

# Minutes

Regular Meeting  
Thursday, June 10, 2004  
4:00 p.m.  
Frazee City Hall, Frazee, MN

<b>Meeting called by:</b>	Robert Bristlin
<b>Type of meeting:</b>	Regular Meeting
<b>Attendees:</b>	Bob Bristlin, Harry Salminen, Gerald Schram, Dan Aune Others present: Jon Thomsen, Shawn Olson, Lana Fralich, Stan Thurlow, Brian Berg (Becker County), Kelsey Klemm, Fred Daggett and Ken Miosek (City of Frazee), Terry Stallman (Otter Tail Power Company), Tom Watson (Interested Citizen), Jerry Barney (Frazee Forum), Curt Sitko (KRCQ), Pippi Mayfield (Detroit Lakes Newspaper)
<b>Board Members Absent:</b>	Paul Joyce, Terry Johnson, Mike Metelak

## Agenda topics

- 1. Bus Tour:** The EDA Board Members took a Bus Tour of Frazee to look at existing housing and economic development activities in Frazee. As they toured the community, they listened to Mayor Fred Daggett speak about the future growth potential for the City of Frazee.
- 2. Call Regular Meeting to order:** B Bristlin called the meeting to order at 4:40 p.m.
- 3. Approval of Regular Meeting Agenda: Addition:** Additions included a Presentation by Terry Stallman and the Date/Time of Next Meeting. **Motion** and second to approve the Agenda as amended (Salminen, Schram), carried.
- 4. Approval of Minutes from May Regular Meeting: Motion** and second approve the May 13<sup>th</sup> Meeting Minutes as presented, (Salminen, Schram), carried.
- 5. Financial Report:** Staff presented the financial report. **Motion** and second to accept the report as presented (Salminen, Aune), carried.
- 6. Economic Development:**
  - ✓ **Economic Development Update Report:** S Thurlow updated the Board on the Professional Contract for Real Estate Services with Mr. Hovde. The County Attorney's office has reviewed the contract. Discussion followed. **Motion** and second to enter into the contract that includes language in which the EDA (under guidance of the County Attorney) complete the closings (Salminen, Schram), carried. S Thurlow noted that Lake Park's South 10 Industrial Park project was ready to closeout in July. He updated the Board on Mr. Schulz's easement request and presented a request from Tom Watson who is interested in purchasing a small unplatted, undeveloped lot in the Frazee Industrial Park to build a 40X60 storage building. Discussion followed. After consulting with the Board and representatives from Frazee who were present at the meeting, T Watson agreed to look at other options and consider other sites in the Industrial

Park. **Motion** and second to hold off on selling lots for storage purposes (Salminen, Aune), carried.

- ✓ **Housing and Economic Development Project Developer – Staff Position:** The Board listened to Brian Berg, the County Administrator, present the recommendations of the EDA's sub-committee that had been organized to provide guidance on the re-alignment of current staff, establish an organizational chart and duties that would best meet the objectives of the EDA Board. The proposal included realigning the duties of L Fralich to allow for 50% of her time to be devoted to Economic Development and 50% of her time to be devoted to housing development. B Berg noted that the success required cooperation from the EDA Board, including the willingness to make a financial commitment if budgets were not sufficient. B Bristlin felt that the sub-committee's proposal was good for the EDA and fully supported it. **Motion** and second to recommend to the Becker County Board of Commissioners to support the changes within the Project Developer duties (Salminen, Schram), carried.
- ✓ **Presentation by Terry Stallman:** Terry Stallman, the Economic Development Consultant for Otter Tail Power Company, presented a project on behalf of the owner of a potential business interested in the purchasing of the Frazee Swift Plant property. The Board listened to T Stallman's presentation that detailed the removal of the existing facility and construction of a building. The project would require the collaboration of a variety of federal, state and local funding sources. If successful, the (undisclosed) buyer would create 50 jobs in Frazee in the first 24 months of operation. Since a public purpose exists, the potential buyer would be eligible for subsidies from Becker County and the City of Frazee. Discussion followed. J Thomsen noted that Becker County has the property on the land auction to be held on July 1<sup>st</sup> and the EDA may still be in a position to withhold this property from the sale. **Motion** and second to recommend that the Becker County Board of Commissioners withhold this property from the July 1<sup>st</sup> land auction and direct J Thomsen to write a letter to County Auditor K Brekken and let him know what the EDA's intentions are (Aune, Schram), carried.
- ✓ **2004 EDA General Fund Budget:** Staff presented the draft budget for discussion. **Motion** and second to adopt the Budget as presented (Salminen, Aune), carried.

