

Minutes

Regular Meeting
Thursday, May 13, 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 (left at 6:30), Gerald Schram, Mike Metelak, Terry Johnson (arrived at 5:10), Paul Joyce Others present: Jon Thomsen, Shawn Olson, Lana Fralich, Stan Thurlow, Larry Remmen (Detroit Lakes EDA), Keith Zachariason (City of Lake Park Mayor), Brian Berg (Becker County)
Board Members Absent:	Dan Aune

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: Addition:** Additions included Presentations by Brian Berg and Larry Remmen. **Motion** and second to approve the Agenda as amended (Joyce, Salminen), carried.
- 3. Presentation by Brian Berg:** Brian Berg, the County Administrator asked to speak to the EDA Board about Becker County's desire to re-establish an EDA function within the department. Discussion followed. **Motion** and second for the two County Commissioner liaisons to work with B Berg and J Thomsen to establish an organizational chart and duties (Metelak, Schram), carried.
- 4. Presentation by Larry Remmen:** Larry Remmen, the Community Development Director for the City of Detroit Lakes, spoke about the changes that have occurred within the Becker County EDA. He found the Community Profile and Job Survey most helpful and has found S Thurlow to be easy to work with. The Board listened to L Remmen speak about how the City realizes that they can't do everything by themselves and would be interested in using Becker County EDA as a resource, just as they use any other local, state or federal organization as a resource. Discussion followed on JOBZ, Tax Abatements and Spec Buildings. L Remmen reported that there is a group of individuals (who are interested in economic development) that meet regularly over lunch. He invited the EDA Board to their noon luncheon on Monday, May 17th at the Holiday Inn in Detroit Lakes.
- 5. Approval of Minutes from April 8th Special/Regular Meeting and April 29th Special/Regular Meeting:** Staff noted that there was an error in the Agency Plan draft minutes. It was noted that Terry Johnson was present at the meeting. **Motion** and second approve the April 8th Minutes as corrected and approve the Minutes of the April 8th Regular Meeting and April 29th Special/Regular Meetings as presented, (Salminen, Metelak), carried.
- 6. Needs Assessment:** K Zachariason, the Mayor for the City of Lake Park spoke about the need for Becker County to have a fulltime staff member to assist Lake Park in the complex projects that they do not have the expertise to do themselves. The Board listened to K Zachariason speak about the Lake Park Spec Building that houses the Clinic, the 29 residential lots that were newly developed and the City's interest in partnering with Becker County. B Bristlin encouraged the City of Lake Park to put together a joint South 10 Industrial Park Spec Building Proposal that can be presented to the Becker County EDA Board. Discussion followed on JOBZ. B Bristlin and H Salminen requested that S Thurlow pursue making/amending application(s) with WCIF to shift JOBZ acreage for interested communities. T Johnson, the Mayor for the City of Audubon, spoke about the newly opened lots annexed into the

City of Audubon in which there will be some commercial development. He expressed interest in meeting with S Thurlow about the JOBZ designation and how it affects the development.

7. Financial Report:

- ✓ **Monthly Financial Report:** Staff presented the April 2004 Financial Report. **Motion** and second to accept the monthly financial report as presented (Johnson, Joyce), carried.
- ✓ **Quarterly Financial Report:** Staff presented the January through March 2004 Financial Report: **Motion** and second to accept the quarterly financial report as presented (Salminen, Schram), carried.

8. Economic Development:

- ✓ **Economic Development Update Report:** S Thurlow updated the Board on the response from the County Attorney's Office on the matter of hiring a realtor to assist with the sale of the remaining two South 10 Industrial Park lots. Discussion followed on B Hovde's proposal, which included deducting his fee from the purchase price. **Motion** and second to contract the professional services offered by Hovde (Johnson, Schram), carried. S Thurlow updated the Board on the Frazee Industrial Park. He noted that J Schulz expressed an interest in acquiring an easement to extend the road to his property. He reported that the City of Frazee is interested in making something work for J Schulz, however, they felt that the current request conflicts with the future growth plan for the industrial and housing development. Discussion followed. **Motion** and second to table the request of J Schulz (Johnson, Joyce), carried. S Thurlow presented The Detroit Lakes Regional Chamber of Commerce request for financial support of their application to "Grow Minnesota". Discussion followed. **Motion** and second to table the request (Salminen, Schram), carried. The Board listened to S Thurlow present a request recently made by an individual from Ohio who has expressed an interest in a Summer Internship with the Becker County EDA. Discussion followed. B Bristlin encouraged S Thurlow to refer this individual to the Detroit Lakes EDA. No action taken.
- ✓ **Lake Park EDA/Becker County EDA Agreement.** S Thurlow updated the Board on the South 10 Industrial Park Management Agreement. The City of Lake Park and their EDA formally agreed to it at their recent meeting. **Motion** and second to execute the agreement (Salminen, Joyce) carried.
- ✓ **EDA General Fund Budget:** S Thurlow passed out information on a Draft Administrative Budget and Draft General Fund Budget. No action Taken.

