

EDA Meeting Minutes



Regular Meeting
Tues. Sept 13, 2016
3:00 p.m.
1st Flr. Bd. Rm.
Detroit Lakes, MN

Meeting called by:	Barry Nelson
Type of meeting:	Regular Meeting
Attendees:	Barry Nelson, Larry Knutson, Chris Sherman, Chuck Jost, Paul Joyce
Board members absent:	Abby Anderson, Hank Ludtke
Other Attendees:	Laura McKnight, Mary Hendrickson, Guy Fischer, Denise Warren, Steve Skoog

Agenda Topics

1. **Call Meeting to order:** Barry Nelson called the meeting to order at 3:00 p.m.
2. **Approval of Agenda:** no changes to agenda accept as is.
3. **Approval of August Meeting Minutes (8/18):** motion to approve by Joyce, 2nd by Sherman - motion carried.
4. **Housing:**
 - **Approval/Paying Bills:** From Check Register/Invoices Presented: Workshop \$3,081.17, Hwy 34 Group Home \$700.00, Low Income Public Housing \$4,148.31, Willow Property \$4,923.54, Maple Ave. Apts. \$39,790.29, Hidden Hills Group Home \$1,050, West River Townhomes \$17,841.43, and Section 8 Voucher \$50,726.06. Motion to approve bills, financial statements and reports (Jost, Joyce 2nd) motion carried.
5. **Economic Development:**
 - **Audit:** Engage again with State on Audit for 2016. MDA review. Auditor's review and final opinion must be responded to as part of REAC filing. EDA audit finalized in next few days.
 - ii. Bank Access to Bremer checking Acct.

Motion: Allow joint access to Bremer checking account (XXXXX4272) with signatures of any of the two members listed below which are the same as the other joint accounts – for MMCDC: Keith Kicker, Julia Nelmark, Nicole Kirchner, Gerald Wigness, Kathy Mission and Kevin Shipley and for Becker County EDA: Guy Fischer and Mary Hendrickson (already listed as signatories on account). Motion to approve: Sherman, 2nd Joyce, motion carried.
 - iii. County finance officer assistance - need to provide notes to EDA account by making entries into Lindsey to reconcile. Denise or Jodi – need to look at this. Do monthly financial statement. Steve will coordinate who will get information over to MMCDC.
 - Provide report on CD's to look at better rate. Mary will ck. On investment rates for CD's coming due in October. Pull them out and shop for rates. Provide brief overview of length of CD's, liability, what can be done.
 - **Budget Levy Discussion:** some deficit spending; authorize EDA to sign audit letter.

Motion: Approve Resolution 9-13-16A recommending \$120,000 Levy for 2017. Motion to approve Knutson, Sherman 2nd motion carried.

- **Budgets discussion for Housing**: need to look at maintenance need relative to units. Quarterly financials requested. Explore CD's as potential source of funds. Look at loan with State – sliding scale, forgiveness. MMCDC to develop 7 year capital needs assessment – will report back to EDA Board.

- **Audit Findings Letter/Response**

Motion: Authorize Bd. President and EDA Coordinator to accept and sign State findings of Audit. Motion to approve Knutson, 2nd Joyce, Motion carried.

- Denise to develop and send response to the findings of the Audit.

6. **Open Forum: N/A**

7. **Adjourn**: Barry Nelson adjourned the meeting at approximately 4:05 p.m.

ATTEST:

Respectfully submitted:

/s/ Guy Fischer
EDA Coordinator

/s/ Barry Nelson
EDA Board President