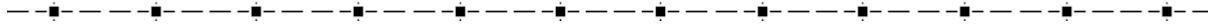


**Swift County GROW Board  
Special Meeting - December  
Thursday, December 12, 2019, @ 4:30 PM  
Swift County Courthouse, Benson, MN**

*"We are a public - private partnership organized to provide the opportunity for advancement of economic development for the citizens of Swift County and the surrounding area. To accomplish this mission, we will develop a positive attitude and image through leadership, education, coordination and technical assistance by effectively utilizing all available resources."*

**Tentative Agenda**

**Notes/Follow-Up**



**100 Call To Order**

**200 Agenda Changes**

**300 Consent Agenda**

4:30 301 Board Meeting Minutes – 10-3-19\*

**400 Decision Items**

**500 Discussion Items**

**600 Information Items**

4:35 601 GROW Building Small Cities Grant "Scope of Work"\*

**700 Adjournment**

**Next Regular Meeting: January 9<sup>th</sup>, 2020**

\*=enclosure #=handout

# Minutes

Regular meeting minutes of Swift County GROW  
Thursday, Oct. 3, 2019 @ 4:30pm at Swift County Courthouse, Benson

**Members Present:** Heidi Gandsey, Ed Pederson, Tom Walsh, Terri Barrett, Jon Panzer, Eric Carlson  
**Staff Present:** Jennifer Frost  
**Others Present:** **Vicki Syverson**

**100 Call to Order at 4:37 pm**

**200 Agenda Changes - None**

**300 Consent Items**

**301 Meeting Minutes 7-23-19**

MOTION made by Heidi to approve the meeting minutes, Tom seconded.

**302 Financial Report–** The 3rd quarter financials for GROW were reviewed. GROW The balance sheet for showed \$139,867.46 in total liabilities and equity on 9-30-2019 Profit & Loss showed a net ordinary income (loss) of 662.58 for the period of 7-1-2019 to 9-30-2019. Income and Expenses for the period 7-1-19 to 9-30-19 were \$839.80 and (\$177.22) respectively. MOTION to accept the financial reports made by Jon, second by Terri

**400 Decision Items - none**

**500 Discussion Items - none**

**600 Information Items-**

**601 GROW Building Small Cities Grant “Scope of Work” – Vicki Syverson –** Vicki provided an update on the scope of work and what was required to be completed for GROW to be able to utilize the Small Cities Development Program rehab grant. The County has given direction to seek bids to understand the total costs of possibly doing a long-term lease (at least 7 years) for the GROW building and moving Prairie 5 into it from their current location. Goal is to have bid packets out and returned by mid-November. Vicki answered questions about the work of the building committee and reiterated that the county had not decided to move Prairie 5 yet; they are still gathering information.

**602 GROW Executive Director Report**

A GROW – Prairie 5 update – Jen referred to the information Vicki presented and noted that utilizing the grant allows us to make investments in the building which helps

the downtown Benson area too, but that we cannot use the grant if we don't have a use for the building.

B GROW – Apartment Lease# - Jen informed the board that we have a new apartment tenant who signed a 1 year lease at \$450/month (\$100 increase), \$117 paint – she painted, coming expenses for replacement (new) fridge and stove. Possible electrical on heat to remove/disconnect old heat unit. It's cute and Jen has pictures if anyone is interested?

.

