

Minutes
Swift County RDA Board Meeting
Friday, November 3, 2006, 2:00 p.m., Swift County Courthouse

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

Staff Present: Susan M. Pirsig

Others Present: None

Chattin called the meeting to order at 2:10 p.m.

There were no agenda changes.

Minutes

On a motion by Wengler, seconded by Erickson the minutes of the October 12th and October 16th meetings were approved as mailed.

Financial Review Report

Belinda provided the Board with a summary of the letter she had received from Jill Hedman at Conway Death and Schmiesing regarding the financial review she had completed on October 26, 2006. The following were her findings:

1. Reviewed the credit card bills and payments from October 2005 to September 2006. Expenditures were for software, meals, and the Bio conference in Chicago.
2. Reviewed the bank statements for all known accounts from October 2005 to September 2006.
3. Reviewed receipts and disbursement transactions, including bank and credit card transactions, over a one year period (October 1, 2005 to September 30, 2006) to identify unsupported or questionable transactions. No transactions were noted that were unsupported or questionable.
4. Reviewed payroll transactions, quarterly payroll tax returns, employee benefit checks written from October 2005 to September 2006. Amounts noted agreed with compensation and benefit information noted in the minutes too Board meetings and the signed employment contracts for 2005 and 2006.

On a motion by Erickson, seconded by Wolfington, the Board approved the report.

Reports and Correspondence

Pirsig reviewed her activities for the past several weeks. The significant correspondence file was passed around the table.

Old Business

Pirsig reported that Ann Delgehausen had been appointed by the County Board to serve out the remainder of Kyle Chase's term on the RDA Board.

The Board discussed the notes provided by Ben Winchester on the recent Board retreat. It was decided that the next step would be to determine what the County Board plans as far as hiring a combination County Administrator and Economic Developer. It was felt that a committee meeting should be requested at the County Board meeting on November 7th where this topic can be discussed more thoroughly and that a deadline for a decision by the County Board should be set. Sanders, Wolfington and Delgehausen (and possibly Erickson) volunteered to meet with the County Board on the 7th at 10:15.

New Business

With Chattin leaving the Board there is a need to elect a new President. Ulmaniec was nominated. Wolfington and Sanders will continue to serve in their positions.

On a motion by Nelson, seconded by Wengler nominations ceased and a unanimous ballot was cast for Ed Ulmaniec to serve as the President of the Swift County RDA for the remainder of 2006.

Chattin handed over the gavel to Ulmaniec.

The Board discussed the need for signature cards to be updated at the Coop Credit Union, Bank of the West and Edward Jones. Pirsig and Chattin have both been removed from the cards and two signatures are need on all checks. According to the by laws the Secretary/Treasurer (Sanders) must be one of the signatures and officers all need to be on the signature cards. When there is an Executive Director they can also be on the signature cards. Sanders agreed to get Ulmaniec's signature on the necessary bank signature cards.

Pirsig asked that Sandi Rodahl be allowed to work up to one day per week while there is an Interim Executive Director. There should be enough money in the payroll budget to cover that cost as the RDA will not be paying a full time Executive Director for a period of time.

On a motion by Chattin, seconded by Erickson the Board approved allowing Sandi Rodahl to work up to one day per week in the RDA office for the duration of the service of the Interim Executive Director.

Pirsig brought up adding paying bills, doing payroll and submitting payroll withholding reports to the current contractual duties of Conway Deuth and Schmiesing. Jill Hedman had quoted Pirsig \$250 per month to perform such duties.

On a motion by Chattin, seconded by Wolfington the Board approved adding paying bills, doing payroll and submitting payroll withholding reports to the current contractual duties of Conway Deuth and Schmiesing for a cost of \$250 per month.

The Board reviewed a draft application for Board membership drawn up by Pirsig and Delgehausen as well as a draft press release to be submitted to all local newspapers and KSCR. The Board also requested that they each be sent two applications so they can personally recruit people to serve or to respond when people ask them about the Board positions.

Pirsig informed the Board that she has submitted the require application and supporting documentation of Officers and Directors Liability Insurance to Farmers and Merchants Insurance in Appleton, our local agent.

Announcements

The next RDA Board meeting will be held on November 22nd at 7 a.m. at DeToy's in Benson as Ryan Krosch (the Interim Executive Director) will not be present for the next scheduled meeting on November 9th.

The Board reviewed Krosch's proposed work schedule.

A coffee reception will be held following the RDA Board meeting today in the Law Enforcement Center Meeting Room. All are encouraged to attend.

The meeting was adjourned at 3:00 p.m.

Respectfully submitted by:

Susan M. Pirsig