



COUNTY OF BECKER

ECONOMIC DEVELOPMENT AUTHORITY

REGULAR MEETING MINUTES

Becker County
915 Lake Avenue
Detroit Lakes, MN 56501

Thursday, October 17th, 2024

Time – 3:00 pm

1st Floor Meeting Room Courthouse

Attended: Karen Mulari, Tom Klyve, Sean Felker, Erica Jepson, Richard Vareberg, Abby Anderson

Other: Becker County - Cody Piper, Mary Hendrickson, Carrie Smith, MMCDC - Laura McKnight, Robyn Beck

Absent: Hank Ludtke

1. Vice President Mulari called the regular meeting to order at 3:15 pm
2. Motion to approve October regular agenda by Klyve; Second by Anderson; Motion carried.
3. Motion to approve September regular minutes by Vareberg; Second by Jepson; Motion carried.
4. Open Forum – None attended
5. **CONSENT ITEMS**
 - 5.1 Tax distribution is included in Budget/Expense and the National Bank CD on balance sheet has been renewed on October 17th at 5%. Motion to accept EDA month end financials by Jepson; Second by Anderson; Motion carried.
 - 5.2 Klyve inquired about large expense to low rent operation on budget sheet and Laura noted it was due to insurance payments. Klyve noted discrepancies between budget sheet and balance sheet revenues, Laura will check with accountant for adjustments. Motion to accept Housing month end financials by Klyve; Second by Felker; Motion carried.
 - 5.3 Laura noted missed allocation to expense on page nine is for flooring bid approved last month. Other larger expenses are due to unit turn and insurance payments. Klyve inquired about unit 18 expenses and Laura noted it was a result of a long-term tenant move out not lack of upkeep. Motion to accept Housing Check Registers, Bills, and Receipts by Jepson; Second by Klyve; Motion carried.
 - 5.4 Monthly Reports
 - 5.4.1-3 Motion to accept the monthly MURL, MCPP, and Capital Fund reports by Jepson; Second by Felker; Motion carried.
6. **HOUSING**
 - 6.1 One unit is available and updates are still being done. It is a six-bedroom unit which makes it more difficult to find qualifying families. Piper spoke about housing committee recommendation to look into or expand prior motion for siding at Maple Avenue to incorporate other necessary repairs or upgrades into the project. Motion to amend October motion to develop a scope of work for recommended repairs by Jepson; Second by Klyve; Motion carried.
 - 6.2 Public Housing Roofing Bids – Bids presented from Lund Roofing and Swenson Construction for three public housing units shingle replacement. Motion to approve three bids from Swenson Construction for public housing units 6, 13, and 23 by Felker; Second by Anderson; Motion carried.
 - 6.3 2025 Payment Standards – No change recommended by Laura. Motion to approve with no change the Fair Market Rents and Payment Standards for 2025 as proposed by Richard; Second by Klyve; Motion carried.
 - 6.4 PHA Annual Plan 2025 – Motion to set public hearing December 19 and advertise public notice as required by Richard; Second by Klyve; Motion carried.
 - 6.5 MURL Updates – Staff met with MN Housing to get further information and recommendations on the eligibility of program funds and what options are available for structural repair situations. Staff recommended working with borrower to follow process identified in program manual and connect borrower with appropriate lender for the emergency rehabilitation loan. Motion to proceed and assist borrower with contacting eligible lender by Richard; Second by Felker; Motion carried.

6.6 Housing Subcommittee Report – committee discussed the MURL above. There will be a Housing Summit in Detroit Lakes October 25th so a draft brochure was put together to highlight Becker County’s housing programs and information. Piper discussed the details of the upcoming Housing Summit and recommended attendance.

7. ECONOMIC DEVELOPMENT

7.1 EDA Specialist Report – Piper noted that the Detroit Lakes Chamber has hired their new executive director and staff is continuing to attend the ambassador program. The annual membership fees were sent out and Piper recommended renewal of membership. Motion to renew annual membership with Detroit Lakes Chamber of Commerce by Klyve; Second by Felker; Motion carried.

7.2 Childcare Economic Development Program – Grant request was submitted and will be notified of results by the end of the year. Staff was unable to confirm eligibility of one of the proposed sites due to old documentation and procuring the records, more research will need to be done to verify.

7.3 Retail Trade Analysis - Motion to proceed with updating the Retail Trade Analysis report for Becker County for the amount of \$500 and present at next meeting by Jepson; Second by Vareberg; Motion carried.

7.4 Strategic Planning – Piper presented examples of multi-year plans and overview of contents and common practice when developing a strategic plan. Requested input from board members if they would like to engage in a planning process and what are some of the priorities to incorporate.

8. Meeting adjourned by Vice President Mulari at 5:05 pm