



COUNTY OF BECKER

ECONOMIC DEVELOPMENT AUTHORITY

REGULAR MEETING MINUTES

Becker County
915 Lake Avenue
Detroit Lakes, MN 56501

Wednesday June 26th, 2024

3:00 PM

1st Floor Meeting Room Courthouse

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

Attendance:

Board – Hank Ludtke, Karen Mulari, Tom Klyve, Abby Anderson, Sean Felker, Richard Vareberg, Erica Jepson

Other – Cody Piper, Mary Hendrickson, Laura McKnight (v), Robyn Beck (v)

Absent – None

Meeting Minutes:

- I. Regular meeting called to order at 3:02 pm
- II. Regular agenda approved with addition to add discussion about extension building to end of the agenda. Motion by Jepson; Second by Felker; Motion carried.
- III. Regular meeting minutes from May 16th approved by Motion from Jepson; Second by Felker; Motion carried.
- IV. Open Forum called for by chair Ludtke, none attended.
- V.
 - a. Financials and Claims
 - i. Mary Hendrickson noted EDA month end financials do not include the tax distribution. Jepson inquired if we had to or did get bids for Check #6807. Piper noted that check #6807 does not match the amount of the bid approved the month prior. Discussion about the bids, payments, and approval process and policies was held with recommendation to document final completion and verify compliance before payments are approved moving forward.
 - ii. Absent from this month's agenda packet were the housing maintenance records.
 - iii. Motion to accept housing month end financials by Klyve; Second by Mulari; Motion carried.
 - b. Monthly Reports
 - i. 2024 usage requirements met for MCPP program and on track to reapply for 2025.
 - ii. Discussion about one of the MURL units which previously was having difficulty finding willing contractors for critical repairs. A willing contractor has been identified for structural repairs. The MURL account currently has a healthy fund and discussion about using some of the funds to assist with the repairs if allowable under the program. Motion by Vareberg; Second Mulari to proceed with planning renovations. Additional questions were asked about if MURL property would be subject to the same procurement policy used by the PHA or if the program has its own policy. Prior motion amended to look into renovation options under MURL program and to start developing a request for proposal (RFP) and obtain inspection opinion about what repairs are necessary.

Motion to accept monthly reports by Jepson; Second by Felker; Motion carried.
- VI.
 - i. Capital needs assessment used to prioritize projects and needs on a ranked scale. Three houses were identified a couple years ago and the projects would be linked to the 2022 capital funds.
Laura McKnight presented roofing replacement bids for 3 single-family units. Recommended bids to the board as below.
Motion to approve bids as recommended by Jepson; Second by Mulari; Motion carried.

<u>Property</u>	<u>Bid Amount</u>	<u>Bid Awardee</u>
1116 Hwy 34 East	\$12,300	Swenson Construction and Roofing LLC
24678 East Munson Dr	\$11,700	Swenson Construction and Roofing LLC

Website: www.co.becker.mn.us

Telephone: 218-846-7330



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Lund Roofing

ii. West River required an emergency fix for a water leak below one of the garage units due to an unknown cause. McKnight will look into insurance if it covers the repair. Motion to accept the public housing updates by Jepson; Second by Klyve; Motion carried.

b. Housing Subcommittee met on June 14th and reviewed vacant land parcel in the City of Detroit Lakes. It appears the title to land does not have any restrictions, so options are available. The city has expressed interest in collaboration or further planning of land use. Frazee industrial park was reviewed again and determined that a proposal needs to be developed and estimates need to be obtained for infrastructure to move forward. Motion to accept Housing Subcommittee report by Mulari; Second by Anderson; Motion carried.

VII. Economic Development

- a. Annual Audit Presentation Recommendations reviewed to the board by Piper. Overall audit results indicated healthy balances and positive audit. Staff will begin to work on policy for user software user access recommendation through audit.
- b. Economic Futures Workshop was held on May 29th and the Extension team has provided their report of the workshop back to the EDA. The results were reviewed and overall positive feedback and engagement was had. The primary negative feedback was the length of the session, which Piper reiterated that this was intentional based on the curriculum of the extension team. The next steps would be to continue group engagement and develop future meetings to work on strategy towards the ideas identified.
- c. EDA Specialist Piper notified the board the MN DEED has developed their new resource guide for 2024 and will get that uploaded to the website and get the information out to community partners. Piper presented a draft form of a business retention expansion survey and discussed the benefits of developing a BRE program. Will continue to work on developing an action plan and survey for BRE and communicate with community partners on collaborative BRE initiatives. Piper also notified the board that the preliminary budgeting process will be beginning soon and would like to schedule individual meetings with the board members to get input and feedback. Motion to accept EDA Specialist updates by Jepson; Second by Mulari; Motion carried.
- d. Becker County EDA extension workshop building discussion by board members. Mary Hendrickson noted Becker County has a contract with Extension and the EDA owns and provides office space through a lease. Currently our year end financials show a loss and the current lease is expiring the end of 2024.

VII. Regular meeting adjourned by Chair Ludtke at 4:51 pm.

Attest:

/S/ Cody Piper
EDA Specialist

/S/ Hank Ludtke
EDA Board President