

**KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT POWERS BOARD OF COMMISSIONERS ANNUAL MEETING
MINUTES
January 26, 2017
EDC Office, Willmar, MN**

Present: Jim Butterfield as substitute for Rollie Nissen, Roger Imdieke, Harlan Madsen, Shawn Mueske as substitute for Andrew Plowman and Audrey Nelson as substitute for Kathy Schwantes

Excused: Fernando Alvarado

Staff: Aaron Backman, Executive Director and Connie Schmoll, Business Development Specialist

Media: Shelby Lindrud, West Central Tribune

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

Chairperson Harlan Madsen called the meeting to order at approximately 11:30 a.m. and declared a quorum was present.

MINUTES

IT WAS MOVED BY Roger Imdieke, SECONDED BY Shawn Mueske, to approve the minutes of the October 27, 2016 meeting of the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board of Commissioners as e-mailed. All present voted unanimously in favor by roll call.

Chairperson Madsen announced that Fernando Alvarado was unable to attend today's meeting and announced that Jim Butterfield is attending in place of Rollie Nissen, Shawn Mueske is attending in place of Andrew Plowman and Audrey Nelson is attending in place of Kathy Schwantes.

TREASURER'S REPORT—Aaron Backman presented the financial reports for periods ending October 31, November 30 and December 31, 2016. Backman gave a summary of 2016 year-end financials noting the county tax levy actually received was greater than budgeted. Backman reported outstanding Revolving Loan Fund loans total \$171,416.54, all of which are current. Backman has been speaking with Beth Fischer, Executive Director of the Willmar Lakes Area Convention & Visitors Bureau relative to use of the Tourism Development funds. Mueske applauded the EDC's budgeting and how close the budget is to actuals.

Backman has spoken with Tyler Gehrking about the Kandiyohi County Creating Entrepreneurial Opportunities (KCEO) Program. The KCEO Program tentatively cleared \$21,000 from its annual fund-raising gala, which funds are used for its student loan program. This year's program has 21

students. Applications for the 2017-2018 school year are open until February 20, 2017 for incoming juniors and seniors. Roger Imdieke requested both EDC boards receive the application. Backman stated the KCEO Program has more sponsors than any other program like it in Minnesota. Board members praised the program. Chairperson Madsen would like the EDC's contribution to the KCEO Program reconsidered in future budgets.

IT WAS MOVED BY Shawn Mueske, SECONDED BY Audrey Nelson, to accept the Kandiyohi County and City of Willmar Economic Development Commission financial reports for periods ending October 31, November 30 and December 31, 2016, subject to audit. All present voted unanimously in favor by roll call.

PROGRESS REPORTS

Business Retention and Expansion Grant for Diverse Businesses. Backman reported last fall he contacted Southwest Initiative Foundation (SWIF) about a Business Retention and Expansion (BRE) grant. SWIF awarded the EDC a BRE grant in the amount of \$15,000, which runs from December 2016 to June 30, 2017, with no match required. The EDC must meet with 16 diverse or minority-owned businesses during the grant term; he has prepared a list of 29 businesses owned by East Africans. Backman developed a Diverse BRE Site Visit Form he will complete when meeting with diverse businesses. Backman anticipates he will work with the Willmar Area Multicultural Business Center (WAM-BC) and the African Development Center during this grant. Backman would like to see if three or four of the businesses could expand this year.

IT WAS MOVED BY Jim Butterfield, SECONDED BY Roger Imdieke, to amend the 2017 budget to include income from the Southwest Initiative Foundation grant. All present voted unanimously in favor by roll call.

County Broadband Project. Connie Schmoll reported the EDC received notification on January 9, 2017 from Joe Buttweiler of Consolidated Telecommunications Company (CTC) that CTC was awarded a state broadband grant of \$4.94 million for Kandiyohi County. On January 10, the EDC was notified that the grant to CTC was the largest award in the state. The county will provide bonds for the grant match, which CTC will repay. CTC's project will bring service to 1,438 households, 149 businesses and 4 community anchor institutions in the north central and northwestern part of Kandiyohi County. A \$1.02 million grant was also awarded to Frontier Communications for southeastern Kandiyohi County. Frontier's project will bring service to 193 households, 99 businesses and 3 community anchor institutions. One hundred nineteen of the businesses that will receive service are ag producers. Frontier's grant match can include funds it received through CAF (Connect America Fund). Backman noted a significant portion of northern rural Kandiyohi County will benefit from CTC's grant. The EDC has received several calls from residents wondering if they are in CTC's grant area. Schmoll provided information on how the project area was determined and distributed a PowerPoint presentation (see attached). Imdieke noted some areas were blocked by incumbent providers, which required the project area to be remapped. Schmoll stated some incumbents may upgrade copper, which does not meet the state minimum standards. Imdieke acknowledged several years of hard work by the EDC and the lobbying that was done with the state legislature to bring broadband to the county. Schmoll stated

70 letters of support and 7 videos were included with the grant application with an emphasis on businesses.

