

Minutes
Swift County RDA Board Meeting
Thursday, September 13, 2007, DeToy's Benson, MN

Members Present: Ann Delgehausen, Jon Erickson, Belinda Sanders, Ed Ulmaniec, Pete Peterson, Paul Kittleson, and Tim Wengler
Members Absent: Eric Rudningen and Jason Heinecke.
Staff Present: Jennifer Arnold RDA Executive Director
Others Present: None

President Ulmaniec called the meeting to order at 7:00AM.

100 Agenda

No new Agenda items were added

200 Minutes

The **Minutes of the 8-13-07 RDA Regular Board Meeting** were reviewed. **MOTION** by Paul second by Belinda to approve the **Minutes of the 8-13-07 RDA Board Meeting** as amended. Motion carried.

300 Financial Report

The Board reviewed the July 2007 financial statement for the RDA as prepared by Conway Deuth and Schmiesing. The balance sheet showed \$468,431.32 in total liabilities and equity on 7-31-07. Statement of revenues, expenditures and fund balances showed a net income of \$12,786.94 for the period 1-1-07 to 7-31-07. Revenue and expenses for the period 1-1-07 to 6-30-07 were \$41,726.40 and \$42,191.25 respectively. Available to lend on 5-31-07 was \$60,329.92 and available to operate was \$167,645.04. **MOTION** by Paul second by Belinda to approve the July 2007 financial statement as presented. Motion carried.

400 Decision Items

401 Executive Director Expenses - Director Expenses were presented to Board members. Discussion occurred among members as to whether expenses needed to be approved item by item as prior approval was given to events that generated expenses. Decision was made to include Director's Expenses with Significant Correspondence going forward; any extraordinary expenses would be noted. No **MOTION** was deemed necessary

402 Minnesota Development Conference - Members were provided with agenda and registration information on DEED's 12th Annual Development Conference "Harnessing Minnesota's Ingenuity". Gruis requested the Board approve her request to attend. Discussion ensued on the value of the event. Ed thought it would be a "good idea", and Paul stated it was an "important" to have a presence there. **MOTION** by Pete second by Jon to authorize the attendance at the **Minnesota Development Conference**. Motion carried.

500 Discussion Items

501 2008 Budget Development - The 2008 tax levy request was preliminarily approved so a placeholder was added to the agenda for **2008 Budget Development** and refinement. Items discussed included the HRA agreement and adding a "training" account. Belinda questioned the tax levy amount percentage authorized compared to the dollar amount the RDA requested. Paul and Pete each commented on reallocation and relative increase based

on percentage, questioning how an increase in the total tax levy dollars will impact the RDA percentage.

502 Swift County Housing Market Study - Members were informed that Gruis attended the prior two Appleton EDA meetings and one top area of concern for Appleton was Housing. Gruis informed the Board that she forwarded copies of the 1998 Swift County Housing Study to the Appleton EDA members. Given the Study is nearly 10 years old, and understanding the importance of housing availability to a community's economic vitality, discussion centered on what role the RDA should play in securing an updated Study. Paul noted that the City of Benson had its own study and that if the County needed a study he would expect HRA to take the lead role. Pete expressed general concerns with FMNL Management and County Debt. Ann discussed housing rehabilitation efforts. Ed felt that the HRA should really have the say on securing County Housing Study. Gruis will follow up with HRA and email the most recent Study to Board Members for reference.

503 Swift County Retail Market Study - Gruis to meet with Ryan Pesch regarding Market Study's performed by University of MN - Extension. High-level information on the Retail Market Study was provided to Board Members. Board Members expressed an interest in hearing feedback from other communities before considering commissioning a Retail Market Study. Related to the discussion, Ann questioned the results of the CALP Study through Blandin. Gruis will follow up for the outcome of the CALP Study.

504 Annual Retreat - Gruis questioned the Board for the purpose, goals, and expectations of the Annual Retreat. Members provided suggestions for agenda items and sources including prior years' retreat items, the County Comprehensive Plan and Surveys. A suggestion was made to ask Ryan Krosch to facilitate. Gruis will inquire about Ryan's availability and provide prior years' Retreat goals to the Board.

600 Information Items

601 Executive Director Report - Members were provided a copy of the Director's report for the previous month.

602 Significant Correspondence - Significant incoming and out-going mail since the last Board meeting was routed past members.

603 Blue Ribbon Commission - Gruis informed the Members that she would be meeting with the Blue Ribbon Commission members later that day to discuss the BRC report and her role in executing their recommendations.

604 Minnesota Competes - Gruis played a PowerPoint presentation from MN DEED's Minnesota Competes information sessions which highlighted changing technology and global competition.

605 Appleton Tour - A tentative date of October 9th has been set for the tour to Appleton businesses of Econar, Del Dee Foods, and the Correction's Facility. Timing has not been finalized it was suggested that the next RDA Board meeting be moved up from October 11, to October 9. Gruis will note the change and follow up with Businesses and Board on timing.

