

Minutes
Regular meeting minutes of Swift County RDA
Tuesday, September 10, 2020 @ 12:00PM in the LEC and via ZOOM

Members Present: Ed Pederson, Eric Carlson, Terri Barrett, Kelsey Tollefson & Brady Olson – via Zoom, Tom Walsh - via phone
Staff Present: Jennifer Frost
Others Present: Michael and Kim Harkema

100 Call to Order - meeting called to order at 12:02 PM

200 Agenda Changes – we will do 401 first and 402 is not a decision item

400 Decision Items –

401 MH Woodworking Loan Request – The board reviewed the loan application and recommendation from the loan committee. Ed recapped some of the things the committee talked about with Mike and Kim. Terri made MOTION to approve the loan request for \$26,000 at 3% for 8 years with a blanket subordinate position on all equipment to mirror the bank. Ed seconded. Passed unanimously.

300 Consent Items

301 Meetings Minutes – Jen asked the board to review the meeting minutes ensuring their attendance was correctly recorded. No changes were necessary. Terri made a MOTION to approve the Meeting Minutes, Ed seconded.

402 CARES Grant Review – The board review each Swift County CARES Grant application and made decisions including no funding, partial funding, verification, and funding. RDA Staff was tasked with communicating with applicants and requesting more info as required. Expectations are that applicants will have a certain time period to reply with verification data and if they do not, their award is forfeit. This will be outlined in a grant agreement. Pam will provide updates to the Board and Kelsey until a new Executive Director is in place.

500 Information Items

501 Executive Director – Transition update - Key updates – CDS has financials and Kelsey will be available as interim Director

502 Stephanie Heinzig Resignation – Stephanie informed the Executive Director she intends to retire at the end of her term this December 2020.

600 Adjournment – Meeting adjourned at 12:29pm

Next Meeting Date: TBD