

Minutes

Regular Meeting
September 8, 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:	Karen Mulari, Mike Metelak, Gerald Schram (arrived at 3:40), Paul Joyce and Dan Aune Staff present: Jon Thomsen, Shawn Olson Others present: Kelcey Klemm (City of Frazee)
Board Members Absent:	Harry Salminen, Terry Johnson

Agenda topics

- 1) **Call Regular Meeting to order:** M Metelak called the meeting to order at 3:35.
- 2) **Approval of Regular Meeting Agenda:** **Motion** and second to approve the Agenda without any changes (P Joyce, D Aune), carried.
- 3) **Approval of Minutes of the August 17th Regular Meeting:** **Motion** and second to approve the Meeting Minutes (P Joyce, K Mulari), carried.
- 4) **Financial Report:** Staff presented the financial report. Discussion followed. **Motion** and second to accept the Financial Report as presented (D Aune, P Joyce), carried.
- 5) **Economic Development:**
 - a) **Frazee Industrial Park:** J Thomsen presented the August 30th letter from the City of Frazee and Roy A. Smith & Associate's survey of the Frazee Industrial Park. The Board listened to K Klemm, Frazee City Clerk, detail discussions that the City of Frazee has had with T & D Lawncare and Landscaping, Mike Wutzke and Marine Innovations. K Klemm requested that the EDA reconsider selling the full 4 acres in one parcel and requested that the Board acquire a survey of the unplatted parcel as proposed on a map he provided, with the actual location of the parcel splits determined by the Board. Discussion followed. **Motion** and second to have the land surveyed if the cost to survey does not exceed \$1,000 and place the 2 acre lot adjacent to the wetland for sale for \$10,000 (G Schram, P Joyce), carried. K Klemm presented the proposal from Baker♦Hogan♦Houx for architectural services for the Swift Plant Redevelopment. Discussion followed. K Klemm invited the Board to the September 19th Community Workshop to be held at the Event Center in Frazee. K Klemm spoke briefly about the discussions between the City and Marine Innovations. M Metelak proposed that the Becker County EDA secure financing to build a spec building in the Frazee Industrial Park. Discussion followed. **Motion** and second to dedicate consultant S Carpenter's time to prepare a presentation for the Board to consider at the October meeting (K Mulari, D Aune), carried.
 - b) **Job Description:** J Thomsen presented the preliminary draft of the job summary/duties of the vacant position. Discussion followed. No action taken.

6) Housing Committee:

a) Appointment: Committee Member Ferrari resigned due to relocating to southern US. The Committee will make recommendations for consideration at the EDA's October Board Meeting. No action taken.

b) Hurricane Katrina: HUD has informed all Housing Agencies that their first priority is to assist existing public housing and voucher program participants who have been affected by a federally declared disaster. The Housing Committee has reviewed HUD's directive and has recommended that the EDA Board approve the change in the Agencies Admissions Policy as presented by staff. Discussion followed. **Motion** and second to approve an insignificant change in the Admissions Policy that would allow families of federally declared disasters who are Section 8 Voucher Holders or Public Housing Residents in another jurisdiction to receive preference over other waiting list placeholders (G Schram, K Mulari), carried.

c) Old Business: J Thomsen presented the revised bill from Ulteig Engineers. Discussion followed. **Motion** and second to authorize payment (G Schram, P Joyce), carried.

d) New Business: J Thomsen presented a proposal to use grant funds to purchase a single family home and lease it to Four County Mental Health. Discussion followed. J Thomsen will present additional information at the October meeting. No action taken.

7) EDA Board – Open Forum: Discussion followed on the desire to regularly provide County Officials with information on the activities undertaken by the Agency. G Schram spoke about a recent article in the Minnesota Technology magazine. M Metelak offered to host the next Board Meeting at S J Electro Systems. **Motion** and second to hold the next meeting on October 13th at 3:30 p.m. at S J Electro Systems located at 22650 County Highway 6, Detroit Lakes (G Schram, D Aune), carried.

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

9) Adjourn: **Motion** and second to adjourn the meeting at 5:10 pm (P Joyce, G Schram), carried.

ATTEST:

Respectfully submitted:

/s/ _____ Jon Thomsen

/s/ _____

Mike Metelak
Housing Director

EDA Board President