

Minutes

Regular Meeting
Thursday, April 8, 2004
4:30 p.m.

Commissioners Board Room, Detroit Lakes, MN

Meeting called by:	Bob Bristlin
Type of meeting:	Regular Meeting
Attendees:	Bob Bristlin, Gerald Schram, Mike Metelak, Terry Johnson, Dan Aune, Paul Joyce Others present: Jon Thomsen, Shawn Olson, Stan Thurlow, Vicki L. Gerdes, Detroit Lakes Newspaper
Board Members Absent:	Harry Salminen

Agenda topics

- 1) **Call Regular Meeting to order:** Meeting called to order by B Bristlin at 4:25 pm
- 2) **Approval of Regular Meeting Agenda:** **Motion** and second to approve the agenda as presented (Metelak, Johnson), carried.
- 3) **Approval of Minutes:** **Motion** and second to approve the minutes of the March 2004 Regular Meeting (Joyce, Aune), carried. **Motion** and second to approve the minutes of the March 2004 Strategic Planning Meeting (Joyce, Schram), carried.
- 4) **Financial Report:**
 - ✓ The staff presented the March Financial Report. It was pointed out that MMCDC elected to prepay their loan in full and this allowed the EDA to prepay its loan at Midwest Bank. The cash on hand increased \$12,369 as a result. Staff noted that the activities in March were ordinary to the normal operation of the housing programs and the detailed list of bills paid was in the Board packet. Two handouts were provided to the Board. The first handout was a report based upon M Metelak's outline. It was noted that when the report was initially prepared, the EDA's fiscal year had just ended and audited year-end information was used to compile the information. The second handout is the recap of information from the month of January and the corresponding supporting detail. This information had been used in a previous discussion with B Bristlin and, for the purposes of the meeting today, staff continued to present the January information. It was noted that the first two pages would be typical of what is passed out at the EDA Board Meetings. The areas highlighted in gray will lead you through the following pages that contain the detail. The Board was asked to take time after the meeting to review the information. B Bristlin felt it was important to monitor the activities against the overall budget and the second handout should be provided on a quarterly basis. **Motion** and second to accept the Financial Report as presented (Joyce, Johnson), carried.
 - ✓ B Bristlin noted that the audit report had been released with errors and that the State Auditor's Office will be mailing out a corrected report. B Bristlin felt that it was important to meet with state and local officials to determine how to reduce the cost of future audits. Discussion followed. J Thomsen agreed to consult with the Becker County Treasurer (a former state auditor) in an effort to streamline the records retention process that will continue to meet all legal, regulatory and contractual requirements.
- 5) **Economic Development:**
 - ✓ S Thurlow passed out extra copies of the Becker County Resort and Lodging Summary Report. The report was the result of a project funded by a Business Retention and Expansion grant that was sponsored by the EDA. M Metelak requested staff provide B Winchester with a copy of the report before the April 29th Strategic Meeting.
 - ✓ S Thurlow reported that the (South Ten Industrial Park) US Dept of Commerce grant is scheduled for closeout on May 9th. He is prepared to close the grant as soon as the road is seal coated. S Thurlow made note that a local realtor is interested in working with the EDA to help sell the remaining South Ten Industrial Park lots. Discussion

followed. The Board directed S Thurlow to obtain guidance from the County Attorney and meet with the Lake Park EDA, then report back.

- ✓ S Thurlow updated the Board on his meeting with businesses who are looking at relocating. He noted that the Frazee Swift Plant was removed from Becker County's Tax Forfeit Sale List and there are several options under consideration.
- ✓ S Thurlow reported that a surveyor could plat the EDA's Frazee Industrial Park land for \$300-\$400 per lot. He requested Board direction regarding an easement request made by a landowner adjacent to the EDA's Industrial Park land in Frazee. Discussion followed. S Thurlow agreed to continue to meet with the City of Frazee, Larson-Peterson & Associates (engineers) and the surveyor to determine how to make the best use of the undeveloped land.

6) Lake Park Residential Lot Sale: The staff sought Board direction on how to best make use of the remaining undeveloped residential lots. D Aune offered a map of the City of Lake Park's development that adjoins the EDA's land. Discussion followed. It was noted that once the cost of the specials were removed from the total price of the City of Lake Park's lots, the amount would be in line with the \$5,500 price that the EDA would be selling lots for. The Board agreed that the purpose of the development was to create opportunities for new housing development in Lake Park. **Motion** and second to give the Housing Department the first right of refusal, then sell the lot(s) at \$5,500 per lot, pending a Public Hearing scheduled for April 29th (Johnson, Metelak), carried.

7) Housing

- ✓ **Agency Plan:** It was noted that there were not any comments presented prior to or at the Public Hearing held at 4:00. **Motion** and second to approve the Agency Plan as presented and authorize J Thomsen and B Bristlin to sign all required documents (Joyce, Aune), carried.
- ✓ **Housing Update Report:** J Thomsen presented the Housing Update report. He anticipates that the remaining three MURL homes will be sold by June 1st and he expressed an interest in applying for additional MURL funding.
- ✓ **Housing Committee – Duties and Responsibilities:** It was noted that the Housing Committee did not meet in April and that the May meeting would include continued discussions on duties and responsibilities.

8) EDA Board of Commissioners

- ✓ **2nd Strategic Planning Meeting & 2004 EDA Budget:** M Metelak reported that Ben Winchester would start the Strategic Meeting and that Joe Egge would return as the facilitator. M Metelak requested that the EDA Board Members take time to review the *Economic Development Authorities Handbook* and bring their ideas to the April 29th meeting. The meeting will be held at the Holiday Inn in Detroit Lakes. The general consensus was that the Board would meet at 12:00 for lunch, the Public Hearing for the Lake Park residential lot sale would be at 12:30 and the Strategic Planning Meeting would begin at 1:00. The staff presented the Board with a draft document to help them start the 2004 EDA General Fund Budget process. Those items highlighted in yellow will require further input from the Board.
- ✓ **County Website - Link to EDA:** G Schram reported that he had started working on the website with the IT Department, however, personnel changes within the IT Department has resulted in a delay in implementation of those changes. Discussion followed on the website.
- ✓ **General Discussion – Networking:** B Bristlin announced that the County would be beginning to prepare for the adoption of the 2005 Departmental Budget. Discussion followed on the Board's desire to separate housing from economic development, but still look at the overall budget to make certain money is appropriately spent. B Bristlin felt that the money to administer the housing programs should come from the County's General Fund rather than the EDA/HRA Levy. Discussion followed on the EDA/HRA property tax levy and how it should best be used in the future.

9) Open Forum: No discussion.

10) Old/New Business: J Thomsen updated the Board on Leonard Heltemes' funding request. J Thomsen consulted with the County Attorney. The County Attorney agreed with the EDA Board and felt that the Siren Committee should present their funding request to the County Board. There being no further business to be brought before the Board,

11) Adjourn: **Motion** and second to adjourn the meeting at 6:00 p.m. (Joyce, Aune), carried.

ATTEST:

Respectfully submitted:

/s/

Jon Thomsen

/s/

Robert

Bristlin
Housing Director

EDA Board President