

Minutes

Regular Meeting
Thursday, November 18, 2004
4:30 p.m.
Becker County Commissioner Board Room
Detroit Lakes, MN

Meeting called by:	Robert "Bob" Bristlin
Type of meeting:	Regular Meeting
Attendees:	Bob Bristlin, Harry Salminen (left at 5:30 pm), Mike Metelak, Gerald Schram, Terry Johnson, Paul Joyce, Dan Aune Staff present: Jon Thomsen, Stan Thurlow, Lana Fralich, Shawn Olson Others present: None
Board Members Absent:	None

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 without any changes (Joyce, Schram), carried.
- 3) **Approval of Minutes from October Meeting:** **Motion** and second to approve the Meeting Minutes as presented (Aune, Johnson), carried.
- 4) **Financial Report:**
 - a) **Monthly Report:** Staff presented the monthly financial report. **Motion** and second to accept the Financial Report as presented (Johnson, Joyce), carried.
 - b) **Quarterly Report:** Staff presented the quarterly financial report. B Bristlin requested that the staff provide the EDA Board with a copy of the County's MD&A in the Board's December Board packet. Staff noted that the EDA's 2003 MD&A was previously provided to the EDA Board and, no later than February 2005, the EDA Board will be provided the EDA's 2004 MD&A. **Motion** and second to accept the Financial Report as presented (Aune, Joyce), carried.
 - c) **Audit Services for Fiscal Year Ending December 31, 2004:** Staff presented the Audit Engagement Letter confirming the services to be provided by the Mn State Auditor's Office for the year ending December 31, 2004. Discussion followed on prior audit costs and the possibility of contracting with an independent auditor. The Board requested that staff obtain an estimate of the audit costs and a confirmation that the services to be provided include a brief presentation to the EDA Board. **Motion** and second to table until the December EDA Board Meeting (Salminen, Schram), carried.
- 5) **Economic Development:**
 - a) **Stan Thurlow Report:** The Board listened as S Thurlow presented an update on the Frazee Industrial Park. The City of Frazee EDA is serious about making a proposal, however, they have not yet formalized it. S Thurlow noted that there has not been any further activity on the Frazee Swift Plant, that the US Dept of Commerce/Federal EDA expects to finalize their review/closeout the Lake

Park Industrial Grant by the end of November, and that there has not been any further contact from Fred Rusch on his proposed project.

- b) **Lana Fralich Update Report:** The Board listened to L Fralich's report on website development, business contacts during the past month and the strategic meeting. The Tax Abatement requested by the Ecumen (Emmanuel Nursing Home) was approved the the County Board. M Metelak provided L Fralich with information on a possible technical resource tool that NASA has available for economic development. L Fralich reminded the Board Members that they still need to return the "goal and strategy setting" form that had been provided to the Board.
- c) **Transfer Levy Funds used for EDA Administration to Becker County:** In September 2003, the EDA Board requested that the County Commissioners include an HRA Tax Levy in an amount not to exceed \$160,000 in the 2004 County Budget for the purpose of funding housing and economic related activities of the EDA. The levy funds cover the payment of Board Per Diems, consultant and audit cost, housing and economic development administration costs and appropriations. Discussion followed. B Bristlin requested that County Administrator, B Berg, attend the next meeting to discuss the use of Levy vs General Fund dollars for this purpose. **Motion** and second to transfer \$156,500 in 2004 HRA Levy Funds to Becker County for this purpose (Salminen, Joyce), carried.

6) Housing:

- a) **Housing Update Report:** J Thomsen directed the Board to the written report on the Housing activities. D Aune noted that the EDA Board may want to reconsider an earlier decision to sell the EDA's residential lots to the public. Discussion followed. **Motion** and second to keep the remaining residential lots for the EDA's affordable housing useage (Salminen, Aune), carried.
- b) **Policy Statement Revision – Section 8 Payment Standard:** Staff presented HUD's revised Fair Market Rents (FMR's) and the revised Payment Standards for Becker County EDA's Section 8 Housing Choice Voucher Proqram. Discussion followed. **Motion** and second to amend the Policy Statement as presented (Metelak, Johnson), carried. (H Salminen left the meeting)
- c) **CRV Grant Construction Advance:** J Thomsen noted that the CRV grant funds should arrive on time and that an advance would not be required.
- d) **Maple Avenue Apartments:** J Thomsen briefed the Board on the financial status of the Maple Avenue Apartments. Discussion followed on the TIF Agreement, the City of Frazee's bond sale, the EDA's obligations and the high vacancy rate. M Metelak was interested in further studying the debt structure and financing of the project. B Bristlin was interested in further studying the Partnership Agreement. Both will report back at the next meeting. **Motion** and second to table until the December Board Meeting (Schram, Johnson), carried.

7) Open Forum: No comments were made.

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

9) Adjourn: **Motion** and second to adjourn the meeting at 6:30 (Schram, Metelak), carried.

ATTEST:

Respectfully submitted:

/s/

Jon Thomsen

/s/

Robert Bristlin

Housing Director

EDA Board President