

Martin County Economic Development Authority
March 3, 2008, 5:00pm
Commissioner Board Room

Called to order by Secretary/Treasurer Chris Pierce at 5:14pm. Those present were, Grupe, Clark, Schmidtke, and Boler. Others present were: Scott Higgins, County Coordinator, Jennifer Brookens, Sentinel Reporter, and Rex Oberhelman.

Motion by Clark, seconded by Grupe to approve the minutes of the February 11, 2008 minutes. Carried unanimously.

OLD BUSINESS

None

IGNITE

Commission reviewed the needs for the upcoming KSUM/KFMC Spring Expo booth to be held this weekend, March 7-9. Clark presented the need to place radio advertising and conduct live remotes for the IGNTIE program. Higgins provided a draft copy of the radio ad for the Spring Expo. The Commission reviewed the ad copy and by consensus approved the radio advertising and includes the two live remotes. Higgins stated that Bryan Stading, Business facilitator for IGNITE be part of the live remote on Friday.

Higgins reviewed the tentative schedule for the live remotes –one to be held approximately 4:00pm on Friday, the second to be held approximately 10am on Saturday. Higgins further stated that all promotional materials are in and there should be enough help to set up on Friday morning.

Higgins reviewed the DEED summary report –October 2007- January 2008 required by the grant and noted that in this time period there were five (5) contacts, five (5) businesses were stabilized, and two (2) assisted businesses were beyond the development stages and are going concerns at end of reporting period.

Higgins presented the DEED grant reimbursement Report for the Commission to review and approve. The reimbursement reporting period was from October 2007 through February 2008. The total reimbursement request from the grant is \$12,084.67.

Motion by Grupe, seconded by Schmidtke to approve and authorize the Board President to sign the reimbursement request for SPAP-07-0020-P-FY08 for reporting period of October 2007 through February 2008. in the amount of \$12,084.67. Carried unanimously.

Clark inquired of the fiscal year of the grant. Higgins stated the grant operates with the State Fiscal year (July –June) and would need to double check.

NEW BUSINESS

Discussion ensued on the committee structure of the EDA. Schmidtke stated that it would be best if the EDA did not have too many committees at this time and to keep the structure simple.

Clark concurred and stated that if required more could be added at a later time. Clark also suggested adding citizen members to the committees rather than just the EDA Board members. However each committee would have at least one EDA Board member on the committee.

By consensus it was determined to have at least three committees in place as follows:

1. Marketing/Communications Committee
2. Finance Committee- to have oversight on possible loan/business incentive programs
3. EDA Liaison to Other Economic Development Agencies

Discussion ensued on the need for the Commission to undergo a strategic planning session to establish a strategic plan and establish priority goals and objectives.

Boler stated that completing a strategic plan would be helpful in obtaining future grants for the EDA-many organizations typically require such information.

Higgins will follow up with Stading and University of Minnesota Extension on possible facilitators for the strategic planning process and report back at next meeting.

Higgins presented the newly established Special Fund-Economic Development Fund-Account 08-651 including accounts for the IGNITE program for CY2008 (which was approved by the County Board March 4, 2008). The total budget revenues are \$98,000 (IGNITE grant \$49,000 and grant match of \$49,000). The total budget expenditures are \$129,660 (which includes IGNITE program).

Motion by Grupe, seconded by Schmidtke to approve the newly established CY2008 Economic Development Fund for the Martin County Economic Development Authority-Special Funds 08-651, total Revenues of \$98,000 and total Expenditures of \$129,660. Carried unanimously.

Higgins presented the invoices to be paid for the month of February as follows: Sentinel \$85.00, Ad/Pros \$559.91, Ad/Pros \$1,171.54 for approval, total \$1,816.45. After discussion,

Motion by Clark, seconded by Schmidtke to approve the invoices for payment in February as follows Sentinel \$85.00, Ad/Pros \$559.91, Ad/Pros \$1,171.54 for approval, total \$1,816.45. Carried unanimously.

Higgins presented quotes for pop-up displays to be used for trade shows, fairs for the EDA. A number of quotes were received for table top and self standing pop-up display models-8ft and 10ft displays. Additionally quotes were received for table top covers to include the IGNITE logo for trade show booth displays. After discussion, consensus of the Board was to look at such display pieces at the upcoming Spring Expo and consider at the next meeting.

By consensus of Commission, next meeting was set for Monday, April 7, 2008 at 5:00 pm Board Room of Martin County Courthouse.

With no further business to wit, motion by Clark, seconded by Grupe to adjourn. Carried unanimously.

Meeting adjourned at 6:22 P.M.

Lawrence Sukalski, MCEDA Chair

ATTEST: Chris Pierce, Secretary/Treasurer