

Minutes

Regular Meeting
Thursday, May 9, 2013
3:00 p.m.
Lake Melissa Room, Human Services Building
Detroit Lakes, MN

Meeting called by: Paul Joyce
Type of meeting: Regular Meeting
Attendees: John Okeson, Paul Joyce, Mike Maloney, Chuck Jost
Staff present: Jon Thomsen, Guy Fischer, Shawn Olson
Others: None
Board Members Absent: Barry Nelson, Heath Peterson, Abby Anderson

Agenda topics

- 1. Call Regular Meeting to order:** Vice President P Joyce called the meeting to order at 3:00 p.m.
- 2. Approval of the Regular Meeting Agenda:** Request to add "Approval of Quit Claim Deed"; **Motion** and second to approve the amended Agenda (M Maloney, J Okeson), carried.
- 3. Approval of Minutes – March 14, 2013 Regular Meeting:** The meeting for April was canceled due to a lack of a quorum. **Motion** and second to approve the minutes of the March 14th Regular Meeting (J Okeson, C Jost), carried.
- 4. Monthly Report:** S Olson presented the letter of understanding for the 2013 financial audit; it details the understanding between the State Auditor and the EDA. **Motion** and second authorizing H Peterson and J Thomsen to sign the letter (M Maloney, J Okeson), carried. The monthly report was presented. **Motion** and second to accept the monthly financial report (J Okeson, C Jost), carried.
- 5. Monthly Housing Report:** J Thomsen directed the Boards attention to the written report of the activities of the various housing programs and he spoke towards the public housing and rental assistance programs, property management, grant administration and his property inspection services; J Thomsen reported that Property Manager C Markuson resigned and he will be seeking input from the Housing Committee to help develop an outline of duties and recommendation on how those duties can best be completed. **Motion** and second to accept the monthly housing report (J Okeson, P Joyce), carried.
- 6. Quit Claim Deed #50.0235.000:** J Thomsen reported that the legal description on EDA land adjacent to land owned by J Jacobs contained erroneous technical language and asked the EDA to relinquish rights to land that was in the legal description erroneously. **Motion** and second to authorize Quit Claim Deed on Parcel #50.0235.000 (M Maloney, J Okeson), carried.
- 7. Housing Choice Voucher Program:** Discussion followed on the potential of insufficient funding due to Sequestration. **Motion** and second to (1) notify HUD that a determination has been made that funding under the consolidated Annual Contributions Contract may not be sufficient to support continued assistance for participants in the program, (2) notify HUD that the pro-ration of the Administrative Fee at 69% is not adequate to support the administration of the program, and (3) direct the Housing Director to implement a plan for the HCVP that includes, as appropriate:
 - appeal and request a higher admin fee rate and/or the request a reduction in the regulatory reporting and administrative requirements,
 - request set-aside funding and/or waivers from HUD,
 - suspend and/or rescind vouchers,
 - implement cost saving measures such as lower payment standards for participants moving from one unit to another, review the utility allowance schedule, deny portability moves to a higher cost area, increase the minimum rent if permitted by federal law, and/or other measures as outlined in the EDA's agency plan, and

- exclude seniors, disabled/handicapped and those with project-based housing contracts if it is determined necessary to terminate housing contracts. (M Maloney, J Okeson), carried. **Motion** and second to accept the monthly housing report (J Okeson, M Maloney), carried.
- 8. 2014 Budget:** J Thomsen noted that the Management Team will begin preliminary discussions on June. The changes in staff may result in a reduction in the need for unrestricted reserves. With no clear direction on consolidation; J Thomsen reported that he has implored the County to continue to provide affordable housing options to Becker County residents. J Thomsen was directed to obtain clarification from County Administrator Jack Ingstad on the distribution of G Fischer’s time/pay between county departments and report back at the June EDA meeting.
- 9. Monthly Economic Development Report:** G Fischer provided an update report and he spoke towards Midwest Manufacturing & the road legislation; Net State Auto’s inquiry on a Property Tax Abatement; the Lake Park and Frazee community development activities; and the activities of other Becker County departments. **Motion** and second authorizing payment of the marketing advertisement placed in the *Business & Industry Magazine*, (M Maloney, C Jost), carried. **Motion** and second to accept the monthly economic development report (C Jost, J Okeson), carried.
- 10. EDA Board – Open Forum:** There being no further business brought before EDA Board,
- 11. Adjourn:** **Motion** and second to adjourn the meeting at 4:00 pm, (C Jost, M Maloney), carried.

ATTEST:

Respectfully submitted:

/s/ Jon Thomsen
Housing Director

/s/ Paul Joyce
EDA Board Vice President