

Minutes

Annual Meeting
Thursday, January 13, 2005
4:30 p.m.
Becker County Commissioner Board Room
Detroit Lakes, MN

Meeting called by:	Mike Metelak
Type of meeting:	Annual Meeting
Attendees:	Harry Salminen, Karen Mulari, Mike Metelak, Gerald Schram, Terry Johnson, Dan Aune Staff present: Jon Thomsen, Stan Thurlow, Lana Fralich, Shawn Olson Others present: Nathan Bowe (Detroit Lakes Newspapers)
Board Members Absent:	Paul Joyce

Agenda topics

- 1) **Call Annual Meeting to order:** 2003 EDA Board Vice President M Metelak called the meeting to order at 4:30 p.m.
- 2) **Approval of Annual Meeting Agenda: Motion** and second to approve the Agenda without changes, (H Salminen, T Johnson), carried.
- 3) **Welcome new EDA Board Member:** 3rd District County Commissioner Karen Mulari was introduced and welcomed to the EDA Board.
- 4) **Election of Officers for 2005:**
 - a) **President:** M Metelak opened Nominations for selection of EDA Board President for 2005. **Motion** and second to nominate M Metelak, (T Johnson, D Aune). Discussion followed on past practices/procedures as it would affect the future operation of the EDA and it's Board of Directors and the desire to grow the economic development resources within the EDA. There were no other nominations and nominations were ceased and a vote was called. It was moved and seconded by unanimous vote to appoint Mike Metelak as President of the EDA Board for 2005.
 - b) **Vice President:** M Metelak opened Nominations for selection of EDA Board Vice President for 2005. **Motion** and second to nominate Terry Johnson (H Salminen, D Aune). There were no other nominations and nominations were ceased and a vote was called. It was moved and seconded by unanimous vote to appoint Terry Johnson as Vice President of the EDA Board for 2005.
 - c) **Treasurer/Assistant Treasurer:** M Metelak opened Nominations for selection of EDA Board Treasurer and Assistant Treasurer for 2005. **Motion** and second to nominate Paul Joyce as the Treasurer and Jon Thomsen (Housing Director) as Assistant Treasurer, (D Aune, H Salminen). There were not other nominations and nominations were ceased and a vote was called. It was moved and seconded by unanimous vote to appoint Paul Joyce as Treasurer and Jon Thomsen as Assistant Treasurer of the EDA Board for 2005.
 - d) **Secretary/Assistant Secretary:** M Metelak opened Nominations for selection of EDA Board Secretary and Assistant Secretary for 2005. **Motion** and second to nominate Gerald Schram as the Secretary and Jon Thomsen (Housing Director) as the Assistant Secretary, (T Johnson, H Salminen). There were not other nominations and nominations were ceased and a vote was called. It was moved and seconded by unanimous vote to appoint Gerald Schram as Secretary and Jon Thomsen as Assistant Secretary of the EDA Board for 2005.
- 5) **Approval of Minutes from 2004 Annual Meeting: Motion** and second to approve the Minutes from the 2004 Annual Meeting (D Aune, G Schram), carried.

6) Annual Reports:

- a) Financial Report:** Staff presented the 2004 Management's Discussion and Analysis. It was noted that the report in the Board packet had preliminary financial figures. Since the packet was mailed out, the financial information for 2004 was updated and supplemental information was provided in a handout. Discussion followed on net assets. **Motion** and second to accept the Annual Financial Report as presented (H Salminen, G Schram), carried.
- b) Economic Development Report:** The Board listened as S Thurlow reported on 2004 activities, including the Lake Park and Frazee Industrial Park projects, Infrastructure and Tourism Grants, and other Economic Development activities, including the technical assistance provided. Discussion followed on S Thurlow's contract and his future role with the EDA. **Motion** and second to accept the Annual Economic Development Report as presented (D Aune, H Salminen), carried.
- c) Housing Report:** The Board listened as J Thomsen reported on 2004 activities, including the ongoing housing projects and the need to partner with others to increase the EDA's housing activities in 2005. Discussion followed. **Motion** and second to accept the Annual Housing Report as presented (H Salminen, T Johnson), carried.

7) EDA Board of Directors:

- a) Open Forum:** H Salminen noted that Becker County is one of the few counties in this part of the State that is experiencing growth. Discussion followed on the potential of Menard's and/or Home Depot expanding into the area, along with the local businesses that are expanding and needing to grow their work force. G Schram commented on the population growth that has already occurred within the County.
- b) Date and Time of 2005 Board Meetings:** M Metelak initiated discussion on start time of the monthly Board meetings. G Schram noted a conflict with the date of the November Board Meeting. Discussion followed. **Motion** and second to meet at 3:30 on the following dates: February 10, March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10, and December 8, 2005 (D Aune, T Johnson), carried. It was agreed to further discuss the date and time of the November Regular Meeting at the next Regular Board Meeting.
- c) Board of Directors Conflict of Interest Policy:** The Policy was reviewed and 5 Board Members disclosed that they were not aware of any conflict of interest. One Board Member was absent. 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.
- d) Becker County EDA – Housing Committee:**
 - (1) Duties and Responsibilities:** J Thomsen noted that the Board established the Committee in order to remove routine housing discussion from the EDA Board Meetings, however, it was felt that the Board did not give the Committee sufficient guidelines to follow. Discussion followed on the need to adopt appropriate bylaws so that the Housing Committee can handle routine housing discussion/decisions and streamline the reporting to the EDA Board. No action taken.
 - (2) EDA Board Member Liaison Appointment:** **Motion** and second to appoint Gerald Schram as the EDA Board Member Liaison for 2005 (D Aune, H Salminen), carried.
 - (3) Housing Committee Member Appointments:** Staff noted that there was still a vacant position on the Housing Committee and asked the Board if they knew of anyone interested in serving in this capacity. Discussion followed. No action taken.
- e) Becker County EDA – Resident Advisory Board Appointments:** Staff noted that a mailing to all of the Public Housing and Housing Choice Voucher Program Participants has been initiated. Once all program participants have had an opportunity to respond, the staff will bring the names to the Board for appointment to the Resident Advisory Board. No action taken.
- f) Becker County EDA – Depositories Bank:** **Motion** and second to name the Midwest Bank and Wells Fargo Bank as depositories for EDA monies (H Salminen, T 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 5:35 (T Johnson, H Salminen), carried.

ATTEST:

Respectfully submitted:

/s/

Jon Thomsen

/s/

Mike Metelak

Housing Director
President

EDA Board