



MINUTES OF THE  
COMMUNITY DEVELOPMENT AGENCY OF OTTER TAIL COUNTY  
Thumper Pond, Clubhouse Loft  
Ottertail, MN  
November 6, 2019  
12:00 p.m.

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**Call to Order**

The Otter Tail County Community Development Agency convened at 12:03 on Wednesday, November 6, 2019, at Thumper Pond, Ottertail, MN with Board Members Commissioner Lee Rogness, Jeff Ackerson, Val Martin, Greg Swanberg, Betsy Roder, Dena Johnson, Commissioner Doug Huebsch and Director Amy Baldwin present. Dave Schornack was present via technology. Also present were Nick Leonard, Erik Osberg and Karen Czech. Absent was Dave Ripley.

**Approval of Agenda**

Motion by Lee Rogness, second by Betsy Roder and unanimously carried to approve the agenda of the Board of the Community Development Agency for November 6, 2019.

**Approval of Minutes**

Motion by Greg Swanberg, second by Val Martin and unanimously carried to approve the minutes of the October 2, 2019 Community Development Agency minutes.

**Bills and Financials**

Motion by Dave Schornack, second by Lee Rogness and unanimously carried to approve the October Financial Report.

**Directors Report**

Director Amy Baldwin reviewed the Director's Status Report with the Board. Amy continues to meet with communities, key partners and economic development boards throughout the county. In October Amy met with the Fergus Falls City Council Committee of the Whole and the Ottertail City Council. Amy has also engaged with realtors and various housing focused entities including Minnesota Housing Finance Agency, Greater Minnesota Housing Fund, Minnesota Housing Partnership, and Prosperity's Front Door regarding the Otter Tail County housing initiative. Amy has also been involved in several potential housing project meetings.

Other project updates include:

- Single Family Tax Rebate Program – set to accept applications in November, first round of approvals for County Board in January. Pelican Rapids adopted companion program and Fergus Falls is expected to consider one at its November 18 meeting.
- Completed rezoning 1174 Western property for continued collaboration with Northstar Behavioral Health.

**Board Member Updates**

Betsy Roder reported the City of New York Mills is excited about support received from the CDA. Val Martin reported the same excitement in Battle Lake.

**Community Growth Partnership Grant Applications**

Director Amy Baldwin presented two grant applications.

- Rusty Anchor Trading Company – City of Ottertail (Applicant)  
Request \$50,000 for renovation of blighted property located along highway 108 (West Main Street). Total project cost is \$300,000.

A lengthy discussion was held. Motion was made by Doug Huebsch, second by Dave Schornack, and unanimously carried to approve the application "Rusty Anchor Trading Company" for the amount of 5% of the total project cost of \$300,000 (\$15,000).

- Vergas Housing Study - City of Vergas (Applicant)  
Request \$5,000 for a Housing Study to be able to plan for future needs in the City of Vergas. Total Project cost is \$12,500.

Motion was made by Lee Rogness, second by Dena Johnson to approve the application "Vergas Housing Study" for the request amount of \$5,000.

#### **Housing Partnership Grant Application**

Motion was made by Lee Rogness and seconded by Betsy Roder and unanimously carried to approve the Housing Partnership Grant Application for \$5,000 from Habitat for Humanity to assist with the re-shingling of the roof of a house in Battle Lake that was returned to Habitat and is currently being prepared for a new homeowner.

Motion was made by Doug Huebsch and seconded by Val Martin and unanimously carried to approve the request from Otter Tail County HRA of \$5,000 for a Supportive Housing needs analysis.

#### **Housing Growth Initiative**

Director Amy Baldwin, reviewed the marketing material, messaging and progress on "The Big Build". Also, reviewed the tentative agenda for the Housing Summit on December 4.

#### **2020 Meeting Schedule**

The CDA board members unanimously agreed to continue meeting the 1<sup>st</sup> Wednesday of each month in 2020 except in January, meeting on January 8, 2020.

#### **Adjournment**

Motion to adjourn by Doug Huebsch, second by Lee Rogness, and unanimously carried to adjourn. Due to the Housing Summit in December, the next regular scheduled Board meeting will be January 8, 2020 at 12 p.m. at the Government Services Center in Fergus Falls, Dead Lake Room.