

Minutes  
Swift County RDA Board Meeting  
Friday, November 22, 2006, 7:00 a.m., DeToy's Family Restaurant

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

Staff Present: Ryan Krosch – Interim RDA Executive Director

Others Present: Byron Giese – Swift County Auditor/Interim Administrator

Ulmaniec called the meeting to order at 7:00 a.m.

Krosch requested to add the following items to the agenda under New Business: Swift County Blue Ribbon Commission Resolution (item 7.a), Benson Corn Pool Resolution (item 7.b) and Officers and Directors Liability Insurance Quote (item 7.c).

***On a motion by Wolfington, seconded by Sanders the agenda was approved with the noted changes.***

#### **Minutes**

The Board reviewed the Minutes from the November 3, 2006 RDA Board meeting. A correction on the spelling of the word bank in the minutes was noted.

***On a motion by Wolfington, seconded by Delgehausen the minutes of the November 3, 2006 RDA meeting were approved as mailed with the noted correction.***

#### **Financial Report**

The Board reviewed the financial statements for the RDA for October 2006. The RDA financial report was completed by Conway Deuth and Schmiesing. There was no RLF report for October. Krosch told the Board an RLF report would be prepared for the December meeting.

The board discussed providing a copy of the RDA monthly financial report and board packet to the County Board. Wolfington mentioned that a couple county commissioners indicated they would like to see this information. The Board asked Krosch to provide a copy of the monthly financial statement and meeting packet to Byron Giese to include in the County Board meeting packets.

***On a motion by Wengler, seconded by Wolfington the financial reports were approved.***

#### **Reports and Correspondence**

No executive director report was presented as Krosch has put in limited time as Interim Executive Director. The significant correspondence file was passed around the table.

## **Old Business**

### 6.a – Discuss Board Member Recruitment

Applications for new RDA Board members were mailed with the packet. Krosch informed the Board a press release for recruitment of new board members was sent to all newspapers in the County and to KSCR radio. There is currently one vacant position on the board that was previously held by John Chattin. Rob Wolfington's term ends after December.

### 6.b – Discuss RDA Executive Director Position

Sanders and Wolfington updated the Board on the discussions at the RDA Executive Director Committee meetings and County Board meetings regarding hiring a new RDA Executive Director. The recommendation from the Committee to the County Board was to move forward with hiring an RDA Executive Director and that the position not be shared with another position. The Committee also recommended to the County Board that the RDA Executive Director be a county employee in order to have access to county employee benefits such as PERA and health insurance. The Committee felt this would help to attract qualified candidates for the position. The County Board approved these recommendations at their November 21 meeting.

The Board then discussed how to proceed with hiring. Giese mentioned that a job description would need to be developed for the RDA Executive Director position using government practice standards and wording. After the job description is developed, a salary range would be established using the same process that it is used for other county employees. The Board asked Krosch to get examples of county employee job descriptions from Giese to create a new RDA Executive Director job description. A Committee of Board Members made up of Ulmaniec, Wengler, Delgehausen and Wolfington was established to approve the job description prior to forwarding it to the County.

## **New Business**

### 7.a - Blue Ribbon Commission Update

Krosch informed the Board that he is working with the County Blue Ribbon Commission through another contract with the UMRDC to help them with their task of identifying new opportunities for business development and job creation in the areas of renewable energy and value added agriculture.

Krosch also presented the Board with a resolution from the Blue Ribbon Commission that supports keeping the Swift County Administrator and Swift County RDA Executive Director positions separate and to move forward with hiring a new RDA Executive Director.

### 7.b – Benson Corn Pool Request

A letter from the Benson Corn Pool was handed out to the Board. The letter stated that there was a loss of .06 per share for FY 06 and that the Benson Corn Pool was requesting

funding for the loss by the Corn Pool members. The Swift County RDA has 82,500 shares in the corn pool so the amount due is \$4,950. The RDA shares the ownership of these shares with the Swift County HRA so one-half of this payment would come from them.

***On a motion by Wolfington, seconded by Erickson the RDA Board approved a payment of \$4,950 to the Benson Corn Pool with the Swift County HRA reimbursing the RDA for one-half of this cost.***

7.c – Officers and Directors Liability Insurance Quote

The Board was mailed a quote from Farmers and Merchants Insurance Agency for officers and directors liability insurance coverage. The quote was the same as last year's premium at an amount of \$1,690.

***On a motion by Wolfington, seconded by Sanders the Board approved renewal of officers and directors liability insurance from Farmers and Merchants Insurance Agency for \$1,690.00.***

**Announcements**

The next Swift County RDA Board meeting will be held on Wednesday, December 13, 2006 at 7:00 a.m. at DeToy's Family Restaurant. The GROW Board will meet right after the RDA meeting.

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

Respectfully submitted by:

Ryan Krosch