

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT OPERATIONS BOARD OF DIRECTORS (OB) MEETING
MINUTES
October 10, 2019
EDC Board Room, Willmar

Present: Rollie Boll, Jesse Gislason, Les Heitke, Kerry Johnson and Kelly TerWisscha

Ex Officio: Dave Ramstad, Ph.D., Director, Willmar Planning and Development Services and Roger Imdieke

Staff: Aaron Backman, Executive Director

Guest: Sam Bowen, Dean of Customized Training and Continuing Education, Ridgewater College

Excused: Art Benson, Donna Boonstra and Connie Schmoll, Business Development Manager

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

President Kelly TerWisscha called the meeting to order at approximately 11:05 a.m. and declared a quorum was present.

AGENDA—

IT WAS MOVED BY Les Heitke, SECONDED BY Rollie Boll, to approve the Agenda and Consent Agenda. MOTION CARRIED.

CONSENT AGENDA—

- Approve:
1. Minutes of September 12, 2019 meeting
 2. Financial reports as of September 30, 2019
 3. Removal of Bruce Reuss from the Agriculture and Renewable Energy Development Committee
 4. Addition of Michelle Marotzke and Christy Kallevig to the Agriculture and Renewable Energy Development Committee
 5. Payment of bills over \$1,000:
 - a. WORKUP invoice of \$1,350 for third quarter membership fees as budgeted
 - b. REDstar invoice of \$1,102.50 from the Marketing and Public Relations Committee's budget
- Accept: Committee/Subcommittee Minutes
1. Agriculture and Renewable Energy Development 8/15/2019
 - a. Ag Industrial Hemp Subcommittee 9/9/2019

2. Broadband and Advanced Technology 9/9/2019
3. Business Retention and Expansion/Recruitment 9/6/2019
4. Marketing and Public Relations 7/22 and 8/26/2019
5. Leisure Travel 6/3 and 8/5/2019

NEW BUSINESS

CDL Simulator Program Sponsorship. Aaron Backman reported there is a shortage of commercial drivers nationally. Sam Bowen provided information on an innovative class Ridgewater College held last year for high school students for a Commercial Driver's License (CDL). No certifications were given, but good exposure to high school students was given. In 2020, federal regulations are changing to require certified CDL training for all new drivers. CDL training at Ridgewater College could be expanded to provide for those required classes. Currently, the only other training in the region is through Alexandria Technical & Community College and a private trucking business in St. Cloud that has limited capacity. Ridgewater College is holding a fundraising campaign for this new program, the majority of which will be used to purchase two CDL simulators. The simulators will be mobile so they can be moved around to different locations. Bowen reported approximately \$20,000 has been raised toward the \$50,000 goal plus Ridgewater College has applied for \$80,000 in grants and Ridgewater College will also provide funds. Discussion was held on the new federal regulations and the training requirements. Bowen, who is chair of the EDC's Business Retention and Expansion/Recruitment (BRE) Committee, noted the committee has recommended the EDC provide a bronze supporter sponsorship level of \$2,500 for this program.

IT WAS MOVED BY Les Heitke, SECONDED BY Kerry Johnson, that the Kandiyohi County and City of Willmar Economic Development Commission be a Bronze Supporter of Ridgewater College's Commercial Driver's License simulator fund-raising campaign in the amount of \$2,500 to be paid from the Business Retention and Expansion/Recruitment Committee's workforce development budget. MOTION CARRIED.

[Bowen was excused from the meeting.]

Renewal of Certificate of Deposit at United Prairie Bank. Backman reported a 12-month Certificate of Deposit in the original amount of \$105,379.32 at United Prairie Bank is maturing this week. The current interest rate is 2.28%.

IT WAS MOVED BY Rollie Boll, SECONDED BY Jesse Gislason, to approve renewing Certificate of Deposit No. XXXXX4720 at United Prairie Bank in the original amount of \$105,379.32 plus interest for 12 months. MOTION CARRIED with Kerry Johnson abstaining.

Transfer of Willmar Area Multicultural Microenterprise loan account. Backman reported the Willmar Area Multicultural Business Market had its loan account at Bremer Bank. Bremer Bank is unable to pull loan payments from borrower's bank accounts without the EDC incurring a fee each

time. Both Concorde Bank and Lake Region Bank are willing to host the account and pull funds at no charge to the EDC.

