

**Board Minutes of the
Martin County EDA
June 6, 2022**

The regular meeting of the Martin County Economic Development Authority was called to order by Brent Schultze at 5:17 pm. Those present were: Wes Anderson, Steve Fosness, Tim Terfehr and Elliot Belgard. Absent: Steve Fosness, Elizabeth Miller and Richard Koons. Also, present Alex Young-Williams, Minnesota Lead Fellow, Haley Luther, Admfg. Ron Zeigler, CEO CEDA, Scott Higgins, County Coordinator, and Bryan Stading, RCEF(consultant).

Motion by Belgard, seconded by Anderson, to approve the agenda with the following revisions, delete 3.1 Approve Minutes of the Regular Meeting for May 2, 2022 and 4.1 Final Review of 2021 EDA Annual Report and to Add the following items- Review of DEED Grant Report and Presentation by the Carlson Group for Proposed Development in the City of Fairmont. Carried unanimously.

There were no minutes to approve.

The Board received an update from Alex Young- Williams, Lead Minnesota Fellow requested funding for the Lead Minnesota Fellow Program. As part of the funding, the Fellow program would be able to continue to assist the county in its countywide efforts for planning for better accessibility to faster and reliable broadband to the business and citizens of the county. It is projected that the amount of time to work on countywide broadband issues would be approximately 10 hours/week.

Young Williams provided summary sheet and informed the Board that his term is coming to an end with the 1590 Group at the end of July 2022. Young-Williams further stated that Celia Simpson will be taking his place in August 2022. Young-Williams presented a request for a financial contribution to the Program in the amount of \$5,000 for one year.

Terfehr stated that with upcoming contract with the CEDA, it may be that the work be continued with the consultant.

There was additional discussion that the if contract is approved with CEDA that this may be one of the functions CEDA would take on for the EDA.

Motion by Terfehr, seconded by Belgard to table the request for \$5,000 financial contribution for the MN Lead Fellow Program to the next meeting. Carried unanimously.

Higgins stated that the Board has received three additional proposals website development proposals, which may include proposal for digital marketing of the EDA. Proposals were requested from received from Admfg, Sharibly Web Design and Brettworks. Only Admfg and Sharibly Web Design sent proposals. At a previous meeting, the Board was presented a proposal from Lime Valley.

Luther was present and reviewed their Website development proposal with the board, stating that the proposal was put together based on the existing EDA website. Luther also stated that Admfg can put together a proposal for a digital marketing campaign for the EDA. The base price for design of the website is \$4,500, hosting is required by Admfg at a cost of \$360/yr., the domain name would be \$20/yr.

After further discussion the Board thanked Luther and stated they would be reviewing the proposals for consideration at a later date.

Zeigler, CEDA was present and reviewed the proposed contract for professional services for the EDA, stating that we will include a scope of work the EDA wishes for our consultant to do, the number of hours the EDA wishes us to provide consulting hours, etc. Once we know these items, we can finalize the service agreement. Zeigler noted they currently have a service contract with the City of Fairmont.

Terfehr suggested that we bring on a consultant for five days a week (40 hours/week)

Belgard stated the need to provide service to the cities in the county.

Terfehr inquired if Bryan would be the consultant assigned to Martin County assuming he is hired by CEDA.

Zeigler stated you will see him from time to time.

Terfehr inquired whether or not CEDA would bring on the consultant the RCEF uses for services.

Zeigler stated this is one of the issues we have yet to work through and will be meeting with them soon to discuss it.

Anderson inquired if the consultants were paid on hourly basis or salaried.

Zeigler responded all consultants are paid on salary basis.

Anderson inquired if there was an additional cost to pay mileage to the consultants.

Zeigler stated that this is included in the fees.

After further discussion,

Motion by Terfehr, seconded by Schultze to recommended to the County Board to hire engage in a service agreement with CEDA to provide economic and business consultation services to the Martin County EDA at five (5) days a week, averaging 40 hours per week. Carried unanimously.

Jamie Winegard, Sharibly Web Design joined the meeting via Webex and reviewed for website development for the EDA, reviewing the web design process, stating that the full site cost estimate (based on the content of the existing EDA website) would be \$621.99 down and monthly ongoing cost of \$160.50/month. Additionally, the new website would include SEO- Search Engine Optimization. A blog page can be included at additional cost.

After further discussion, the Board thanked Winegard for her presentation and will consider action on website development at a later date.

The Carlson Group presented concept Site plan of the proposed development in Fairmont and will be presenting it to the City of Fairmont Planning Commission and stated their issues and concerns in working with the City to extend Margaret Street into the proposed development. Stading will plan to attend the City Planning Commission meeting.

Stading reviewed the May 2022 monthly client report, which included eight (8) client sessions and the needs and next steps for each client. Stading reviewed the proposed campground north part of Fairmont.

Stading presented the draft final grant report for the DEED grant (RCEF) SPAP-19-0017-P—FY20.

Higgins presented the bills to be paid for May 2, 2022- June 6, 2022 in the amount of \$385.82.

Motion by Belgard, seconded by Terfehr to approve and ratify the bills for May 3, 2022-June 6, 2022 in the amount of \$385.82. Carried unanimously.

Higgins reviewed the EDA monthly financial report for May 2022

Higgins reviewed the letter receive from Focus on Fairmont (1590 Project) for donation to purchase flower planters to be placed on Downtown Plaza and hanging flower baskets along Blue Earth Ave; and request for the SBDCf or financial contribution of \$2,000 to support the SBCD.

The Board discussed continuing the EDA’s Community Outreach program, which includes visiting each of the towns in the county on the services the EDA can provide to cities. No action taken.

With no further business to wit,

Motion by Belgard, seconded by Anderson to adjourn the meeting. Carried unanimously.

The Meeting was adjourned at 7:31 pm.

Brent Schultze, Board President

Tim Terfehr, Board Secretary/Treasurer