

Minutes

Regular Meeting
Thursday, February 12, 2004
4:30 p.m.
Commissioners Board Room, Detroit Lakes, MN

| | |
|-----------------------|--|
| Meeting called by: | Robert Bristlin |
| Type of meeting: | Regular Meeting |
| Attendees: | Bob Bristlin, Harry Salminen, Gerald Schram, Mike Metelak, Terry Johnson, Dan Aune Others present: Jon Thomsen, Shawn Olson, Doug Conway, Kelcey Klemm, Hank Ludtke, Terry Janes and Nathan Bowe |
| Board Members Absent: | Paul Joyce |

Agenda topics

- 1) **Call Regular Meeting to order:** B Bristlin called the meeting to order at 4:30 p.m.
- 2) **Approval of Regular Meeting Agenda:** **Motion** and second to approve the Agenda with the following changes/additions: Move Item 7 Website Link before Financial Report & Bills; Add to Item 6: Rodney Lee Appointment; Move Item 5 before Item 4 (Salminen, Aune), carried.
- 3) **Approval of Minutes from January 2004 Regular Meeting:** B Bristlin requested that the staff provide a copy of approved EDA Board Minutes to all of the County Commissioners on a monthly basis. **Motion** and second to approve the Minutes of the January 2004 Regular EDA Board Meeting (Salminen, Johnson), carried.
- 4) **County Website – Link to EDA:** D Conway, from the County Information Technology (IT) Department, reported that the EDA website has not been updated since 1998 and that the County IT Department could immediately do some basic updates on the existing site. If the EDA Board desired to expand upon the basics, it could require hiring someone with web page design/development training. Discussion followed. M Metelak recommended that a committee be formed to develop specific ideas. Board members were encouraged to look at similar web sites and bring back ideas to the next Board Meeting. G Schram volunteered to work with D Conway and the IT Department to develop an attractive page that easily links to other sites.
- 5) **Economic Development**
 - a) **K. Klemm, Frazee City Clerk – Swift Plant Update:** K Klemm reported that the Frazee City Council is not opposed to the Tax Forfeiture Sale planned by Becker County; the City Council is willing to explore all options, but they will not forgive the \$10,274 in Special Assessments. Discussion followed on what could be done with the site, including a discussion on the purchase by the Becker County EDA vs. the City of Frazee EDA; there was a discussion on the demolishing of the structure and constructing a Spec Building. The EDA Board recommended that K Klemm and S Thurlow continue to meet and bring back a plan when it is developed. K Klemm requested that the June 10th Regular Becker County EDA Board Meeting take place at the Frazee City Hall. K Klemm offered to supply a bus for a tour at the beginning of the meeting. **Motion** and second to hold the June 10th Regular Board Meeting at 4 p.m. at the Frazee City Hall. (Johnson, Schram), carried.
 - b) **South 10 Industrial Park Agreement:** Staff reported that the Attorney for the City of Lake Park is preparing an agreement detailing the duties of the Becker County EDA (the lead agency) and the City of Lake Park & its EDA. The agreement should be ready for Board Approval at the March meeting.
 - c) **Economic Development Update Report:** Discussion followed on the items detailed in S Thurlow's report.

- 6) **Financial Report & Bills:** Staff presented the January Financial Report and offered the *Management Discussion & Analysis* for Board discussion. T Janes, the President of the EDA Board's Housing Committee, addressed the Board on the many accomplishments of the housing department. Discussion followed. **Motion** and second to accept the Financial Report (Salminen, Metelak), carried. Staff presented two South 10 Industrial Park bills for payment (Delzer Construction for \$1,000 and Kegal Sign for \$4,790). **Motion** and second to approve both bills for payment (Schram, Salminen), carried.
- 7) **Housing:**
- a) **Red Willow Heights:** Staff requested approval to purchase 3 lots in the new Red Willow Heights housing development in Frazee. The Housing Committee has reviewed and recommended the purchase. Discussion followed. **Motion** and second to purchase the three proposed lots for \$3,000 per lot (Metelak, Salminen), carried.
 - b) **Housing Update Report:** J Thomsen updated the EDA Board on the Housing Department activities, including a report on grant applications that have been submitted and future potential projects. Discussion followed on the permanent supportive housing project. J Thomsen presented the Memorandum of Understanding (MOU) between Mahube and the Becker County EDA. The Housing Committee has reviewed and recommended approving the MOU as developed. Discussion followed. The Board expressed a desire for more information on the project, such as a pro forma. **Motion** and second to table the MOU until the next meeting when staff from both Agencies could be present at the Board meeting (Salminen, Schram), carried).
 - c) **PARIF Update Report:** J Thomsen reported that PARIF project is nearing completion. J Narlock, the MHFA architect, viewed 11 of the 25 homes and is pleased with the work. The project will close out with the formal award of the MHFA's "end loan". **Motion** and second to enter into the necessary closing documents, including MHFA's PARIF 30 Year Deferred Loan Agreement for \$800,000, (Salminen, Schram), carried.
 - d) **County Space Needs Update Report:** J Thomsen reported that purchase offers were made on the two lots in Detroit Lakes, however, it has since been determined that it would not be feasible to pursue the grant funding as originally planned. J Thomsen reported that at the most recent County Commissioners meeting, the County Commissioners approved reimbursing the Becker County EDA for the earnest money placed on these two lots and that Becker County would be purchasing the lots for parking.
 - e) **Housing Committee – Duties and Responsibilities:** **Motion** and second to appoint Rodney Lee as the Resident Advisory Board Liaison on the EDA's Housing Committee, (Salminen, Schram), carried. T Janes, President of the EDA's Housing Committee, addressed the Board on the Committee's desire to develop policies that would allow the Committee more authority to act on their behalf. Discussion followed. J Thomsen agreed to draft a proposal that would outline routine housing business that the Committee could have the authority to act upon, such as the release of liens on SCDP projects when all the terms of the lien have been met. He agreed to present the draft proposal at the next meeting.
- 8) **EDA Board of Commissioners**
- a) **Networking:** No further discussion.
 - b) **Goal Setting Roundtable & 2004 EDA Budget:** Discussion followed on the direction and goals of the EDA. M Metelak reported that he has found a facilitator who would assist the Board in a round-table discussion on goals. The facilitator charges \$300 per day plus expenses. Discussion followed. There was a desire to invite representatives from other communities to observe, but not participate. **Motion** and second for M Metelak to hire the facilitator and set up the meeting for the first Friday the facilitator is available; the EDA staff is responsible for making arrangements for the meeting location, coffee and lunch, (Salminen, Schram), carried.
- 9) **Open Forum:** M Metelak passed out an article from Minnesota Technology Magazine. The Board felt it could be a useful magazine and M Metelak agreed to find out what it would cost for each Board Member to subscribe. B Bristlin noted that the EDA Board President and Housing Director should sign all property purchase agreements. Discussion followed on the EDA bylaws/policy on purchasing property. H Salminen requested that a Special Meeting be called whenever it is not possible to purchase property per the original motion.

10) Old/New Business: Staff presented an amendment to January's EDA Resolution 01-08-04a. **Motion** and second to approve Resolution 01-08-04a, as amended (Salminen, Johnson), carried. J Thomsen reported that *Helping Hands* requested financial assistance from the EDA. Discussion followed. The general consensus was that the request did not meet the EDA guidelines; no action was taken.

11) Adjourn: There being no further business to be brought before the Board, **Motion** and second to adjourn the meeting at 7:00 p.m., (Schram, Johnson), carried.

ATTEST:

Respectfully submitted:
/s/ Jon Thomsen
Housing Director

/s/ Robert Bristlin
EDA Board President