

Draft Minutes
Regular meeting minutes of Swift County RDA
Thursday, January 23, 2020 @ 4:00 pm
at Swift County Law Enforcement Center, Benson

Members Present: Ed Pederson, Rick Molenaar, Tom Walsh, Stephanie Heinzig, Terri Barrett, Kelsey Tollefson

Staff Present: Jennifer Frost

Others Present: Jon Buyck, Kelsey Baker, Ryan Pesch, Laura Ostlie, Reed Anfinson, Grant Herfindahl, Scott Nelson, John Bladwin, Dennis Laumeyer, Ryan Pesch

100 Call to Order - meeting called to order at 4:02

200 Information Items

201 Business Retention & Expansion 2020 – Ryan Pesch, Community educator with University of Minnesota, Extension presented information on the different forms of delivery of a community BR&E and why a community should engage with their businesses. Discussion ensued with some members and attendees interested in past studies and reports and if we could survey residents in addition to businesses. Jennifer agreed to send out past reports and studies to those in attendance and Ryan noted that this focus was on talking to businesses.

202 New RDA Board Member – Kelsey Tollefson joined us as the new District 1 representative from Appleton. Kelsey introduced herself to members.

300 Agenda Changes – Agenda Minutes should read 12-12-2019 not 10-3-2019

400 Consent Items – Tom made **MOTION** and Rick seconded to approve the consent items as follows:

401 Meeting Minutes 12-12-2019

402 Financial Statements 12-31-2019

403 Loan Report 12-31-2019

500 Decision Items

501 Annual Elections & Per Diems Jen presented language for the Board to approve it's per diem changes made at its 12-12-2019 meeting. "Be it Resolved that the Swift County RDA hereby affirms the per diem rate of \$59 for meetings to a max of \$600 per year and a mileage reimbursement fo 40.575 cents per mile (IRS established rate) for CY2020. Terri made **MOTION** and Stephanie seconded to approve this language.

The Board discussed electing officers and Jen offered that Brady may appreciate stepping down from President due to work demands. Stephanie suggested she and Terri just move up. Stephanie from Vice President to President and Terri from Secretary/Treasurer to Vice President. This left an open position of Secretary/Treasurer. Discussion ensued about the need for this position to be available to sign checks. Tom offered he is in Benson and available often.

MOTION made by Ed, seconded by Ed to elect Stephanie - President, Terri - Vice President and Tom - Secretary/Treasurer

Item #502 was inadvertently skipped.

600 Discussion Items

601 Executive Director's Report & 2020 Work Plan Status

Jen highlighted the 2020 workplan for our three-year planning and provided updates on projects/events since our last meeting including:

- Pete Peterson's attendance at a meeting with CNHi and the City of Benson. Discussion focused on housing quality/availability, workforce & training, space/facility needs.
- Rural Impact County Challenge (RICC) & opportunity to partner with the Housing Assistance Council (HAC) on project to acquire and rehab multi-family properties

700 Significant Correspondence & Calendar Items

- **Feb 1 – 4** International Biomass Conference – Nashville
- **Late March** Housing Event - locally hosted informational meeting on creating a Local Housing Trust Fund (LHTF) in Swift County - Benson

800 Adjournment – Ed **MOTIONED** to adjourn at 6:08pm, seconded by Rick.

Reopen Meeting to address #504 - MOTION by Stephanie to reopen meeting at 6:22, seconded by Tom.

502 Recommend County adopt Telecommuter Forward! - Jen presented information on the Telecommuter Forward! Program to the board and requested the board make recommendation to the Swift County Board to participate in the Telecommuter Forward! Program by submitting a completed resolution and application for Swift County identifying RDA staff as the single point of contact. **MOTION** made by Tom, seconded by Stephanie

Adjournment #2 MOTION by Ed to adjourn at 6:25pm, seconded by Kelsey.

Next Meeting Date:

Late March/Early April
Tentative: March 20th at 4:30pm