

**Martin County Economic Development Authority (MCEDA)**  
**December 12, 2016**  
**Martin County Courthouse, Fairmont, MN**

The meeting was called to order by Randy Grupe at 5:16 p.m. Board members present were: Jerry Clark, Elliot Belgard, Larry Baarts, Brent Schultze and Dan Schmidtke. Absent: Chris Pierce. Others present were Scott Higgins, County Coordinator, Bryan Stading, RCEF/Consultant, Robin Weis, PACE Program Administrator/Southwest Regional Development Commission, Stephanie Busiahn, Fairmont CVB and Lee Smith, Sentinel.

Motion by Belgard, seconded by Schultze to add the discussion on Board Membership to the RCEF and to approve the agenda as presented. Carried unanimously.

Motion by Clark, seconded by Baarts to approve the board minutes of October 3, 2016 and the November 7, 2016 board minutes as presented. Carried unanimously.

Weis presented and reviewed the Property Assessed Clean Energy (PACE) program. The program serves as a financing tool to assist property owners and businesses with increasing energy efficiency in their homes and businesses. PACE is available to member counties of the Rural Minnesota Energy Board, which includes Martin County. The loan amounts range from \$5,000-\$100,000, with interest rate as low as 4%. (to be determined by loan Committee) and pay for 100% of the project. Weis stated that she is asking for help from the EDA to help promote the PACE program. The program is available for commercial, industrial, non-profit and/or agriculture property owners. An energy audit must be done by a pre-approved energy auditor. This is a good opportunity for business and business startups to upgrade energy efficiency.

The Board thanked Weis for her presentation.

Busiahn presented an update on the projects and activities of the Fairmont Convention and Visitors Bureau (CVB), stating we have been working with the EDA to help achieve their strategic plan in promoting tourism in the county. The CVB continues it willing to work with the EDA.

Clark inquired of the CVB's balance sheet.

Busiahn responded that the CVB does budget for reserves and adjust the budget as we go.

Grupe inquired when the renewal for the CVB allocation would take place. Higgins responded that the CVB allocation will be consider by the Board after January 1, 2017.

Busiahn stated that the CVB Board has extended an invite an EDA board member to be a member of the CVB and would encourage a representative from the EDA board. The CVB meets the fourth Wednesday of each month.

By consensus of the Board is to allow member to represent the EDA on the CVB board.

The board thanked Busiahn for her CVB update.

Stading reviewed the monthly business consultation report for November 2016 with 19 business facilitation sessions totaling 45 hours.

Stading stated that the RCEF Board is looking to add a board seat for the EDA. The RCEF board meets over the noon hour.

Schmidtke stated the difficulty for him to meet during the noon hour.

Clark stated his interest in serving on the RCEF Board, depending on what the EDA board does on term limits.

Motion by Clark, seconded by Schmidtke to approve membership to the RCEF board; and to authorize per diems and expenses for RCEF meetings and other related business matters. Carried unanimously.

Higgins gave a brief update on the Border to Border grant stating that the county has submitted a broadband grant request in the amount of \$1, 757, 323, which is approximately 50% of the total project of \$3,514,646. Due to some needed changes to the project, the project amount has been revised to \$3,355,646, for the grant request amount of \$1, 677,823. Higgins further stated that there were a total of 62 grant request for a total amount of approximately \$55 million. It is expected that the grant awards will be announced before the end of the year.

Higgins reviewed the board membership and those members, whose terms expire as of December 31, 2016, stating that Jerry Clark has served the term limit as established by the EDA's Bylaws for that allows members to serve 3 consecutive terms, which are three year terms.

Clark stated that he would be willing to continue to serve.

Schmidtke stated that the bylaws as established should be followed. The term limits allow for change and allowing others to serve.

Schultze stated his support to keep the by-laws as it is written.

Schultze further stated that the Board may want to take a look at adding a board member and allow these potential members to run a trial period for up to a year to determine their interest in the EDA.

Clark stated that it is important to have an individual on the board with a strong business background in order to understand the financials and how businesses work.

Board members concurred.

Grupe stated for the record, of the sincere thanks to Jerry Clark for his years as service to the EDA for the past 10 years and that Mr. Clark was a true asset to the board.

Board members stated their appreciation to Mr. Clark, stating he will be a missed asset to the board.

Higgins presented the bills to be paid for December 2016.

Motion by Belgard, seconded by Baarts to ratify and approve the bills from November 8, 2016-December 12, 2016 in the amount of \$10,090.25. Carried unanimously.

The Board reviewed the monthly CY2016 YTD Financial Statements for November 2016 and monthly activity report. The fund balance as of end of November 2016 is \$253,250.68.

The Board reviewed the following information included in the informational section of the board packets are as follows: MCIT dividend payments for 2016 letter; Fairmont Convention Visitors Bureau (CVB) minutes for November 2016; copy of the EDA by Laws.

The next board meeting is scheduled for Monday, January 9, 2017 at 5:15pm, Martin County Courthouse (Fairmont, MN).

With no further business to wit,

Motion by Belgard, seconded by Clark to adjourn. Carried unanimously.

Meeting adjourned at 5:47pm.

---

Chris Pierce, Board President

---

Attest: Brent Schultze, Secretary/Treasurer