

Minutes

Regular Meeting
Thursday, March 12, 2015
3:30 p.m.
1st Floor Commissioners Room,
Becker County Court House, 915 Lake Avenue,
Detroit Lakes, MN

Meeting called by: Barry Nelson
Type of meeting: Regular Meeting
Attendees: Barry Nelson, Larry Knutson, Paul Joyce, Abby Anderson, Chris Sherman
Staff present: Jon Thomsen, Guy Fischer, Shawn Olson
Board Members Absent: Chuck Jost; One Position Vacant

Agenda topics

1. **Call Regular Meeting to order:** President B Nelson called the meeting to order at 3:33 p.m.
2. **Approval of the Regular Meeting Agenda:** Request to Add to the Agenda: *Temporary Staffing Solution - Kelly Services* and *Signatory on Bank Accounts* **Motion** and second to approve the Agenda as amended (L Knutson, C Sherman), carried.
3. **Approval of Minutes – December 11, 2013 Regular Meeting:** **Motion** and second to approve the minutes of the December 11th Regular Meeting (P Joyce, A Anderson), carried.
4. **Financial:**
 - a. **Monthly Report:** S Olson presented the monthly report; discussion followed. **Motion** and second to accept the monthly financial report (L Knutson, P Joyce), carried.
 - b. **2014 Financial Report – MD&A:** S Olson presented draft 2014 financial information including the MD&A. The 2014 audit is nearing completion; it was the general consensus that there was not a need to meet separately with the State Auditors to discuss their findings; any meeting with Becker County can include the findings for the Becker County EDA. **Motion** and second to accept the 2014 financial report (P Joyce, C Sherman), carried.
5. **Housing:**
 - a. **Monthly Report:** J Thomsen directed the Boards attention to the written report of the activities of the various housing programs; discussion followed. **Motion** and second to accept the monthly housing report (P Joyce, C Sherman), carried.
 - b. **Housing Choice Voucher Program – SEMAP:** Staff presented the 2014 SEMAP report; discussion followed. **Motion** and second to approve the SEMAP certification as presented and direct Jon Thomsen, Housing Director, to submit the SEMAP certification to the appropriate authorities, retroactive to February 18, 2015 (A Anderson, L Knutson), carried.
 - c. **Low Income Public Housing Program – Capital Fund:** On October 9, 2014, the EDA held a public hearing to hear comments as it concerned the 2015 Capital Fund and the Annual & Five Year Plan; in addition, the Board took action on that date to accept and approve the 2015 Administrative Policies, Capital Fund, Annual and Five Year Plan. It included an estimate of the 2015 Capital Fund award and notification has been received of the actual amount. **Motion** and second to amend the 2015 Capital Fund Program Annual and Five Year Action Plan to match the actual and projected CFP grant amounts, with no change in planned expenditures, authorize the EDA Board President and the Housing Director to sign and submit all required HUD documents and accept the \$33,812 in Capital Funds for the 2015 fiscal year (L Knutson, P Joyce), carried.
 - d. **Temporary Staffing Solution - Kelly Services:** Discussion followed on the staffing needs. **Motion** and second to authorize contracting with Kelly Services, as needed, up to the \$12,500 budgeted amount (L Knutson, P Joyce), carried.

- e. Signatory on Bank Accounts:** Discussion followed on the need to instruct the EDA's Depository Banks regarding who has the authority to bind the EDA in all transactions between the bank and the EDA. **Motion** and second to authorize Guy Fischer (Becker County EDA), Abby Anderson (Treasurer – Becker County EDA Board of Directors) and Mary Hendrickson (Assistant Treasurer – Becker County EDA Board of Directors & Becker County Auditor/Treasurer) as authorized signators effective March 12, 2015 and remove Jon Thomsen (Housing Director, Becker County EDA) as authorized signator on May 2, 2015 at the following named Depository Banks: American National Bank, First Security Bank, Bell State Bank, United Community Bank, Midwest Bank and Bremer Bank (P Joyce, C Sherman), carried.
- 6. Monthly Economic Development Report:** G Fischer provided an update report and he spoke towards Audubon and Frazee's Community Utilities projects, MHFA Capacity Building Initiative, WCI Competitive RFP, Lake Flora, National Park Service, MNDOT Safe Routes to Schools, AIS and the Jail Project; G Fischer requested a letter of support for the ND/MN EB5 expedited application for a Regional Center under the Immigrant Investor Pilot Program; discussion followed; C Sherman volunteered to conduct further research on the topic. G Fischer presented MMCDC's request for a letter of support to Governor Dayton, recommending the State of MN devote resources for Housing; discussion followed. **Motion** and second to support the request only if it aligns with the legislative position of AMC (L Knutson, C Sherman), carried.
- 7. EDA Board – Open Forum:** Discussion followed on inviting HUD to the April EDA Board Meeting and the various options for administration of the housing programs; no action taken. There being no further business brought before EDA Board,
- 8. Adjourn:** B Nelson adjourned the meeting at 5:00 pm.

ATTEST:

Respectfully submitted:

/s/ _____ Jon Thomsen
Housing Director

/s/ _____ Barry Nelson
EDA Board President