

Minutes

Regular Meeting
Thursday, April 14, 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: John Okeson, Gerald Schram, Dan Aune, Heath Peterson, Mike Maloney, Paul Joyce, Chuck Jost; Staff present: Jon Thomsen, G Fischer, S Olson
Others present: Colleen Hoffman (Hoffman, Dale & Swenson PLLC)
Board Members Absent: None

Agenda topics

- 1) **Call Regular Meeting to order:** V Pres Paul Joyce called the meeting to order at 3:00 p.m. Chuck Jost was introduced to the Board Members.
- 2) **2010 Audit – Colleen Hoffman (Hoffman, Dale & Swenson PLLC):** Ms. Hoffman noted the financial statements were fairly stated in all material respects; the one finding related to the lack of segregation of duties was something that the EDA needed to be aware of and that they should continue to evaluate opportunities for improving internal control. It was pointed out that if there were plans for use of the EDA's Governmental General Fund dollars, that the EDA Board should officially designate those dollars accordingly. (Pres. Dan Aune arrived at this point and took over the meeting).
- 3) **Approval of the Regular Meeting Agenda:** **Motion** and second to approve the Agenda as presented (P Joyce, J Okeson), carried.
- 4) **Approval of Minutes from March 10, 2011 Regular Meeting:** **Motion** and second to approve the minutes from the March 10, 2011 regular meeting (G Schram, J Okeson), carried with P Joyce abstaining.
- 5) **Monthly Financial Report:** Staff presented the written report. Discussion followed. **Motion** and second to accept the monthly financial report as presented (M Maloney, P Joyce), carried.
- 6) **Monthly Housing Update Report:** J Thomsen outlined the activities of the Housing Staff, including updates on the various programs. Discussion followed on Maple Avenue Apartments, West River Townhomes and the Willow Building. **Motion** and second to approve the housing update report (M Maloney, P Joyce), carried.
- 7) **Monthly Economic Development Update Report:** G Fischer reported on his activities, including an update on RMB Lab, conferences and committee work. Discussion followed on Quantum's Tax Abatement; **Motion** and second to table until there is more information (G Schram, P Joyce), carried. An update report was provided on his work with the County's Parks & Rec Department activities. **Motion** and second to approve the update report (J Okeson, P Joyce), carried.
- 8) **2011 EDA General Fund Budget:** Discussion continued on the budget; the general consensus was to address it further in two months.
- 9) **EDA Board – Open Forum:** Discussion followed on designating fund balance amounts; no action taken. There being no further business brought before Board,
- 10) **Adjourn:** **Motion** and second to adjourn the meeting at 4:11 pm (P Joyce, G Schram), carried.

ATTEST:

Respectfully submitted:

/s/ Jon Thomsen
Housing Director

/s/ Dan Aune
EDA Board President