

Minutes

Regular Meeting
Tuesday, August 10, 2004
4:30 p.m.
County Commissioner Board Room, Detroit Lakes

Meeting called by:	Robert Bristlin
Type of meeting:	Regular Meeting
Attendees:	Bob Bristlin, Harry Salminen, Gerald Schram, Terry Johnson (left at 6:50 pm), Mike Metelak Others present: Jon Thomsen, Shawn Olson, Lana Fralich, Stan Thurlow, John Green (Ulteig/Larson-Peterson), Nathan Bowe (Detroit Lakes Newspaper)
Board Members Absent:	Dan Aune, 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 as presented (Johnson, Schram), carried.
- 3) **Approval of Minutes from July Regular Meeting:** **Motion** and second to approve the Meeting Minutes as presented (Salminen, Schram), carried.
- 4) **Financial Report:**
 - a) **Monthly Report:** Staff presented the July 2004 Monthly Report, including a listing of bills paid. **Motion** and second to accept the Monthly Report (Salminen, Schram), carried.
 - b) **Quarterly Report:** Staff presented the Second Quarter 2004 Report. This included the fiscal year-end information for the Housing Programs. **Motion** and second to accept the Quarterly Report (Salminen, Johnson), carried.
 - c) **Wells Fargo Depository Pledge Agreement:** Wells Fargo Bank, NA, has elected to move custody services to Wells Fargo Bank, Northwest, NA, and has requested that the EDA Board acknowledge consent for this by executing new Depository Pledge Agreements. **Motion** and second to execute the documents as presented (Salminen, Johnson), carried.
- 5) **Economic Development:**
 - a) **Fraze Industrial Park Plat – Larson Peterson/Ulteig Engineering:** S Thurlow updated the Board on the details of the platted vs. unplatted areas and introduced John Green from Ulteig Engineers. Mr. Green's presentation included the letter from Jon A. Pratt and a map that shows the proposed site layout. Mr. Green noted that this was not a final presentation; the property can be split between commercial and residential use, as the EDA Board desires. The preliminary cost was estimated at \$400,000 for the roads and infrastructure. Discussion followed on the

residential/commercial/industrial use of the site, concern over the amount of funds required to complete the project, and if the project is economically feasible. Mr. Green recommended that the Board visit with the planner that is on staff with his company. S. Thurlow recommended that the Board contract the services of Ulteig Engineering to plat the property; he noted that infrastructure does not have to immediately follow. Discussion followed on how the use of the surrounding area has changed since 1999 and how important it is for the Frazee EDA to clearly state their vision for the property. The Board directed the staff to set up the September EDA Board Meeting in Frazee and invite the Frazee EDA Board Members. **Motion** and second to table the matter (Schram, Salminen), carried.

b) Economic Development Update Report – Stan Thurlow: The Board listened as S Thurlow updated the Board on the status of the Frazee Swift Plant funding and the Lake Park South 10 Industrial Park funding closeout. S Thurlow requested Board input on providing area resorts access to the EDA's loan pool funds for gap financing. Discussion followed on the requirement to meet all criteria, noting that it could be difficult for a resort to qualify, however, the general consensus was to consider any resort requesting loan pool funds for gap financing as long as it was used to expand and create jobs.

c) Economic Development Update Report – Lana Fralich: The Board listened to L Fralich report on the UMD Center for Economic Development Training that she recently attended. As requested by the Board, L Fralich reviewed the Strategic Planning Report and shared with the Board what she felt should be a priority, which included (1) In-House Strategic Planning (2) Establishing the EDA as a Research/Resource Center (3) Marketing Becker County via the Internet (4) Networking with Existing Businesses to determine what their needs are and how the EDA can help them grow. Discussion followed on the need for an action plan, networking and advertising for JobZ. The Board directed the staff to set up an In-House Strategic Planning Meeting.

6) Housing:

a) Housing Update Report: L Fralich updated the Board on the Permanent Supportive Housing Project and presented the proposed site/building plan and proforma. Discussion followed on the project cost and if there could be cost savings by looking at alternative building plans that could bring the per unit cost below \$120,000. The Board directed staff to rework the site/building plan and proforma. Options were discussed to secure the property before the closing date of October 31, 2004. Fralich requested submitting an application to CSH for land acquisition in order to secure the property while continuing the development of the project. Fralich also noted that should the project not be funded, or does not move forward, the EDA would be responsible for the reimbursement of any awarded funds from CSH plus interest. **Motion** and second to approve the submission of an application to the Corporation for Supportive Housing for the purpose of purchasing the land for the Permanent Supportive Housing Project (Johnson, Salminen), carried with Schram opposing. Based upon the bids received for the Springhill Group Home, J Thomsen reported that he would be moving forward on the pre-approved repairs to the Springhill Group Home roof, entry door, floor covering and air exchange system. Based upon the bids received for the Willow Building, he will also be moving forward on the pre-approved repair to the lower roof at the Willow Building.

7) Proposed 2005 Housing and Economic Development Departmental Administrative Budget: J Thomsen updated the EDA Board on the needs based budget that was presented to the County's Management Team. Discussion followed on the amount of the Levy that would be required for administrative purposes. No action taken.

8) Proposed 2005 HRA Levy: The staff noted that action is required by the EDA Board no later than September 9th. Discussion followed on the \$300,000 needed for the proposed Frazee Swift Plant project and how that would affect the levy request. (*T Johnson left the EDA Board Meeting at 6:50 pm*). **Motion** and second to table the matter (Schram, Salminen), carried.

9) EDA Board of Commissioners Open Forum: G Schram noted that he had received the *Minnesota Technology* magazine. J Thomsen and G Schram met with a reporter with the Frazee Forum and noted that the Frazee Forum is planning on doing an article on the EDA. M Metelak requested that the staff add an item to next month's agenda that would allow the EDA Board an opportunity to discuss how the EDA Board could dedicate more resources to non-housing issues. H Salminen noted that it was important to maintain an optimistic attitude, B Bristlin encouraged L Fralich to visit area businesses, and G Schram encouraged L Fralich to work with the IT Department to update the website and get the EDA's website linked to key search words.

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

11) Adjourn: Motion and second to adjourn the meeting at 7:10 (Schram, Salminen), carried.

ATTEST:

Respectfully submitted:

/s/

Jon Thomsen

/s/

Robert Bristlin

Housing Director

EDA Board President