

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT OPERATIONS BOARD OF DIRECTORS (OB) ANNUAL MEETING
MINUTES
January 14, 2016
EDC Office, Willmar

Present: Rollie Boll, Donna Boonstra, Robert Carlson, Gary Gilman and Linda Kacher

Excused: Kelly TerWisscha

Absent: Art Benson

Ex Officio: Bruce Peterson

Staff: Connie Schmoll, Business Development Specialist

Secretarial: Nancy Birkeland, Legal & Administrative Assistants, Inc. (LAA)

President Robert Carlson called the meeting to order at approximately 11:00 a.m. The financial reports were removed from the Consent Agenda and placed under New Business and added to Reports was an update on the Executive Director search.

IT WAS MOVED BY Rollie Boll, SECONDED BY Donna Boonstra, to approve the revised Agenda and revised Consent Agenda. MOTION CARRIED.

CONSENT AGENDA—

- Approve:
1. Minutes of December 10, 2015 meeting
 2. Payment of bills
 - a. Minnesota Counties Intergovernmental Trust for \$3,893 (insurance for public employees, blanket bonds, property, business automobile, marine and general liability)
 - b. ratification of email vote to pay REDstar Invoice No. KCED1115 for \$2,667 and Invoice No. KCED1215 for \$1,756.25 from the Marketing and Public Relations Committee's 2015 budget
 - c. \$8,800 to Willmar Community Education & Recreation from the Blandin WiFi grant
 3. Payment of \$34,000 as budgeted to Willmar Lakes Convention & Visitors Bureau for the 2016 Tourism Partnership Agreement
- Accept: Committee Minutes
1. Agriculture and Renewable Energy Development 12/17/2015
 - a. Agriculture Investment Planning Subcommittee 12/3/2015
 2. Broadband and Advanced Technology 12/7/2015
 3. Business Retention and Expansion/Recruitment 12/16/2015
 - a. BRE/2040 Workforce Subcommittee 12/14/2015
 4. Finance 12/8/2015
 5. Marketing and Public Relations 12/28/2015

REPORTS

Willmar. Bruce Peterson reported the Willmar City Council approved a limited abatement for the MinnWest Technology Campus (MWTC); MWTC agreed to create 175 jobs and invest \$8 million over the next 10 years and if it does not meet those requirements, it will repay a prorated percentage of the abatement; the City is considering a Purchase Agreement with Dooley's for an office facility in the Industrial Park utilizing the City's write-down policy; the city received a site plan for a retail facility on the south side between Runnings and Home Depot; there is interest in a site at the Industrial Park; Peterson and Connie Schmoll responded to a blind request for proposal for a processing plant outside the Industrial Park; the City continues to work on the railroad Wye project identifying risks for different options and based on the risk analysis they will come back and give each alternative a score relative to the potential for completing the project on time and on budget; the Willmar Airport is in full compliance and all easement issues have been resolved and the City will have \$600,000 available for improvements.

EDC/MWTC. Schmoll reported she also submitted a location near Raymond in response to the blind request for proposal; Lake Lillian is working with a potential buyer for the convenience store/gas station and trying to figure out how to fund an EPA study for which she provided them a proposal; the TED grant application Schmoll wrote for St. Johns Township was approved for \$400,000.

Executive Director search. Donna Boonstra reported two individuals were interviewed last week and the Joint Powers Board unanimously agreed to enter into negotiations with Aaron Backman of Windom. The Joint Powers Board will hold a special meeting next week in regard to an Employment Agreement. If an agreement is reached with Backman, he will need to give a 30-day notice at his current position so the earliest start date would be February 22.

UNFINISHED BUSINESS—There was no unfinished business.

NEW BUSINESS—

North American Bank CDs maturing. Schmoll informed the board that two Certificates of Deposit (CD) are maturing at North American State Bank, one in February and one in April. The Joint Powers Board approved moving \$110,000 from undesignated reserves into the Revolving Loan Fund account at Concorde Bank, which may cause a need for additional funds to pay expenses before the first levy payment is received. Schmoll recommended cashing in the CD maturing in February to have funds on hand for expenses.

