

Minutes

Regular Meeting
Thursday, February 10, 2005
3:30 p.m.
Lower Jury Room, Becker County Court House
Detroit Lakes, MN

Meeting called by: Mike Metelak
Type of meeting: Regular Meeting
Attendees: Harry Salminen, Karen Mulari, Mike Metelak, Gerald Schram, Dan Aune, Paul Joyce
Staff present: Jon Thomsen, Lana Fralich, Shawn Olson
Others present: Nathan Bowe (Detroit Lakes Newspapers)
Board Members Absent: Terry Johnson

Agenda topics

- 1) **Call Regular Meeting to order:** M Metelak called the meeting to order at 3:30 p.m.
- 2) **Approval of Regular Meeting Agenda: Motion** and second to approve the Agenda with the following addition: Brownfields Program, (P Joyce, G Schram), carried.
- 3) **Approval of Minutes from January Regular Meeting: Motion** and second to approve the Meeting Minutes as presented (G Schram, H Salminen), carried with P Joyce abstaining.
- 4) **Scott Martin – Minnesota Community Capital Fund (MCCF):** Teleconference call was made to Scott Martin with MCCF at 4:00 pm. The Board listened to S Martin detail the MCCF's innovative financing resources that are available to the EDA and area lenders. It was noted that the MCCF has not made any loans in Becker County nor on the White Earth Indian Reservation. S Martin noted that they would welcome the opportunity to work with projects supported by the EDA. It was agreed that S Martin would be the guest speaker at an Informational Meeting hosted by the EDA in March.
- 5) **Financial Report:**
 - a) **Monthly Report:** Staff presented the financial report. **Motion** and second to accept the report as presented (H Salminen, G Schram), carried.
 - b) **GASB 34 Related Policies:** Staff presented the GASB 34 Related Policies. **Motion** and second to adopt the policies, retroactive to the beginning of the fiscal year (K Mulari, G Schram), carried.
 - c) **Bank Signatory Update:** **Motion** and second to update the Bank Signature Cards as required (H Salminen, D Aune), carried.
- 6) **Economic Development:**
 - a) **Update Report:** An advance copy of the ad that will be placed in the Destinations paper was presented for preview. It was noted that it was a joint ad and the Detroit Lakes EDA will share in the cost. L Fralich presented the County Attorney's response to the White Earth Investment Initiative contribution request. Based upon the attorney's response, a public hearing was not scheduled. Discussion followed on the process that would have to be followed, including the public hearings and requirement of County Board approval. On behalf of absent board member, Terry Johnson, L Fralich voiced his concerns, which were voiced by other board members who were interested in working on the White Earth Indian Reservation but did not want to place the EDA at risk. Since the County Attorney only addressed the issue as it related to a "grant", the EDA Board directed L Fralich to obtain

an opinion based upon monies provided to WEII in the form of a loan. **Motion** and second to table for further review by the County Attorney (P Joyce, K Mulari), carried. In other updates, L Fralich noted that the County IT department is making progress on updating the County website and that she is working with J Thomsen on the EDA's Business Plan.

b) PowerPoint Presentation: The Board watched a slide program and listened as staff presented a general overview, which highlighted the various EDA programs.

c) West Central Initiative Fishing Boat Project: Board questioned whether it was a qualified project for EDA funding. Discussion followed. No action taken.

d) Brownfields Program: The Board listened as H Salminen spoke about President Bush's desire to expand the Brownfields Program.

7) Date and Time of November Regular Board Meeting: **Motion** and second to hold the November Regular Board Meeting on November 17, 2005 (P Joyce, G Schram), carried.

8) Bylaws and Rules of Procedure

a) Number of Meetings of Board of Directors – 12 vs 24 Regular Meetings per year:

Discussion followed, no action taken to expand the number of regular meetings each year.

b) Contracted Services: Discussion followed on whether or not there was a need to reallocate resources based upon current staffing needs. Staff was directed to prepare a proposal that would eliminate gaps in service and present it at the March Regular Board Meeting.

c) Housing Committee Appointments, Duties and Responsibilities: J Thomsen presented Resolution EDA #02102005 and requested reappointment of existing Housing Committee members. It was noted that G Schram is the EDA Board liaison to the Housing Committee. Discussion followed on the desire to expand the duties of the Housing Committee. **Motion** and second to adopt Resolution EDA #02102005 on the condition that the County Attorney reviews it and gives it a favorable opinion (H Salminen, G Schram), carried. **Motion** and second to re-appoint Terry Janes, K Ferrari and K Misson (H Salminen, P Joyce), carried.

d) Resident Advisory Board Appointment to the Housing Committee: J Thomsen noted three program participants are interested in serving. Discussion followed. **Motion** and second to re-appoint R Lee as the Resident Advisory Board Liaison to the Housing Committee.

9) Housing

a) Update Report: The Board reviewed the written report.

b) Sample Procedures – First Time Homebuyer Housing Development: The Board reviewed the written reports. Staff requested permission to contact MHFA and request a waiver of the first time homebuyer requirement on all current and future CRV homeownership projects. **Motion** and second to request a waiver from MHFA of the first time homebuyer requirement, waiver request retroactive to January 31st (G Schram, D Aune), carried. J Thomsen reviewed acronyms routinely used by staff.

10) EDA Board – Open Forum: M Metelak noted that he met with representatives from Frazee about the future of the Industrial Park Land. Discussion followed. D Aune voiced support for the staff and expressed an interest in learning more about the staffing needs of the EDA. G Schram expressed an interest in following up on topics previously brought before the Board, such as the garbage incinerator and the disposal of electronic equipment.

11) Other: There being no further business to be brought before the Board,

12) Adjourn: **Motion** and second to adjourn the meeting at 5:25 (G Schram, P Joyce), carried.

ATTEST:

Respectfully submitted:

/s/

Jon Thomsen

/s/

Mike Metelak
Housing Director

EDA Board President