

Draft Minutes
Swift County RDA Board Meeting
Thursday, September 11, 2008 @ DeToy's Restaurant, Benson, MN

Members Present: Anne Delegehausen, Paul Kittelson, Ed Ulmlanec, Erick Rudnigen, Pete Peterson, Dorothy Rosemeier, Jason Heinecke and Belinda Sanders

Members Absent: Mike Defoe

Staff Present: Jennifer Gruis, Sandi Rodahl

Others Present: Reed Anfinson, Rob Wolfington, and Stan Simon

100 Agenda

Ed called the meeting to order at 7:08. No Agency changes were made.

200 Minutes

The **Minutes of the 7-10-08 RDA Board Meeting** were reviewed. **MOTION** by Pete seconded by Paul to approve the **Minutes of the 7-10-08 Board Meeting**. Motion carried.

300 Financial Reports

The board reviewed the financial statements for the first half of 2008 (January through June). A new Available to Lend and Available to Operate Report was generated to include the name of each loan applicant, their YTD principal and interest amounts and payoff amount of each loan. The Available to Lend balance as of August 31, 2008 is \$370,888.99. Belinda made a **MOTION** to approve the **January through June 2008 Financial Reports**, seconded by Eric.

400 Decision Items

401 The Swift County RDA has received a loan application from Specsyst. The RDA needs board members for the loan committee. A decision on the loan will be made at the October board meeting. Rob Wolfington stated Specsyst had applied for the JOBZ. Their application for JOBZ will be presented before the Benson City Councils meeting on Monday, September 15th. Rob did not foresee a problem and that it would probably be approved

402 Mark Steigel, Small Business Administration, is experiencing a slow down in loan application activities for the last half of summer.

500 Committee and Director's Reports

501 Executive Director's Report – Members were provided a copy of the Director's report for the previous month.

502 Key Industry Committee – Jennifer will send out the raft minutes of the meeting.

600 Discussion Items

601 Bioenergy Days Conference and Tour – A brief discussion was held on the upcoming September conference which will be held in Mankato. Jennifer will be representing the Swift County RDA, Teri Staton the Benson Chamber of Commerce and

Paul Kittelson the City of Benson. Jennifer briefed the board on the RDA's door prize package to be given away at the conference and the gloves with the RDA logo to be given to those who visit the booth.

602 Grant Writing Seminar - Kristen Batson, State of MN Office of Grants Management Director, will be conducting a grant writing class. The session will be approximately 1.5 hours in length.

603 Annual Retreat – Board members suggested a tour of a business as part of the retreat. Paul suggested to rotate the area or business to be toured each year so that the whole county would be covered. The retreat will be set up for late October.

700 Information Items

701 2009 Levy Request - The RDA tax levy, in the amount of \$77,000, was approved by the Swift County Commissioners at their regular board meeting on September 2nd.

702 Horizons – Jason attended the Horizon meeting in Appleton and felt that those in attendance were excited about the program.

703 Workforce Development Planning SW MN Presentation – Jennifer reviewed the information she received pertaining to Swift County.

704 Appleton EDA Director – Jason updated the Swift County RDA on the hiring process.

705 - e-newsletter - Jennifer reported on the new system and how it is working.

706 – Letter of Support to the KMS School district – Stan Simon discussed the State grant awarded to the KMS school district. He requested the Swift County RDA send a letter of support to the school board. MOTIONED made by Dorothy and Seconded by Belinda to present the letter of support.

707 Significant Correspondence/Calendar Items – The folder was distributed to the board members.

The next regular meeting of the Board will be held on Thursday, October 9th at 7:00 a.m. at DeToy's.