IT WAS MOVED BY Rollie Boll, SECONDED BY Linda Kacher to cash in the Certificate of Deposit maturing February 21, 2016 at North American State Bank and depositing the funds into the Kandiyohi County and City of Willmar Economic Development Commission's savings account at Heritage Bank. MOTION CARRIED.

December financial reports. The board requested Nancy Birkeland check with Jim Ruff on the Sick Leave Benefits Payable on the Balance Sheet for the Executive Director and the Assistant Director.

ANNUAL MEETING

Adoption of 2016 standing committees. Until a planning session is held, board members recommended leaving the current committee structure.

IT WAS MOVED BY Linda Kacher, SECONDED BY Gary Gilman, to adopt the following committees for 2016: Agriculture and Renewable Energy Development, Agriculture Investment Planning Subcommittee, Ag Producers Survey Planning Subcommittee, Broadband and Advanced Technology Committee, Business Retention and Expansion/Recruitment, Finance and Marketing and Public Relations. MOTION CARRIED.

Regular board meeting date, time and location.

IT WAS MOVED BY Linda Kacher, SECONDED BY Rollie Boll, to adopt the second Thursday of each month at 11:00 a.m. at the Kandiyohi County and City of Willmar Economic Development Commission office as the date, time and location for the 2016 Joint Operations Board meetings. MOTION CARRIED.

Assignment of board members to standing committees.

IT WAS MOVED BY Donna Boonstra, SECONDED BY Gary Gilman to leave the committee assignments the same as last year with the exception of removing Bruce Peterson from the Business Retention and Expansion/Recruitment (BRE/R) Committee:

Agriculture and Renewable Energy Development—Rollie Boll
Broadband and Advanced Technology—Donna Boonstra and Linda Kacher
BRE/R—Bob Carlson
Finance—Gary Gilman and Bruce Peterson
Marketing and Public Relations—Donna Boonstra

Reappointment of committee members.

IT WAS MOVED BY Linda Kacher, SECONDED BY Rollie Boll, to reappoint the committee members as noted on the attached list with the exception of removing Bruce Peterson from the BRE/R Committee. MOTION CARRIED.

Election of 2016 officers. President Carlson asked for nominations for 2016 officers.

IT WAS MOVED BY Gary Gilman, SECONDED BY Donna Boonstra, to re-elect the same slate of officers for 2016: Robert Carlson, president; Linda Kacher, vice president; Gary Gilman, secretary and Rollie Boll, treasurer. MOTION CARRIED.

COMMITTEE REPORTS

Agriculture and Renewable Energy Development. Schmoll reported on presentations by EcoEngineers, Great River Energy and Energy and Organic Systems on using the wastewater treatment plant and landfill waste for energy. Guests from the city of Willmar and Kandiyohi County attended the presentations. EcoEngineers submitted a proposal to the city of Willmar and Kandiyohi County to do a feasibility study.

BRE/R. Schmoll reported the committee continues to calculate the results from the Atwater business survey.

Broadband and Advanced Technology. Schmoll reported Kandiyohi County was awarded \$25,000 from the Blandin Foundation to complete a feasibility study. The committee will be moving forward with completing the study and developing next steps for the project. Meetings have been held with local legislators and Kevin Beyer of Federated Telephone Cooperative. The committee, with the assistance of Kevin Beyer, is developing key talking points to use when speaking with legislators.

Finance. Gilman and Peterson reported the committee approved a loan to finance a Karen grocery store. Schmoll reported the store will be in the Kandi Mall strip mall. The owner is 1 of 300 Burmese people in Willmar. Southwest Initiative Foundation is providing \$17,000 for the store, along with business assistance and tuition for the owner's daughter to take business management courses at Ridgewater College. The owner has been working closely with a store owner in Worthington who is mentoring him.

