



COUNTY OF BECKER

ECONOMIC DEVELOPMENT AUTHORITY

REGULAR MEETING AGENDA

Becker County
915 Lake Avenue
Detroit Lakes, MN 56501

Thursday, December 21st, 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*

ATTENDED: Hank Ludtke, Sean Felker, Karen Mulari, Tom Klyve, Erica Jepson, Richard Vareberg, Cody Piper (BC), Mary Hendrickson (BC), Pat Oman (BC), Laura McKnight (MMCDC), Robyn Beck (MMCDC)

ABSENT: Abby Anderson

MEETING AGENDA

I. CALL REGULAR MEETING TO ORDER BY HANK LUDTKE (3:32 PM)

II. APPROVAL OF REGULAR AGENDA – *M/Felker; S/Jepson. Motion carried.*

III. APPROVAL OF REGULAR MEETING MINUTES FROM NOVEMBER 17TH, 2023 APPROVAL OF SPECIAL MEETING MINUTES FROM DECEMBER 1ST, 2023

Motion to approve regular and special minutes with name spelling correction to Erica – Motion Jepson; Second Vareberg. Motion carried.

IV. PUBLIC HOUSING AGENCY PLAN – ANNUAL PUBLIC HEARING AND ANNUAL APPROVAL

Public meeting opened none attended. Resident Advisory Board submitted no comments. Annual plan presented, no changes made and the Board had no concerns. Motion to approve Public Housing Agency Plan and Public Hearing comment. M/Jepson; S/Vareberg. Motion carried.

V. EDA BOARD – OPEN FORUM

VI. CONSENT ITEMS (APPROVAL NEEDED)

- a. EDA Budget and Balance Sheets – American National CD interest has been corrected to 5.15% not .55%*
- b. EDA Audit Services and REAC – Audit statement of Work and Procedure agreements signed by Chair Ludtke and Vice-Treasurer Hendrickson. Annual conflict of interest forms signed by board members.*
- c. Housing Check Registers, Paying Bills, Financial Statements (McKnight) – No major or unusual expenses. 12 of the public units get septic pumped at the end of year. Final payment on Maple Ave Apartment loan now paid. M/ Jepson; S/Vareberg. Motion Carried.*

VII. HOUSING UPDATES

- a. Midwest Minnesota Community Development Corporation Update (McKnight) – Section 8 voucher added two more being used, total from 57 to 59. Jepson inquired about voucher requirements and limits for recertification.*
- b. Public Housing Budgets 2024 Approval (McKnight) – Public Housing Budgets presented by McKnight. Klyve inquired if large repairs and expenses are budgeted under capital expenses which McKnight*



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confirmed. Public Housing Agency Resolution Approval (pg. 86) signed by Chair Ludtke. Motion to approve resolution by Jepson; Second Mulari. Motion carried. Motion to approve 2024 budgets for Maple Ave Apartments, West River Townhomes, Willow Property, Hidden Hills, and Workshop. Motion Jepson; Seconded by Vareberg. Motion carried.

c. Bad Debt Write offs 2023 Approval (McKnight) –

1. *Public Housing - \$1,869.42 and \$ \$8,805.52*
2. *West River Townhomes - \$2,168.25 and \$2,370.68*
3. *Maple Avenue - \$240.35*

Motion to approve all 5 bad debt write offs in the amount of \$15,454.22; Motion Klyve; Second Mulari. Motion carried.

d. Minnesota Urban and Rural Homesteading Update – One owner seeking contractor for repairs to foundation. No updates to remaining properties.

e. MN City Participation Program Final – Piper presented year end MCPP results. Becker County had 301% usage. 2024 re-application filled out and signed for submittal.

VIII. ECONOMIC DEVELOPMENT

a. EDA Updates – Housing Management Contract offer by MMCDC for 215,500 for a 1-year term accepted and recommended for approval to Board of Commissioners at next commissioner meeting. Motion Jepson; Second Vareberg. Motion carried. Jepson commented on the board being more proactive on discussing and preparing for next housing contract discussion and developing a process to coincide with budget process. Piper recapped 2023 conference and training attendance and the value they provided. Piper requested for Board approval of continuation of education and training budget in 2024 for up to \$5,000. M/ Jepson; S/ Vareberg. Motion carried.

b. U of MN Extension - Community Economics – Piper held discussions with regional educator about programs and support the Extension office can provide. The educator is interested in attending the next meeting and presenting to the board and will schedule if board is interested.

IX. ADJOURNED BY HANK LUDTKE (4:51 PM)

Respectfully submitted:

/s/ Cody Piper

Economic Development Specialist

/s/ Hank Ludtke

EDA Board President