

# Memorandum

**TO:** Economic Development Authority  
**FROM:** Niki Hill, AICP , Assistant Community Development Director  
**DATE:** April 7, 2025  
**SUBJECT:** Acceptance of March 2025 and December 2024 Financial Reports  
**ITEM NUMBER:** 4.a  
**SECTION:** FINANCES AND BUDGET

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## **REQUESTED MOTION**

To accept the monthly financial reports for EDA Fund 240 and HRA Fund 241; and approve the following payments of claims and purchases:

1. Kirstin Chatfield - January 2nd Half ED Consulting - \$1,187.50- (Fund 240) - Date Paid: 2/13/25
2. Allen, Deanne - Minutes 2/24/25 - \$200 (Fund 240) - Date Paid: 3/6/25
3. Audio Eye - Website Compliance Review - \$10,585.00 (Fund 240) - Date Paid: 3/6/25
4. Metric One Training and Consulting - Courtroom Procedures for Code Officers - \$145.00 (Fund 241) - Date Paid: 1/29/25
5. Metric One Training and Consulting - Legal, Ethical, and Moral Code Enforcement - \$145.00 (Fund 241) - Date Paid: 1/29/25
6. Amazon - Supplies 9- \$19.13 (Fund 241) - Date Paid: 3/21/25
7. Minnesota Housing - MN Housing Rental Class- \$150.00 (Fund 241) - Date Paid: 3/27/25

## **INTRODUCTION**

Staff is presenting to the EDA board the EDA and HRA financial reports from March 2025 and Home Loan Funds 305 and 307, as well as the most recent claims and purchases recommended for approval.

## **DISCUSSION**

The monthly financial reports for the EDA Fund 240, and HRA Fund 241 are attached for your review. Home Loan Funds 305 and 307 through December 2024 have been included in the packet as well. This has the current loans and loan amounts listed but this does not have payment information from 2020-2023. Staff will be following up with finance to see how to remedy these reports.

## **RECOMMENDATION**

It is recommended the EDA review and accept the monthly financial fund reports.

## **ATTACHMENTS**

[Fund 241 - March 2025](#)

Fund 240 - March 2025  
Fund 305 - December 2024  
Fund 307 - December 2024