IT WAS MOVED BY Rollie Boll, SECONDED BY Kerry Johnson, to close the Kandiyohi County and City of Willmar Economic Development Commission's microenterprise loan account, Account No. XXXX4397 at Bremer Bank, and open a new account(s) with those funds at Lake Region Bank. MOTION CARRIED.

PROGRESS REPORTS

Willmar/Willmar Industrial Park. Backman reported the EDC, on behalf of the city of Willmar submitted an Innovative Business Development Public Infrastructure grant application to the Minnesota Department of Employment and Economic Development (DEED) for an extension of sanitary sewer service from the Willmar Industrial Park to Eptopix.

[Roger Imdieke joined the meeting.]

Following submission of the grant application, the EDC was contacted by DEED and it was suggested to submit a new grant application for additional grant funds. A new application was submitted this week reflecting changes to the original application.

Ramstad indicated the city of Willmar is hoping to offer new incentives for Willmar's Industrial Park, including reducing the cost of land. Backman reported Ziegler's new building is under construction. The Herzog project started construction a few weeks ago with site work and the cement foundation is going in for the first building. Herzog is now looking at accelerating construction of the second \$4.8 million building on the west side of town. Ramstad reported Public Works approved a gas line to Backes Technology Services and, as a result it will be available to others in the Industrial Park; KFC is under renovation; and he started working on a 2030 comprehensive plan, which will take 18-24 months to complete. The plan will establish policy for the next ten years and will have action plans that connect to ordinances. Ramstad is also looking at additional incentives for Willmar's Opportunity Zone.

STRATEGIC PRIORITY AREAS

Agricultural Innovation. Nancy Birkeland reported the Industrial Hemp Exploratory Subcommittee will be researching current production facilities. Rollie Boll reported he viewed the recent hemp harvest by Hultgren Farms.

Broadband. Backman reported for Connie Schmoll, who indicated Jared Britten of Compass Consultants attended the October Broadband and Advanced Technology Committee meeting, as well as three members of the Mamre Township Board. Britten provided information on the work done to date and a preliminary cost estimate of \$5 million to provide fiber broadband to the townships of Dovre, Mamre and St. Johns.

Business Support and Workforce Development. Backman reported the BRE Committee has held followup meetings with the retailers who participated in the Retail Business Design Workshops. Three New London retailers, who did not participate in the workshops, participated in the latest meeting held at Camille's Closet. Backman will be followup up with Dean Steinwand as to a finance meeting with the Kandiyohi County Bankers Association. Schmoll continues to work on revisions to the community video.

Rural Child Care Innovation Program. Backman reported there will be a follow-up meeting with those who financed the Willmar Child Care Center. See Schmoll's report attached. Backman reported the waterline is installed at the Green Lake Mall for the Spicer childcare center; the former clinic was gutted and metal studs are up. There will be 90 slots at the Spicer childcare center with room for 24 infants and the Willmar Child Care Center will have 120 slots in two shifts. Backman noted these two projects only address one-third of the needed childcare openings. Les Heitke reported Benson is expanding its childcare by 240 slots next year.

Opportunity Zone Marketing. Backman reported there are at least five sub-zones or neighborhoods in Willmar's Opportunity Zone (see his report attached). The EDC Joint Powers Board approved the marketing contract with Golden Shovel on September 16, 2019 and team meetings have been held subsequently. Ramstad will do an overlay district for zoning purposes. Backman is working on a map to show development opportunity areas within the zone; a significant portion could be demolished and rebuilt. Ramstad stated they will be mapping areas that cannot be touched, such as those on the National Historic Register, cemeteries, the hospital, churches and those buildings he will propose for a heritage ordinance. The heritage ordinance would cover buildings, including houses, that can only be renovated and repurposed. The intent is to make the zone as open to development as possible, including incentives. It can include mixed use development.

