



# COUNTY OF BECKER

## ECONOMIC DEVELOPMENT AUTHORITY

### REGULAR MEETING MINUTES

Becker County  
915 Lake Avenue  
Detroit Lakes, MN 56501

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Wednesday August 15, 2024

3:00 PM

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

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Attended: Tom Klyve, Hank Ludtke, Karen Mulari, Sean Felker, Erica Jepson, Richard Vareberg  
Other: Cody Piper, Mary Hendrickson, Laura McKnight, Julia Nelmark, Robyn Beck  
Absent: Abby Anderson

### **MEETING AGENDA**

1. Ludtke called regular meeting to order at 3:03 pm
2. Approval of regular agenda by Klyve; second by Jepson; motion carried.
3. Motion to approve minutes from July 18<sup>th</sup> 2024 by Felker; second Vareberg; motion carried.
4. Ludtke called for open forum – none attended.
5. **Consent items**
  - 5.1. Motion to accept EDA month end budget and balance sheets by Jepson; Second Felker
  - 5.2. Motion to accept month end budget, missing balance sheet, by Jepson; Second Klyve.
  - 5.3. Motion to accept Housing check registers by Jepson; Second Vareberg.
  - 5.4. Bids for Public Housing Unit 18:  
Flooring - Bid #1 \$7,519.80      Bid #2 \$8,256.32; Motion to approve bid #1 by Felker; Second Klyve.  
Roofing – Bid #1 \$7,075.00      Bid #2 \$6,940.00; Motion to approve bid #1 by Klyve; Seconded Vareberg.
  - 5.5. PHA Software Agreement Renewal – Motion to approve renewal for \$5,079.33 by Jepson; Second Mulari.
  - 5.6. Motion to accept Monthly Reports (MCP, Capital Funds, MURL) by Jepson; Second Mulari.  
All motions carried.
6. **HOUSING**
  - 6.1. MURL Property Discussion – staff and management met to discuss property and are still working on identifying and verifying use of potential funds and looking into alternative options of assistance to homeowner. Board would like to see contractor report. Board would like to see owner make a formal request and a contractor or inspector report to help identify the potential scope of work. Management will coordinate meeting with homeowner and acquire further information from contractor. Board directed staff and management to notify homeowner to make formal request and obtain scope of work.
  - 6.2. Motion to accept Public Housing updates by Vareberg; Second Jepson; motion carried.
  - 6.3. MHFA annual inspection performed in July. Overall report was satisfactory and rated above average. Risk analysis rating was 100, well below the threshold of 255. Report is missing deficiency page, will provide if there is any. Motion to accept the MHFA Inspection Report by Jepson; Second Mulari; motion carried.
  - 6.4. Management Contract Annual Review



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- a. Management Services Recap presented by Mcknight to summarize the programs and services performed by MMCDC. Report highlighted some of the projects completed and reporting scores for each of the programs.
- b. 2024 Review and Deliberation – proposal offer letter from MMCDC was presented and reviewed by board. Piper explained the prior process and procurement of the contract that was conducted and the timeline of the budget levy to help properly incorporate expenses into the budget. Recommendation to have subcommittee review the contract for any changes, allow MMCDC to present changes, hold a joint staff and management meeting and then hold a special meeting to report results and recommendation on contract renewal options which will allow the contract recommendation to be presented to the County Commission at their next meeting. Motion to proceed with contract discussion as recommended by Mulari; seconded by Klyve; motion carried.

EDA Board director Felker left the meeting at 4:36 pm

- 6.5. Housing Subcommittee visited a couple of the public housing properties, eda properties, and went and looked at two developmental properties. Committee members met with the DLHRA to review the home improvement loan program they developed and learn about their authority operations. Motion to approve by Klyve; second Mulari; motion carried.

## 7. ECONOMIC DEVELOPMENT

- 7.1. Special Levy budget resolution draft presented by Piper. Summary and recap of the prior levy and the current budget explained. The preliminary request is to set the levy at \$245,000 which brings it to a near break even to reduce the amount of deficit spending reserves. Approval of levy and recommendation to go to the board of commissioners at their next meeting. Motion to approve by Jepson; Seconded by Vareberg; Motion carried.
- 7.2. A tax abatement policy was drafted by Piper and presented to the Board. Highlighted the updates and statutes that limit Tax Abatement agreements and reporting requirements. A business subsidy application draft was also presented. This would allow a faster and more efficient way to for business subsidy requests to be made and reviewed. Both drafts will be sent to attorney for legal review. Motion to accept the Tax Abatement and Business Subsidy application drafts by Jepson; Secon Vareberg; motion carried.
- 7.3. Community Dialogue PowerPoint presented as a summary of the Economic Futures Workshop held earlier this year. Priority ideas have been identified and further programming is needed to develop initiatives from the ideas developed during the discussion. Piper recommended a second meeting with the group to identify key resources and priorities for further collaboration. Motion to accept presentation by Klyve; Second Mulari; motion carried.

8. Ludtke adjourned the meeting at 5:25 pm.

Attest:

/S/ Cody Piper  
EDA Specialist

/S/ Hank Ludtke  
EDA Board President