

# Minutes

Regular Meeting  
Wednesday, August 17, 2005

3:30 p.m.

Lake Melissa 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, Gerald Schram and Paul Joyce Staff present: Lana Fralich, Shawn Olson Others present: None
Board Members Absent:	Dan Aune

## Agenda topics

- 1) **Call Regular Meeting to order:** M Metelak called the meeting to order at 3:30.
- 2) **Approval of Regular Meeting Agenda:** **Motion** and second to approve the Agenda without any changes (H Salminen, G Schram), carried.
- 3) **Approval of Minutes of the July 14<sup>th</sup> Regular Meeting:** **Motion** and second to approve the Meeting Minutes (H Salminen, K Mulari), carried.
- 4) **Financial Report:** Staff presented the monthly report of the bills paid. The July 31<sup>st</sup> Balance Sheet for the EDA General Fund and a June 30<sup>th</sup> Fiscal Year End report for the housing programs was presented. Discussion followed. **Motion** and second to accept the Financial Report as presented (H Salminen, P Joyce), carried.
  - a) **Bills Due and Payable:** As requested by S Thurlow (former EDA Consultant) in 2004, Ulteig Engineers prepared a preliminary estimate for the EDA's Frazee Industrial Park land Street and Utility Improvements. Staff presented a bill from Ulteig Engineers in the amount of \$3,703.47. Discussion followed on Ulteig Engineers' 2004 proposed scope of services/contract. **Motion** and second to table for further information (G Schram, H Salminen), carried. Staff noted that the Inmate Labor Homes being constructed by the EDA's housing staff is ahead of schedule. Two homes are finished; construction has started on an additional two homes with another property approved for purchase. The sale proceeds from the first two homes will cover the construction costs of subsequent homes. Since the sale of the first home will not take place until September, staff requested a line of credit from the EDA General Fund that would allow money to continue construction. Discussion followed. **Motion** and second to establish a line of credit to cover the gap in funding for this project, with repayment on or before December 31, 2005 (H Salminen, G Schram), carried. The Board requested that staff provide a tour of homes/projects for the September Board Meeting.
- 5) **Economic Development:**
  - a) **T & D Lawncare and Landscaping:** T & D Lawncare and Landscaping had previously submitted a proposal for purchasing land in the Frazee Industrial Park. **Motion** and second to table the request (T Johnson, P Joyce), carried.

- b) **Mike Wutzke Land Purchase:** The Wutzke's had previously submitted a proposal for purchasing land in the Frazee Industrial Park. **Motion** and second to table the request (T Johnson, P Joyce), carried.
- 6) **2006 Tax Levy:** Staff proposed a levy amount not to exceed the amount levied in 2005. Resolution EDA 08-11-05-C was presented. Discussion followed on the EDA's future plans and their desire not to exceed the amount levied in 2005. **Motion** and second adopt EDA 08-11-05-C and request and recommend to the Becker County Board of Commissioners to include a Housing and Redevelopment Authority Tax Levy in the amount of \$175,633 for 2006 for the purpose of funding housing and economic related activities of the Becker County EDA (T Johnson, G Schram), carried.
- 7) **Housing Committee:**
  - a) **Section 8 Management Assessment Program Certification:** Staff presented the SEMAP Certification, along with the recommendation from the Housing Committee to adopt Resolution EDA #08082005-A. **Motion** and second to adopt EDA #08082005-A and direct J Thomsen to submit the Section 8 Management Assessment Program (SEMAP) Certification (HUD-52648) to the appropriate authorities (T Johnson, H Salminen), carried.
  - b) **Public Housing Assessment System Management Operations Certification:** Staff presented the MASS Certification, along with the recommendation from the Housing Committee to adopt Resolution EDA #08082005-B. **Motion** and second to adopt EDA #08082005-B and direct J Thomsen to submit the Public Housing Assessment System (MASS) Management Operations Certification (HUD-50072) to the appropriate authorities (T Johnson, H Salminen), carried.
- 8) **EDA Board – Open Forum:** L Fralich was thanked for her years of service. Discussion followed on the positive direction that the EDA is moving and the Board's desire to fill the vacant position. L Fralich thanked the Board for the opportunities that they provided her. M Metelak and H Salminen volunteered to field some of the economic development related inquires should Housing Director J Thomsen's schedule not permit it. **Motion** and second to make a recommendation to the Becker County Board of Commissioners to fill the vacant position (T Johnson, G Schram), unanimously carried. G Schram passed out literature from author Jack Schultz, who wrote about the 7 things that are key for communities to prosper. There being no further business brought before the Board,
- 9) **Adjourn:** **Motion** and second to adjourn the meeting at 4:30 pm (H Salminen, T Johnson), carried.

ATTEST:

Respectfully submitted:

/s/

Jon Thomsen

/s/

Mike

Metelak

Housing Director

EDA Board President