



COUNTY OF BECKER

Economic Development Authority

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BECKER COUNTY ECONOMIC DEVELOPMENT AUTHORITY BOARD MEETING - REGULAR MEETING MINUTES

August 18, 2022 (Draft minutes)

3:30 p.m.

1st Floor Board Room

Becker County Courthouse

ATTENDEES: Larry Knutson, Hank Ludtke, Karen Mulari, Sean Felker, Tom Klyve, Steve Skoog, Abby Anderson, Richard Vareberg

OTHER ATTENDEES: Mary Hendrickson (Becker County), Laura McKnight (MMCDC), Pat Oman (Becker County), Robyn Beck (MMCDC)

1. **Call Meeting to Order:** Hank Ludtke called the Regular meeting to order at 3:30 p.m.
 - **Agenda changes:**
 - Request by Steve Skoog to add a report on the development of additional Child Care capacity in the County to the agenda.
 - Notice to the Board that Shaun Felker was approved by the Becker County Board of Commissioners on August 16th, 2022, to another term on the EDA Board.
2. **Approval of Board Agenda as amended** Motion by Felker, 2nd by Mulari, motion carried.
3. **Approval of July 2022 Meeting Minutes:** Motion to approve with corrections by Klyve, 2nd by Anderson. motion carried.
4. **Consent Items: Check Registers/Paying Bills/Financials:**
 - Update by McKnight – there were several large repair bills that were paid out.
 - Motion to approve May bills and accept financials by Knutson, 2nd by Mulari - motion carried.
 - Board discussion regarding the large amount of paper in the monthly packet, they requested that the detailed financials be sent out electronically, a paper summary of the meeting agenda and other meeting items to be in the paper packet in the future, not paper copies of the bills to be paid. Staff to bring one full paper copy of the bills and full Board packet to future meetings
5. **Housing Update (Laura McKnight)**
 - **Public Housing: Public Hearing –**
 - All of the 25 public housing units are full.
 - There are 51 housing vouchers used now.
 - There will be a large expenditure request to shingle a house located at 108 West Ash Ave in Frazee. Two roofing quotes were received to replace the house and garage roof (approx. 20 SQ), the quotes are:
 - Lund Roofing \$9,000
 - Thune Construction \$\$9,828
 - Motion by Knutson, 2nd by Mulari to accept the low quote for the roof repairs. Motion carried.
 - MURL- update by MMCDC staff.
 - Sproul's Property – the house is in poor condition. The MHFA has indicated the following:

1. The house cannot be torn down and then construct a new house on the property and keep the property in the program.
2. Lift the house and make the necessary repairs.
3. Fix up the house using MHFA funds (max \$27,000)
4. Utilize Emergency funds from MHFA.

- Board recommendation for Knutson and Mulari to look at the house and report back with ideas.
 - Board discussion regarding where Sproul's could live during the time the house was under renovation.
- Skramstad – the eviction has been completed. There is a significant amount of trash that will need to be removed, the property will need extensive repairs. The power has been shut off and the locks to the property have been changed. The previous owner has 28 days to remove any personal property. MMCDC will contact Becker County STS to provide the cleanout service.
- West River Town Home update (MMCDC Staff – McKnight)
 - Reviewed the inspection report by MN Housing – discussion followed regarding replacement of the slide and various minor items in the units. MMCDC will ask for an extension to allow them time to make the necessary repairs.
 - The WRTH is full, case management has been good.
- EDA Loans
 - The Hwy 34 and Willow Properties belong to BC Housing, not BC EDA. Discussion followed on the recommendation by CLA (Auditor) regarding how to remove the loan payments from the EDA financials. Motion by Mulari and 2nd by Felker to have MMCDC consult with CLA and report back to the EDA Board on this issue. Motion carried.
- Motion by Mulari, 2nd by Felker to accept the Housing update. Motion carried.

6. **Economic Development**

- Child Care update (Skoog) Presented update on the number of startup grants, Ecumen project update, development of the Early Care & Education Fund of Becker County.
 - Request to apply for Child Care grant through DEED, the application would be completed by Tammy Anderson (Acorn to Oaks consultant). The Grant would require a 50% local match. The maximum grant amount is \$300,00. The Board recommended applying for a grant, the grant application will be reviewed by Mulari and Klyve prior to submittal.
- EDA Monthly Reports (Hendrickson) – reviewed Budget Sheet and Balance Sheet- Motion by Knutson, 2nd by Anderson to accept the monthly reports. Motion carried.
- Discussion on the 2023 proposed EDA levy. Motion by Mulari, 2nd by Felker to keep the annual levy the same as 2022. Motion carried.
- Review of ARPA updates-Pat Oman-Human Services roof and boiler has been approved. The airport hanger project will not be funded by ARPA, it will free up funds for other ARPA projects. Next meeting, discussion on snowplowing, technologies update, and OSHA updates for the Human Services building re: bathrooms and fire safety.
 - The Becker County Food Pantry, Fairground Improvements, Solid Waste Campus sewer drain field(s), digitalize County records, Courthouse shelving, remodel Judges chambers, replace water fountains in the Courthouse, update the air intake in the Courthouse, new tax system software, HR payroll, software, and the purchase election equipment have been funded.
 - Motion by Richard, 2nd by Anderson to accept the ARPA summary update. Motion carried.

- Broadband grant (Pat Omen) – staff will forward additional information to the Board.
- Summary reports from Becker County Cities presented (Steve)

7. **Open Forum**

- (Hendrickson) – the County is upgrading Highland Drive; Hendrickson was contacted by the County Hwy Engineer regarding the removal of a large tree at EDA house in the construction zone. She was concerned that the EDA will be billed for this cost. Recommend that staff contact the Hwy Dept to find out if the EDA will be billed for the tree removal or if it is part of the Hwy Dept construction costs.

8. Adjournment (4:59p.m.)

ATTEST:

Respectfully submitted:

/s/ Steve Skoog

Land Use Director

(Acting EDA Coordinator)

/s/ Hank Ludtke

EDA Board President