

Minutes

Regular Meeting
Thursday, April 9, 2009
3:30 p.m.
Lake Melissa Room, Human Services Building
Detroit Lakes, MN

Meeting called by:	Dan Aune
Type of meeting:	Regular Meeting
Attendees:	Harry Salminen, Dan Aune, Karen Gray, Michael Brown, Paul Joyce Staff present: Jon Thomsen, Guy Fischer, Shawn Olson Others Present: Brian Jacobson (Carlson Highland)
Board Members Absent:	John Bellefeuille, Terry Johnson

Agenda topics

- 1) Call Regular Meeting to order:** D Aune called the meeting to order at 3:30 pm.
- 2) Approval of Regular Meeting Agenda: Motion** and second to approve the Agenda as presented (P Joyce, K Gray), carried.
- 3) Approval of Minutes from March 12, 2009 Regular Meeting: Motion** and second to approve the Minutes of the March 12, 2009 meeting (K Gray, H Salminen), carried with P Joyce abstaining.
- 4) Carlson Highland – Audit:** Brian Jacobson presented the 2008 Financial Audit and offered a variety of items for consideration and discussion. While it was noted that internal controls were in place, the finding related to Segregation of Duties was reported again for this year. Discussion followed; the Board was aware of the situation and will continue their monitoring. **Motion** and second to accept the financial audit report for the Fiscal Year Ending December 31, 2008 (H Salminen, P Joyce), carried.
- 5) Monthly Financial Report:** The written report was presented by staff. Discussion followed. **Motion** and second to accept the monthly financial report as presented (H Salminen, P Joyce), carried. Staff presented background information on the fiscal year end for the housing programs formerly administered by the Becker County HRA. Discussion followed. **Motion** and second to implement a change in the fiscal year end for the Housing Programs to allow those programs to align with the fiscal year end for the primary government; that in 2011 and/or upon approval from HUD, the fiscal year end for the Housing Programs formerly operated by the HRA be changed from June 30th to December 31st (H Salminen, K Gray), carried.
- 6) Check Signing Authorization & Funds Transfer Policies:** Staff recommended revisions in the policies. Discussion followed. **Motion** and second to implement an insignificant change in the policies and to remove the County Board Liaison's and the Vice President of the EDA's authorizations to sign checks and transfer funds, effective immediately (H Salminen, P Joyce), carried. Updated bank signature cards were provided and signed by those authorized.
- 7) Monthly Economic Development Update Report:** G Fischer briefed the Board on his meeting with the Detroit Lakes Development Authority on the Tower Road Industrial Park; the DLDA agreed

to distribute the profit on the sales and would consider dissolving the agreement if there was an assurance that the remaining sum would be used for economic development activities. Discussion followed. The general consensus was to accept the distribution of \$22,179 in profits and continue discussion with DLDA. No action taken. G Fischer reported on the Solar PV Install Field Trip scheduled for April 16th at West River Townhomes, Trac II Training that he was attending and requested consideration for establishing a Revolving Loan Fund to offer low interest business loans and/or to be used to leverage USDA funds. Discussion followed. He briefed the Board on area activities. Discussion followed. **Motion** and second to accept the update report (P Joyce, K Gray), carried.

8) Capital Fund Recovery Grant: Staff reported on the revision in the PHA Plan due to the addition of the Capital Fund Recovery Grant. There were not any comments received at or before the Public Hearing. Discussion followed. **Motion** and second to authorize the Housing Director to accept the 2009 Capital Fund Recover Grant funds to be used for the uses as proposed, authorize the PHA Plan revision and authorize the submission of resolutions/certifications and all other required documents to HUD (H Salminen, K Gray), carried.

9) Monthly Housing Update Report: J Thomsen noted that he will be meeting with DEED on grant planning for Mahnomen, Waubun and Callaway. He reported that the DOC has offered a month to month agreement to allow for our continued use of the ICWC Crew. It was reported that the sale was finalized on the CRV new construction home in Audubon and MHFA has agreed to cover 80% of the loss. J Thomsen reported that the EDA was approached by White Earth Housing and that he has agreed to develop a relationship with them; quarterly meetings will be held to discuss the development of transitional housing. Discussion followed. **Motion** and second to accept the update report (H Salminen, P Joyce), carried.

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 4:50 p.m. (P Joyce, M Brown), carried.

ATTEST:

Respectfully submitted:

/s/ Jon Thomsen
Housing Director

/s/ Dan Aune
EDA Board President