

EDA Meeting Minutes



**Regular Meeting
Thurs. August 17, 2017
3:00 p.m.
County Bd. Rm.**

Meeting called by:	Larry Knutson
Type of meeting:	Regular Meeting
Attendees:	Larry Knutson, Abby Anderson, Corey Askin, Hank Ludtke, Chris Sherman
Board members absent:	Barry Nelson
Other Attendees:	Mary Hendrickson, Laura McKnight, Guy Fischer

Agenda Topics

1. **Call Meeting to order:** Larry Knutson called the regular meeting to order at 3 p.m.
2. **Welcome and Introductions**
3. **Approval of Agenda:** motion to approve by Ludtke, 2nd by Anderson –motion carried.
4. **Approval of July Meeting Minutes (7/20):** motion to approve by Askin, 2nd by Ludtke - motion carried.
5. **Housing:**
 - **Review financials and approve paying bills:** motion to approve by Askin, 2nd by Sherman - motion carried.
 - The EDA July bank account balance sheet and budget to actual reports were presented.
 - From Check Register/Invoices Presented: Workshop \$1,913.64, Hwy 34 Group Home \$50.00, Low Income Public Housing \$5,597.94, Willow Property \$492.67, Maple Ave. Apts. \$11,184.54, Hidden Hills Group Home \$0.00, West River Townhomes \$7,331.11, and Section 8 Voucher \$16,887.78.
 - Uptick in cost for Maple Ave. per unit improvements; MMCDC to review mileage cost issues of employee related to unit cleaning. Lots of deferred maintenance; Might there be opportunities for expanding rental housing in Frazee proximate to Maple Ave. apts.?
 - West River Townhomes –_Mtg. with Mahube and MN Housing regarding tenant issues;
 - Self assessment to be conducted (survey monkey) immediately utilizing info from the Community for Supportive Housing’s (CSH) self assessment tool.Other short-term steps the group will pursue include:
 - Look into more cameras (MMCDC)
 - Explore better service coordination (Mahube)
 - Explore options for increased hours, pending self-assessment results (Mahube-Otwa)
 - Explore use of incentives to reward good behavior (MMCDC & Mahube-Otwa)
 - Visit after first week in unit to go over tenant handbook (MMCDC)
 - Housewarming gifts (both MMCDC & Mahube-Otwa?)

- Explore innovative ways to stay in touch with clients who aren't thrilled about case management (Mahube-Otwa)

Long-Term goal: Complete Phase 2 of Permanent Supportive Housing development project including an onsite property manager and/or case manager.

Timeline: Present plans at 10/19 EDA meeting.

- Community Land Trust (CLT) – the group was provided a preview of some presentation slides that provided some comparative information on income, market rate housing, CLT housing as an aid to understanding and discussion. Group members had some questions about some of the calculus/numbers used related to median income vs. household income and the two earner family. The DL Area Housing Team continues to explore/discuss various housing options in addition to the CLT.
 - DW Jones Project – 30 units of affordable rental housing; developer to seek grant funding for 2nd time.
 - Gary's Furniture - Frazee EDA met and approved purchase of Gary's Furniture lot (once demo has been completed) for \$26,500. Brochure provided detailing downtown Frazee's main street in relation to the Gary's Furniture re-development opportunity area. To be used to discuss marketing/approach with developers who will be in attendance at upcoming Housing Institute Mtg.
 - Osage Market – Energy Audit has been performed and will be utilized to request PACE financing. Appraisal pending.
 - Broadband – Check in with LWV in the late fall to see where they are at; have requested an update from local vendors to determine what they have accomplished this year; work near Island Lake by December (Arvig).
6. EDA Budget 2018: Discussion about 2018 budget. Review of EDA balance sheet in particular as it related to long term liabilities (predominately West River). Revenues and expenditures were reviewed. Reviewed previous years levy's: 2015 (\$160,748), 2016 (\$80,480), 2017 (\$120,000) - Motion to keep the levy the same as 2017 for \$120,000 made by Ludtke 2nd by Sherman, motion passed.
7. **Adjourn:** Larry Knutson adjourned the meeting at approximately 4:05 p.m.

ATTEST:

Respectfully submitted:

/s/ Guy Fischer
EDA Coordinator

/s/ Larry Knutson
EDA Board Vice President