

**KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT OPERATIONS BOARD OF DIRECTORS (OB)
BUSINESS RETENTION & EXPANSION/RECRUITMENT (BRE/R) COMMITTEE
TECHNOLOGY ADVISORY COMMITTEE
MINUTES
December 5, 2008
EDC Office, Willmar**

Present: Dean Bouta, Don McGrath, Jim Millard and Dave Sisser
Guest: Matt Runke, Bonnema Surveys, Inc.
Staff: Jean Spaulding, Assistant Director
Secretarial: Allison McGeary, Legal & Administrative Assistants, Inc. (LAA)

Chair, Jim Millard, called the meeting to order at approximately 7:35 a.m.

MINUTES—

IT WAS MOVED BY Dean Bouta, seconded by Don McGrath to approve the minutes of the September 5 and November 14, 2008 meetings as mailed or e-mailed. MOTION CARRIED.

UNFINISHED BUSINESS—

Mapping service area. Jean Spaulding introduced Matt Runke of Bonnema Surveys, Inc. Runke stated the broadband map was ready for launch on February 5, 2008 and due to a software upgrade on Bonnema Surveys, Inc.'s mapping system, problems occurred that did not allow others to view the broadband map. Runke has been in contact with the company that developed the mapping program, which has not encountered the problem the EDC is having. Internet Explorer 6 and 7 have been the only programs found, so far, to have problems with displaying the broadband map. Spaulding stated Bonnema Surveys, Inc. did the EDC's trail map, which displays fine, because it has not been upgraded to the new mapping system and it is on Kandiyohi County's server. Runke is working with the EDC's IT person and service provider on problems associated with viewing the Bonnema Survey Inc's website. Millard suggested Runke find out if the map will display with other web browser programs, including all Internet Explorers, Netscape and others. Runke stated the map download speed will depend on how much data users are viewing. Discussion was held on possible ways Bonnema Surveys, Inc. can fix the problem. **Millard and Spaulding** will work with Runke to fix the problem. Bonnema Survey Inc.'s website is gismidwest.com. **Runke** will e-mail the EDC and **LAA** will e-mail the committee the link to the broadband map.

{Matt Runke was excused from the meeting.}

Business seminar/Website grants. Spaulding stated the BRE/R Committee granted this committee \$8,000, which will be used for website grants and marketing. Spaulding stated the EDC has a couple of companies wanting to apply for a website grant. Spaulding distributed the Website Grant Program Criteria (see copy attached to original minutes) used last year.

The committee suggested the following changes to the website grant program criteria:

- Include those applying for a website grant are encouraged to attend a seminar
- The final decision to award a website grant will be made by the EDC
- Include a time limit to complete the website
- For number 5 include; "if a website designer is chosen that is not included on the EDC's list, samples of the website designer's work must be provided to the EDC"
- Add grant funds must be utilized within 12 months of approval
- The EDC has final approval

Other suggestions for the website grant program:

- Funds set aside for companies applying for a website grant later in the year, for example, a new company moving to Kandiyohi County
- The intent is to help businesses develop a website
- Award 10 website grants right away and if new businesses move into Kandiyohi County the EDC will find funding for a website grant
- Funds are paid to the business applying for the website grant once the EDC receives a copy of a paid invoice from the web designer company
- Check all websites to make sure they comply with the criteria and are a completed website before dispensing funds
- Create a checklist to be used by the committee
- Hire someone to review all website designers not on the list and final websites before grants are paid
- Have LAA check the state of Minnesota registered business website for website designers not already on the EDC's approved list

LAA will e-mail the EDC's list of website designers to the committee to review. Spaulding stated website grants will be advertised with the seminars. Betsy Bonnema will use the same ad formation as last year. Three ads will be in the *West Central Tribune*. Spaulding suggested Anne Polta of the *West Central Tribune* do an article on the upcoming seminars.

Infrastructure meeting. Spaulding referred to the November 14, 2008 providers' meeting minutes (see copy on file). Spaulding stated she received an e-mail from Kandiyohi Power Cooperative Power, which suggested an infrastructure/providers meeting be held once a year. The most valuable information from the meeting was letting providers know that Kandiyohi County and the city of Willmar have a list of providers they mail to developers. Spaulding stated all providers invited to attend the meeting were represented.

EDC website update. Spaulding stated the EDC's Marketing and Public Relations Committee is redoing the EDC's website and all committees are being asked to provide funds and have at least one representative at website meetings. Spaulding stated the new website will allow people to search within the EDC's website.

NEW BUSINESS—

Blandin Conference. Spaulding reported on sessions she attended, which included the Scott County project. Spaulding suggested this committee host a meeting between Kandiyohi County officials, Kandiyohi County cities, townships and school officials to discuss technology, how to include technology into budgets and how to make technology feasible. Millard reported there is a new task force, Ultra High Speed Task Force, which has about 25 members to help prepare the public for its goal of using ultra high speed internet by 2015. Discussion was held on how to conduct a meeting on technology and whom to invite. **Spaulding** will contact people to attend, including Kandiyohi County, city of Willmar, Rice Memorial Hospital, local school representatives, Ridgewater College and members

of this committee. Dean Bouta suggested researching what services governmental entities can share with each other. It was suggested Spaulding contact the chairperson of the Ultra High Speed Task Force for more suggestions regarding the proposed meeting. **Bouta, Millard and Spaulding** will set up the proposed meeting. Spaulding suggested the following goal be approved at the next committee meeting:

Goal 4. Conduct governmental meetings within Kandiyohi County to increase collaboration and delivery of services.

There being no further business, the meeting was adjourned at approximately 9:10 a.m.

NEXT MEETING—The next regular committee meeting is **7:30-9:00 a.m., Friday, March 6, 2009**, at the EDC office.