

Minutes

Regular Meeting
Thursday, September 9, 2004
4:30 p.m.
Frazee Event Center, Frazee, MN

Meeting called by:	Robert "Bob" Bristlin
Type of meeting:	Regular Meeting
Attendees:	Bob Bristlin, Harry Salminen, Mike Metelak, Gerald Schram, Terry Johnson, Paul Joyce Staff present: Jon Thomsen, Stan Thurlow, Shawn Olson City of Frazee & EDA: Mayor & EDA Board Member Fred Daggett, EDA President Bryce Anderson, EDA Vice President Don Trieglaff, Councilman & EDA Board Member Ken Miosek, Councilman Hank Ludtke, and City Clerk Kelsey Klemm Others present: John Green (Ulteig/Larson-Peterson), Jerry Barney (Frazee Forum), Jacob Schulz (Interested Citizen)
Board Members Absent:	Dan Aune

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 with the following addition: Management Assessment for Public Housing Agencies (MASS) under Agenda Item Number 8, (Joyce, Metelak), carried.
- 3) **Approval of Minutes from August Regular Meeting:** **Motion** and second to approve the Meeting Minutes as presented (Joyce, Schram), carried.
- 4) **Economic Development:**
 - a) **City of Frazee EDA:**
 - i) **Frazee Swift Building:** S Thurlow reported that Terry Stallman, the Economic Development Consultant for Otter Tail Power Company, had a brief presentation, however, a scheduling conflict prevented him from being present at the meeting.
 - ii) **Frazee Industrial Park:** At the request of the EDA, S Thurlow invited the City of Frazee EDA Board. They listened as S Thurlow and J Green (Ulteig/Larson-Peterson) briefed those present on the status of the project and the preliminary proposal. A joint general discussion followed on the preliminary project costs as proposed by Ulteig/Larson-Peterson, the elevation and road re-alignment, the adjacent housing development, the current and future potential for the property and the need for a Committee of interested parties to work with a Land Use Planner to develop a plan. M Metelak volunteered to work on the committee and other interested parties were invited to volunteer to serve, including the Frazee EDA Board Members, the Frazee City Clerk and the Red Willow Heights developer. Ulteig/Larson-Peterson was asked to submit an estimate for the cost of their Land Use Planners' time to prepare a first concept and make a presentation. J Green agreed to provide S Thurlow with that information before the October Meeting. **Motion** and second to establish a Committee (Johnson, Schram), carried. S Thurlow was asked to work with the Committee and coordinate Committee Meetings.

b) Business Retention & Expansion Certification Course: Staff requested approval to attend a two-day certification-training meeting offered by Business Retention & Expansion International (BREI). **Motion** and second to approve L Fralich's attendance at the BREI Certification Course to be held in October (Metelak, Salminen), carried.

5) EDA Board of Commissioners:

a) Dedicating Resources to Non-Housing Issues: M Metelak opened the discussion on the current allocation of staff time devoted to housing and non-housing issues. Discussion followed on the allocation of existing staff time, the role of housing as it relates to economic development and the need for establishing the EDA as a Research/Resource Center.

6) Proposed 2005 HRA Levy: The Board listened as J Thomsen reported on the recent awards of MURL and CRV funding and the amount needed from the 2005 HRA Levy to support the administration of the housing and economic development department. Discussion followed on the adequacy of funding for the Loan Pool. **Motion** and second to request and recommend to the Becker County Board of Commissioners to include a Housing and Redevelopment Authority Tax Levy of \$175,633 in the 2005 budget for the purpose of funding housing and economic development related activities of the Becker County Economic Development Authority (Johnson, Joyce), carried.

7) Financial Report:

a) Monthly Report: Staff presented the financial report. **Motion** and second to accept the Financial Report as presented (Schram, Metelak), carried.

8) Housing:

a) Housing Update Report: The Board listened to J Thomsen's report on the Housing activities.

b) Permanent supportive Housing: J Thomsen presented an updated architectural plan and proforma, along with a land appraisal. Discussion followed on the updated costs and the services provided by Mahube. **Motion** and second to approve the continuation of the project with Mahube and the acceptance of the proforma, as presented, based upon the updated design (Metelak, Salminen), carried with Schram opposing.

c) Management Assessment for Public Housing Agencies (MASS): Staff presented the Management Assessment Report for the period ending June 30, 2004. HUD uses the information to assess all major areas of the EDA's management of its Public Housing Program. **Motion** and second to submit the Public Housing Assessment (PHAS) Management Operations Certification (HUD-50072) to the appropriate authorities if required (Schram, Joyce), carried.

9) Open Forum: G Schram distributed a copy of the article about the Becker County EDA that recently appeared in the *Frazee Forum*. The Board thanked the City of Frazee & it's EDA for hosting the meeting at the Event Center. B Anderson expressed enthusiasm about moving forward on the Industrial Park and Swift Plant projects. H Ludtke inquired about the Becker County EDA's ongoing housing activities in Frazee.

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 6:45 (Salminen, Joyce), carried.

ATTEST:

Respectfully submitted:

/s/

Jon Thomsen

/s/

Robert Bristlin
Housing Director

EDA Board President