

**Martin County Economic Development Authority (MCEDA)**  
**January 9, 2012**  
**Board Meeting Room**

The meeting was called to order by President Pierce at 5:15 p.m. Board members present were: Grupe, Potter, Schmidtke, Baarts, and Schumann. Absent: Clark Other present were: Bryan Stading and Jon Herzog, Business Facilitators for Martin County and Scott Higgins, Coordinator.

Motion by Grupe, seconded by Baarts to approve the agenda with the following additions, Consider Southern Minnesota Busyness Summit. Carried unanimously.

Motion by Schmidtke, seconded by Potter to approve the minutes of the November 7, 2011 regular meeting of the EDA. Carried unanimously.

Stading and Herzog reviewed the monthly client report for November/December 2011 with a total of sixteen (16) client sessions for a total of 78.5 hours.

Clark arrived at 5:22pm.

Herzog gave a brief update on the ongoing Business Talk radio show on local radio station KSUM (Fairmont), informed the board of the ribbon cutting ceremony at the House of Hope.

Herzog informed the board that in the past year's the board has hosted business seminars and trainings and inquired if there were suggestions or preferences for future training sessions and how often. Herzog suggested that Quick Books training would be beneficial for most business needs. A successful seminar last year was "Business Planning in a Day."

Pierce stated that the need for Quick Books training. Schumann stated that training sessions be at least once a quarter throughout the year. After further discussion,

By consensus, the board allocated \$1,000 for four (4) training sessions for the year 2012.

Herzog gave an update on the revisions to the EDA website stating that LinkedIn has been made a part of the website.

Stading stated that Region 9 has sent out a survey to various agencies throughout the R9 area in order to receive input to be used to develop economic development strategies for the region.

Higgins stated that per the EDA By -Laws, election of Officers is done during the annual organizational meeting in January.

Motion by Grupe, seconded by Clark to nominate Pierce as board president. With no further nominations, was approved unanimously.

Pierce asked for nominations for board vice president.

Motion by Potter, seconded by Clark to nominate Grupe as board vice-president, with no further nominations, was approved unanimously.

Pierce asked for nominations for board secretary/treasurer.

Motion by Grupe, seconded by Baarts to nominate Clark as board secretary/treasurer, with no further nomination, was approved unanimously.

Higgins presented the professional services agreement between Martin County EDA and Minnesota State University for reimbursement for client services for FY12. The reimbursement is not to exceed \$59,850, effective July 1, 2011. After discussion,

Motion by Clark, to ratify and approve and authorize the board president to sign the Professional/Technical Services Contract between the Martin County EDA and the State of Minnesota State Colleges and Universities for reimbursement for consulting services for clients, and other eligible expenses, at the rate of \$45 per hour, in the amount of reimbursements not to exceed \$59, 850, effective July 1, 2011-June 30, 2012.

Higgins presented for board consideration the renewal of the consulting services agreement with the Riverbend Center for Entrepreneurial Facilitation (RCEF). Higgins stated the need to review the hourly rate and mileage reimbursements. The proposed change to the contract is to revise the hourly reimbursement from \$50 to \$45 per hour, to meet the terms of the service agreement with the MnSCU nor is mileage a reimbursable expense per the reimbursement services agreement. After discussion,

Motion by Grupe, to approve and authorize the board president to sign the revised consultation agreement between the Martin County EDA and the Riverbend Center for Entrepreneurial Facilitation (RCEF) for July 1, 2011-June 30, 2012, at an hourly reimbursement rate of \$45, and to approve payment of mileage at the IRS rate or rate set by the County Board of Commissioners. Carried unanimously.

Higgins presented listing of the dates, times, and locations of the regular monthly meetings of the EDA. Higgins stated that typically the board meets the first Monday of each month, unless otherwise set by the EDA Board.

Motion by Baarts, to approve the regular EDA monthly meetings on the first Monday of each month, starting at 5:15am in the County Board room, at the Martin County Courthouse, 201 Lake Avenue, Fairmont, MN 56031 Carried unanimously.

Higgins reviewed the Board per diems and reimbursement rate for mileage, stating that per diems are at \$30 for each meeting, not to exceed one per diem per day, and the

mileage reimbursement rate is typically follow the IRS rate, which is 55.5 cents per mile. Higgins further stated that meal reimbursements are not to exceed \$30 per day. meeting county based rate (IRS)

Motion by Baarts, Be It Resolved that the Martin County EDA hereby affirms the per the per diem rate of \$30 for meetings (not to exceed one per diem per day) and mileage reimbursement rate of 55.5 cents per mile (IRS established rate as set by the County Board) for CY2012; and meal reimbursements not to exceed \$30 per day (as established by the County Board) no alcohol and tips are allowed; and receipts are required for reimbursement. Carried unanimously.

Higgins presented the November 7, 2011-January 9, 2012 bills for payment.

Motion by Baarts, seconded by Schumann to approve payment of bills as presented for November 7, 2011-January 9, 2012 in the amount of \$6,035.67. Carried unanimously

The year to date financial reports were also presented and reviewed by the Board.

Higgins presented the final approved EDA Budget for CY2012 approved by the County Board.

By consensus the next meeting date will be held on Monday, February 13, 2012, starting at 5:15 p.m. at the Courthouse (Fairmont).

Motion by Potter, to approve and authorize per diems for board to attend the meetings of the Minnesota Association of Professional Economic Developers (MAPCED) and Region 9. Carried unanimously.

Stading reviewed with the Board the upcoming Southern Minnesota Business Summit stating that the summit is still in the planning stages and in the process of fundraising for the event.

Pierce reviewed the MAPCED Legislative platform, MCIT Coverage renewal letter, ACE event and recognized the EDA in receiving the 2011 MAPCED Economic Development Effort Award.

With no further business to wit, Pierce adjourned the meeting. The meeting adjourned at 6:25pm.

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Chris Pierce, President, MCEDA

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Attest: Jerry Clark, Secretary/Treasurer