

# Minutes

Regular Meeting  
Thursday, August 9, 2007  
3:30 p.m.  
Lake Melissa Room, Human Services Building  
Detroit Lakes, MN

**Meeting called by:** Mike Metelak  
**Type of meeting:** Regular Meeting  
**Attendees:** Harry Salminen, Karen Mulari, Mike Metelak, Gerald Schram, Paul Joyce, Dan Aune  
Staff present: Jon Thomsen, Guy Fischer, Shawn Olson  
Others Present: Steve Retzer (MN DEED); Steve Almond (Lightowler Johnson Associates Inc); Hank Ludtke (City of Frazee); Jim Grove (Lutheran Social Services); Teri Vareberg and Miracle Hoff (Drake Counseling Services); Julie Starkey (Detroit Lakes Services);  
**Board Members Absent:** Terry Johnson

## Agenda topics

- 1) **Call Regular Meeting to order:** M Metelak called the meeting to order at 3:30 p.m.
- 2) **Approval of Regular Meeting Agenda:** **Motion** and second to approve the Agenda, as presented (P Joyce, G Schram), carried.
- 3) **Approval of Minutes from July 12, 2007 Regular Meeting:** **Motion** and second to approve the Minutes of the July 12, 2007 regular meeting (H Salminen, G Schram), carried.
- 4) **Financial:**
  - a) **Monthly Report:** Staff directed the Boards attention to the written monthly financial report. **Motion** and second to accept the monthly report as presented (H Salminen, G Schram), carried.
  - b) **FYE 6-30-2007 Housing Programs Annual Report:** The demographics of those participating in the housing programs for the past 12 months were provided. It was noted that the housing programs generated revenues of \$714,953 during the 12 month period ending June 30th and have net assets of \$3,405,272. Discussion followed. **Motion** and second to accept the annual report as presented (H Salminen, P Joyce), carried.
- 5) **2008 HRA Tax Levy:**
  - a) **2008 Housing and Economic Development Departmental Budget:** Staff presented the proposed departmental administrative budget. Discussion followed. **Motion** and second to recommend that Becker County adopt the 2008 Departmental Budget as prepared (H Salminen, G Schram), carried.
  - b) **2008 HRA Tax Levy:** Staff recommended that the Levy payable for 2008 be the same amount it levied for 2007. Discussion followed. **Motion** and second to adopt Resolution EDA 08-09-07 and request and recommend to the Becker County Board of Commissioners to include a Housing and Redevelopment Authority Tax Levy in the amount of \$175,633 in the 2008 Budget for the purpose of funding housing and economic related activities of the Becker County EDA (P Joyce, H Salminen), carried.

**6) West River Townhomes:**

- a) Permanent Supportive Housing Project Responsibilities:** M Metelak noted that the time that G Fischer spends on this project will take away time from economic development activities. The general consensus of the EDA Board was that this was a worthwhile project and that they were aware of and understood that G Fischer would be devoting his time to this project. No action taken.
- b) Bid/Contractor Selection for the West River Townhomes:** Steve Almond (Lightowler Johnson Associates Inc) provided details of the Bid Tabulation for the West River Townhomes project. It was noted that the bids came in with similar amounts; the contractors/bids were investigated and there were not any irregularities found. Lightowler Johnson Associates Inc recommended that the apparent low bidder, HDC Development, be selected and that the Base Bid of \$999,000 with Geothermal Alternate #1 \$145,000 be approved. Discussion followed. Now that it is clear that there is an economically feasible project, the EDA will meet with the County Commissioners. **Motion** and second to approve HDC Development's Base Bid and Alt 1 (H Salminen, K Mulari), carried with G Schram opposed.

**7) Economic Development Monthly Report:** It was noted that Lake Eunice Township agreed to DMH Industries JOBZ request. Hank Ludtke (City of Frazee) updated the Board on the Swift Redevelopment Project. G Fischer provided details on the Koochiching Plasma Torch Feasibility Study; they are looking at Duluth and Moorhead as potential sites. He updated the Board on the Municipal Solid Waste gasification technologies being explored by Environmental Services. No action taken.

**8) Annual Business Planning Process: 1-3-5 Year Planning:** M Metelak requested that the Board develop a formal business plan. He requested that this be placed on Septembers Board Agenda.

**9) Housing:** Representatives from Drake Counseling Services Inc presented information on a planned adolescent residential chemical dependency service and expressed an interest in purchasing the property owned by the EDA and leased to Lutheran Social Services. Discussion followed. The Board directed the staff to complete the needed due diligence and report back at the September Board Meeting. No action taken.

- a) MURL Program:** Update report not provided to allow time for the Board to address other items on the Agenda.
- b) 2007 Section 8 Management Assessment Program Certification (SEMAP):** The Housing Committee has reviewed the submission and recommends that the EDA Board submit appropriate certifications to HUD. **Motion** and second to adopt Resolution EDA 08-09-2007B (H Salminen, P Joyce), carried.
- c) 2007 Public Housing Assessment System Management Operations Certification (MASS):** The Housing Committee has reviewed the submission and recommends that the EDA Board submit appropriate certifications to HUD. **Motion** and second to adopt Resolution EDA 08-09-2007C (G Schram, D Aune), carried.
- d) Monthly Housing Report:** The Board was provided with a written report. No action taken.

**10) EDA Board – Open Forum:** There being no further business to be brought before the Board,

**11) Adjourn:** **Motion** and second to adjourn the meeting at 4:30 p.m. (H Salminen, K Mulari), carried.

ATTEST:

Respectfully submitted:

/s/ \_\_\_\_\_ Jon Thomsen  
Housing Director

/s/ \_\_\_\_\_ Mike Metelak  
EDA Board President