**700 Adjournment** - MOTION made 5:19 pm by Ed and Terri

**Next meeting Jan barring a special meeting**

<b>Benson Small Cities Program</b>					
<b>Estimated repairs for Lewis Drug Phase 1. September 23, 2019</b>					
<b>Carpentry:</b>		<b>Estimate:</b>			
Doors on north wall		\$ 2,450.00		\$ 4,660.00	\$ 7,465.00
Remove closet door		\$ 175.00		\$ 80.00	free
Keeping door, repairing sheet rock				\$ 200.00	
Ceiling tile		\$ 3,000.00		\$ 1,430.00	
Lowering ceiling - breakroom and back room				\$ 2,206.00	\$ 4,325.00
Aluminum railing		\$ 975.00		\$ 3,390.00	\$ 4,055.00
NW entry door		\$ 1,300.00	flip door	\$ 630.00	\$ 650.00
Dumpster and permit		\$ 350.00		\$ 300.00	\$ 250.00
<b>Total</b>		<b>\$ 8,250.00</b>		<b>\$ 12,896.00</b>	<b>\$ 16,745.00</b>
<b>HVAC &amp; Plumbing:</b>					
Central AC		\$ 4,800.00		\$ 4,400.00	\$ 7,630.00
Furnace		\$ 3,750.00		\$ 4,800.00	\$ 3,953.00
<b>Total</b>		<b>\$ 8,550.00</b>		<b>\$ 9,200.00</b>	<b>\$ 11,583.00</b>
<b>Electrical:</b>					
Exit signs		\$ 1,300.00		\$ 838.00	\$ 450.00
Basement light fixture		\$ 75.00		\$ 83.00	\$ 30.00
North wall fixture to junction		\$ 75.00		\$ 83.00	\$ 10.00
Smoke alarms/CO Detector				\$ 380.00	\$ 350.00
Extra outlets including sump		\$ 400.00		\$ 1,262.00	\$ 450.00
State Electrical Inspector					\$ 31.00
<b>Total</b>		<b>\$ 1,850.00</b>		<b>\$ 2,646.00</b>	<b>\$ 1,321.00</b>
<b>Plumbing</b>					
TPR valve		\$ 75.00		\$ 375.00	\$ 100.00
Toilet ring		\$ 125.00		\$ 350.00	\$ 180.00
Sump pump installed		\$ 1,000.00		\$ 1,500.00	\$ 900.00
<b>Total</b>		<b>\$ 1,200.00</b>		<b>\$ 2,225.00</b>	<b>\$ 1,180.00</b>
<b>Masonry</b>					
Lay new NW entry walk		\$ 1,800.00		\$ 2,500.00	
Accepted carpentry estimate		\$ 8,250.00		\$ 12,896.00	
Accepted HVAC		\$ 8,550.00		\$ 9,200.00	
Accepted electrical estimate		\$ 1,850.00		\$ 1,321.00	
Accepted plumbing		\$ 1,200.00		\$ 1,180.00	
Accepted masonry		\$ 1,800.00		\$ 2,500.00	
<b>Total accepted estimates</b>		<b>\$ 21,650.00</b>		<b>\$ 27,097.00</b>	
70% grant		\$ 15,155.00		\$ 16,449.00	SCDG
10% loan @ 1% interest		\$ 2,165.00		\$ 1,828.00	SCDG - loan (GROW)
Owner's share		\$ 4,330.00		\$ 8,820.00	GROW portion
Homeowners Acceptance signature: _____					
Date: _____					

powder coated aluminum railing

# Swift County RDA Board

Thursday, December 12, 2019 at 4:40 PM

Swift County RDA office – lower level Swift County Courthouse

*“Providing opportunities for economic and community development in Swift County”*

## Tentative Agenda

## Notes/Follow-Up

### 100 Call to Order

### 200 Agenda Changes

201

### 300 Consent Items 10 mins

4:41 1 301 Meeting Minutes 10-3-2019\*

### 400 Loan Report 5 mins

5:45 4 401 Loan Dashboard -YTD 2019\*

### 500 Decision Items

5:50 5 501 Job Description – time to update\*

502 County Policies – RDA Board statement to adopt county employment policies and that the RDA Board is designee authority of RDA Executive Director

### 600 Discussion Items

601 Board Meeting Schedule & 2020 Per Diems – Is the frequency and duration of board meetings sufficient? Is the per diem at \$50/meeting capped at \$300 sufficient?

602 Workplan 2020 – Meeting schedule – how often?

Goal: Meeting with stakeholders/partners

- a. What is your/our mission/goals?
- b. What are you/we working on?
- c. Is there anything we are sharing in common?
- d. What is an action step we can take together going forward?

Goal: Hold luncheon Annual Meeting in January 2021

### 700 Information Items 10 mins

5:10 701 Budget to Actual 2019 – CVEC Impact (\$20,000)

702 Executive Director's Report#

- **Housing Grants & Programs**
  - FHLB – expect to hear~ Dec. 18<sup>th</sup> \$479k
  - MHF RRDL- Submitted Nov. 19<sup>th</sup> \$500k
  - Kerk/DeGraff Small Cities
  - NACo Rural Impact County Cohort (RICC)
  - **Local Housing Trust Fund#**
- **“One Time Funds – Project Updates**
  - BBC – Conference & “Strut Your Stuff”

- BRE – January presentation with University of Minnesota, Extension – **Ryan Pesch**
- **Entrepreneur Assistance** & Jumpstart Kerk
- Fibrominn site/Biomass Conference – Benson to close on Dec. 18<sup>th</sup> (4 proposals)
- Gateway Signage – Connecting with Doug Anderson and possibly Shawn Finstrom

- 603 Board Boot Camp – update on GROW
- 604 Appleton Prison – update on Appleton
- 605 Housing list of rentals update - BBC
- 606 Demo Rehab Program – Rob’s Motel/Redevelopment Program Discussion



