



COUNTY OF BECKER

Economic Development Authority

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BECKER COUNTY ECONOMIC DEVELOPMENT AUTHORITY BOARD MEETING - REGULAR MEETING MINUTES

June 16th, 2022 (DRAFT)

3:30 p.m.

1st Floor Board Room

Becker County Courthouse

ATTENDEES: Larry Knutson, Hank Ludtke, Karen Mulari, Sean Felker, Richard Vareberg, Tom Klyve, Steve Skoog
OTHER ATTENDEES: Mary Hendrickson, Laura McKnight, Pat Oman, Robyn Beck, Angela Lefebvre, Julia Nelmark.

1. **Call Meeting to Order:** Hank Ludtke called the Regular meeting to order at 3:30 p.m.
2. **Agenda changes:**
 - Request by Mary Hendrickson to remove Guy Fischer as a signatory on Becker County EDA/HRA documents.
 - Add Ecumen childcare proposal to the agenda.
 - Motion by Klyve, 2nd by Felker to add the Request by Mary Hendrickson and the Ecumen childcare proposal to the meeting agenda. Motion carried.
3. **Approval of Board Agenda as amended** Motion by Klyve, 2nd by Felker, motion carried.
4. **Approval of April Meeting Minutes:** Motion to approve by Vareberg, 2nd by Felker. motion carried.
5. **Consent Items: Check Registers/Paying Bills/Financials:** Motion to approve May bills and accept financials by Knutson, 2nd by Mulari - motion carried.
 - Workshop \$196.62,
 - Hwy 34 Group Home \$369.52.
 - Low Income Public Housing \$9,084.19.
 - Willow Property \$1,559.84.
 - Maple Ave. Apts. \$7,853.87.
 - Hidden Hills Group Home \$50.00,
 - West River Townhomes \$6,037.75.
 - Section 8 Voucher \$22,344.00
6. **Housing Update (Laura McKnight)**
 - **Public Housing: Public Hearing** – Report by MMCDC, all units are full.
 - McKnight proposed an updated lease agreement that would meet HUD requirements, as the current lease agreement is outdated and does not meet HUD and State guidelines.
 - Motion by Knutson, 2nd by Vareberg to forward the revised and updated lease agreement to HUD for review. Motion carried.
 - MURL- update by MMCDC staff
 - Dennis Hoefs has refinanced his MURL loan. The funds have been deposited in the MURL Fund.
 - Skramstad – she was sent a Notice to Vacate by June 30th from the Becker County Attorney’s office. The property will be cleaned up by the STS Crew after it is vacated. The property will be sold after it is repaired.
 - Anderson is considering refinancing. The MURL contract for deed balance is \$178,943. Discussion followed regarding possible payment of a 2nd mortgage on the property that was for

improvements made to the property in the past, this is a no interest, forgivable loan for \$40,046 that would be due (forgiven) on 10/1/2029. Request by MMCDC is to subordinate this loan to a new mortgage that would pay off the MURL contract.

- Board recommendation is to have this reviewed by the County Attorney.

- West River Town Home update (MMCDC Staff – McKnight)
 - All units are full.
 - MN Housing will be onsite to inspect the properties later this summer.
 - The WRTH will be paid off in 2028.
 - Vouchers
 - There are currently 53 vouchers in use, they could use up to 75 vouchers for Becker County HRA.
 - Note – this does not include vouchers for Detroit Lakes City.
 - There are no rental units available.
 - Motion by Mulari, 2nd by Felker to accept the Housing report. Motion carried.
7. **Becker County EDA Audit Exit Interview:** Presentation by Clifton/Larson/Allen (CLA). They presented the following documents:
- 2021 Signed Final Report and Financial Statement
 - 2021 Signed Governance Communications
 - 2021 Signed HUD Report
 - 2021 Signed Management Letter.
 - Miranda Wendlandt – presented and reviewed the Governance Communications, audit, and financial results. There were not financial questions by the Board regarding the Audit.
 - Motion by Mulari, 2nd by Felker to accept the Audit. Motion carried.
8. Board discussion regarding 107 Maple Ave E, Frazee (Resendiz property). Recommendation is to contact Hayden House Movers to see what the cost would be to raise the house.
9. **Economic Development**
- **Update by Pat Oman, Co. Administrator:**
 - ARPA Projects update: The County Board has approved the Food Pantry project, improvements to the 4-H building on the Fair Grounds, Airport Link project (now completed). He plans on presenting Human Services Building boiler upgrades, the childcare grant and other ARPA projects at the July 5th County Board meeting.
 - DEED/Broadband grant opportunity – the Board recommended pursuing funding, staff to research and report back to the Board.
 - EDA Manager discussion – presented the job description and EDA strategies. Next step is to have the job description reviewed, following a review it will be brought back for review.
10. **Balance Sheet** – Budget to Actual reviewed; all accounts are now at Bremer Bank. Motion to approve by Klyve, 2nd by Mulari, motion carried.
11. **2023 Budget** – presented and recommendation to complete and bring back to the next meeting. Motion by Felker, 2nd by Klyve. Motion carried.
12. **Open Forum**
- Discussion on Ecumen proposal to create two childcare pods. Recommend granting \$20,000 (\$10,000 per pod) of ARPA funds for the proposed project. Motion by Klyve, 2nd by Felker. Motion carried.
 - Klyve – what are the barriers to getting more rental housing? There is a need for capital to expand housing. Estimated cost per apartment unit is \$200,000.
 - Motion to remove Guy Fischer as a signatory for the EDA. Motion by Mulari, 2nd by Felker. carried.
13. Adjournment (5:07 p.m.)

ATTEST:

Respectfully submitted:

/s/ Steve Skoog

Land Use Director

(Acting EDA Coordinator)

/s/ Hank Ludtke

EDA Board President