

# Minutes

Regular Meeting  
Thursday, November 17, 2011  
3:00 p.m.  
Lake Melissa Room, Human Services Building  
Detroit Lakes, MN

**Meeting called by:** Dan Aune  
**Type of meeting:** Regular Meeting  
**Attendees:** Gerald Schram, Dan Aune, Chuck Jost, Paul Joyce; Staff present: J Thomsen, G Fischer, S Olson; Others present: Hank Ludtke (City of Frazee Mayor)  
**Board Members Absent:** John Okeson, Heath Peterson, Mike Maloney

## Agenda topics

- 1) **Call Regular Meeting to order:** Dan Aune called the meeting to order at 3:02 p.m.
- 2) **Approval of the Regular Meeting Agenda: Motion** and second to approve the Agenda (P Joyce, G Schram), carried.
- 3) **Approval of Minutes from October 13, 2011 Regular Meeting: Motion** and second to approve the minutes from the October 13, 2011 regular meeting (C Jost, P Joyce), carried.
- 4) **Monthly Financial Report:** Staff presented the monthly financial report. **Motion** and second to accept the monthly financial report (G Schram, P Joyce), carried.
- 5) **2012 Departmental Administrative Budget:** J Thomsen reported that the County Commissioners limited the 2012 EDA Levy request to the amount levied in prior years. The administrative reimbursements, combined with the lower levy amount, results in a shortfall in funds to fully staff the department. Discussion followed on wanting to partner with other county departments but having the county recognize that for the past 18 months the various departments have not shared in the staff costs. It was the general consensus to utilize undesignated funds to cover staff costs in 2012 with the hope that the County would share staff costs among the appropriate departments. Discussion followed. **Motion** and second to cover the 2012 departmental deficit using undesignated EDA governmental funds and authorize using up to \$75,000 (C Jost, P Joyce), carried.
- 6) **Maple Avenue Apartments:** J Thomsen reported on the partnership meeting with Ladd Lyngaas with Wells Fargo Bank. It was noted that MHFA was offering a modernization pilot program; after reviewing program guidelines, it was determined that the pilot program being offered would not be appropriate. J Thomsen noted that Ladd Lyngaas made a verbal commitment that Wells Fargo Bank would handle the sale of the building similar to how the bank has handled the sale of other tax credit building in which the property would be sold to the EDA for \$10 at the end of the term. Discussion followed. No action taken.
- 7) **Monthly Housing Update Report:** J Thomsen outlined the activities of the Housing Staff, including updates on each of the housing programs. New cabinet doors have arrived and will be installed at West River Townhomes; the County authorized submitting the DEED application; three MURL contract for deed holders have fallen behind in payments and the County Attorney will be contacting them. Discussion followed. **Motion** and second to approve the housing update report (P Joyce, G Schram), carried.
- 8) **Monthly Economic Development Update Report:** It was reported that the Pilot PACE program was not approved by the County; J Thomsen recommended that no further staff time be spend on this activity; G Fischer reported that Region 5 Development Commission intend to set up a Pilot PACE program and wanted him to participate. G Fischer reported that the Becker County EDA is the lead agency in bringing Midwest Manufacturing to the area; discussion followed on the Longshore Development parcel. He reported that RMB Lab will be paying back some of the benefits they received from JOBZ; he noted that a retired veteran wants to start a bait shop and he acted as a resource referral to a single mother and to Green Force. G Fischer reported on his work for other county departments. H Ludtke spoke towards the activities of the City of Frazee. **Motion** and second to approve the economic development update report (P Joyce, G Schram), carried.
- 9) **EDA Board – Open Forum:** There being no further business brought before Board,
- 10) **Adjourn: Motion** and second to adjourn the meeting at 4:21 pm (C Jost, G Schram), carried.

ATTEST:

Respectfully submitted:  
/s/ Jon Thomsen  
Housing Director

/s/ Dan Aune  
EDA Board President