recommends to develop a loan policy or create an RFP for loans to projects. Subcommittee also reviewed tax exempt properties that could be potentially rehabilitated pending outcome of state moratorium decision. Motion to accept report by Anderson; Second by Vareberg; motion carried.

VII. Economic Development

a. EDA Specialist Updates

- i. Preliminary budget proposal process has begun. A template of the prior year resolution was presented to the board and recapped. There have been no significant changes to the budget other than routine changes. The prior year resolution did not budget for the shortfall in the budget which is paid out of reserves. Finalized budget resolution will be presented at the next meeting.
- ii. Economic Futures workshop report will be presented to participants to continue dialogue with initiatives. Staff will develop a PowerPoint to use for future meetings to present.
- iii. Business Retention and Expansion program will continue to be established. Action plan and survey to be finalized and then outreach can begin. There is work being done collaboratively with other community partners on how to approach businesses and utilize resources.

VIII. Meeting adjourned by Ludtke at 4:32 pm.

Attest:

/S/ Cody Piper
EDA Specialist

/S/ Hank Ludtke
EDA Board President