Highway 23 Coalition Update. Backman reported the Highway 23 Coalition will hold its general membership meeting on October 18th at Prairie's Edge Casino in Granite Falls with Senate Majority Leader Paul Gazelka as the keynote speaker. There is also a good probability that the Minnesota Department of Transportation Commissioner will also be present. At present, more than 60 are registered. An open house was held October 3rd for the north gap in Richmond with more than 200 attending. Construction for the north gap is set for 2021-2022 and the south gap for 2022-2024. At present, land acquisition is being done for both gaps. The board discussed the Coalition becoming more independent and less reliant upon the EDC and its staff. Backman provided information on the Coalition's financial position and an estimate of the time EDC staff spends on Coalition work. Backman noted the Coalition reimburses the EDC for its administrative expense and for mileage related to membership recruitment. Board members voiced concern for the time expended by the EDC and suggested the Coalition explore hiring a staff person. The board requested Backman reduce his time devoted to Coalition work. The board suggested the extra office space at the EDC could be used by a Coalition staff person.

Business Visits and Meetings. Backman reviewed the business visits and meetings in his report (see attached) noting he spoke at the groundbreaking ceremony for 15th Street Flats and yesterday at Bethesda's groundbreaking ceremony in New London. Discussion was held on the medical marijuana dispensary coming to Willmar. Caribou Cabin is under construction at Legacy Commons.

Indieke reported Cody Nelson built a four-plex in New London and others are planned. The land for the four-plex was donated by the City of New London. Gislason reported the land across from Zorbaz in Spicer will also be developed for housing.

NEXT MEETING—The next board meeting is **11:00 a.m., Thursday, November 14, 2019**, at the EDC Office, Willmar.

ADJOURNMENT—

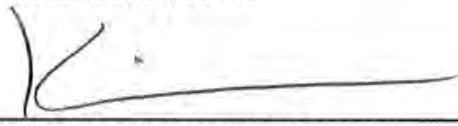
IT WAS MOVED BY Les Heitke, SECONDED BY Kerry Johnson, to adjourn the meeting.

The meeting was adjourned at approximately 1:02 p.m.



Art Benson, Secretary

APPROVED: 11/14/2019:



Kelly TerWisscha, President



www.ridgewater.edu/transportation

Ridgewater fundraising campaign to expand CDL training capacity

Ridgewater College is working to address the driver shortage by purchasing Commercial Driver's License (CDL) simulators. We invite YOU to be a partner in the solution!

WHY SIMULATION?

- Simulation experiences are used in many specialized fields to provide training without actual user risks
- Broad-spectrum training opportunities for high school students to become engaged in basic truck-driving skills or for current industry drivers to practice and build upon their skills
- Provides more opportunities for users to practice when hazards occur like blown tires and slips from icy roads and to learn from mistakes
- Full simulation for any type of heavy vehicle including dump trucks, fire trucks, tractor-trailer and school bus
- Use of mobile simulation technology can help keep training costs affordable and accessible

FUNDRAISING GOAL: \$50,000

MORE INFO:

Steve Haataja, Ridgewater Customized Training & Continuing Education
steve.haataja@ridgewater.edu • 320-234-8542



Customized Training & Continuing Education

PLATINUM SUPPORTER	\$10,000
GOLD SUPPORTER	\$7,500
SILVER SUPPORTER	\$5,000
BRONZE SUPPORTER	\$2,500

All sponsorship levels will include company logo recognition on the outside of the simulator trailer and preferential pricing and scheduling for use of the simulator. Donations can be made with one-time contributions or over a two- or three-year span.

The trucking industry is the backbone of the U.S. economy. Trained, professional drivers are critical to connecting goods to consumers. But our region and country are in dire need of trained drivers with a Commercial Driver's License (CDL).

CRITICAL DRIVER SHORTAGES

- In Minnesota, there are 4,477 vacant truck driving positions, a job vacancy rate of over 8%.
MN DEED Q42018
- In 2018, the US trucking industry was short roughly 60,800 drivers, which was up nearly 20% from 2017's figure of 50,700.
2019 ATA Truck Driver Shortage Analysis
- If current trends hold, the shortage could swell to over 160,000 by 2028.
- Federal regulation changes in 2020 require approved training programs for all new drivers.

Commitment form on back

Ridgewater is a member of Minnesota State and an affirmative action, equal opportunity employer and educator.

This document is available in alternative formats to individuals with disabilities by calling 800-722-1151. Consumers with speech or hearing disabilities may contact us via their preferred Telecommunications Relay Service.

HELP US RAISE \$50,000 FOR TRUCK DRIVER SIMULATORS!

Yes, I Will Contribute!

