

Minutes

Regular Meeting
Thursday, December 8, 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, Chuck Jost, Paul Joyce; Staff present: J Thomsen, G Fischer, S Olson; Others present: None.
Board Members Absent: Mike Maloney

Agenda topics

1. **Call Regular Meeting to order:** Dan Aune called the meeting to order at 3:00 p.m.
2. **Approval of the Regular Meeting Agenda:** **Motion** and second to approve the Agenda (P Joyce, J Okeson), carried.
3. **Approval of Minutes from November 17, 2011 Regular Meeting:** **Motion** and second to approve the minutes from the November 17, 2011 regular meeting (C Jost, P Joyce), carried.
4. **Financial**
 - a. **Monthly Financial Report:** Staff presented the monthly financial report. **Motion** and second to accept the monthly financial report (P Joyce, C Jost), carried. Staff reported on the desks and other office equipment formerly owned by the HRA that has either been scrapped because it was obsolete and noted that if there were other items remaining that they were no longer in use and there is no resale market for it. **Motion** to de-recognize all fully depreciated office equipment and remove them from the balance sheet (H Peterson, J Okeson), carried.
 - b. **FYE 12-31-2011 Year End Accounting Items – Bad Debt:** Staff presented the proposed write off for bad debt. **Motion** and second to expense bad debts as proposed by staff so as to cover the expected losses for those vacated tenants whose rents, damages and cleanup costs will not be collected by December 31, 2011 (H Peterson, G Schram), carried.
 - c. **FYE 12-31-2011 Public Housing Budget:** Staff presented the proposed budget, noting that while HUD has not yet taken action, the proposed budget reflects HUD's proposed decreased Operating Subsidy. **Motion** and second to approve the operating budget for the Public Housing Program, as proposed by staff; authorize Board President Dan Aune to sign the HUD-52574 and direct the staff to submit documents to HUD, as required.
 - d. **2012 EDA Governmental Fund Budget:** Staff presented the proposed budget. Discussion followed. No action taken.
 - e. **Fund Balance Policy and Classifications:** Staff presented the proposed policy and recommended classification of funds for the year end 12-31-2011. Discussion followed after each motion was made. **Motion** and second to adopt the Fund Balance Policy as proposed (P Joyce, J Okeson), carried. **Motion** and second to report the Fund Balance Amounts that cannot be spent because they are not in a spendable form or it is legally or contractually required to be maintained intact, to include \$123,806 for the Industrial Park Property Held for Resale and \$35,000 for the Maple Avenue Long-Term Loan Receivable (G Schram, H Peterson), carried. **Motion** and second to commit and report as committed for specific purposes \$75,000 for the 2012 administrative expenditures in excess of the HRA Levy (J Okeson, G Schram), carried. **Motion** and second to commit and report as committed for specific purpose \$301,000 for the purchase and rehabilitation of the Maple Avenue Apartments (J Okeson, G Schram), carried. **Motion** and second to delegate to the Housing Director the authority to assign fund balance at year end as he determines appropriate (G Schram, H Peterson), carried.
5. **Monthly Housing Update Report:** J Thomsen referred to the written report and outlined the activities of the Housing Staff, including updates on each of the housing programs. Discussion followed. **Motion** and second to approve the housing update report (P Joyce, J Okeson), carried.
6. **Monthly Economic Development Update Report:** G Fischer referred to the written report and outlined his activities as it related to economic development and parks/recreation. **Motion** and second to approve the economic development update report (P Joyce, C Jost), carried.
7. **EDA Board – Open Forum:** There being no further business brought before Board,
8. **Adjourn:** **Motion** and second to adjourn the meeting at 4:00 pm (H Peterson, P Joyce), carried.

ATTEST:

Respectfully submitted:

/s/ Jon Thomsen
Housing Director

/s/ Dan Aune
EDA Board President