



# COUNTY OF BECKER

## ECONOMIC DEVELOPMENT AUTHORITY

REGULAR MEETING MINUTES

Becker County  
915 Lake Avenue  
Detroit Lakes, MN 56501

Thursday, October 19<sup>th</sup>, 2023

3:30 PM

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

*THE BECKER COUNTY EDA WILL ENHANCE THE QUALITY OF LIFE BY PROMOTING  
AND DEVELOPING HOUSING & ECONOMIC OPPORTUNITIES*

### **MEETING AGENDA**

- I.** CALL REGULAR MEETING TO ORDER 3:30 PM
- II.** APPROVAL OF REGULAR AGENDA
- III.** APPROVAL OF REGULAR MEETING MINUTES FROM SEPTEMBER 17<sup>TH</sup>, 2023
- IV.** EDA BOARD – OPEN FORUM
- V.** EDA MONTHLY REPORTS
  - a. Budget Sheet
  - b. Balance Sheet
- VI.** CONSENT ITEMS (APPROVAL NEEDED)
  - a. Check Registers, Paying Bills, Financials, Bids
- VII.** HOUSING UPDATES
  - a. Public Housing Agency Plan Annual Update
  - b. Minnesota Urban and Rural Homesteading (MURL) Update
  - c. Midwest Minnesota Community Development Corporation (MMCDC) Update
  - d. MN City Participation Program (MCP) Update
  - e. Housing Subcommittee Report
- VIII.** ECONOMIC DEVELOPMENT
  - a. Frazee Industrial Park Feasibility Study Proposal
  - b. Chamber Membership
  - c. EDA Specialist Report
- IX.** ADJOURN



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### Regular Meeting Minutes

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

**Other:** Cody Piper, Mary Hendrickson, Julia McKnight, Pat Oman

**Absent:** None

- I. **CALL REGULAR MEETING TO ORDER** – Meeting called to order at 3:35 pm by Hank Ludtke.
- II. **APPROVAL OF REGULAR AGENDA** – Motion to approve. M/ Mulari; S/ Klyve. Motion carried.
- III. **APPROVAL OF REGULAR MEETING MINUTES FROM SEPTEMBER 17<sup>TH</sup>, 2023** – Change noted by Klyve to section 8-b to change wording RFP in entire paragraph to RFQ. Change noted by Piper to add attendee Robyn Beck. **Motion to approve. M/ Klyve; S/ Jepson. Motion carried.**
- IV. **EDA BOARD OPEN FORUM** – Karen Pfiefer of Creative Community Consulting presented organization’s ongoing projects, goals, and upcoming events. Assistance has included initiatives such as Cornerstone of Frazee, Wannigan park, services related to capacity building, grant writing, and engagement with ministerial association to address homelessness. Assisted with county wide homelessness quantitative assessment and is hosting public community meeting November 30<sup>th</sup>, 2023 at the Becker County Museum to present results of survey and obtain input.
- V. **EDA MONTHLY REPORTS** – Mary Hendrickson presented September financial statements. Motion to accept budget and balance sheets as presented. **Motion to accept. M/Felker; S/ Mulari. Motion carried.**
- VI. **CONSENT ITEMS**

**Check registers, bills, and financials:** Klyve inquired about Maple Avenue apartment repairs and move in gifts. McKnight responded the unit was a turnover from a long-term renter so more repairs were needed and the move in gifts are for retention. McKnight informed insurance premiums were included in this month which is why some of the payments are higher. Mulari asked what various city payments were for and McKnight informed payments are for utilities. Klyve asked if prior bid approval for boiler system from Alpine Mechanical has been installed yet. McKnight responded no update at this time.

**201 Dakota St, Callaway:** Bids presented for replacement of roof shingles on house.

  - Swenson Construction for \$9,275
  - RM Thune LLC bid estimate \$9,800.

McKnight recommended Swenson construction for the amount of \$9,275.

**Motion to accept bid from Swenson Construction for \$9,275. M/ Mulari; S/ Jepson. Motion Carried.**

**Maple Avenue Apartments, Frazee:** Bids presented for replacement of roof shingles on apartment and garages.

  - Swenson Construction for apartment roof \$36,615; garages for \$14,850; drip edges \$235; total \$51,465
  - Lund Roofing for replacement on roof and garages for \$51,500
  - RM Thune for replacement on roof and garages for \$61,100

**Motion to accept bid from Swenson Construction for apartment and garage in the amount of \$51,465. M/ Mulari; S/ Jepson. Motion carried.**

**Motion to accept on the check register, bills, and financials. M/ Klyve; S/ Felker. Motion carried.**



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### VII. HOUSING UPDATES

- a. **Public Housing Agency Plan Annual Update** – (McKnight) Also to include payment standards update for approval. Summary of a PHA agency 5-year plan and the annual plan. Significant amendments to the operation of the EDA shall be listed or amended in the annual plan. Plan requires a public hearing before being approved and submitted. Request for approval to advertise for public notice to hold public hearing on December 19<sup>th</sup> meeting. **Motion to approve public hearing notice at December meeting. M/ Jepson; S/ Mulari. Motion carried.** Payment Standards for Housing Voucher program updated by MMCDC based on fair market rent and HUD allowances. The payment standards determine the maximum allowance for rent price to use voucher. **Motion to approve payment standards. M/ Jepson; S/ Vareberg. Motion carried.**
- b. **Minnesota Urban and Rural Homesteading Update** – (McKnight) MMCDC is going to perform inspections of remaining properties to verify the condition of properties.
- c. **Midwest Minnesota Community Development Corporation Update** – (McKnight) no major updates from prior month report.
- d. **MN City Participation Program (MCP)** – (Piper) No change to MCP allocation amounts. New application to be sent out and will be brought to an upcoming meeting to review.
- e. **Housing Subcommittee Report** – (Piper) Housing Subcommittee met with Mary Thompson from Heartland Lakes Development Commission to discuss ongoing apartment housing project, the process used to acquire the funding, and what entities were involved. Discussed process of setting up a Housing Trust Fund and how it aided the development of the project. Committee to continue looking into funding options and locations for potential future projects.  
**Motion to accept housing updates as presented. M/ Mulari; S/ Jepson. Motion carried.**

### VIII. ECONOMIC DEVELOPMENT

- a. **Fraze Industrial Park Feasibility Study Proposal** – (Piper) Meeting conducted with City of Frazee EDA board members to view property in the industrial park. Located old engineering studies done during initial development and reached out to company to see if they would update the study and get a cost estimate. Engineering firm provided estimate to update initial study remaining phases that were not completed. Proposal to split costs with City of Frazee for engineering study if a project is identified and get feedback from City about what type of housing to develop.
- b. **Chamber Membership** – Request to renew membership for the EDA with Detroit Lakes Regional Chamber of Commerce for the amount of \$372. **Motion to renew membership. M/ Jepson; S/ Klyve. Motion carried.**
- c. **EDA Specialist Report** – (Piper) Presented proposed estimate for Clifton Allen Larson audit services which was budgeted for in the 2024 EDA budget. Becker County is conducting Community Based Comprehensive Land Use Plan and is taking public input via an online survey. Flyer passed out to share within communities to collect responses.

IX. Adjourn – Meeting adjourned at 5:10 pm by Hank Ludtke

Respectfully submitted:

/s/ Cody Piper  
Economic Development Specialist

/s/ Hank Ludtke  
EDA Board President