☐ Platinum \$10,000
☐ Gold \$7,500
☐ Silver \$5,000

☐ Bronze \$2,500
☐ Other _____

Contact Person: _____

Phone: _____

Company Name: _____

Cell: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

All contributed funds will go towards purchasing one or more CDL truck driving simulators or other related CDL training program development expenses to be used for driver recruitment and training. The Ridgewater Foundation is pleased to coordinate this fundraising initiative for Ridgewater College.

Select Your Payment Option

I will pay my total commitment (as shown above) as follows:

☐ One-time contribution ☐ Check enclosed ☐ Please invoice me

* If check, make payable to Ridgewater College Foundation (check # _____) Add Memo: CDL Simulator

☐ Two-year pledge Annual installments of \$ _____ to be paid annually on _____ [date]

☐ Three-year pledge Annual installments of \$ _____ to be paid annually on _____ [date]

+ Payment reminders will be sent 30 days prior to your payment date

☐ I want to pay by credit card ☐ Visa ☐ MasterCard

Credit Card #: _____ Expiration Date: _____ Back CSV Code _____

Cardholder Address: _____

Name on Card (print please): _____

Cardholder Signature: _____

Send this contribution form and your check to: Stephenie Sommerfeld Phone: 320-222-6095
Ridgewater College Foundation Fax: 320-222-5212
2101 15th Ave NW stephenie.sommerfeld@ridgewater.edu
Willmar, MN 56201

TOGETHER WE CAN MAKE A DIFFERENCE!



Ridgewater is a member of Minnesota State and an affirmative action, equal opportunity employer and educator.

This document is available in alternative formats to individuals with disabilities by calling 800-722-1151.

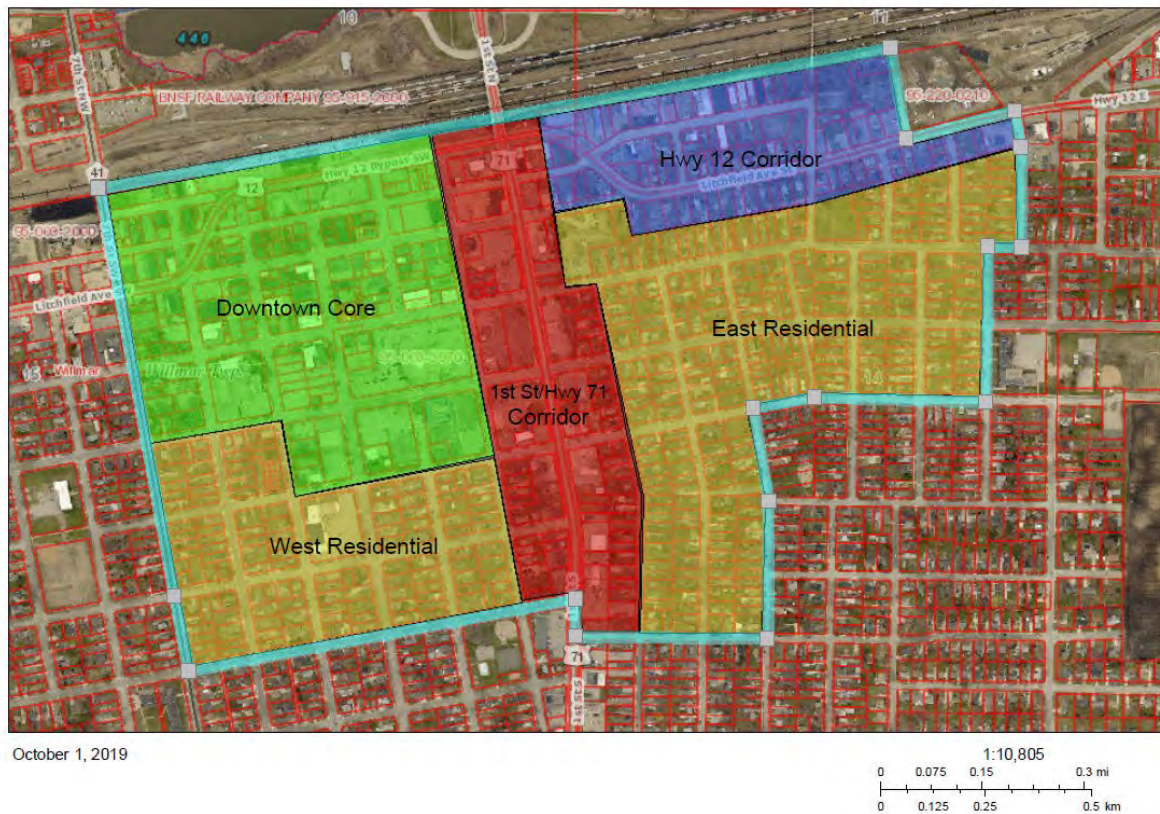
Consumers with speech or hearing disabilities may contact us via their preferred Telecommunications Relay Service.

