



COUNTY OF BECKER

Economic Development Authority

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website: www.co.becker.mn.us

BECKER COUNTY ECONOMIC DEVELOPMENT AUTHORITY BOARD MEETING - REGULAR MEETING MINUTES

December 22, 2022 (Draft minutes)

3:30 p.m.

1st Floor Board Room

Becker County Courthouse

ATTENDEES: Larry Knutson, Hank Ludtke, Tom Klyve, Steve Skoog, Richard Vareberg, Sean Felker, Mary Hendrickson

OTHER ATTENDEES: Laura McKnight (MMCDC)-via TEAMS, Pat Oman (Becker County), Julia Nelmark (MMCDC), Heather Hamlin (MMCDC Real Estate Developer)

ABSENT: Karen Mulari, Abby Anderson

1. **Call Meeting to Order:** Ludtke called the Regular meeting to order at 3:32 p.m.
2. **Approval of Board Agenda as amended with addition to Public Hearing** [Motion by Felker, 2nd by Klyve, motion carried.](#)
3. **Approval of November 2022 Meeting Minutes:** No additions or corrections. [Motion to approve by Knutson, 2nd by Vareberg, motion carried.](#)
4. **Consent Items: Check Registers/Paying Bills/Financials:**
 - Ludtke questions a bill from Practice Sports with a \$4000 difference in price. McKnight explains it was the slide at West River Townhomes (corrected by Laura McKnight). The cost difference is for a cyclone slide to a straight slide.
 - Work order calculations on 1362, 1759, 1788, 1734 are incorrect. McKnight states those items may have been billed previously. Follow-up and changes to be made by MMCDC.
 - [Motion to approve November bills and accept financials by Klyve, 2nd by Felker - motion carried.](#)
5. **Housing Update (Laura McKnight)**
 - **Public Housing Budgets:**
 - Per Laura McKnight (MMCDC) Public housing budget-7 budgets included in packet. Budget for MN190 Low Income Housing must be presented to HUD with a resolution signed by Ludtke by the end of the year. All others and the capital needs assessments to be included in next month's meeting. [Motion to approve by Knutson, 2nd by Klyve. Motion carried.](#)
 - Updates: 1 empty unit that is now being updated. All other buildings are full. [Motion to approve by Felker, 2nd by Klyve. Motion carried.](#)
 - **MURL-** update by MMCDC staff.
 - **Skramstad House** Heather Hamlin (MMCDC Real Estate Developer) Interested parties have looked and asked questions, only 1 written bid has been received thus far. Board recommends bids be accepted through January 18, 2023 (Date corrected 1/20/23, was previously January 19th) and staff is to post a notice of public hearing (corrected 1/20/23, previously stated "to sell"). House is located on County Hwy 21. Will be listed at \$100,000.00. [Motion by Klyve, 2nd by Felker. Motion carried.](#)

- **Sprouls Update** –Owner has been approved by Home Help Minnesota. MMCDC is waiting on final approval. Owner has been put on notice to stay current before any work will be done on the property. **Motion to accept updates by Felker, 2nd by Vareberg. Motion carried.**
- **Bad Debt**-Asking for forgiveness for Public Housing \$1,470.89 (1 tenant), Maple \$1,037.00 (1 tenant), West River Townhomes \$16,282.09 (6 tenants). Total \$18,789.98 to be written off. **Motion by Felker, 2nd by Klyve. Motion carried.**

6. **Economic Development**

- **Monthly Reports**-Budget sheet and Balance Sheet. **Motion by Klyve, 2nd by Vareberg. Motion carried**
- ARPA Updates (Pat Oman)-Sheriff’s office drones have been purchased (4) and 1 larger one is being re-evaluated. Additional dollars may be available as the AR/AP system is not being changed at this time. **Motion by Knutson, 2nd by Felker. Motion carried.**
- EDA Specialist job description-was approved at last board meeting. Will be posted. At next meeting, would like to go through strategy and get everyone’s input.

7. Child Care Grant Application-not approved by the State

8. EDA Board-open forum

- Discussion by Mary H on GASB 87 proposal-it is for the annual audit and must be signed by the board to continue

9. Adjournment (4:44 p.m.)

ATTEST:

Respectfully submitted:

/s/ Steve Skoog

Land Use Director

(Acting EDA Coordinator)

/s/ Hank Ludtke

EDA Board President