



# COUNTY OF BECKER

## Economic Development Authority

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website: [www.co.becker.mn.us](http://www.co.becker.mn.us)

### **BECKER COUNTY ECONOMIC DEVELOPMENT AUTHORITY BOARD MEETING - REGULAR MEETING MINUTES**

**May 18, 2023 (Draft minutes)**

**3:30 p.m.**

**1<sup>st</sup> Floor Board Room**

**Becker County Courthouse**

**ATTENDEES:** Tom Klyve, Sean Felker, Richard Vareberg, Hank Ludtke, Karen Mulari, Abby Anderson, Erica Jepson, Cody Piper, Steve Skoog, Mary Hendrickson,

**OTHER ATTENDEES:** Pat Oman (Becker County), Laura McKnight (MMCDC), Julia Nelmark (MMCDC), Robyn Beck (MMCDC), Miranda Wendlandt (via Teams), Angela Lefebvre (Becker County), Nicole Ecker (Becker County)

- 1) Mary Hendrickson (Becker County Auditor) administered the Oath of Office for Jepson.
- 2) Call regular meeting to order- Ludtke opened the regular meeting at 3:30 p.m.
- 3) Approval of regular Board Agenda - Approved with change proposed to add Audit Review after approval of minutes, add Sub-committee discussion after Economic Development, add EDS update after Audit Presentation. **Motion to approve by Klyve, 2<sup>nd</sup> by Vareberg. Motion carried.**
- 4) Approval of Regular Minutes from April EDA/HRA Board Meeting – Proposed correction to Housing Updates item a) and correction to spelling of attendee’s names. **Motion to approve by Vareberg, 2<sup>nd</sup> by Mulari. Motion carried.**
- 5) EDA Financial Audit Presentation – Miranda Wendlandt (CliftonLarsonAllen LLP) presented the EDA annual audit. Motion to accept the Audit by Mulari, 2<sup>nd</sup> by Felker. **Motion to accept the Audit as presented by Mulari, 2<sup>nd</sup> by Felker. Motion Carried.**
- 6) Economic Development Specialist Update – Cody Piper presented memberships (MAPCED & EDAM), recommendations for attending conferences (EDAM Summer Conference, and educational coursework (BECD/Electives) seeking feedback and support. **Motion to approve payment for two memberships by Vareberg, 2<sup>nd</sup> by Mulari. Motion Carried. Motion by Klyve to spend \$5,000 on education purposes for the fiscal year. 2<sup>nd</sup> by Mulari. Motion Carried.**
- 7) EDA Monthly Reports (Mary H.)
  - i. Budget Sheet
  - ii. Balance Sheet**Motion to accept the monthly reports by Jepson, 2<sup>nd</sup> by Felker. Motion carried.**
- 8) Consent items - Approval needed: Check registers, paying bills, and financials - **Motion to accept by Mulari, 2<sup>nd</sup> by Anderson. Motion Carried.**

**9) Housing Updates - (MMCDC - Laura)**

- i. MURL Update – Frazee home to put basement under, looked at by contractor, no cost estimate yet.
- ii. Public Housing:
  - a) Update on insurance claim on damage to unit, additional \$2500 received for repairs, items from tenant moved out were not claimed so were disposed of, noted items repaired and will update total cost in future, discussed options for recourse on tenant.
  - b) MMCDC is now considered a ‘high performer’ based on the public housing assessment score of 99/100 by the Department of Housing and Urban Development.
  - c) MMCDC received funding for 1<sup>st</sup> time generation homebuyer assistance.  
**Motion to accept housing update by Klyve, 2<sup>nd</sup> by Jepson. Motion Carried.**

**10) Economic Development**

- a) Special Revenue Projects Updates (Pat) – update on ARPA projects approved and what the funds can be used for, difficult defining where public expenditures can take place on applications. Searching to identify statutory authorities. Will present analysis of current funds and then seek direction on projects in future meeting.
- b) Comprehensive Economic Development Strategy – recommended everyone to review and provide feedback on what the authority identifies as important. Proposed 3<sup>rd</sup> party review of enabling resolution. **Motion by Felker to have 3<sup>rd</sup> party review of enabling resolution, 2<sup>nd</sup> by Mulari.**
- c) Housing sub-committee formation discussion

**11) Motion to form a Housing sub-committee consisting of 3 members (Klyve, Jepsen, Felker) with assistance by staff by Mulari, 2<sup>nd</sup> by Anderson. Motion Carried.**

**12) EDA Board - Open Forum – West Central Rural Water bulletin**

**13) Adjournment at 4:50 p.m.**

**ATTEST:**

Respectfully submitted:  
/s/ Steve Skoog  
Land Use Director  
(Acting EDA Coordinator)

/s/ Hank Ludtke  
EDA Board President