Joint Operations Board Meeting
Aaron Backman Report
October 10, 2019

Marketing Proposal for Willmar Downtown Opportunity Zone

In Kandiyohi County there is one approved Opportunity Zone (QOZ) located in Census Tract 780800 in Willmar. It covers the Downtown and a residential area to the east of 1st Street. One way to look at Willmar's OZ is that there are at least five sub-zones or neighborhoods in the zone: the 1st Street/Business 71 Corridor, the Hwy 12 Corridor, the East and West Residential (which are primarily R-2 1 & 2 Family Residential) Areas, and the Downtown Core (the Central Business District).

Current Uses





On September 16th the EDC's Joint Powers Board held a special meeting to discuss the proposed marketing contract with Golden Shovel to market the Willmar Opportunity Zone. The Board approved the contract as was proposed by the EDC's Joint Operations Board, with \$13,500 coming from the EDC and \$5,000 from the Willmar Main Street Program. The contract was promptly executed and the initial Kick-Off meeting was held two days later. Team members include: Ron Kresha, Golden Shovel COO; David Ramstad and Sarah Swedburg from the City of Willmar/Willmar Main Street; Lindsey Donner, REDstar Creative; Connie Schmoll, EDC; Melissa Knott, Director of Marketing, Christianson & Assoc.

Among the highlights from the Kick-off Meeting on September 18th was assembling documents in a Google Drive (logo files, brand standards, current marketing materials, etc.); reviewing the Kandiyohi Start-Up Guide that discusses the process and deliverables; and considering elements in the planned prospectus. Subsequently, the Willmar OZ Team We met on October 2nd to consider the prospectus and brainstorming guide to build consensus on the components of the prospectus and assembling a framework. We reviewed similar documents from three communities from three different states. Ron Kresha is currently drafting the initial version of the Willmar OZ prospectus with input from team members.

Mobile Truck Driving Simulation for Commercial Vehicle Operators & Trainees (CDL Simulators)

There is a significant shortage of truck drivers in Minnesota (currently 4,500 vacant truck driving positions or an 8% job vacancy rate). This shortage, if left unchecked, will stifle economic health and development in Kandiyohi County and the region. Sam Bowen, Dean of Customized Training & Continuing Education at Ridgewater College, is actively involved with expanding the College's Commercial Driver's License (CDL) Training Program. There is an opportunity to acquire two CDL simulators to be used for driver recruitment and training. This will enable the College to increase the number of students it serves from 80 students a year to about 255 students a year, and to better fulfill the new federal regulations that are set to go into effect in February 2020 that will require new commercial vehicle operators to go through an approved training facility prior to testing. Sam has submitted a \$50,000 grant proposal to MN State for funding. Successful applications will require local participation. Currently Ridgewater College, CMJTS, Duinick and others are raising local funds. At the October 4th BRE Committee meeting, members unanimously voted to recommend to the EDC's Joint Operations Board that the EDC contribute \$2,500 to this expanded CDL Training Program at Ridgewater College.

Business Meetings (September 13th – October 10th)

1. Participated in Special Meeting of Joint Powers Board; approved Golden Shovel Opportunity Zone Marketing Contract (9/16/19)
2. Participated in business development meeting w/Joanna Schrupp at MWTC
3. Presented 2020 EDC Budget to Willmar City Council (9/16/19) and Kandiyohi County (9/17/19)



