



COUNTY OF BECKER

ECONOMIC DEVELOPMENT AUTHORITY

REGULAR MEETING MINUTES

Becker County
915 Lake Avenue
Detroit Lakes, MN 56501

Thursday, August 17th, 2023

3:30 PM

1st Floor Board Room Courthouse

MEETING AGENDA

- I. CALL REGULAR MEETING TO ORDER 3:30 PM
- II. APPROVAL OF REGULAR AGENDA
- III. APPROVAL OF REGULAR MEETING MINUTES FROM JULY 20TH, 2023
- IV. EDA BOARD – OPEN FORUM
- V. CONSENT ITEMS (APPROVAL NEEDED)
 - a. Check Registers, Paying Bills, Financials
- VI. EDA MONTHLY REPORTS
 - a. Budget Sheet
 - b. Balance Sheet
- VII. HOUSING UPDATES
 - a. Minnesota Urban and Rural Homesteading (MURL) Update
 - b. Midwest Minnesota Community Development Corporation (MMCDC) Update
 - c. MN City Participation Program (MCP)
 - d. Housing Subcommittee Report
- VIII. ECONOMIC DEVELOPMENT
 - a. MMCDC Management Services Contract Review
 - b. Economic Development Specialist
 - c. Enabling Resolution
 - d. EDA Bylaws
- IX. ADJOURN

Meeting Minutes

ATTENDEES: Hank Ludtke, Sean Felker, Tom Klyve, Karen Mulari, Erica Jepson

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

ABSENT: Abby Anderson, Richard Vareberg

I. CALL REGULAR MEETING TO ORDER @ 3:30 PM – Hank Ludtke

II. APPROVAL OF REGULAR AGENDA

Motion to approve agenda as presented. **Motion: Mulari /Second: Klyve. Motion Carried.**

III. APPROVAL OF REGULAR MEETING MINUTES FROM JULY 20TH, 2023

Motion to approve July 20th minutes. **Motion: Klyve/Second: Felker. Motion Carried.**

IV. EDA BOARD – OPEN FORUM

V. CONSENT ITEMS – McKnight

a. Check Registers, Paying Bills, Financials

- *Public housing had garage repair, one turnover for painting and repairs. Various repairs to prepare for MHFA inspections on West River homes citing higher charges. Had 1 turnover in Maple Ave apartments.*

Motion to approve consent items as presented. **Motion: Mulari /Second: Felker. Motion Carried.**

VI. EDA MONTHLY REPORTS - Hendrickson

a. Budget Sheet – *correction to interest on investments should reflect \$2,510.48 not \$7,029.55*

b. Balance Sheet

Motion to accept reports with correction to interest. Motion: Klyve/Second: Jepson. Motion Carried.

VII. HOUSING UPDATES

a. Minnesota Urban and Rural Homesteading Update – **McKnight**

- *Sample letter presented for notification to tenant of property which has been in need of repairs. Discussion of letter and original purchase agreement details. Still trouble finding contractors willing to do repairs. Recommendations to review letter, make edits, and send final draft prior to next meeting.*

b. Midwest Minnesota Community Development Corporation Update – **McKnight**

- *Public housing is full and still looking at bids for capital needs projects. No changes to waiting list applications and number of vouchers. Presented flooring bids for Maple Ave apartment #204. Motion to accept flooring bid from Ramsey Flooring Inc. for the amount of \$5,532.77. **Motion: Mulari/Second: Jepson. Motion Carried.** Presented flooring bids for Townhouse #345 11th Ave, Detroit Lakes.*

Motion to accept bid from Ramsey Flooring Inc. for the amount of \$7,216.98.

Motion: Klyve/Second: Felker. Motion Carried.

c. Minnesota City Participation Program – **Piper**

- *No change on participation usage amount. Presented program outline and how amount is allocated. Becker County has used more than its required participation so will be able to participate in the next cycle.*

d. Housing Subcommittee Report – Piper

- *Committee guest invite director of MAHUBE-OTWA community action partnership discussed their services and topic of local homelessness prevention aide and local affordable housing aide. Review of aide amounts and program summary amongst committee. Discussion of aide and identifying needs and recommendations amongst the board.*

VII. ECONOMIC DEVELOPMENT

a. MMCDC Management Services Contract Review

- *Review current contract for reference and recommendations moving forward to develop new contract. McKnight presented cost analysis of current services. Current County procurement policy amount also presented as reference for requirements of contracts exceeding limitation and discussion of contract history.*

Motion to table remaining meeting until September 21st regular EDA meeting.

Motion: Felker/Second: Mulari. Motion Carried.

IX. Meeting adjourned at 4:45 pm – Hank Ludtke

Respectfully submitted:

/s/ Cody Piper

Economic Development Specialist

/s/ Hank Ludtke

EDA Board President