

Minutes

Regular Meeting
Thursday, June 11, 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:	John Bellefeuille (arrived at 3:36), Harry Salminen (arrived at 3:34), Dan Aune, Terry Johnson, Michael Brown, Paul Joyce Staff present: Jon Thomsen, Guy Fischer, Shawn Olson Others Present: None
Board Members Absent:	Karen Gray

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, M Brown), carried.
- 3) **Approval of Minutes from May 14, 2009 Regular Meeting:** **Motion** and second to approve the Minutes of the May 14, 2009 meeting (T Johnson, P Joyce), carried.
- 4) **Financial:**
 - a) **Monthly Financial Report:** The written report was presented by staff. Discussion followed. **Motion** and second to accept the monthly financial report as presented (T Johnson, H Salminen), carried.
 - b) **FYE 6-30-2009 Year End Accounting Items:** The staff conducted a review of all of the vacated accounts receivable in the Low Income Public Housing tenant ledger and recommended the write-off of #11498 and #11935. Discussion followed. **Motion** and second to expense bad debts as proposed by staff so as to cover the expected loses for the public housing tenants whose rents, damages and cleanup costs will not be collected this year (H Salminen, P Joyce), carried. The staff noted that for program purposes, the EDA has established a variety of checking and savings accounts, some of which the original purpose for maintaining a separate account no longer exists. Discussion followed. **Motion** and second giving Jon Thomsen, Housing Director, the authority to open a checking account for the West River Townhomes and to close existing savings accounts as needed to re-organize the current system; therefore allowing for an increase in the effectiveness and creating efficiencies, while maintaining the proper internal controls (H Salminen, J Bellefeuille), carried.
 - c) **FYE 6-30-2010 Public Housing Budget:** Staff presented the proposed budget for the Public Housing Program. Discussion followed. **Motion** and second to approve the operating budget for the Public Housing Program as proposed by staff; authorize the Board President Dan Aune to sign the HUD-52574 and direct the staff to submit documents to HUD, as required, (H Salminen, T Johnson), carried.

- 5) Economic Development:** G Fischer updated the Board on area activities including: the Frazee Industrial Park project, strategic planning initiative for regional bio business development, various Heartland Trail extensions, Audubon rental housing and various business ventures; he distributed a draft Action Plan for Growing Bio-business in West Central Minnesota and provided background information on the proposal. Discussion followed.
- 6) Housing:**
- a) Monthly Report:** J Thomsen referred to his written report of the activities for the various Housing Programs, including the upcoming sale of the last new construction homes and the proposed SCDP grant application to be made by the EDA on behalf of Mahnomen, Waubun and Callaway.
 - b) Detroit Lakes School Built Partnership:** Discussion followed on partnering with the Detroit Lakes School Build Program; the general consensus was not to participate in the program. No action taken.
- 7) 2010 Departmental Budget/Levy:** J Thomsen noted that he would be presenting a preliminary departmental budget to the County in July. He reported that the EDA may need to cut expenses if we are not able to gain revenues. While the Agency has been very successful in obtaining grant funds from various housing programs throughout the years, we may now be facing shortages in administrative reimbursements. Board input on the budget/levy was requested. Discussion followed. No action taken.
- 8) EDA Board – Open Forum:** Discussion followed on the state of the economy and community projects in Audubon and Osage. There being no further business to be brought before the Board,
- 9) Adjourn: Motion** and second to adjourn the meeting at 5:00 p.m. (T Johnson, P Joyce), carried.

ATTEST:

Respectfully submitted:

/s/ Jon Thomsen
Housing Director

/s/ Dan Aune
EDA Board President