

# HENDRUM ECONOMIC DEVELOPMENT AUTHORITY

## Regular Board Meeting Minutes

January 9, 2017

### CALL TO ORDER

President Alm called to order the regular meeting of the Hendrum EDA at 6:09 pm on January 9, 2017 in the board room of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

### ROLL CALL

The following board members were present: Amy Walsh, Michael Smart, Milton Alm

The following members of the public were present: Curt Johannsen

### CONSENT AGENDA

- a) December 12, 2016, public hearing minutes
- b) December 12, 2016, regular EDA meeting minutes

*MOTION: M. Smart moved; seconded by A. Walsh to approve the listed consent agenda items.*

*ALM: aye; GUTTORMSON: absent; OLSON: absent; SMART: aye; WALSH: aye. MOTION PASSED.*

### APPROVAL OF AGENDA

- a) NEW BUSINESS: C. Carpeting

*MOTION: M. Smart moved; seconded by A. Walsh to approve the agenda with the listed additions.*

*ALM: aye; GUTTORMSON: absent; OLSON: absent; SMART: aye; WALSH: aye. MOTION PASSED.*

### REPORTS OF OFFICERS AND DEPARTMENT HEADS

- a) **PRESIDENT:** The winners of the Holiday Light Contest were 1<sup>st</sup> place: 437 Gordon St W; 2<sup>nd</sup> place: 218 Herbert St N; and 3<sup>rd</sup> place: 353 Rice St S. President Alm presented the gift certificates in person.
- b) **SECRETARY/TREASURER:** The financial report for December 2016 and the claims list totaling \$723.23 was presented for approval.

*MOTION: A. Walsh moved; seconded by M. Smart to approve the December 2016 financial report and all listed claims totaling \$723.23.*

*ALM: aye; GUTTORMSON: absent; OLSON: absent; SMART: aye; WALSH: aye. MOTION PASSED.*

### UNFINISHED BUSINESS

- a) **Shock & Awe Grant:** No update.
- b) **304 Main St E:** No update

## NEW BUSINESS

- a) **Elect/Appoint President & Vice-President:** The Hendrum Economic Development Authority bylaws require the authority to elect or appoint a President and Vice-President to serve a one year term.

*MOTION:* A. Walsh moved; seconded by M. Smart to appoint Milton Alm as President and Michael Smart as Vice-President of the Hendrum Economic Development Authority board for 2017.

ALM: *aye*; GUTTORMSON: *absent*; OLSON: *absent*; SMART: *aye*; WALSH: *aye*. *MOTION PASSED.*

- b) **Pre-authorized Claims:** A resolution to authorize the Hendrum EDA Secretary/Treasurer to issue payments drawn of the Hendrum EDA funds for specific expenditures was presented for a roll call vote.

*MOTION:* M. Smart moved; seconded by A. Walsh to adopt Resolution No. 2017-01: Pre-Authorization of Claim Payments.

ALM: *aye*; GUTTORMSON: *absent*; OLSON: *absent*; SMART: *aye*; WALSH: *aye*. *MOTION PASSED.*

- c) **Carpeting:** Mayor Johannsen presented information on the availability for approximately 1100 square feet of almost new carpeting for \$250.00 which could be used to update the carpeting in the building located at 304 Main St E and the City Clerk's office in the Professional Building.

*MOTION:* M. Smart moved; seconded by A. Walsh to purchase the carpeting for \$250.00 and use a portion of the purchase to carpet the City Clerk's office.

ALM: *aye*; GUTTORMSON: *absent*; OLSON: *absent*; SMART: *aye*; WALSH: *aye*. *MOTION PASSED.*

## ADJOURNMENT

President Alm adjourned the meeting at 6:39 pm. The next regular board meeting will be at 6:00 pm on February 13, 2017, in the board room of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

Minutes submitted by: Keri Plemmons, Secretary/Treasurer