

# Minutes

**Regular Meeting**  
**Thursday, January 12, 2012**  
**3:30 p.m.**  
**Lake Melissa Room, Human Services Building**  
**Detroit Lakes, MN**

**Meeting called by:** Paul Joyce  
**Type of meeting:** Regular Meeting  
**Attendees:** John Okeson, Barry Nelson, Chuck Jost, Paul Joyce, Mike Maloney, Heath Peterson; Staff present: Jon Thomsen, Shawn Olson  
**Board Members Absent:** 1 position is vacant

## Agenda topics

- 1) **Call Regular Meeting to order:** P Joyce called the meeting to order at 3:40 p.m.
- 2) **Approval of the Regular Meeting Agenda:** **Motion** and second to approve the Agenda as presented (M Maloney, J Okeson), carried.
- 3) **Approval of Minutes from December 8, 2011 Regular Meeting:** **Motion** and second to approve the minutes from the December 8, 2011 regular meeting (J Okeson, H Peterson), carried.
- 4) **Monthly Financial Report:** Staff presented the written report for the month of December. **Motion** and second to accept the monthly financial report as presented (H Peterson, M Maloney), carried.
- 5) **Hoffman, Dale & Swenson Contract for Financial Audit Services:** The contract for audit services was presented. **Motion** and second to enter into the contract for audit services for 2011 with Hoffman, Dale & Swenson (M Maloney, C Jost), carried.
- 6) **Monthly Housing Update Report:** J Thomsen outlined the activities of the Housing Staff, including updates on the various programs. **Motion** and second to approve the housing update report (H Peterson, J Okeson), carried.
- 7) **MHFA Minnesota City Participation Program:** J Thomsen sought approval to apply for below market interest rate home mortgage loan funds. Discussion followed. **Motion** and second participate in MHFA's MCPP and submit an application on behalf of local banks (C Jost, M Maloney), carried.
- 8) **Becker County Workshop:** J Thomsen noted that the County has expressed an interest in relocating one of their departments to the building if it can be remodeled to fit their needs; discussion followed. **Motion** and second to authorize up to \$14,000 for remodeling (B Nelson, M Maloney), carried.
- 9) **Monthly Economic Development Update Report:** The written report was offered for discussion. Discussion followed on Midwest Manufacturing and the desire of the Board to meet with Midwest Manufacturing representatives. **Motion** and second to approve the written report (H Peterson, J Okeson), carried.
- 10) **EDA Board – Open Forum:** J Okeson spoke about the upcoming training in Fergus Falls on accessing legacy funds. There being no further business brought before Board,
- 11) **Adjourn:** **Motion** and second to adjourn the meeting at 4:10 pm (H Peterson, M Maloney), carried.

ATTEST:

Respectfully submitted:

/s/ \_\_\_\_\_ Jon Thomsen  
Housing Director

/s/ \_\_\_\_\_ Paul Joyce  
EDA Board Vice President