

EDA Meeting Minutes



Regular Meeting
Thurs., Dec. 21, 2017
3:00 p.m.
County Bd. Rm., 2nd Flr.

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

Agenda Topics

1. **Call Meeting to order:** Barry Nelson called the regular meeting to order at 3:00 p.m.
2. **Welcome and Introductions**
3. **Approval of Agenda:** motion to approve by Knutson, 2nd by Ludtke –motion carried.
4. **Approval of Nov. Meeting Minutes (11/15):** motion to approve by Knutson, 2nd by Sherman - motion carried.
5. **Housing:**
 - **Review financials and approve paying bills**
 - From Check Register/Invoices Presented: Workshop \$571.62, Hwy 34 Group Home \$260.00, Low Income Public Housing \$19,291.11, Willow Property \$1,373.63, Maple Ave. Apts. \$3,088.49, Hidden Hills Group Home \$150.00, West River Townhomes \$7,262.59, and Section 8 Voucher \$23,548.00.
 - Per review of bills some comments on 1) Low Income Public Housing rentals – AA septic pumping: determine schedule (yearly or every other year). Recommend every other year – Laura asked to check. Motion to approve financial statements by Knutson, 2nd by Sherman, motion carried.
 - **Public Hearing: Approval of PHA Annual Plan**
 - Motion to open Public Hearing – motion by Knutson, 2nd by Askin, motion carried.
 - Public asked to comment by Nelson; no public comments; Public Hearing closed.
 - Motion to approve PHA Plan – motion by Knutson, 2nd by Sherman, motion carried.
 - **Approval of 2018 budget and authorization of EDA President to sign and submit 2018 Budget Resolution** – so moved by Askin, 2nd by Sherman, motion carried.
 - **Public Housing Unit in Audubon** –carpet replacement; motion to approve low bid for flooring replacement (Ramsey \$2,231.10); motion to approve by Knutson, 2nd by Sherman, motion carried. Note: per damage there will be bill to previous tenant; barring repayment per damages revenue recapture process will be instituted.

- **Authorization to write off \$6,587.65 in bad debt for 2017;** motion made by Knutson, 2nd by Askin, motion carried.
- **WRT Mtg. with Mahube:**
 - 63% outcomes rate; discussion of various options discussed about how to address low outcomes %. What do previous years look like? Opening up existing WRT unit to have onsite case management, but would this increase case management hours? General consensus that more hours per week are needed. Staff to explore with Mahube how to increase case management hours.
 - WRT unit 243 bids for flooring; motion to pick low bid (Ramsey \$3,805.85) made by Sherman, 2nd by Ludtke, motion carried.
- **Affordable Housing draft for Housing Institute Process:** discussion about Housing Trust Fund process – local stakeholders group will meet to discuss HTF at the upcoming Housing Institute meeting on January 9th/10th in which various funder agencies will be in attendance. Once the suggested elements of the HTF have been discussed, staff will bring back to EDA for review/discussion. Also discussion about affordable housing and housing type; reference to previous EDA efforts to build starter homes and sell them such as in Lake Park. Create ability to build up (Nelson), MMCDC’s recent homes built in Frazee as possible model of a starter home with a reduced footprint to keep housing costs low. MMCDC also exploring whether there is interest in doing rehab as a means of creating affordable housing out of the existing housing stock.

6. **Economic Development**

- **2017 Reports: Balance Sheet, Housing Admin. Fees and Budget to Actual; 2018 EDA Budget**
- **Signing of Audit Agreement with CLA for \$17,250;** motion to authorize signing of audit contract agreement with CLA made by Askin, 2nd by Anderson, motion carried.
- **Broadband:** Nelson had talked with Century Link representative Kirstin Sersland about their broadband development efforts in Becker County; in exploring gaps left in coverage the cost ratio to serve relatively few customers can be very expensive; interest in having Century Link share their map with the EDA after this year to take a look at progress they have made and what they plan to do in the new year.
- **Osage Mkt.** – owner continues to explore financing; business owner is currently requesting MMCDC assistance.
- **Renewables Opportunities:** Nelson mentioned interest in exploring/identifying opportunities for renewable energy projects.

7. **Adjourn:** Barry Nelson adjourned the meeting at approximately 4:05 p.m.

ATTEST:

Respectfully submitted:

/s/ Guy Fischer
EDA Coordinator

/s/ Barry Nelson
EDA Board President