West Central Angel Fund I. Schmoll reported a leadership team of four are finalizing their review of the legal documents, including an agreement with a management firm. The Fund hopes to have an organizational meeting in February 2017.

Willmar/Willmar Industrial Park. Backman reported construction of Dooley's Petroleum's corporate office has been proceeding. Schmoll is working with a company interested in a lot near Backes Technology. The Willmar Wye is in the environmental assessment stage and conference calls/meetings by the partners are regularly held. Backman stated discussions continue to be held pertaining to an at-grade crossing at First Avenue, which was shown in the initial maps. It was noted the new federal administration may consider eliminating the TIGER grant program. Backman is concerned that should the grant be turned down, this area might not be considered for future grants. Chairperson Madsen stated he is not in favor of abandoning the project. The grant was presented on the basis of a spur serving the Industrial Park. There are parameters that must be maintained, but there is also some flexibility. The Federal Highway Administration and Federal Railroad Administration do not support an at-grade crossing. Backman has spoken with Sean Christensen, Willmar City Engineer, about the road being turned back to the City of Willmar. The City is asking for significant funds to maintain the road. The grant timeline must be adhered to. Backman reported the Minnesota Department of Transportation has the project on its website as an approved project. Butterfield stated comments can be made at the public hearing and during the environmental assessment review process.

Business Visits and Meetings. Backman reported a number of meetings have been held over the last quarter. In November 2016, the EDC received notice that ERC was approved for the state Job Creation Fund and will receive up to \$563,183. ERC has renovated a portion of the former Kandiyohi Power Cooperative building and at year-end, had hired and trained 30 full-time employees. Backman has attended meetings relative to Little Crow Country Club and Glacial Ridge Hospitality. The hotel project is moving forward with 80% of the \$2.4 million equity drive being reached. Excess fill from New London/Spicer School's building project was put on the driving range where the hotel will be built. Backman had aerial photos taken of the Industrial Park and MinnWest Technology Campus, which he will use in marketing. The EDC's Joint Operations Board held its November board meeting at Goat Ridge Brewery, a loan recipient under the EDC's Entrepreneurs' Loan Guarantee Program. On November 13, 2016 Willmar was featured on MSNBC's *Your Business* TV program. In mid-November, Deane Foote, a site selector from Arizona whose specialty is working with food processors, toured Willmar and the Industrial Park. Two other site selectors, one from Omaha and one from the Minneapolis area, are also interested in touring the Industrial Park. Backman attended a Real Estate Summit, Economic Development Professionals meeting, met with business prospects, toured West Central Industries and the Mid-Town Market project and has had interaction with Marketing Concepts of Spicer. Backman has met with three local suppliers about replacing the EDC's server—quotes will be presented to the Joint Operations Board next month. A broadband meeting was held with Senator Andrew Lang. A consultant, Peter Bruce, was invited and spoke to a downtown group about evaluating Willmar's walking paths. Backman has been participating in the Willmar Airport Master Plan process and attended the Economic Development Association of Minnesota's winter conference.

Schmoll attended the Community Venture Network meeting and heard presentations by businesses interested in locating in rural areas—one business is visiting Willmar for the third time today. Schmoll connected Carson Oulette of Senator Franken’s office with representatives of New London. In December, she attended the Minnesota Marketing Partnership meeting. Schmoll continues to assist the City of Atwater with future infrastructure projects. A new manufacturer is looking at a location on the east side of Atwater. The EDC’s Broadband and Advanced Technology Committee is looking at other technologies and will hear a presentation by Wildfire 5G. Schmoll is also working with small start-up businesses.