IT WAS MOVED BY Linda Kacher, SECONDED BY Rollie Boll, to ratify the Kandiyohi County and City of Willmar Economic Development Commission (EDC) Finance Committee's recommendation to approve an \$18,000 Revolving Loan Fund loan to Happy Family Asian Grocery Store, LLC at 5.5% interest for a term of six years to match the terms by Southwest Initiative Foundation (SWIF) and the terms being requested of the Willmar Area Multicultural Business Center (WAM-BC) with the EDC being in a second security position behind SWIF and in front of WAM-BC on all business assets and receiving a personal guaranty from Kyaw Hang, owner of the business. MOTION CARRIED.

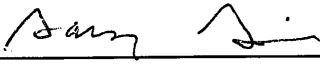
Marketing and Public Relations. Schmoll reported the EDC's new website is now live. She is going to propose the committee continue to hold its monthly meetings at WORKUP. The committee is working on the next newsletter for publication in February showcasing broadband. Plans are to insert the newsletter in the *West Central Tribune*. Schmoll presented a request to sponsor TEDxWillmarLive. Schmoll noted Roger Imdieke recommended sponsorship as it engages a young audience. TEDx presenters speak on out-of-the-box ideas that are inspirational to entrepreneurs.

IT WAS MOVED BY Gary Gilman, SECONDED BY Linda Kacher, to sponsor TEDxWillmarLive for \$500. MOTION CARRIED.

Board members requested registration information for this year's TEDxWillmarLive event.

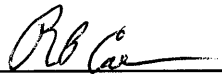
NEXT MEETING—The next board meeting is **11:00 a.m., Thursday, February 11, 2016**, in the EDC's board room, 222 20th Street SE, Willmar.

ADJOURNMENT—There being no further business, the meeting was adjourned at approximately 12:40 p.m.



Gary Gilman, Secretary

APPROVED: 2/11/2016:



Robert Carlson, President



2016 COMMITTEES AND MEMBERS

Agriculture and Renewable Energy Development (Ag)

Arvind Auluck-Wilson	Ian Graue (Chair)	Dustin Kotrba	Bruce Reuss
Rollie Boll*	Kevin Halvorson	Dan Lippert	Connie Schmoll
John Duevel	Larry Konsterlie	Keith Poier	Dan Tepfer
Jon Folkedahl			Donnel Williamson

Agriculture Investment Planning Subcommittee

Arvind Auluck-Wilson	Bob Haines	Marc Knisely
Ken Behm	Kevin Halvorson	Bruce Reuss
John Christianson	Larry Konsterlie	Dan Tepfer (Chair)
Jamil Farhat		

Ag Producers Survey Planning Subcommittee

Rollie Boll	Kim Larson	Kim Lippert
Ian Graue	Dan Lippert	Keith Poier

Broadband and Advanced Technology

Mark Boesch	Kathy Dillon	Larry Kleindl	Les Nelson
Travis Bonnema	Scott Froemming	Mike Malone	David Sisser
Donna Boonstra*	Larry Handlin	Jean Marthaler	Paul Smith
Dean Bouta (Chair)	Wes Hompe	Justin Mattern	Donn Winckler
Bruce DeBlicke	Linda Kacher*	Brian Mort	

Business Retention and Expansion/Recruitment (BRE/R)

Sam Bowen	Roger Imdieke	Les Nelson (Chair)
Robert Carlson*	Jean Marthaler	Ranae Rahn
Jim Ellingson		

Finance

Matt Behm (Chair)	Les Nelson	Russ Weeks
Nick Dalton	Bruce Peterson*	Randy Zinda
Gary Gilman*	Justin Schnichels	

Marketing and Public Relations

Donna Boonstra*	Jean Geselius	Heather Koffler (Chair)
Caroline Chan	Sarah Isdal	Mike Negen
Shari Courtney	Ann Winge Johnson	Julie Redepening
Lindsey Donner		

*indicates EDC Joint Operations Board member