



COUNTY OF BECKER

ECONOMIC DEVELOPMENT AUTHORITY

REGULAR MEETING MINUTES

Becker County
915 Lake Avenue
Detroit Lakes, MN 56501

Thursday, November 16th, 2023

3:30 PM

1st Floor Board Room Courthouse

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

MEETING MINUTES

- I. CALL REGULAR MEETING TO ORDER AT 3:35 PM BY CHAIR LUDTKE
- II. APPROVAL OF REGULAR AGENDA
Motion to approve by Mulari; Seconded by Jepson
- III. APPROVAL OF REGULAR MEETING MINUTES FROM OCTOBER 19TH, 2023
APPROVAL OF SPECIAL MEETING MINUTES FROM SEPTEMBER 27TH, 2023
APPROVAL OF SPECIAL MEETING MINUTES FROM OCTOBER 31ST, 2023
Correct spelling of Wannigan Park in section four. Motion to approve all minutes by Klyve; Seconded by Felker
- IV. EDA BOARD – OPEN FORUM
- V. EDA MONTHLY REPORTS
 - a. Budget Sheet
 - b. Balance Sheet
Budget and balance sheet presented by Mary H. Budget to actual revenues are at 69% and expenses are at 62% for 83% of the year. Motion to accept EDA monthly reports by Mulari; Seconded by Jepson. Klyve inquired balance sheet vs financial statements difference for MURL. McKnight explained financial statement includes a CD account and EDA reports are broken down differently. Motion carried.
- VI. CONSENT ITEMS (APPROVAL NEEDED)
 - a. Check Registers, Paying Bills, Financial Statements
Large expenditure reimbursement due to annual inspections. Ludtke inquired about the Maple Ave roofing project. Motion to accept consent items by Jepson; seconded by Mulari. Motion carried.
- VII. HOUSING UPDATES
 - a. Minnesota Urban and Rural Homesteading Update – (McKnight)
No major changes. Four of the five borrowers have a negative escrow balance due to the property tax payments were due.
 - b. Midwest Minnesota Community Development Corporation Update – (McKnight)
Maple Avenue apartments roof being replaced. Voucher program went from 58 to 57.
Conversation with landlord that is open to renting units to voucher tenants.



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c. Housing Management Services Contract Update – (Piper)

Contract discussions were initiated with MMCDC per October Special Meeting. Draft concept of prior contract used to discuss management services agreement. Minor changes made to reflect accurate dates and clarifications to services. Suggested providing feedback if necessary and try to bring approval before year end Commissioner Board meeting. Another special meeting is recommended to follow target timeline to complete negotiation by year end, suggestion of December 1st proposed. Julian Nelmark (MMCDC) presented cost analysis and summary of prior years. Proposal offer presented for 3 options:

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
1 year –	\$230,000		
2 year –	\$225,000	\$236,000	
3 year -	\$220,000	\$231,000	\$243,000

Board discussed proposal, need to review contract, and make decision at December 1st Special Meeting. (Mary H) discussed levy increase for anticipated increase but not this large of an increase. Review of budget proposal and affects of proposed contract amounts. Board discussion about prior year deficit spending and that it is an unsustainable way forward. Piper noted provision of contract to conduct annual reviews in August which will allow more lead time and preparation for contract increases like this. Also the opportunity to look at units and if any could be removed or how the reduction of units affects the proposal presented. Board discussion about requirements of housing, cause of increases, and reviewed cost analysis proposal. Large cost increase hard to manage so request MMCDC to provide adjusted proposal based on potential reduction of units in cost analysis or more detailed analysis for units for December 1st, 2023 meeting. Chair Ludtke also inquired if there was potential for an adjusted contract deferring costs from year one into later years. Request for new contract proposals to be provided by special meeting at 8 am to discuss new proposal. Motion to hold meeting December 1st, 2023 at 8 am. Motion Klyve; Secon Jepson. All in favor, none opposed. Motion carried.

d. MN City Participation Program Update

Program monthly update presented and 2024 application to be submitted in January if board wishes to request allocation from the State of MN again. Loan report shows good performance with excess allocation used in Becker County. Motion to submit application by Mulari; Seconded by Jepson. Motion carried.

Motion to accept housing updates as presented by Jepson; seconded by Felker. Motion carried.



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VIII. ECONOMIC DEVELOPMENT

a. Frazee Industrial Park

Update to ongoing industrial park discussions with the City of Frazee and Council members. Other areas of opportunity were also discussed. Frazee is interested in continuing progress towards partnering on a project. City of Frazee approved of splitting costs on preliminary Feasibility for industrial park if we progress on development. Confirmation that both locations of potential development are zoned appropriately. All options are open to discussion and EDA will continue to identify scope of project.

b. EDA Needs Assessment

Feedback sought from board members about input for areas of focus for 2024 to implement into a strategy and timely to help develop a process with measurable goals moving forward. Overview of EDA structure, policies, procedures, and potential timeline presented to the group.

c. EDA Specialist Report

Business prospect inquiry received for property located in Becker County. Discussion of opportunities for developmental assistance through a tax abatement process. Inquiries like this suggest the need for available applications and policies to streamline this process.

Child care grant benefit impact from the Early Childcare Development Foundation presented.

Motion to accept EDA reports by Felker; seconded by Anderson. Motion carried.

IX. MEETING ADJOURNED BY CHAIR LUDTKE AT 5:07

Respectfully submitted:

/s/ Cody Piper

Economic Development Specialist

/s/ Hank Ludtke

EDA Board President