UNFINISHED BUSINESS

Executive Director’s Annual Review Process. Chairperson Madsen recommended staying with the previous review process, which is for the Joint Powers Board chair, along with the Joint Operations Board president and vice president to conduct the review. A review form will be emailed to each board member around March 1 to be returned by March 15. The review team will present the results of the review to the EDC boards at their April meetings.

NEW BUSINESS

Ratify Actions by Joint Operations Board. Backman reported Jim Ruff, the EDC’s auditor recommended the EDC enroll in a Select Account Premium Only Plan, which allows staff’s health insurance premiums to be deducted pretax. The Plan will result in the EDC saving approximately \$920 per year in payroll taxes on the premiums. The annual administrative fee for the plan is \$150. Backman stated the Joint Operations Board voted unanimously via email to approve enrollment.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Audrey Nelson, to ratify the Joint Operations Board’s approval of enrollment in a Select Account Premium Only Plan effective January 1, 2017. All present voted unanimously in favor by roll call.

Sublease with WAM-BC. Backman reviewed with the board the Sublease Agreement (see attached), which was reviewed by the EDC’s attorney and approved by the Elks. Backman reported locks were installed on all of the EDC’s inner doors, except the main board room door, and the office that will be used by WAM-BC has been rekeyed. At its January meeting, the Joint Operations Board unanimously recommended this board enter into the sublease. Audrey Nelson stated she will abstain from discussion of the Sublease and the vote as she serves on WAM-BC’s board.

IT WAS MOVED BY Shawn Mueske, SECONDED BY Jim Butterfield, to approve the Sublease Agreement between the Kandiyohi County and City of Willmar Economic Development Commission and the Willmar Area Multicultural Business Center as presented. All present voted unanimously in favor by roll call with Audrey Nelson abstaining.

Backman stated WAM-BC is looking forward to holding its board’s planning session.

Appointments to Joint Operations Board. Chairperson Madsen stated the Kandiyohi County Board unanimously recommended to reappoint Donna Boonstra for a three-year term and a unanimous recommendation of those voting was made by the Willmar City Council to appoint Lester Heitke for a three-year term to the Joint Operations Board.

IT WAS MOVED BY Audrey Nelson, SECONDED BY Roger Imdieke, to reappoint Donna Boonstra and to appoint Les Heitke to three-year terms on the Kandiyohi County and City of Willmar Economic Development Commission's Joint Operations Board.

Mueske asked the board to consider having protocol on bringing additional names for consideration as an individual contacted him about the reappointment of Linda Kacher.

IT WAS MOVED BY Shawn Mueske, SECONDED BY Jim Butterfield, to amend the motion and have separate motions as to the appointment of the two individuals to the Kandiyohi County and City of Willmar Economic Development Commission's Joint Operations Board. All present voted unanimously in favor by roll call.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Jim Butterfield, to reappoint Donna Boonstra to a three-year term on the Kandiyohi County and City of Willmar Economic Development Commission's Joint Operations Board. All present voted unanimously in favor by roll call.

IT WAS MOVED BY Shawn Mueske, SECONDED BY Jim Butterfield, to vote by paper ballot for Les Heitke or Linda Kacher for appointment to the Kandiyohi County and City of Willmar Economic Development Commission's Joint Operations Board. Roll call vote was taken: Aye—Jim Butterfield, Roger Imdieke and Shawn Mueske and opposed—Harlan Madsen and Audrey Nelson. MOTION FAILED as four affirmative votes are required to pass any motion.

Nelson voiced her concern that the Willmar City Council voted 7-0 to bring a recommendation to this board, which has been the protocol and process in the past and spoke against the motion for a ballot vote. It was noted that the authority to appoint members to the Joint Operations Board rests solely in the Joint Powers Board; however, this board does take into consideration recommendations made by the Kandiyohi County Board of Commissioners and the Willmar City Council.

IT WAS MOVED BY Audrey Nelson, SECONDED BY Roger Imdieke, to appoint Lester Heitke to a three-year term on the Kandiyohi County and City of Willmar Economic Development Commission's Joint Operations Board. All present voted unanimously in favor by roll call.

