

**Board Minutes of the
Martin County EDA
June 1, 2020**

The meeting was called order by Brent Schultze, at 5:15pm. The meeting was set up for videoconferencing due to the covid19 pandemic. Those present were Steve Fosness, Wes Anderson, Tim Terfehr; those joining by videoconferencing were Elliot Belgard, Larry Baarts, and Bryan Stading (RCEF). Absent: Richard Koons. Also present were Linsey, Pruess, Coordinator FEDA and Cathy Reynolds, Administrator City of Fairmont.

Motion by Fosness, seconded by Anderson to approve the agenda with the additions as follows, Introduction of the new Fairmont City Administrator and Discussion on CARES Act. Roll call vote. All Ayes. Carried unanimously

Motion by Terfehr, seconded by Anderson to approve the minutes of the February 3, 2020 regular EDA meeting with correction to revise motion for approval of minutes to due to Fosness being absent, and to approve the March 2, 2020 regular EDA board minutes. Roll call vote. All Ayes. Carried unanimously.

Pruess introduced the City of Fairmont new City Administrator-Cathy Reynolds. Cathy gave a brief introduction of herself. The Board welcomed Cathy to Martin County and looked forward to working with her in the future.

Pruess presented information on the funding available through the CARES Act. The CARES Act was funded \$1.5 billion. The U.S. Department of Commerce- Economic Development Administration (EDA) program received funding through the CARES Act for local units of governments to provide loans to businesses who were negatively affected by the Covid19 pandemic. This funding can be used for establishing a revolving loan fund. The loans potentially pay between 50% to 80% reimbursement, but can go to 100% reimbursement. The interest rate is to be established at 4%. The interest loans can be interest free, but you cannot be forgiven.

Fosness inquired what is the approximate amount that can be applied to establish a revolving loan fund.

Pruess stated that FEDA has established a \$600,000. The Board can determine how they wish to set up the criteria for the revolving loan fund (within the guidelines of the grant program). The period of the grant is for two years. The loan reimbursements can be loaned out to other businesses.

There was discussion on proceeding with application for the Revolving Loan funds through the CARES Act.

Motion by Fosness, seconded by Terfehr Be It Resolved that the Martin County Board of Commissioner, hereby approve to submit a grant application U.S. Department of Commerce-

Economic Development Administration (EDA)-Economic Adjustment Assistance (EAA). Revolving Loan Fund (RLF) Program for the establishment of Revolving Loan fund program, within the guidelines of the grant program. Roll Call vote. All Ayes. Carried unanimously.

Higgins stated that Jason Subbert, Board Member of Martin County Area Foundation (MCAF) was not able to attend the meeting today. Higgins stated MCAF's fundraising campaign to provide grants to those various sectors in the county negatively affected by the Covid19 pandemic. Unofficially, MCAF determined that 40% of the funds raised would go helping local businesses. The anticipated funds to be granted to the Martin County EDA is approximately \$13,600. MCAF determined that the Martin County EDA would disburse the funds at its discretion to those businesses and business related service. It is anticipated that the grant funds will be disbursed to the EDA in approximately three weeks. Once the funds are expended the MCAF board would like to receive a report on how the funds were disbursed.

Discussion ensued on how the funds would be disbursed to those businesses negatively affected by Covid19 pandemic. Pruess suggested that the EDA could provide disbursement of the MCAF funds in one thousand dollar grants for businesses affected by the Covid19.

Motion by Belgard, seconded by Baarts, Be It Resolved that the Martin County EDA, hereby approve the development of the a grant application for the disbursement of grant funds, received from the Martin County Area Foundation (MCAF), for which local businesses and other business service entities, whereas their businesses were negatively impacted by the Covid19 pandemic; and to advertise the application and the availability of the funding to the local businesses. Roll call vote. All Ayes. Carried unanimously.

Stading stated that in the last three months they have assisted a number of businesses affected negatively by Covid19 with SBA and DEED loan programs. Stading reviewed client report for March 2020, stating that total eight (8) client session hours for a total of 25.75 hour. The April, the month was spent with Covid loans, with thirteen (13) client sessions, no time recorded. The May report, had 16 client sessions working with local businesses for Covid loan programs, no time recorded.

