

Minutes
Swift County RDA Board Meeting
Wednesday, December 13, 2006, 7:00 a.m., DeToy's Family Restaurant

Members Present: Ann Delgehausen, Jon Erickson, Carlton Nelson, Belinda Sanders, Tim Wengler, Rob Wolfington, Dick Hanson

Members Absent: Ed Ulmaniec

Staff Present: Ryan Krosch – Interim RDA Executive Director

Others Present: Byron Giese – Swift County Auditor
Eric Rudningen - Kerkhoven

Vice-President Wolfington called the meeting to order at 7:00 a.m.

Agenda

There were no additions or corrections to the agenda.

On a motion by Erickson, seconded by Sanders the agenda was approved.

Minutes

The Board reviewed the minutes from the November 22, 2006 RDA Board meeting.

On a motion Sanders, seconded by Erickson the minutes of the November 22, 2006 RDA meeting were approved as mailed.

Financial Report

The Board reviewed the November 2006 financial statements for the RDA. The RDA financial report was completed by Conway Deuth and Schmiesing. Krosch handed out the RLF Report for October and November.

On a motion by Erickson, seconded by Nelson the financial reports were approved.

Reports and Correspondence

Krosch reviewed the Executive Director Report with the Board. The significant correspondence file was passed around the table.

Old Business

Board member application submitted – Eric Rudningen

An application was submitted by Eric Rudningen to fill the remainder of John Chattin's position on the Board. Rudningen, from Kerkhoven, was in attendance for the meeting and introduced himself to the Board. The Board reviewed his application.

On a motion by Sanders, seconded by Wengler the Board approved a recommendation to the County Board to appoint Eric Rudningen to fill the remainder of John Chattin's term on the RDA Board.

6.b – Discuss RDA Executive Director Position

A county employee job description for the RDA Executive Director position was reviewed by the Board. The job description was submitted to the County's employment consultant to determine a salary range. Giese told the Board he thought that salary range would be available the last week of December.

The Board next discussed how to proceed with the hiring process. The Board felt creating a position profile would be beneficial in the hiring process and asked Krosch to contact BackStreet Media to get a quote for printing a profile. The Board also discussed the anticipated hiring costs and that it would be more efficient to create a committee to work with Krosch on the hiring process rather than having to wait for the monthly RDA meetings.

On a motion by Erickson, seconded by Nelson the Board approved a hiring committee made up of Delgehausen, Wengler and Sanders to work with Krosch on the Executive Director hiring process with a budget of \$7,500 to cover expenses.

New Business

7.a – Bond on the Executive Director and Secretary/Treasurer and Copier Charges

Krosch presented a bill for \$321 to renew bond coverage on for the Executive Director and RDA Secretary/Treasurer. A bill for \$115.05 from the Swift County Veteran Service Office was presented for copier charges. No action was needed as both expenses were approved in the budget.

Announcements

The next Swift County RDA Board meeting will be held on Wednesday, January 10, 2007 at 7:00 a.m. at DeToy's Family Restaurant.

The date of the RDA annual meeting in March was discussed. The Board asked to have this put on the January agenda for further discussion.

Krosch gave the dates he would be in the RDA office for December and January.

The meeting was adjourned at 8:05 a.m.

Respectfully submitted by:

Ryan Krosch
Interim Executive Director