Imdieke noted the process may warrant a review at the boards' annual planning session; Mueske and Butterfield agreed that clarity on the process is needed. The EDC needs to provide support and education so everyone understands the process. Nelson stated Willmar's city attorney provided the city with the procedure on how appointments are handled. It was recommended the EDC obtain a copy of the attorney's opinion. Imdieke thanked Kacher for her service on the Joint Operations Board. Chairperson Madsen requested a letter be sent to Kacher on behalf of the

board. Imdieke noted there is a challenge in the timing of when the two boards meet and when board members are appointed. Nelson agreed that resolution is needed as the City of Willmar spent monies on the matter and she would like positive steps taken to eliminate future problems. Chairperson Madsen stated the issue resulted in many hours being taken away from economic development and the EDC should not have to deal with such matters.

EDC Boards' Strategic Planning Session. Chairperson Madsen announced the boards' planning session will be held on Thursday, March 23, 2017 from 9:00 a.m. to 3:00 p.m. at a site to be determined. Backman is considering engaging an outside facilitator, which Chairperson Madsen commended. Invitations will be sent to both boards. Chairperson Madsen noted the planning session is open to other members of the Willmar City Council and County Board of Commissioners.

ANNUAL MEETING

2017 Standing Committees/Subcommittees and Members.

IT WAS MOVED BY Shawn Mueske, SECONDED BY Roger Imdieke, to approve the following standing committees and subcommittees for 2017:

Agriculture and Renewable Energy Development Committee
Ag Producers Survey Planning Subcommittee
Broadband and Advanced Technology Committee
Business Retention and Expansion/Recruitment Committee
Finance Committee; and
Marketing and Public Relations Committee

and to approve the members on the list attached. All present voted unanimously in favor by roll call.

Appointment of Official Legal Counsel. Chairperson Madsen stated the EDC's attorney has been Mike Burgett of Burgett Law Firm. Burgett has moved to Waco, Texas, but still maintains a Willmar office and is available to the EDC as needed.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Harlan Madsen, to appoint Mike Burgett of Burgett Law Firm as the official legal counsel for the Kandiyohi County and City of Willmar Economic Development Commission. All present voted unanimously in favor by roll call.

Madsen asked staff to discuss with Mr. Burgett a backup plan should he become unavailable or inaccessible. Madsen stated three attorneys have served as legal counsel in the past. Bids were requested at one time, however, other law firms were not interested. Bids could be reconsidered in the future.

Selection of Official Newspaper. Chairperson Madsen stated the West Central Tribune has been the official newspaper in the past.

IT WAS MOVED BY Jim Butterfield, SECONDED BY Audrey Nelson, to select the West Central Tribune as the official newspaper for the Kandiyohi County and City of

Willmar Economic Development Commission. All present voted unanimously in favor by roll call.

Chairperson Madsen recommended the remaining agenda items be tabled until all current members of the Joint Powers Board are in attendance and recommended a special board meeting be held during the boards' planning session.

IT WAS MOVED BY Shawn Mueske, SECONDED BY Audrey Nelson, to table the following agenda items: regular meeting time, date and location, election of officers and appointment of a liaison to the Joint Operations Board; to appoint Roger Imdieke as interim liaison to the Joint Operations Board; and to set a special board meeting for March 23, 2017. All present voted unanimously in favor by roll call.

Chairperson Madsen stated chairing this board has generally alternated between the representatives of the Willmar City Council and the Kandiyohi County Board of Commissioners.

Backman informed the board that the EDC's auditor, Jim Ruff, recommended the board establish an Audit Committee to include representatives from both boards and suggested appointment of a representative from this board be included on the agenda for the March 23 special meeting.

ADJOURNMENT—There being no further business, the meeting was adjourned at approximately 1:18 p.m.

NEXT MEETING—A special meeting will be held March 23, 2017 and the next regular meeting is 11:30 a.m., Thursday, April 27, 2017, at the EDC office.


Secretary

APPROVED: 4/27/2017:


