

Minutes

Regular Meeting
Thursday, December 11, 2014
3:00 p.m.
1st Floor – Commissioner Room
Becker County Court House
Detroit Lakes, MN

Meeting called by:	Barry Nelson
Type of meeting:	Regular Meeting
Attendees:	Barry Nelson, Ben Grimsley, Paul Joyce, Chuck Jost, Abby Anderson, Mike Maloney Staff present: Jon Thomsen, Guy Fischer, Shawn Olson Others present: Kim Embretson (WCI)
Board Members Absent:	One Position Vacant

Agenda topics

1. **Call Regular Meeting to order:** B Nelson called the meeting to order at 3:00 p.m.
2. **Approval of Regular Meeting Agenda:** Discussion followed on the need for flexibility with the order of the Agenda Items and for President Nelson to be excused from the meeting early. It was the consensus to take the substantive housing items out of order and move them up on the Agenda and that B Grimsley would chair the meeting after President Nelson is excused. **Motion** and second to approve the Agenda with flexibility (B Grimsley, P Joyce), carried.
3. **Approval of Minutes from October 9, 2014 Regular Meeting:** **Motion** and second to approve the minutes (M Maloney, P Joyce), carried.
4. **Housing**
 - a. **HRA of Detroit Lakes:** Discussion followed on the delay in the transfer in the administration of Becker County's housing programs to the HRA of Detroit Lakes. J Thomsen shared information he received regarding procurement procedures as detailed in HUD's email; B Nelson asked J Thomsen to invite HUD to a future EDA Board Meeting. **Motion** and second to continue to support the transfer (B Grimsley, M Maloney), carried.
 - b. **Maple Avenue Apartments:** The draft Limited Partnership Agreement and Assignment and Assumption Agreement between the EDA and Wells Fargo has been reviewed by the County Attorney with clarification requested on minor details. **Motion** and second to approve the purchase of Maple Avenue Apartments pending (1) County Attorney approval and (2) if the transfer taxes and fees are less than \$500; and authorize the EDA Board President and Housing Director to execute all documents (M Maloney, C Jost), carried.
5. **Financial**
 - a. **2015 Public Housing Budget – 12112014-A:** Discussion followed. **Motion** and second to approve the 2015 Operating Budget for the Public Housing Program to include staff administering the program; authorized EDA Board President Barry Nelson to sign the HUD-52574 certification and direct staff to submit Operating Subsidy submission forms and supporting documents as required by HUD (M Maloney, A Anderson), carried.
 - b. **FYE 12-31-14 Year End Accounting Items:**
 - i. **Audit Engagement Letter:** **Motion** and second to approve and authorize the EDA Board President and the Housing Director to sign the audit engagement letter (C Jost, P Joyce), carried.

- ii. **Bad Debt Write-Offs:** Discussion followed. **Motion** and second to expense bad debts so as to cover the expected losses for those vacated tenants whose rents, damages and cleanup costs will not be collected by December 31, 2014 (C Jost, M Maloney), carried.
- iii. **EDA Fund Balance Classifications:** **Motion** and second to classify fund balance according to policy; including as Nonspendable the Frazee and Lake Park Industrial Park Land – Property Held for Resale and the Loans Receivable from Maple Avenue Apartments and to classify as Committed to the Purchase/Rehabilitation of Maple Avenue Apartments \$166,823 (B Grimsley, P Joyce), carried. *B Nelson left the meeting at this time and the meeting was turned over to B Grimsley.*

6. Housing

- a. **Monthly Report:** J Thomsen presented the monthly report. No action taken.

7. Economic Development

- a. **Monthly Report:** G Fischer presented the monthly report. No action taken.

8. EDA Board – Open Forum: There being no further business brought before the EDA Board,

9. Adjourn: **Motion** and second to adjourn the meeting (M Maloney, P Joyce), carried. The meeting adjourned at 4:15 pm.

ATTEST:

Respectfully submitted:

/s/ _____ Jon Thomsen
Housing Director

/s/ _____ Barry Nelson
EDA Board President