



COUNTY OF BECKER

ECONOMIC DEVELOPMENT AUTHORITY

REGULAR MEETING AGENDA

Becker County
915 Lake Avenue
Detroit Lakes, MN 56501

Thursday, December 19th, 2024

Time – 3:00 pm

1st Floor Meeting Room Courthouse

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

Attended: Karen Mulari, Abby Anderson, Erica Jepson, Tom Klyve, Sean Felker, Richard Vareberg
Other: Cody Piper (staff), Mary Hendrickson (BC), Carrie Smith (BC), MMCDC - Laura McKnight (v) and Robyn Beck (v)
Absent: Hank Ludtke

1. Vice President Mulari called the meeting to order at 3:02 pm
2. Motion to approve the December regular agenda by Klyve; second by Felker; motion carried.
3. Motion to approve the November regular minutes by Anderson; second by Vareberg; motion carried.
4. CONSENT ITEMS
 - 4.1. EDA Month End Financials – Klyve inquired if there was any reason the MURL account couldn't be invested into a different CD or money market account for better interest rates.
 - 4.2. Housing Month End Financials – Klyve inquired about discrepancies on line 127.
 - 4.3. Housing Check Registers, Maintenance Records, Bills, Receipts – Klyve inquired about pg. 35 expenses and if any costs are able to be recovered. McKnight noted the revenue recapture process.
 - 4.4. Monthly Reports – (MURL, MCPP, Capital Fund) – Klyve inquired about the capital fund summary and how the projects are prioritized. McKnight noted the capital needs assessment and will provide a more detailed report at the next meeting.
 - 4.5. MCPP Application and Agreement Authorization
 - 4.6. DDA Job Description Revisions – Economic Development Specialist
Motion to approve all of the consent agenda items by Klyve; second by Anderson; motion carried.
5. OPEN FORUM – Tom Klyve requested the January annual and regular meeting be scheduled for January 13th at 3:00 pm to be held in conjunction with each other..
6. Mulari opened the public hearing. No public comments regarding the 2025 Public Housing Agency plans or polices. Mulari closed the public hearing.
7. HOUSING
 - 7.1. Approval of 2025 HVC Administrative Plan and Administrative and Continued Occupancy Plan for Public Housing Program
Motion by Anderson; second by Klyve; motion carried.
 - 7.2. Approval of Bad Debt Write Offs Fiscal Year 2024
 - 7.2.1. Public Housing – \$10,950.29
 - 7.2.2. West River Townhomes - \$919.56
Motion by Felker; Second by Vareberg; motion carried
 - 7.3. Motion to approve the Public Housing Budget Resolution 1-1-2025 by Klyve; Second by Vareberg; motion carried.

7.4. Approve Fiscal Year 2025 Budgets

7.4.1. West River Townhomes

7.4.2. Maple Avenue Apartments – Klyve inquired why depreciation didn't reconcile

7.4.3. Willow Property

7.4.4. Highway 34 Home

7.4.5. Hidden Hills

7.4.6. Workshop

Motion to approve all the above fiscal budgets by Felker; Second by Vareberg; motion carried.

8. ECONOMIC DEVELOPMENT

8.1. Piper included the housing subcommittee report since some of the items reviewed were already covered under agenda items. Main note was the committee expresses concern to route more of the monthly housing information and requests through the committee to make the regular meeting time more efficient. Further discussion continued about the EDA workshop building and the lease is being discussed along with other Countywide facility discussions. Childcare stakeholder meeting will be planned in January to discuss next steps following outcome of the Childcare Economic Development Grant. Staff attended joint community collaborative meeting to discuss the retail trade analysis results, collaboration opportunities, and progress regarding the Community Resiliency grant application which will aim to develop amenities on alternative transportation routes like bike paths. Staff conducted outreach with other cities and collected requests to incorporated into overall grant request. Staff discussed with one new business that opened in the area about available resources.

8.2. Piper gave a short presentation on the elements of strategic planning and some examples from other counties. Recommended developing the framework using information already gathered from workshops, surveys, and community feedback and available reports and schedule sub group meetings to get further feedback from the board as the next steps.

9. Mulari adjourned the meeting at 4:40 pm.