Chairperson

KANDIYOHI COUNTY BROADBAND

2016 Proposal

2017-2018 Project

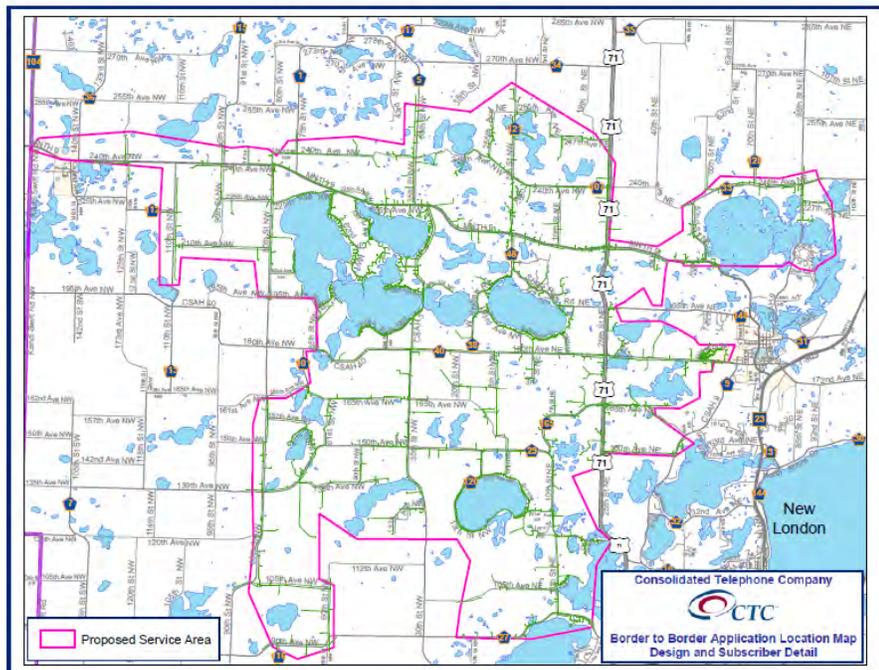
- ▶ Minnesota Department of Economic Development Office of Broadband Development (OBD)
- ▶ 2016 legislature approved \$35 million to fund the state OBD, complete up-to-date mapping, and provide funding for shovel-ready projects in unserved and underserved areas of the state.
- ▶ 62 applications submitted – 42 funded with awards totaling \$34 million and leveraging another \$40 million in private and local funding.

- ▶ Consolidated Telecommunications Company (CTC) received the largest award at \$4.94 million toward a \$9.87 million project in area north and northwest of Willmar, Spicer and New London.
- ▶ Frontier received a grant of \$1.02 million for a \$2.03 million project in SE Kandiyohi County
- ▶ \$5.96 million in total grant funds for Kandiyohi County, 17.5% of the funds awarded statewide

Currently UNSERVED Number of passings expected to improve to at least 25/3 as a result of the project.

PASSINGS TALLY SHEET*	Households	Businesses	Community Institutions
CTC/Kandiyohi County Fiber Project	1439	149	4
Frontier Project in SE Kandiyohi County	1147	7	7
Total for Kandiyohi County	2586	156	11

- ▶ 2,753 premises represents 14.5% of the 18,938 premises (households, businesses and institutions) that will be provided access to high-speed internet across the state this round
- ▶ Consolidated Telecommunications Company (CTC) project has a per-premise cost of \$6,250



Access to affordable, reliable, high-speed internet

- ▶ Levels the playing field for Greater Minnesota households and businesses
- ▶ Expands job opportunities, health, public safety and education

- Kandiyohi County resolution passed to bond for financing for the CTC project
- 71 letters of support and 7 video-taped messages in the grant application reveal the reasons high-speed internet is necessary and valuable to the residents of Kandiyohi County

ECONOMIC PROSPERITY

- Tool to create jobs
- Home-based start-ups
- Business expansions
- Supports telecommuting
- Potentially increases property values and marketability of homes
- Recruiting and retaining employees, entry level to highly-skilled professionals

ECONOMIC PROSPERITY ON THE FARM

- Access to web-based applications to watch markets and the weather
- Internet for automated feeding technology for livestock
- Live video to track the health and wellness of livestock
- Maximum internet speeds needed for precision farming applications
- Training for owners, managers and employees can be accessed on-line
- Precision farming applications and analytics generate very large amounts of data and require both upload and download speeds that can be achieved only with high-speed fiber broadband connections

HEALTHCARE

- Patient access of Electronic Health Records
- Enhances use of various websites to search and receive wellness education information and treatment options
- Release and download of health information
- Participation in networking/support groups on the internet
- Transmission of medical data from home monitoring devices
- Patient access to insurance coverage and benefits, view and pay bills, access loans, and communicate with providers and billing departments

HEALTHCARE

- Physician remote access of Electronic Health Records to stay current on documentation and to view patient information for decision making and input of orders when needed
- Physician linking with specialists in other communities via telemedicine to seek consultation
- Home monitoring of patients requires fast reliable internet
- Veterans' web-based "My Health E-Vet" system requires internet and can be used to access current prescriptions, fill prescriptions and review health history

