

**Swift County RDA Board**  
**Wednesday, October 14<sup>th</sup> at 12:00 PM**  
**LEC – Swift County Courthouse or **Zoom/Dial-in****  
**301 14<sup>th</sup> St N, Benson, MN**

*"Providing opportunities for economic and community development in Swift County"*

Join Zoom Meeting

<https://us02web.zoom.us/j/81741823896?pwd=b2srRW55ZEh1SEZKMlVxSHliVlp6UT09>

Meeting ID: 817 4182 3896

Passcode: 626610

One tap mobile

+13126266799,,81741823896#,,,,,0#,,626610# US (Chicago)

**Tentative Agenda**

**Notes/Follow-Up**

Tentative Agenda	Notes/Follow-Up
<p style="text-align: center;"><b>100 Call to Order</b></p> <p>12:01 <b>200 Agenda Changes</b> 201</p> <p><b>300 Consent Items</b> 10 mins</p> <p>12:02 1 <b>301 Meeting Minutes*</b> 9-10-2020</p> <p><b>400 Decision Items</b> 15 mins</p> <p>12:12 7 <b>401 CARES Funding for local governments</b> – Review \$5,000 Disbursements</p> <ol style="list-style-type: none"> <li>1. Payments in process</li> <li>2. Payments to be requested later this week</li> <li>3. Waiting for documents</li> <li>4. Review process for deciding on other Applicants</li> </ol> <p><b>402 Update Accounts</b></p> <p style="padding-left: 40px;">Consider approving and updating the names on the RDA and GROW accounts</p> <p>12:47 <b>500 Information Items</b> 10 mins <b>501 Transition Report</b></p> <p><b>700 Significant Correspondence/Calendar Items</b></p> <p>12:55 <b>800 Adjournment – estimated time 1:00 PM</b></p>	



Key: \*=enclosure # =handout or presentation



**Draft 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**

Thank you all for the fantastic farewell gift! You're the best Board in the County!!  
(everyone knows it too 😊) My replacement will be lucky to have you! ~ Jen

**CARES Funding - RDA  
as of 10-12-20**

Applicant	Requested Amount	Status of Application
1 Appleton VFW	5,000.00	submitted for payment
2 Benson Bakery	5,000.00	submitted for payment
3 Benson Bowler	5,000.00	submitted for payment
4 Creative Styles		On Hold
5 Demarce Theatre	5,000.00	submitted for payment
6 Ehrenbert Publishing	5,000.00	submitted for payment
7 Gabriel House	5,000.00	submitted for payment
8 Go Set Ready	5,000.00	submitted for payment
9 Hanny's Bar and Grill	5,000.00	submitted for payment
10 Headwaters		On Hold
11 JED-AIRE Aviation	5,000.00	submitted for payment
12 KSCR Radio (Headwaters)	5,000.00	submitted for payment
13 Monitor News	5,000.00	submitted for payment
14 Northern Geo	5,000.00	submitted for payment
15 Paddle Bar	5,000.00	submitted for payment
16 Riley Bus Service	5,000.00	submitted for payment
17 Rustad	5,000.00	submitted for payment
18 Sandy's Café	5,000.00	submitted for payment
19 Sewearable		On Hold
20 Shooters	5,000.00	submitted for payment
21 Snap Fitness	5,000.00	submitted for payment
22 Whistle Stop	5,000.00	submitted for payment
23 Zniewski	5,000.00	submitted for payment
24 Appleton Chamber of Commerce	5,000.00	submitted for payment
25 Benson Chamber of Commerce	5,000.00	submitted for payment
26 East Honebrink	5,000.00	submitted for payment
27 Brinks Beer Joint	5,000.00	submitted for payment
28 Country Floral	5,000.00	submitted for payment
29 Windy's Wellness	5,000.00	submitted for payment
30 Peg's Place	5,000.00	submitted for payment
31 Patrick's Pub	5,000.00	submitted for payment
32 Appleton Dental	5,000.00	submitted for payment
33 Sherrie's Café	5,000.00	submitted for payment
34 High Voltage Spa, Inc.		
35		

**\$ 150,000.00**

Next Funding - details should be on file but will RESEND today

APPROVED at \$5,000 - FUND

NO DO NOT FUND AT THIS TIME

## Board Presentation

<b>A. Subject</b>	<b>Date</b>	<b>Time</b>	<b>#</b>
Credit Card Information	10-14-20	15 mins	402

### **B. Reporter**

Kelsey Baker

### **C. Summary**

I would like the RDA Board to consider updating the names on the RDA and GROW accounts. The two accounts are listed below and will need to be updated. My recommendation is to delete all the names on the GROW account and add myself, until we have our new Executive Director's opinion of who's name should be on the account. I am requesting to be on the RDA account as well. The new Executive Director will be on both, but it would be my recommendation to hold off until November until she has started, then add her name to both accounts.

#### GROW:

Randy Simmonds

Amanda Ness

Terrance Yokom

#### RDA:

Brady Olson

Stephanie Heinzig

Teresa Barrett (Teri)

### **D. Fiscal Impact**

None

### **E. Recommendation/Request**

**Consider approving my recommendation to update the names on the RDA and GROW accounts.**

### **F. Prepared By**

Kelsey Baker