

Minutes

Regular Meeting
Thursday, June 9, 2005
3:30 p.m.

Second Floor Meeting Room Human Services Building
712 Minnesota Avenue, Detroit Lakes, MN

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

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: add to Item 6: T & D Lawn Care and Landscaping (Salminen, Johnson), carried.
- 3) **Approval of Minutes from May 12th Regular Meeting: Motion** and second to approve the Meeting Minutes (Johnson, Salminen), carried.
- 4) **Financial Report:**
 - a) **Monthly Report:** Staff presented the monthly financial report. Discussion followed. **Motion** and second to accept the report as presented (Salminen, Mulari), carried.
 - b) **Payment to Becker County:** Staff requested authorization to transfer funds to Becker County. **Motion** and second to authorize staff to remit \$157,398 to Becker County in June as follows: \$76,912 from the 2005 Levy and \$80,486 from the Administrative Fees earned from the various housing programs (Salminen, Johnson), carried.
- 5) **Guest Speaker – Forest L. “Skip” Carpenter – MN Small Business Development Center:** S Carpenter made a presentation on the activities undertaken by the MN Small Business Development Center. He works with private, for-profit companies in the 9 county area that includes Becker County. Clients are not charged a fee for services, which includes assistance in organizational setup, business plans, financial projections and SBA/lender financial packaging.
- 6) **Economic Development:**
 - a) **Project Update:** L Fralich invited the Board to the upcoming quarterly community meetings. It was noted that the meeting scheduled for July 14th in Audubon was canceled. Business visitations have been well received. The Board expressed interest in contacting businesses in their area and they requested a folder, containing resource information, to be provided for them to leave with businesses. L Fralich updated the Board on the progress of the website development. It was noted that the City of Frazee EDA passed a motion requesting the County Board withhold the Swift property from the tax forfeiture sale slated for July. Discussion followed. At the request of a potential buyer, the Board was asked to consider dividing Lot 4 of the Lake Park South 10 Industrial Park. Discussion followed. The Board was interested in input from the City of Lake Park. No action was taken. The City of Frazee continues to express interest in the Frazee Industrial Park and it is expected to be a topic for discussion in the June 20th Community Meeting in Frazee. Discussion followed. The Board requested that staff obtain an opinion from the County Attorney prior to the Community Meeting. No action taken.

- b) **Permanent Supportive Housing Project:** The Board listened to a report of the changes in the design and funding sources. Discussion followed on the proposed site plan and design changes which added additional site work costs; Due to the limited HUD funding available in 2005, it was proposed to apply for Housing Tax Credits in June and consider making an application for HUD funding again in 2006. **Motion** and second to apply to the Minnesota Housing Finance Agency for Tax Credits and other available MHFA and GMHF funding through the 2005 MHFA Request for Proposal application process due June 28, 2005 (Johnson, Salminen), carried.
- c) **T & D Lawn Care and Landscaping, Inc:** Their written proposal to purchase the 2.4-acre parcel located in the Frazee Industrial Park was presented for Board consideration. Discussion followed on the potential usage of the developable acreage in the Industrial Park, the concerns expressed by the City of Frazee and proposed additional infrastructure costs. **Motion** and second to table the request and continue discussions with the potential buyer and the City of Frazee (Salminen, Mulari), carried.

7) Housing Committee

- a) **Housing Program Budget Revisions:** Staff presented the changes in the budget. Discussion followed. **Motion** and second to adopt the Amended Budget for the Low Income Public Housing Program, Section 8 Housing Choice Voucher Program and the Housing Program Combined Budget for Fiscal Year Ending June 30, 2005 (Salminen, Mulari), carried.
- b) **Housing Program Fiscal Year End Write-Offs:** Staff presented proposed write-offs. **Motion** and second to write off \$6,137.96 for the housing programs Fiscal Year End June 30, 2005 and authorize the use of \$4,691.79 in Levy Funds in support of the administration for the SCDP housing program (Salminen, Johnson) carried.
- c) **Application for Funding – MURL Program:** Staff presented proposed application for MURL funding. **Motion** and second to submit a \$400,000 joint application to MHFA for MURL funding, as proposed by staff (Salminen, Mulari), carried.
- d) **Application for Funding – CRV Program:** Staff presented proposed application for CRV funding. **Motion** and second to submit an application to MHFA for CRV funding, as proposed by staff (Johnson, Salminen), carried.

8) EDA Board – Open Forum: The Board responded to questions from Nathan Bowe.

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

10) Adjourn: **Motion** and second to adjourn the meeting at 5:05 pm.

ATTEST:

Respectfully submitted:

/s/

Jon Thomsen

/s/

Mike

Metelak
Housing Director

EDA Board President