PUBLIC SAFETY

- Improved responder-to-responder voice networks
- Rapid response to crises with on-line facilitation of cooperative responses with other public safety agencies
- Enhanced two-way public networks which allow quick access to online resources and rapid transfer of data files in crisis situations
- Public safety announcements are more quickly delivered over broadband networks
- Emergency sirens can be triggered remotely

“Strong broadband connections for our students, families, and the school district is a key component to enhance the quality of education we can provide into the future.”
Superintendent Paul Carlson, NLS Schools

EDUCATION

- Broadband enhances every level of education from Pre-K through Higher Education
- High-speed internet connections allow education to extend beyond the traditional classroom. 25% of Ridgewater courses are offered on-line.
- Increasingly textbook companies are expecting students to have access to internet resources
- Homework often requires access to internet
- Broadband connections are absolutely essential to prepare students to be a successful part of the 21st century workforce

CTC residential speed tiers and pricing configuration that will be offered over the initial five years of the project

High-Speed Internet Packages	Pricing
Up to 100 Mbps Symmetrical	\$59.00/month
Up to 250 Mbps Symmetrical	\$89.00/month
Up to 500 Mbps Symmetrical	\$119.00/month
Up to 1G Symmetrical	\$300.00/month

Thank You!

Connie Schmoll, Business Development

320-235-7370

Connie@kandiyohi.com



SUBLEASE AGREEMENT

This is an agreement to sublet real property (hereinafter known as the "Sublease") between the Kandiyohi County and City of Willmar Economic Development Commission (hereinafter known as the "EDC") and the Willmar Area Multicultural Business Center (hereinafter known as the "WAM-BC"). EDC agrees to sublet, and WAM-BC agrees to take possession of one office space located within the EDC office at 222 20th Street SE, Willmar, Minnesota (hereinafter known as the "Premises") under the following terms and conditions:

I. Premises. The EDC hereby leases unto WAM-BC an office space located at 222 20th Street SE consisting of approximately 160 square feet as highlighted on Exhibit "A" attached hereto.

II. Term. Tenancy of this Sublease shall begin with WAM-BC taking possession of the office space on February 1, 2017 and ending on January 31, 2018. Under no circumstances shall there be holdover by WAM-BC. Either party may terminate this agreement upon 60 days' written notice.

III. Rent. The rent under this Sublease shall be \$250.00 (U.S. Dollars) per month payable on the first day of every month.

IV. Utilities. Per the original Lease Agreement, the landlord pays for and provides all utilities in or on the premises.

V. Liability. WAM-BC agrees to surrender and deliver to the EDC the premises, including all furniture and decorations within the premises in the same condition as they were at the beginning of the term with reasonable wear and tear accepted. WAM-BC will be liable to the EDC for any damages occurring to the premises, the contents thereof, the living areas, including any common spaces. All actions conducted by any guests of WAM-BC are the responsibility and liability of WAM-BC.

VI. Insurance. WAM-BC shall maintain at all times during the Initial Term and any Renewal Term, commercial general liability insurance against claims for personal injury, death or property damage occurring in, on or about the Premises or sidewalks or areas adjacent to the Premises to afford protection to the limit of not less than \$1,000,000 combined single limit. Such insurance may be covered under a blanket policy covering the Premises and other locations of WAM-BC or its general partner or the general partner's parent or an affiliate corporation. WAM-BC shall deliver a certificate of insurance to EDC upon signing this agreement.

VII. Maintenance and Repairs. WAM-BC shall be responsible for maintaining and cleaning its office space and removing its trash during the term of this agreement.

VIII. Signage. WAM-BC may install a sign of similar size to the EDC's sign located at the entrance to the EDC office in the common area of the Premises, if permitted by the Landlord.

IX. Guests. There shall be no other person(s) on the Premises other than WAM-BC staff, board members, representatives, clients and guests, unless otherwise approved by the EDC. WAM-BC will lock its office door at all times when no one is present on the Premises.

X. Security Deposit. The EDC shall require a Security Deposit in the amount of \$250.00 (U.S. Dollars) that will be paid at the beginning of the term. Any damage or repairs needed at the end of the term due to WAM-BC shall be credited against the Security Deposit. Any reason for retaining a portion of the Security Deposit shall be explained in writing when returning the funds to WAM-BC. The funds shall be sent to WAM-BC within 30 days after the Sublease has ended with WAM-BC vacating the Premises along with its possessions.

