

**Martin County Economic Development Authority (MCEDA)**  
**June 4, 2012**  
**Board Meeting Room**

The meeting was called to order by Pierce at 5:15 p.m. Board members present were: Baarts, Clark, Belgard, Schmidtke, Grupe, and Schumann. Others present were: Bryan Stading Business Facilitators for Martin County and Scott Higgins, Coordinator, Jessica Korte, Accountant, Martin County Auditor/Treasurer, and Lori Broghammer, ITC Area Manager.

Motion by Grupe, seconded by Schumann, to approve the agenda with the following additions- Presentation from ITC and Review of Financial Report Format. Carried unanimously.

Motion by Belgard, seconded by Baarts to approve the minutes of the May 7, 2012 regular meeting of the EDA as presented. Carried unanimously.

Korte reviewed various sample financial reports with the board and which would best serve the Board's needs. After discussion, Korte will provide the necessary reports each month to the board.

Broghammer presented project information for installation of electrical transmission lines through Martin County. The transmission lines originate in Lakefield, MN to Winnebago, MN, and south to Algona, Ia. The project route is in the planning stages. ITC will need to go through a permitting process with the Minnesota Public Utilities Commission, as well as local approvals and permits prior to construction. ITC is working toward a 2015-2016 for segments of the project depending on their locations. Broghammer stated the need to inform the EDA.

Pierce thanked Broghammer for the report.

Stading reviewed the monthly client report for the month of May 2012 with a total of six (6) client sessions for a total of 19 hours.

Stading stated that the next business seminar is being planned. Stading stated that we should expect to receive funding through the Small Business Development Center-Mankato similar to this year's funding. Stading reminded the board the recording of this month's radio program and if the board has some ideas for the program to let us know.

Higgins and Stading reviewed the results of the staffing needs for MCEDA. Pierce had met with Higgins and Stading and recommended to continue the model using independent contractors, based on the past success and value it brings to the economic development standpoint and consideration of budget constraints; and to develop a list of local individuals who have the expertise and skills to work with clients. The EDA will work with RCEF in recruiting the independent contractors; and RCEF will continue to

recruit interns and assign projects as needed; and the County Coordinator's Office will continue to prepare the agendas, minutes, and coordination of the business facilitation referrals and working with RCEF, assist in planning of business seminars, take general calls for the EDA, coordinate events (i.e. ACE, County Fair booth, etc.); and attend meetings on behalf of the EDA; preparation of invoice and other reporting needs. By consensus, the board approved the recommendations as presented.

Higgins presented the scholarship application from Val Jepsen, Martin County Family Network Coordinator for the 2012-2013 Martin County Leadership Institute program. 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 one scholarship in the amount of \$650 to Valerie Jepsen to participate in the Martin County Leadership Institute Program for 2012-2013. Carried unanimously.

Higgins presented the May 8, 2012-June 4, 2012 bills for payment.

Motion by Grupe, seconded by Schumann to ratify and approve payment of bills as presented for May 8, 2012-June 4, 2012 in the amount of \$570.81. 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, which included information from Region 9 regarding survey of housing incentives, agenda for the June 15, 2012 MAPCED quarterly meeting, and the survey results by participants of the Business Plan in a Day seminar (hosted by MCEDA) held recently.

By consensus the next meeting date will be held on Monday, August 6, 2012, starting at 5:15 p.m. at the Courthouse (Fairmont).

With no further business to wit, Motion by Baarts, seconded by Clark to adjourn the meeting. Carried unanimously. The meeting adjourned at 6:27 pm.

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Chris Pierce, President, MCEDA

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Attest: Jerry Clark, Secretary/Treasurer