9. Housing:

- ✓ **Permanent Supportive Housing Project:** Staff reported that the Agency is still in the predevelopment stages of the project. In order to proceed, land must be secured and an architect must be hired. The Board listened to the staff report on the land that has been identified for purchase. It was noted that L Remmen with the City of Detroit Lakes has reviewed the zoning requirements as it relates to these 3 lots and supports the project. The EDA's Housing Committee has reviewed this and has recommended that the EDA Board approve the purchase as presented. Discussion followed. **Motion** and second to enter into a purchase agreement with MMCDC for Lots 18, 19 and 20 of Block 4 in the Countryside Manor in the City of Detroit Lakes for \$100,000; securing the property with \$500 in earnest money and a contingency upon approval of financing for the Permanent Supportive Housing Project (Joyce, Salminen), carried. Staff presented the four proposals received for Architectural services for the supportive housing project. The Board reviewed the qualifications and proposals. Discussion followed on the proposed fees, the experience of each firm in this type of project and the desire to do business locally. **Motion** and second to contract the professional services of Lightowler Johnson Associates (Schram, Joyce), carried with Salminen abstaining.
- ✓ **Ogema SCDP Grant Administration Contract:** The staff was pleased to report that the \$1,179,000 DEED SCDP Grant, written by the Becker County EDA on behalf of the City of Ogema, has been awarded. The City of Ogema approved to enter into a \$116,000 Contract for Administrative Services with the Becker County EDA. **Motion** and second to enter into the Contract for Administrative Services as presented (Metelak, Salminen), carried.
- ✓ **Establish Date of May Special Meeting:** Staff noted that the bids are due back on Friday, May 14th for the Callaway housing project. All bids will be voided if the carpentry bids exceed \$50,000, in which case the project will have to be publicly bid and a special meeting would not be required in May. No action taken.
- ✓ **Housing Update Report:** Staff updated the Board on the Housing activities.

- ✓ **Housing Committee – Duties and Responsibilities:** G Schram provided the Board with a handout that was drafted by the Housing Committee. It was noted that federal and state guidelines dictate how the housing programs must operate and the Committee could review the housing activities, make recommendations when required, and regularly report to the EDA Board. All special projects would come before the EDA Board, including any potential opportunities that are outside the scope of the staff authority. Discussion followed. **Motion** and second to approve the assignment of responsibilities to the Housing Committee as presented (Metelak, Joyce), carried.

10. EDA Board of Commissioners Open Forum: B Bristlin encouraged all of the Board Members to actively support the EDA's efforts by meeting with local officials and businesses in their district. The Board agreed that it was important that they make contacts and tour businesses in the County. In addition, it was agreed that each Board Member would coordinate with their communities to secure a location for meetings. The June EDA Board Meeting will be held in Frazee. The Board requested that D Aune locate a site in Lake Park (perhaps the school library) for the July meeting. Board members agreed that they would contact the local officials & businesses in their respective district and invite them to the EDA's Board Meetings. As a follow-up of the Strategic Planning Meeting, M Metelak reported that he has an individual to contact for gravel information. B Bristlin recommended that he call the County Auditor with the information. Staff reported that the County is beginning its preliminary budget discussions with the Management Team on May 26th. The staff will begin working on the preparation of the 2005 preliminary departmental administrative budget. There will be a draft departmental administrative budget and a draft HRA Levy request for EDA Board discussion in the July Regular EDA Board Meeting. B Bristlin felt that Becker County taxpayers would be accepting of such a request as long as the money was spent wisely.

11. Old/New Business: There being no further business to be brought before the Board,

12. Adjourn: **Motion** and second to adjourn the meeting at 6:45 p.m., (Johnson, Schram), carried.

ATTEST:

Respectfully submitted:

/s/

Jon Thomsen

/s/

Robert Bristlin
Housing Director

EDA Board President