7. **Date and Time of the Next Meeting:** B Bristlin requested that the EDA Board reconsider the date/time of regular board meetings. Discussion followed. D Aune agreed to locate a site in Lake Park for the next regular meeting to be held in Lake Park on July 8<sup>th</sup>. He will work with City Officials to arrange a Bus Tour of Lake Park. No action was taken to change the date/time of the meetings, however, staff was directed to place this on the Agenda for the next regular meeting.

#### 8. **Housing Committee:**

- ✓ **Housing Update Report:** J Thomsen updated the Board on the Housing activities. **Motion** and second to accept the report as presented (Salminen, Aune), carried.
- ✓ **Budget Revisions for FYE 6-30-2004:** J Thomsen presented the Budget Revisions and recommendation of the Housing Committee. Discussion followed. **Motion** and second to accept the recommendation of the Housing Committee and adopt the Budget Revisions for the Low Income Public Housing Program, Section 8 Housing Choice Voucher Program and the Housing Program Combined Budget for the Fiscal Year Ending June 30, 2004 as presented by staff (Salminen, Aune), carried.
- ✓ **Year End Write-Off's/Footnote Disclosures:** J Thomsen presented the Year End Write-Offs/Footnote Disclosures and recommendation of the Housing Committee. Discussion followed. **Motion** and second to accept the recommendation of the Housing Committee and authorize the Write-Off's and Footnote Disclosures for the Housing Programs for the Fiscal Year Ending June 30, 2004 as presented by staff (Salminen, Aune), carried.
- ✓ **CRV and MURL Proposed Grant Applications:** J Thomsen presented the proposed funding applications and the recommendation of the Housing Committee. Discussion followed. **Motion** and second to accept the recommendation of the Housing Committee and approve the

submission of the applications for funding to MHFA for both the CRV and MURL Programs (Salminen, Schram), carried.

- ✓ **Springhill Group Home Lease:** G Schram noted that the lease with LSS is expiring and detailed the staff negotiations on terms for the new lease. Discussion followed on the rent level and needed repairs. **Motion** and second to accept the recommendation of the Housing Committee and directed the staff to offer a 5-year lease agreement at \$800 per month and include only interior repairs and an air exchanger as part of the proposed repairs (Salminen, Aune), carried.
- ✓ **Permanent Supportive Housing Project:** Staff updated the Board on the status of the project and provided two handouts for the Board to review. The first handout detailed the development process and the second handout detailed potential funding sources. No action was taken.
- ✓ **Section 8 Policy Changes:** Staff presented the proposed closing of the Section 8 Waiting List and Policy Changes, along with the recommendations of the Housing Committee. **Motion** and second to accept the recommendation of the Housing Committee and Close the Section 8 Waiting List effective July 1<sup>st</sup> and reopen the Waiting List as soon as funds become available; accept the recommendation of the Housing Committee and change the Comprehensive Agency Plan (ACOP) for Housing by adding the following: *The Becker County EDA could in certain circumstances deny a family the right to exercise the portability move to a higher cost area on the basis of 24CFR982.314(e)(1)* (Salminen, Schram), carried.

9. **EDA Board of Commissioners Open Forum:** No further discussion.

10. **Old/New Business:** There being no further business to be brought before the Board,

11. **Adjourn:** **Motion** and second to adjourn the meeting at 6:00 p.m., (Salminen, Aune), carried.

ATTEST:

Respectfully submitted:

/s/

Jon Thomsen

/s/

Robert Bristlin  
Housing Director

EDA Board President