XI. Master Lease. This Sublease must follow and is subject to the original Lease Agreement between the EDC and Landlord, a copy of which has been attached, and is hereby referred to and incorporated as if it were set out here at length. WAM-BC agrees to assume all of the obligations and responsibilities of the EDC under the original lease for the duration of the Sublease.

XII. Disputes. If a dispute arises during or after the term of this Sublease between the EDC and WAM-BC, they shall agree to hold negotiations between themselves before any litigation.

XIII. Written Agreement. This Sublease constitutes the sole agreement between the EDC and WAM-BC with no additions, deletions or modifications that may be accomplished without the written consent of both parties (ANY ORAL REPRESENTATIONS MADE AT THE TIME OF EXECUTING THIS LEASE ARE NOT LEGALLY VALID AND, THEREFORE, ARE NOT BINDING UPON EITHER PARTY).

XIV. Language. The words "EDC" and "WAM-BC" as used herein include the plural as well as the singular; the language in this Sublease intends no regard for gender.

XV. Smoking Policy. Smoking on the Premises is not allowed in the Premises or any common areas.

XVI. Original Copies. Each signatory to this Sublease acknowledges receipt of an executed copy thereof.

XVII. Landlord's Consent. The original lease between the Landlord and EDC allows subletting with the consent of the Landlord and the Landlord has affirmatively given the EDC consent to sublease to WAM-BC an office space in the EDC's leased area.

XVIII. Governing Law. This Sublease shall be bound to the laws in the State of Minnesota.

XIX. Additional Terms or Conditions.

1. WAM-BC may use the EDC's Toshiba e-studio 3055c scanner/copier/printer and will reimburse the EDC for use of said Toshiba and paper at the rate of \$.25 per copy. WAM-BC may elect to have its own copier/printer in its Premises.
2. WAM-BC may use the EDC's board room when it does not conflict with EDC meetings or use by the EDC and at times when parking of several cars is convenient for the EDC and Landlord. WAM-BC will schedule use of the EDC's board room with EDC's support staff.
3. WAM-BC may use the furniture currently in the office space.
4. WAM-BC must provide its own telephone, Internet and computer systems and arrange for and pay for connection and installation of same.
5. WAM-BC will notify the EDC's support staff of any scheduled board meetings and meetings with guests/clients in order that the EDC may place it on its calendar and greet the individuals upon their arrival, if it is during normal business hours and times when the front desk is staffed. It is recommended that notice of such meetings be given at least one week in advance of the meeting dates.

XX. Date and Signature. The parties hereby bind themselves to this agreement with their authorization affixed below on the date(s) set out below.

KANDIYOHI COUNTY AND CITY OF WILLMAR
ECONOMIC DEVELOPMENT COMMISSION

Date: _____, 2017

By: _____
Joint Powers Board Chairperson

WILLMAR AREA MULTICULTURAL BUSINESS CENTER

Date: _____, 2017

By: _____
Board Chairperson

and By: _____
Board Secretary

LANDLORD'S CONSENT

Landlord hereby gives its consent to subletting of the above-described premises as set out in this sublease agreement.

Date: _____, 2017

By: _____

Chairman of Board of Trustees/Directors
Willmar Elks Lodge No. 952

ORIGINAL LEASE ATTACHED (INITIAL) _____



2017 COMMITTEES AND MEMBERS

Agriculture and Renewable Energy Development (Ag)

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

Ag Producers Survey Planning Subcommittee

Rollie Boll*	Kim Larson	Kim Lippert
Ian Graue	Dan Lippert	Keith Poier
		Pauline Van Nurden

Broadband and Advanced Technology

Mark Boesch	Bruce DeBlieck	Larry Kleindl	Les Nelson
Travis Bonnema	Kathy Dillon	Michelle Marotzke	David Sisser
Donna Boonstra*	Scott Froemming	Brian Mort	Donn Winckler
Dean Bouta (Chair)	Larry Handlin		

Business Retention and Expansion/Recruitment (BRE/R)

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

Finance

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

Marketing and Public Relations

Donna Boonstra*	Sarah Isdal	Ashley Queenan
Shari Courtney	Ann Winge Johnson	Julie Redepenning
Jean Geselius	Mike Negen (Chair)	

*indicates EDC Joint Operations Board member