



COUNTY OF BECKER

ECONOMIC DEVELOPMENT AUTHORITY

REGULAR MEETING MINUTES

Becker County
915 Lake Avenue
Detroit Lakes, MN 56501

Thursday, September 21st, 2023

3:30 PM

1st Floor Board Room Courthouse

Meeting Minutes

ATTENDEES: Hank Ludtke, Abby Anderson, Karen Mulari, Sean Felker, Tom Klyve, Erica Jepson, Richard Vareberg

OTHER: Cody Piper, Pat Oman, Mary Hendrickson, Laura McKnight, Julia Nelmark, Scott Omlid, Robyn Beck

ABSENT: None

- I. **CALL REGULAR MEETING TO ORDER** – Meeting called to order at 3:40pm by Hank Ludtke.
- II. **APPROVAL OF REGULAR AGENDA** – Motion to approve regular agenda as presented. **M/Klyve S/Jepson. Motion carried.**
- III. **APPROVAL OF MINUTES FROM AUGUST 24TH, 2023** – Motion to approve August 24th minutes. **M/Jepson S/Klyve. Motion carried.**
- IV. **EDA BOARD OPEN FORUM** - None
- V. **EDA MONTHLY REPORTS** – *Hendrickson Budget and balance sheet; no changes in investments.* **Motion to accept Budget and Balance Sheets. M/Felker S/Mulari. Motion carried.**
- VI. **CONSENT ITEMS**
 - a. Check Registers, Paying Bills, Financials, Bids
 - (McKnight) *Large expenses are 2nd quarter management fees and annual insurance payments for Willow property and Highway 34 home. Motion to accept check registers, payment of bills, and financials. M/Anderson S/Vareberg. Motion carried.* Bids presented for consideration to replace boiler in single-family home in Callaway. Bid from Alpine Mechanical for \$6,750. Bid from Lakes Heating and Cooling for \$6,717.10. Klyve inquired if Alpine Mechanical was insured since he was stated to be a new contractor. McKnight informed that it is a requirement for bids. **Motion to accept bid from Alpine Mechanical for \$6,750. M/ Vareberg S/Mulari. Motion carried.**
- VII. **HOUSING UPDATES**
 - a. Minnesota Urban and Rural Homesteading
 - (McKnight) *MURL Loan Report presented. Letter approved at last meeting was sent. Hendrickson inquired about negative escrow balance on one of the loans. McKnight informed payment isn't currently enough to cover escrow payment and only \$1 goes to principle. Mulari inquired what happens when loan matures if she still owes money on house. McKnight stated she will have to refinance it or pay it off.*
 - b. Midwest Minnesota Community Development Corporation
 - (McKnight) *Housing Updates presented. Public housing is full with waiting list. Housing Vouchers up 1 to a total of 56 with 4 voucher recipients waiting and 52 names on waiting list. No changes to occupancy or operation amongst all other properties. Ludtke inquired about Maple Avenue Apartments roof. McKnight will bring options and bids to next meeting.*
 - c. MN City Participation Program
 - (Piper) *No changes to allocated amounts. Piper informed that renewal for funding is upcoming and will bring update when available.*
 - d. Housing subcommittee Report

- *(Piper) Subcommittee discussed local housing aid and homelessness prevention aide becoming available to counties. Members attended webinar via League of Mn Cities that reviewed local housing aide. Highlighted some of the general and recommended guidelines for use of funding. One of the possible recommendations is a local Housing Trust Fund which more information will be gathered and presented to board at future date. Subcommittee will continue to look into current programs and agencies provided services and see if aid can be used as support. Discussion of possibility of setting up a centralized location or service that combines a majority of the homelessness aid and support services and information to streamline assistance.*

VIII. ECONOMIC DEVELOPMENT

- a. EDA Budget Proposal 2024
 - *Preliminary budget indicates shortfall and prior years has been operating at same level and not keeping up with trend. Budget levy proposed at \$160,000 from the previous \$124,000 to meet current needs. Proposed budget summary presented to board showing that there is still a deficit, but the levy increase reduces deficit.*
- b. EDA HRA Management Services Request for Proposal (RFP)
 - *Current management service contract with MMCDC expires at the end of 2023. After reviewing County procurement policy, best practices, and preliminary information gathered, the recommendation to Board is to move forward with a Request For Qualifications (RFQ). Suggestion by Oman to board to send out RFQ to follow County procurement policy and initiate with three agencies, including current vendor, and show public effort that we are looking for other vendors to improve costs or services. Jepson inquired what advantages there are to post a request for qualifications of qualifications versus a bid. Oman responded that request for proposals provided opportunity for the most options. Template of housing management RFQ presented to Board for review and feedback. Board recommended to advertise for services and revise RFQ template. Hendrickson stated that legal publication dates for proposed timeline of RFQ advertisement would need to be published by Sunday October 1st and the submittal date to publishing company is Thursday prior. Board consensus is to make revisions to template and approve final draft through special board meeting next Wednesday.*
Motion to have a special meeting to approve RFQ on Wednesday, October 4th. Motion Jepson. Seconded by Klyve. Motion carried.
- c. EDA Enabling Resolution
 - *(Piper) Last EDA meeting was tabled early so wanted to present to Board again for feedback. Current resolution has not been revised or restructured in many years and based on benchmarking with recently revised similar counties there is the option to expand and revise resolution. Board discussion about difficulty of getting quorum if increasing size and suggested to coincide restructure resolution with growth and involvement in projects. Oman discussed how the EDA authority abilities, components, and identity should be more clearly defined.*
- d. EDA Specialist Report
 - *(Piper) Updated board on current and ongoing projects. Working with City of Frazee on preliminary development needs and discussion for Frazee Industrial Park. Updated information to be requested from prior engineering firm to update feasibility information for projects. Actively assisting business prospect with site identification and project assistance. Presented Small Cities Development Grant proposal and application timeline for 2024 cycle. Working on identifying needs and interests from local entities so see if there is opportunity for joint application.*

IX. ADJOURN – Meeting adjourned by Hank Ludtke at 5:08 p.m.

Respectfully submitted:

/s/ Cody Piper
Economic Development Specialist

/s/ Hank Ludtke
EDA Board President