Stading reported the over the last three months, RCEF has been following up with approximately 250 past clients to see gather information how these businesses have been progressing and to update our files.

Stading also informed the board that RCEF is need to upgrade of their computer equipment and will be purchasing two laptops. Three quotes were received. It is recommended to purchase the laptops and other required accessories needed from Brettworks tech. (Mankato) in the amount of \$3,436.00. The expense for the purchase of the laptops will be paid for by the DEED grant.

After discussion,

Stading reviewed the draft letter addressed to Region 9 Counties about RCEF and the free and confidential program business consulting services to small businesses in the Region 9 area. The letter informs the counties that DEED grant funds received to deliver business services to counties in Region 9.

Fosness informed the Board of the upcoming Cobra Helicopter Veterans Memorial Dedication scheduled for August 1, 2020. Martin County owns the helicopter and the Martin County Veterans Memorial. It is being requested that the EDA provide funds to promote the upcoming dedication ceremony. It is suggested that Bryan be engaged in the promotion via use of social media, similar to the promotion of the China House Restaurant.

After further discussion,

Motion by Terfehr, seconded by Schultze, Be it Resolved that the Martin County EDA, hereby approves promoting/marketing of the Martin County Cobra helicopter dedication at the Martin County Veterans Memorial, scheduled for August 1, 2020, in the amount of \$3,500 to be used for social media marketing of the upcoming Dedication. Roll call vote. All Ayes, Carried unanimously.

Higgins presented and reviewed the CY2021 Preliminary Department Budget request packets. Higgins state that the preliminary budget request is due June 15, 2020. It is anticipated that the CY2021 Preliminary budget will be presented to the County Board during their first meeting in August. The Board will be looking to establish a preliminary county levy by the end of September. Higgins suggested that the Board officers meet to put together the CY2021 Preliminary Budget request for the EDA and present their recommendation to the EDA board. The Board concurred.

Higgins presented the bills to ratified and paid from

Higgins presented and reviewed the bills for approval and ratification for March 3, 2020-June 1, 2020 in the amount of \$48,852.95.

Motion by Fosness, seconded by Anderson to approve and ratify the bills for March 3, 2020-June 1, 2020 in the amount of \$48,852.95. Roll call vote. All Ayes. Carried unanimously.

The Board reviewed the March 2020– April 2020 Year to date financial reports, with a listed March 2020 EDA fund balance of \$277,531.51 and listed April 2020 EDA fund balance of \$269,633.89.

Discussion ensued on the budget related to the DEED grant.

Terfehr inquired of a salary adjustment and benefits for Bryan.

Stading responded that a salary increase was approved in April and at this time the RCEF board is working to address retirement benefits.

There was discussion that such expenses were included in the DEED Grant Budget. The effective date of the grant was December (2019) and it would fit that such salary and benefit would start at that time.

After further discussion,

Motion by Fosness, seconded by Terfehr, Be It Resolved that the Martin County EDA upon receiving an update on the status of the DEED grant Between DEED and Martin County; and that part of the purpose of the grant was to provide benefits and necessary salary adjustment for eligible RCEF staff, hereby approve and recommend that the RCEF Board consider the Bryan Stading, Director RCEF approved salary to be retroactive as of December 1, 2020, (the effective date of the grant agreement) and to provide and determine the appropriate benefits for eligible RCEF staff. Roll Call vote. All Ayes. Carried unanimously.

Higgins reviewed the Focus on Fairmont fundraiser letter request. No action taken.

Discussion ensued on scheduling a meeting in July since there were business items that needed to be addressed in a timely manner.

Motion by Terfehr, seconded by Fosness, Be IT Resolved that the Martin County EDA schedule a July 6, 2020 meeting, at 5:15pm, in the Board room, at the Martin County Courthouse. Roll Call Vote. All Ayes. Carried unanimously.

With no further business to wit,

Motion by Fosness, seconded by Terfehr to adjourn the meeting. Roll Call. All Ayes. Carried unanimously.

Meeting adjourned at 7:03pm.

Brent Schultze, Board President

Tim Terfehr, Board Secretary/Treasurer