

Minutes

Special Meeting
Tuesday, March 25, 2014
3:30 p.m.
Lake Melissa Room, Human Services Building
Detroit Lakes, MN

Meeting called by: Barry Nelson
Type of meeting: Special Meeting
Attendees: Barry Nelson, Ben Grimsley, Paul Joyce, Chuck Jost, Abby Anderson
Staff present: Jon Thomsen, Guy Fischer, Shawn Olson
Others present: None
Board Members Absent: Mike Maloney, One Position Vacant

Agenda topics

- 1) Call Special Meeting to order:** B Nelson called the meeting to order at 3:30 p.m.
- 2) Approval of Special: Meeting Agenda:** B Grimsley requested "Future of Economic Development" be added. **Motion** and second to approve the Agenda as amended (P Joyce, B Grimsley), carried.
- 3) Engagement Letter – State of MN Office of State Auditor:** The letter was reviewed. **Motion** and second to authorize execution of the letter as presented (C Jost, P Joyce), carried.
- 4) Bank Account Reconciliation Policy:** The proposed policy was reviewed. **Motion** and second to adopt the policy as presented (C Jost, A Anderson), carried.
- 5) Maple Avenue Apartments:** J Thomsen presented information related to the Assignment and Assumption Agreement; discussion followed. **Motion** and second to renew the \$35,000 note given by the Becker County EDA to the Maple Avenue Apartments Limited Partnership with a mortgage securing the note (B Grimsley, A Anderson), carried.
- 6) Housing Choice Voucher Program: SEMAP:** The certification was presented by staff. **Motion** and second to approve the SEMAP certification and submission retroactive to February 13, 2014.
- 7) Temporary Staffing Solution – Kelly Services:** J Thomsen noted that administrative help is needed in order to re-open the HCVP Waiting List and process both new applications and renewals; discussion followed. **Motion** and second to approve the use of a Kelly Services temp worker for 150 hours over three months, with the flexibility in scheduling based upon need (C Jost, P Joyce), carried.
- 8) EDA Board Meetings – Future Meeting Times:** Discussion followed; no action taken.
- 9) Future of Economic Development:** Discussion followed on the EDA Board developing objectives to strive for. **Motion** and second for County Administrator Jack Ingstad to contact Mahube Otwa regarding their continued interest in assuming the operation of the housing programs and request that they provide a proposal (B Grimsley, A Anderson), carried.
- 10) EDA Board – Open Forum:** Discussion followed on the revamped Business Subsidy Policy and the re-design of Becker County's website. Due to a scheduling conflict, it was agreed that the next Regular EDA Board Meeting would take place on Tuesday, April 8, 2014 at 3:00 pm instead of Thursday, April 10th. There being no further business brought before the EDA Board,
- 11) Adjourn:** B Nelson adjourned the meeting at 5:05 pm.

ATTEST:

Respectfully submitted:

/s/ _____ Jon Thomsen
Housing Director

/s/ _____ Barry Nelson
EDA Board President