



COUNTY OF BECKER

ECONOMIC DEVELOPMENT AUTHORITY

REGULAR MEETING MINUTES

Becker County
915 Lake Avenue
Detroit Lakes, MN 56501

Thursday September 19th, 2024

3:00 PM

1st Floor Meeting Room Courthouse

Attendance: Sean Felker, Erica Jepson, Hank Ludtke, Tom Klyve, Karen Mulari

Other: Cody Piper (BC Staff), Laura McKnight (MMCDC)

Absent: Abby Anderson, Mary Hendrickson (BC Staff)

Meeting Minutes:

1. Chair Ludtke called the meeting to order at 3:05 pm.
2. Motion by Jepson; Second by Mulari to approve Agenda; motion carried.
3. Motion by Jepson; Second by Vareberg to approve August minutes; motion carried.
4. Open Forum – none presented.
5. Consent Items for approval
 - 5.1 Treasurer absent from meeting so Piper presented the monthly sheets. Noted that admin fees and reimbursements have had quarterly disbursements in this month. Motion by Mulari; Second by Jepson to approve EDA month end financials; motion carried.
 - 5.2 Maple Avenue Apartments discussion about the replacement of the siding. Preliminary bid work being prepared. Some of the landscaping has been cleaned up. The board deliberated what the options are for repairing or replacing the siding on the property and what available funding sources are. Motion by Jepson; Second by Mulari to approve Housing month end financials and to create a bid advertisement for the replacement or refinishing of siding to Maple Avenue Apartments; motion carried.
 - 5.3 One public housing unit had a move out of a long term tenant so there were various repairs needed to turn the unit. Damages to the unit will be sent into revenue recapture to try and recoup the expenses. Motion by Mulari; Second by Klyve to approve housing check registers, invoices, records; motion carried.
 - 5.4 Motion to accept monthly MCPP and MURL program reports by Mulari; Second by Jepson; motion carried.
6. Housing
 - 6.1 Proposal presented about the repair or replacement to the foundation of one of the units under contract. Staff, management, and board deliberated the use and eligibility of funds. Section 5 and 8 of the MURL manual were reviewed. Staff reviewed with legal counsel which reinforced recommended to reach out to MHFA programs cited in the manual and get feedback and also recommended to demonstrate process of elimination to the steps and procurement method listed in the manual. Board deliberated over the language of the program and the lack of guidance and oversight since the program. Board stressed the need for the repair as it relates to a structural issue and present timeline. Motion to proceed with procurement of contractor construction proposal for structural repairs and prepare mortgage agreement for repair amount to provide borrower and paperwork for compliance and selection of contractor. Motion by Vareberg; Second by Klyve; Roll call: For – Klyve, Vareberg, Ludtke, Felker; Opposed – Jepson; Motion carried.
 - 6.2 Motion by Jepson; Second by Klyve to accept public housing updates; motion carried.
 - 6.3.2 Two bids presented for the replacement of flooring in public housing unit 6. Bid from Ramsey Flooring for \$5,784 and YES Floors for \$6,420.35 Motion by Klyve; Second by Mulari; to approve bid from Ramsey Flooring for the amount of \$5,784 to replace floor in Unit 06; motion carried.

Motion to accept public housing updates by Jepson; Second by Klyve; motion carried.

6.4 Housing Management Contract renewal was presented and approved by the County Board and has already been approved by the EDA board for 2025. Staff will set up a meeting with MMCDC to execute the contract.

6.5 Subcommittee developed a draft for a Home Efficiency Rehab Loan program sourced from the statewide affordable housing aid. Program would provide deferred loans for efficiency repairs and upgrades to income qualified borrowers. This would be a pilot program and future funding will be considered based on the usage of the program. Staff asked for feedback to the program requirements and terms. Motion to proceed with next steps in developing loan program and accept the September Housing Subcommittee report by Vareberg; Second by Jepson; motion carried.

7. Economic Development

7.1 Staff presented the proposed levy for 2025 was approved at \$245,000 by the County Board. The 2025 levy was budgeted with a goal of breaking even to prevent deficit spending from EDA reserves.

7.2 Staff recently met with the regional SBDC director and recapped what work the SBDC does and the support to the local business community they provide. They are soliciting their annual membership donations and the fees were presented tot the board for consideration. Staff will bring back more information and a recommendation to the board. Motion to approve EDA Specialist report by Jepson; Second by Klyve; motion carried.

7.3 Due to time constraints Piper requested to table strategic planning presentation to next meeting. Motion to table to next meeting by Vareberg; Second by Jepson; motion carried.

Staff presented legislative platform developed and voted through MAPCED to be presented at the AMC annual meeting. Sectors advocated for include housing, workforce development, childcare, broadband development, infrastructure, and transportation.

8. Meeting adjourned by Chair Ludtke at 4:50 pm.