

**Minutes**  
**Swift County RDA Board Meeting**  
**Thursday, October 12, 2006, 7:00 a.m., DeToy's, Benson, MN**

Members Present: John Chattin, Jon Erickson, Carlton Nelson, Pete Peterson,  
Belinda Sanders, Ed Ulmaniec, Rob Wolfington

Staff Present: Susan M. Pirsig

Others Present: Ann Delgehausen

Chattin called the meeting to order at 7:05 a.m.

A new agenda was distributed.

**Minutes**

*On a motion by Ulmaniec, seconded by Peterson, the Board approved the minutes, of the September 21, 2006 Board meeting.*

**Financial Report**

Pirsig reviewed the financial statements for the RDA and the County RLF for September 2006. The RDA report was completed by Conway Deuth and Schmiesing.

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

**Loan Application and Update**

Pirsig updated the Board on the situation with Sheila Peterson and Brian Roggatz and the legal proceedings that the County Attorney's office has been working on for the RDA. Pirsig will continue to search for their places of employment as they are both now in the St. Cloud area and the Assistant County Attorney Harry Hohman felt we should attempt to garnish their wages.

**Executive Director's Report**

Pirsig reviewed her activities through October 6, 2006.

The Significant Correspondence File was not available at this meeting.

**Old Business**

Ann Delgehausen was introduced as the newest potential RDA Board member. Her appointment must be approved by the County Board.

*On a motion by Nelson, seconded by Peterson, the RDA Board approved recommending to the County Board that Ann Delgehausen be appointed to fill the remainder of Kyle Chase's term which expires in 2008.*

The Board discussed the agenda for the Retreat scheduled for Monday, October 16<sup>th</sup>. Pirsig informed the Board that she has met with Ben Winchester recently to frame the session and prepare for it. Board members were encouraged to respond to the questions Ben sent out last month in preparation for the Retreat.

Pirsig updated the Board on the activities of the Blue Ribbon Commission (BRC). They met recently with the County Board to give an update. Pirsig met with them and Ryan Krosch on October 9<sup>th</sup>. They will be contracting with the Upper Minnesota Valley Regional Development Commission (UMVRDC)

for facilitation services to be provided by Krosch. Pirsig is scheduled to meet with a sub committee of the BRC on October 23<sup>rd</sup> to give background information on the history and activities of economic development in Swift County.

### **New Business**

The Board once again considered Version 2 of the Proposed 2007 RDA Budget. Discussion ensued about the ability to amend the budget in the future as staffing and funding issues become clearer.

***On a motion by Wolfington, seconded by Sanders, the Board approved Version 2 of the 2007 RDA Budget.***

The Board reviewed Pirsig's letter of resignation. She has accepted a job with the City of Jackson as their Economic Development Coordinator. Her last official day at the Swift County RDA will be November 3, 2006.

***On a motion by Wolfington, seconded by Erickson, the Board accepted Pirsig's resignation effective November 3, 2006.***

The Board discussed having an exit financial review at the time Pirsig will leave the RDA. Sanders will ask that Conway Deuth and Schmiesing conduct the review.

With Pirsig's impending departure from the RDA, the Board discussed the need for interim staffing. It was agreed that the UMRDC would be able to provide part time staffing with Ryan Krosch. Sandi Rodahl could be asked to spend up to one day per week in the office handling mail, filing, providing information to Conway Deuth and Schmiesing for financial record keeping, State and Federal payroll related reporting, and check writing. Pirsig was asked to seek a proposal from the UMRDC for up to one day per week for up to six months and to check with Conway Deuth and Schmiesing on the cost of having them take over check writing, State and Federal payroll tax and unemployment reporting, and other related items. Long term staffing plans will be further discussed at and subsequent to the Board Retreat.

John Chattin will also be leaving the RDA Board officially on November 3<sup>rd</sup> for a job in Bemidji. He serves as Board President. The Board discussed the need to replace both he and Rob Wolfington who will leave the Board at the end of 2006 due to term limits. The Board will attend to elections at their November Board meeting.

### **Announcements**

The next meeting of the Board is scheduled for November 9, 2006 at 7:00 a.m. at DeToy's in Benson.

The RDA Board Retreat is scheduled for Monday, October 16, 2006 at 3:00 p.m. at the Benson City Council Chambers.

A coffee reception will be held by the County at the Commissioners' Meeting Room for both Chattin and Pirsig on November 3, 2006 from 3:00 to 4:30 p.m.

The meeting was adjourned at 8:10 a.m.

Prepared by:

---

Susan M. Pirsig