

# Minutes

Annual Meeting  
Thursday, January 8, 2004  
4:30 p.m.  
Commissioners Board Room, Detroit Lakes, MN

<b>Meeting called by:</b>	Mike Metelak
<b>Type of meeting:</b>	Annual Meeting
<b>Attendees:</b>	Bob Bristlin, Harry Salminen, Gerald Schram, Paul Joyce, Mike Metelak, Terry Johnson, Dan Aune Others present: Stan Thurlow, Jon Thomsen, Shawn Olson, and Nathan Bowe
<b>Board Members Absent:</b>	None

## Agenda topics

- 1) **Call Annual Meeting to Order:** M Metelak called the meeting to order at 4:30 p.m.
- 2) **Welcome new EDA Board Members:** Dan Aune, the former Lake Park City Councilman appointed by Commissioner Winter from District 5, and Terry Johnson, the current Audubon Mayor appointed by Commissioner Bristlin from District 4, were welcomed to the EDA Board.
- 3) **Election of Officers for 2004:**
  - a) **President:** G Schram nominated B Bristlin for President; H Salminen nominated M Metelak. Voting was conducted in favor of B Bristlin (Schram, Aune, Johnson and Joyce), carried.
  - b) **Vice President:** T Johnson nominated M Metelak. Voting was unanimous in favor of M Metelak, carried.
  - c) **Treasurer:** H Salminen nominated P Joyce. Voting was unanimous in favor of P Joyce, carried.
  - d) **Secretary:** H Salminen nominated G Schram. Voting was unanimous in favor of G Schram, carried.
  - e) **Assistant Treasurer/Secretary:** **Motion** and second to name EDA Housing Director (Joyce, Schram), carried.

**Note:** *Newly elected President Bristlin conducted the meeting from this point forward:*

- 4) **Approval of Agenda:** **Motion** and second to approve the Agenda as presented (Aune, Joyce), carried.
- 5) **Approval of Minutes:** **Motion** and second to approve the Minutes of the 2003 Annual Board Meeting (Joyce, Johnson), carried.
- 6) **Annual Reports:**
  - a) **Financial Report/Budget:** In order to prepare the EDA Budget, staff requested Board input on the amount of money and the purposes for which the money would be used in order for the EDA Board to carry out economic development activities in Becker County. Discussion followed. Staff presented the 2003 Annual Financial Report. (**Motion** and second to accept the financial report as presented (Schram, Joyce), carried.
  - b) **Economic Development Report:** S Thurlow updated the Board on his activities since April 2003. Those activities include the South 10 Business Park in Lake Park, assisting Team Industries with a \$25,000 infrastructure grant, meeting with potential tenant for the Frazee Swift Plant, and the technical support provided to 10 to 12 area businesses. Discussion followed.
  - c) **Housing Report:** Staff updated the Board on the Housing activities in 2003. The housing programs reported on included the Section 8 Rental Assistance Program, Public Housing Program, MHFA/MURL/CRV Programs and pending applications.

7) **EDA Board of Directors:**

- a) **Open Forum:** B Bristlin encouraged Board Members to meet with area communities, business leaders and local officials and encourage them to attend the EDA Board Meetings. Anyone wanting to be placed on the Agenda can contact J Thomsen. P Joyce and G Schram agreed that potential development is county wide and they are happy to have meetings in other towns with local people in attendance. There was a request to table the location of future meetings until the February Regular Board Meeting. **Motion** and second to adopt the following dates for Regular Board Meetings in 2004: January 8, February 12, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 18, December 9 (Aune, Joyce), carried. The EDA Annual Budget discussion was re-introduced for further discussion. G Schram felt that most towns were satisfied with how the EDA is currently set up, however, M Metelak felt that a full-time economic development official would be a tremendous asset to the EDA and felt that it was reasonable to look at this for the second half of the year. **Motion** and second to budget for a half year position (Johnson, Aune), carried. P Joyce and G Schram agreed that if the EDA Board establishes a list of goals for 2004, the budgetary decisions that affect the financial resources of the EDA would follow. M Metelak agreed to locate a facilitator who would assist the Board in a round-table discussion on goals. The Board agreed that a special meeting should be set aside for developing goals and M Metelak was asked to report back at the February Regular Meeting.
- b) **Board of Directors Conflict of Interest Policy:** The Policy was reviewed and 6 Board Members disclosed that they were not aware of any conflict of interest. One Board Member reported a potential conflict of interest due to the fact that he is employed as the garbage hauler in Lake Park and provides garbage collection services for properties owned by the EDA in Lake Park.
- c) **Becker County EDA – Housing Committee:**
- i) **Duties and Responsibilities:** Discussion followed on amending the Bylaws in order to remove routine housing discussion/decisions from the EDA Board Meetings. The goal is to have the duties and responsibilities outlined in resolution form for the February Regular Board Meeting. Board Members were encouraged to bring their ideas to J Thomsen before the next meeting.
- ii) **EDA Board Member Liaison Appointment:** **Motion** and second to re-appoint G Schram (Aune, Johnson), carried.
- iii) **Housing Committee Member Appointments:** Current Housing Committee Members K Misson, T Janes, K Ferrari are interested in continuing to serve in this capacity for the EDA Board. The current liaison from the Resident Advisory Board will no longer be serving on the Resident Advisory Board and the staff is hoping to bring names to the next meeting to fill this vacant position. **Motion** and second to appoint K Misson, T Janes and K Ferrari (Joyce, Schram), carried.
- d) **Becker County EDA – Resident Advisory Board Appointments:** **Motion** and second to name all Section 8 and Public Housing Program Participants to the Resident Advisory Board (Aune, Schram), carried.
- e) **Becker County EDA – Depositories Bank:** **Motion** and second to adopt Resolution EDA 01-08-04a (Aune, Schram), carried. **Motion** and second to name Midwest Bank and Wells Fargo Bank as the depositories for the EDA (Schram, Johnson), carried.

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

9) **Adjourn:** **Motion** and second to adjourn the meeting at 6:00 pm (Schram, Johnson), carried.

ATTEST:

Respectfully submitted:  
/s/ \_\_\_\_\_ Jon Thomsen  
Acting Housing Director

/s/ \_\_\_\_\_ Robert Bristlin

EDA Board President