

Martin County Economic Development Authority (MCEDA)
May 7, 2012
Board Meeting Room

The meeting was called to order by Pierce at 5:17 p.m. Board members present were: Baarts, Belgard, Schmidtke, Grupe, and Schumann. Absent: Clark. Others present were: Bryan Stading Business Facilitators for Martin County and Scott Higgins, Coordinator.

Motion by Grupe, seconded by Baarts to approve the agenda as presented. Carried unanimously.

Motion by Schmidtke, seconded by Belgard to approve the minutes of the April 2, 2012 regular meeting of the EDA, with one correction-Schmidtke was not present. Carried unanimously.

Stading reviewed the monthly client report for the month of April 2012 with a total of ten (10) client sessions for a total of 28.25 hours. It was noted that the report showed 26.25 hours and was corrected.

Stading gave a brief report on the Business Planning for a Day seminar sponsored by the EDA on April 26, 2012. There were sixteen (16) who attended the seminar, which is considered a full class. There were participants from Waseca, New Ulm and Fairmont. The Southern Minnesota Initiative Foundation provided the training manuals to the class participants. Evaluation from the class participants will be forwarded to the county, along with the registration fees.

Stading stated that the EDA radio program with KFMC/KSUM continues to be an integral marketing program for the EDA.

Pierce on behalf of the board his appreciation for the hard work that Mr. Jon Herzog had done for the Martin County EDA and wished him success in his new position. Discussion ensued regarding replacement of Mr. Herzog and staffing for the EDA.

Stading reviewed the staffing level for RCEF stating that that the need is for support staff and have an individual that will assist in the administrative work (i.e. reporting, responsible for data entry into Webcats). Additionally, looking to bring on more independent contractors with experience in for consultant services in areas of legal, accounting, marketing, etc. Stading further stated that we are looking to bring on an intern, similar to the way Mr. Herzog started with RCEF. We have a potential prospect from Fairmont. We are looking for persons who have the utmost maturity.

Pierce stated that he would be in favor of having a local person to serve.

Belgard concurred.

Pierce asked whether this would be a paid internship.

Stading stated that the position would be paid internship. We are looking at the \$9-12/hour range. It would be advantageous if we were able to bring on three or four, with different skill sets.

Pierce stated his concern to make sure we stay within the budget. Pierce inquired if Stading would conduct the business facilitation for Martin County and the intern would assist.

Stading stated yes, this is the way I have done it in the past.

It was asked what would be a typical hourly rate for an independent contractor. Stading replied approximately \$25-30/hour range.

Pierce suggested that a committee be set up to meet and review staffing and to provide a recommendation at the next board meeting. Pierce asked the board provide ideas on what they would like to see in the staffing for the EDA.

Belgard inquired the range of services, including interns, independent contractors, etc. and whether these would include local people.

Stading stated that his preference would be to hire local individuals for the independent contractor positions.

Schmidtke stated that it may be time to consider full time staff for the EDA, further stating that the EDA has been in existence for a number of years and that it may be time.

Grupe stated that having a staff member, may prevent the revolving door in staffing.

Stading stated that there are certain skills sets needed and have prided ourselves on the quality of work we provide to clients. Stading stated that we make every effort in staying within budget. The biggest challenge is identifying and contracting with local individuals with the skill sets needed to serve clients. Stading stated that the biggest asset would be able to have a pool of independent contractors with the various skill sets that we can access when needed.

The board reviewed the internship job description to get an idea of what is expected.

Stading stated that the biggest skill sets needed is someone with marketing background, a business attorney would be the second most needed.

Schmidtke stated the need to have staff to bring in businesses and conduct business visits.

Schumann stated concern for hiring one staff person.

Pierce suggested that in reviewing the EDA strategic plan would assist in determining the staffing needed.

Higgins provided information stating that the Martin County Leadership Institute program has completed a second year and is in the process of recruiting next year's class. The tuition for class is \$650 for the year. In the past, the EDA has provided at least two scholarships. After discussion,

Motion by Grupe, seconded by Schumann, Be It Resolved that the Martin County EDA approves two scholarships in the amount of \$650, for a Martin County resident to participate in the Martin County Leadership Institute Program for 2012-2013. Carried unanimously.

Higgins presented the CY2013 preliminary budget request forms, stating that the preliminary budget request are due June 8, 2012, further stating that the overall preliminary budget would be presented to the County Board in early August, and suggested that the executive officers meet to prepare the CY2013 budget request. Pierce will lead the budget preparation.

Higgins presented the February 14, 2012-April 2, 2012 and the April 3, 2012-May 2, 2012 bills for payment.

Motion by Belgard, seconded by Schumann to ratify and approve payment of bills as presented for February 14, 2012-April 2, 2012 and the April 3, 2012-May 2, 2012 the amount of \$10, 316.48 and \$5,215.24 respectively. Carried unanimously

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

Higgins reviewed reports/information included in the board packets with the board. Also of note, is the Area Career Exploration Resource Guide held on April 11, 2012 at the Fairmont High School.

By consensus the next meeting date will be held on Monday, June 4, 2012, starting at 5:15 p.m. at the Courthouse (Fairmont).

With no further business to wit, Motion by Belgard, seconded by Schumann to adjourn the meeting. Carried unanimously. The meeting adjourned at 6:37 pm.

Chris Pierce, President, MCEDA

Attest: Jerry Clark, Secretary/Treasurer