- 5:40 702 RDA Calendar/Significant Correspondence#
  - Jan 14-16 – RICC in St. Louis
  - Jan 31-Feb4 – Biomass Conference in Nashville
  - **January 9th - next RDA Meeting – will a lunch work?**
- 5:45 703 Announcements from Board Members

**600 Adjournment – estimated time 5:55 PM**

Key: \*=enclosure # =handout or presentation



## Draft Minutes

### Regular meeting minutes of Swift County RDA

Thursday, October 3, 2019 @ 4:55pm at Swift County Courthouse, Benson

**Members Present:** Heidi Gandsey, Ed Pederson, Tom Walsh, Jon Panzer, Eric Carlson, Terri Barrett

**Staff Present:** Jennifer Frost

**Others Present:** None

**100 Call to Order** - meeting called to order at 5:19 pm

**200 Agenda Changes** - none

### 300 Consent Items 10 mins

**301 Meeting Minutes 7-23-19** MOTION was made by Tom to approve the meeting minutes of the 7-23-19 meeting, Heidi seconded.

**302 RDA Q3 financials** - the 3rd quarter financials for the RDA were reviewed. The balance sheet for showed \$676,302.14 in total liabilities and equity on 9-30-19. Profit & Loss showed a net income (loss) of (\$13,491.07) for the period of 7-1-2019 to 9-30-19. Income and Expenses for the period 7-1-19 to 9-30-19 were \$1,710.12 and \$15,201.19 respectively.

MOTION made by Jon to approve the financial statements, second by Tom

### 400 Loan Report

**401 Loan Dashboard -2019 Q3** - Jen noted that the Appleton Hardware loan paid off and that Brink's Beer Joint will have paid off in October on its regular loan and ELF loan.

### 500 Decision Items

501 None

### 600 Discussion Items

#### 601 Board Member Plans for 2020 – Anyone leaving?

Jon Panzer will be up, so we need a representative from Appleton/District 1. Jen will talk to Gary Hendrickx and Jon recommended Chris Olsen from West-Con and he is also president of the Appleton Chamber

## 700 Information Items

### 701 Executive Director's Report - Jen presented a highlight of activities as follows since the board's last meeting:

- Housing Grants & Programs
  - FHLB – Federal Home Loan Bank – additional follow up questions on legal entity of RDA and HRA
  - MHF RRDL – Minnesota Housing Finance Rental Rehab Deferred Loan – Participated on a technical assistance call with Vicki and several members of Minnesota housing finance and a MHP Minnesota Housing Partnership Rep. CNA– waiting on appraisal – can secure up to \$500,000 – grant due November 20<sup>th</sup>.
  - Kerk & DeGraff Small Cities – opens city-wide November 29<sup>th</sup>. Slow moving... need to get the word out. Income limits start at \$42k for a family of 1. Jen asked that if members know a home owner who needs assistance – encourage them to call Vicki at the HRA.
  - NACo National Association of Counties – Rural Impact County Challenge RICC – Housing and Health Equity – Swift County was chosen as one of thirteen counties to participate in a year long learning cohort, which hopefully should help us get in front of new funding sources.
    - This will involve monthly virtual meetings utilizing Zoom and three in person workshops including the first next week in Lake Placid, NY. The 2<sup>nd</sup> in January – TBD (we offered to host, but advised the weather can suck), and in July at the NACo annual conference in Orlando. We hope to build a working team locally and Jen thinks this can build off some of the Blandin Leadership work we did and hope to bring some of the housing & intercultural folks together on the new team.
- One Time Funds – Project overview
  - BBC – Project updates – the money we have left and possible projects. Next “Strut Your Stuff” meeting in New Ulm in November so need to get a move on some like the campground reservations
  - BRE – Jen asked how the board members would feel about in I interviewing 5 businesses? Response was good, but members want training and Terri noted partnership with City EDAs. Given the amount of work we have in front of us, Jen would like to delay starting a BRE but we need to get one done in summer 2020 to help inform planning and will try to get U of M Extension into a board meeting early in 2020 to give a presentation.



- Gateway signage – talked to Scott – he will try to stop by Tuesday and get the paperwork signed by Doug
- Entrepreneur Assistance & Jumpstart Kerk – Windy’s Wellness moving forward. 5 new meetings since July. 4 Spanish speakers as first language.
- Biomass Conference – Plan to use VR at the conference. Demonstration next time.
- **Staff-** Jen discussed staff needs for BRE and in general. Interested in talking to Alma Conteras – writes for Kerk Banner and a MHS interpreter. Jen would like to see if she is interested in Community outreach. – Could help on BRE in summer. Something has got to give and right now it’s the RDA is not talking to businesses.

