

**EDA Meeting Minutes**



**Regular Meeting  
Thurs, Nov. 21<sup>st</sup>, 2019  
3:00 p.m.  
Mtg. Rm., 1<sup>st</sup> Flr.**

**Meeting called by:**

Chris Sherman

**Type of meeting:**

Regular Meeting

**Attendees:**

Larry Knutson, Chris Sherman, Hank Ludtke, Abby Anderson Karen Mulari

**Board members absent:**

Barry Nelson

**Other Attendees:**

Robyn Beck, Laura McKnight, Guy Fischer, Maureen Kent, Mary Hendrickson, Mike Brethorst

**Agenda Topics**

1. **Call Meeting to order:** Chris Sherman called the Regular meeting to order at 3:00 p.m.
2. **Approval of Board Agenda:** Motion to approve agenda with changes by Ludtke, 2<sup>nd</sup> by Anderson, motion carried.
3. **Approval of October Meeting Minutes (10/17):** Motion to approve Oct. MM by Ludtke, 2<sup>nd</sup> by Anderson, motion carried.
4. **Balance Sheets/Paying of Bills:** Motion to approve Financials and Payables by Anderson, 2<sup>nd</sup> by Mulari – motion carried.
  - **From Check Register/Invoices Presented:** Workshop \$1,092.64, Hwy 34 Group Home \$200.00, Low Income Public Housing \$58,036.28, Willow Property \$5,972.52, Maple Ave. Apts. \$8,861.90, Hidden Hills Group Home \$1,177.00, West River Townhomes \$9,535.01, and Section 8 Voucher \$18,404.76. Additional checks referenced at meeting, but not made available: Sheriff's Office (civil papers): \$35.50; and Misc. Exp.: PH (\$562.05) and WRT (\$340.50)
  - Per review of balance sheet information: Interest in year-to-date accounting.
5. **MURL –** Laura/Guy working with Co. Attorney's office to get eviction hearing (11/25) for home in Audubon. General discussion of other MURL owners, maturity dates (some will be coming in next few years) and need to look at extending contracts to keep them in affordable housing. Q. Do monthly payments change? A. Monthly's change yearly. Is there interest in utilizing MURL funds to repair foundation? Board Direction: Look at foundation and look at contract relative to liability.
6. **Housing Management Contract:** Meeting was held with MMCDC to discuss long term commitment contract and terms (3%) annual increase over 4 years and exploring an increase in administrative fees (6-8%) it was preliminarily estimated that approx. \$6,000 may be available that could be used to mitigate some of the projected contract increase and other revenue sources would be explored to offset contract increases. Contract language would also need to include applicable HUD reference language. Additional discussion involved developing a memo to be put together to provide a more

detailed assessment of EDA cash balances. Motion to table any action on contract for 120 days to allow staff to prepare motion; motion by Ludtke, 2<sup>nd</sup> by Mulari, motion carried.

7. **Marketing Efforts:** Currently EDA has \$400/yr. that has been allocated to assist with economic development efforts such as the Economic Development Summit. Is there an interest in increasing this amount? Discussion about current marketing efforts/outlets: County web page, County Facebook page (Environmental), previous funds available to develop ED video. Members expressed interest in marketing ED services or assisting with events like the ED Summit, but didn't think that additional funding needed to be added to the \$400 currently available. As needs/opportunities come up they would be discussed.
8. **Balance Sheet Budget to Actual** – Discussion of bank transfer of funds from Bremer Acct. to correct cash account (bal. \$23,117.60 in cash to unrestricted account).
9. **EDA Board Open Forum** – N/A
10. **Adjourn:** Sherman adjourned meeting at approximately 4:35 p.m.

ATTEST:

Respectfully submitted:

/s/ Guy Fischer  
EDA Coordinator

/s/ Chris Sherman  
EDA Board President