**702 RDA Calendar/Significant Correspondence** – Jen noted conferences and events she will be attending

**703 Announcements from Board Members** – CVEC report and how they are doing was provided by Tom and Heidi

**800 Adjournment** – MOTION to adjourn made by Tom, second by Terri at 6:18 pm

**Next Meeting Date:  
Nov or Dec**

11/30/2019

**Swift County Rural Development Finance Authority  
Available to Lend**

<b>Available to Lend RDA Fund</b>			
<b>Beginning Balance 12/31/18</b>			<b>\$20,638.90</b>
2019	Loans Disbursed		
	<b>Loan Prin</b>		<b>\$19,299.44</b>
	<b>Loan Int</b>		<b>\$3,374.18</b>
	Bank Int		170.58
218.50 Whistle Stop			
<b>11/30/2019</b>	<b>RDA RLF Funds Available</b>		<b>\$43,701.60</b>

<b>Available to Lend Swift County Fund</b>			
<b>Beginning Balance Dec. 31, 2018</b>		<b>Fed Funds</b>	<b>\$ 361,433.72</b>
2019	Loans Disbursed		
	<b>Loan Prin</b>		<b>\$91,987.68</b>
	<b>Loan Int</b>		<b>\$13,397.59</b>
	<b>Bank Interest</b>		<b>\$ 1,546.00</b>
<b>9/30/2019</b>	<b>Federal Funds Available</b>		<b>468,364.99</b>

<b>Available to Lend Energy Loan Fund</b>			
<b>Beginning Balance 12/31/18</b>			<b>\$ 2,703.00</b>
ELF Receivable	<b>Loan Prin</b>		<b>\$4,456.76</b>
\$1,737.54	Zosel's	\$91.46	\$1,006.06
\$1,919.96	Lee's	\$101.04	\$1,111.44
\$3,500.00	Sandstrom	\$125.00	\$1,375.00
\$0.00	Honebrink	\$107.14	\$964.26
\$0.00	Appleton Hardware Hank #2	\$33.33	\$333.50
<u>\$1,372.80</u>	Rittenour	<u>\$54.92</u>	\$0.00
\$8,530.30		\$512.89	
	<b>Bank Int</b>		<b>17.71</b>
2019	Grant Returned		5,830.63
<b>11/30/2019</b>	<b>Balance - No Funds Available to Lend</b>		<b>\$ 1,346.84</b>

<b>Available to Operate</b>			
<b>Beginning Balance 12/31/19</b>			<b>\$ 203,451.43</b>
Net Change YTD 2019			12,759.57
<b>11/30/2019</b>	<b>Balance</b>		<b>216,211.00</b>

includes restricted BBC funds



## Executive Director

Dept/Div: *Swift County Rural Development Finance Authority*

FLSA Status: *Exempt*

### General Definition of Work

Performs complex professional work developing and maintaining an on-going program of economic and community development for the County; manage the portfolio of the Swift County Loan Fund; promote the County, and related work as apparent or assigned. Work is performed under the general direction of the Rural Development Authority Board. Departmental supervision is exercised over all personnel within the department.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Essential Functions

Manages County and RDA revolving loan funds.

Manages the development of financial packages, site location and technical assistance services for business expansion, relocations and new start-ups.

Fosters the development of economic education and marketing programs to improve the public awareness and attitude regarding economic development activities and opportunities in Swift County.

Provides a technical assistance program aimed at helping existing or potential businesses develop or grow.

Supervises staff, prepares and maintains RDA and GROW budgets, monthly financials and pay bills.

Maintains an ongoing business expansion and retention program.

Acts as a resource for the distribution of data on the area for use in promoting economic development.

Works with development corporations, chambers of commerce, local units of government, and other organized structures in assisting businesses to locate, relocate or expand in the area.

Maintains knowledge of federal and state economic and community development laws, regulations and programs.

Maintains and updates website newsletters and communication pieces as needed.

Direct all activities of the RDA and Swift County Greater Rural Opportunities Working (GROW).

Reports RDA activities to the County Board, RDA Board and City Councils.

### Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; comprehensive knowledge of financial statements, financial projections for clients; thorough knowledge of survey analysis and reports; general knowledge of Wordpress, InDesign or other Adobe products; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

### Education and Experience

Bachelor's degree with coursework in economic development, urban/regional planning, business, finance or public administration, or related field and considerable experience, or equivalent combination of education and experience.

## Executive Director

Dept/Div: *Swift County Rural Development Finance Authority*

FLSA Status: *Exempt*

### Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### Special Requirements

EDFP Economic Development Finance Professional within 1 year

Basic Economic Development Coursework with 6 months

Valid driver's license in the State of Minnesota.

Last Revised: 10/12/2013