4. Participated in Poultry Research Facility meeting w/Mayor Calvin, Dr. Johnson, Kathy Schwantes at MCROC (9/17/19)
5. Set up and manned booth at the West Central Minnesota Area Job Fair at Ridgewater College (9/17/19)
6. Signing new loan documents w/Kevin and Lisa Bronner re WAM Loan for Re-Cover Temp Agency at EDC Offices (9/18/19)
7. Development Mtg. w/Dave Ramstad, Director of Planning & Development, City of Willmar (9/24/19 and 10/8/19)
8. Attended MN Opportunity Zone Summit at Marriot in Brooklyn Park (9/18/19)
9. Meeting w/party regarding upper-end housing project in Willmar
10. Participated in Open Mic Radio Program at KWLM
11. Kick-off Meeting in Willmar w/Golden Shovel at EDC (9/24/19) and follow-up meeting with team (10/2/19)
12. Meeting w/Sean Christensen re Epitopix Utility Extension Project; EDC submitted Innovative BDPI Grant Application to DEED (9/26/19)
13. Participated in Hwy 23 Coalition Board Mtg. at Dooley's Petroleum and participated in Priority Projects Committee Mtg. (9/25/19)
14. Participated in Ridgewater College General Advisory Council Meeting at Administration Building in Willmar (9/26/19)
15. Led MAPCED Quarterly Meeting in the City of Faribault (9/26 – 9/27/19)
16. Presentation to Chippewa County (10/1/19) re Hwy 23 Coalition membership and attended Hwy 23 North Gap Project MnDOT Open House in Richmond (10/3/19)
17. Monthly Mtg. w/Dr. Johnson, President, Ridgewater College (10/2/19)
18. Attended V2040 Steering Committee Mtg at Willmar Foundation (10/7/19)
19. Willmar Job Fair Partners Follow-Up Mtg at Ridgewater College Customized Training (10/7/19)
20. Attended House Bonding Tour Meeting at Ridgewater College in Willmar re Mel Oden's Presentation re CSAH 55 Railroad Overpass Project (10/8/19)

Business Visits

1. Spoke at 15th Street Flats Grand Opening (9/20/19) and sat in a follow-up housing meeting with CLUES reps with Housing Commissioner Jennifer Ho.
2. Attended New London Food Co-op Quarterly Meeting at N.L. Little Theatre (10/1/19)
3. Participated in Retail Business Design Workshop Reunion Meeting at Camille's Closet in New London (10/2/19)
4. Participated in meeting w/Epitopix management re utility extension project (10/3/19)
5. Spoke at Bethesda North Pointe Senior Housing Campus Groundbreaking Ceremony in New London (10/9/19)



**Joint Operations Board Meeting
Connie Schmoll Report
October 10, 2019**

Childcare

Willmar Child Care Center. The buildout has been completed and looks colorful, professional and inviting for children. They have secured 8 certified aids and 8 certified teachers. United Community Action Partnership assisted with training and certification of the staff. These staff members are a mix of 7 Somali, 4 Latino and 5 Caucasian service providers. The hope is to have just as great a mix of “beautiful children to serve at the Center,” reported Abdi.

Abdi from the African Development Center is checking into playground fencing for the Center. He reported they will be bidding on some playground fencing that will be sold from one of the schools in Willmar.

Blue Cross Blue Shield conducted a toy drive for the Center and gifted items for the playground and the rooms.

Broadband

Engineering study update: Jared Britten of Compass Consultant’s Inc. attended the October 7, 2019 meeting of the Broadband and Advanced Technology Committee. Also in attendance were 3 members of Mamre Township Board. Jared provided a handout with graphs showing the number of structures in the townships that are served, underserved or unserved according to FCC maps. Dovre shows a considerable amount of served residents and businesses in comparison to the other two townships. Preliminary costs to provide fiber broadband throughout the three townships is around \$5 million. The study so far has not taken into account the fiber in the driveways. Our committee members informed Jared that this cost will need to still be calculated and added as including the drive is a requirement for a state Border-to-Border Grant project. A project would need to eliminate areas that are served, therefore some costs would be reduced.

The next step for Compass Consultants will be to send a survey to the businesses and residents in the townships to assess the actual current speeds and the interest and need for greater speeds. Committee members voted to fund a pre-letter to the constituents to inform them of the upcoming survey and encourage participation. Compass will send a draft survey for our review.

Meetings and Events

1. Industrial Hemp Exploration Subcommittee meeting
2. Chamber Connection at MWTC
3. Grant writing and submission
4. New London EDA meeting
5. 15th Street Flats Ribbon Cutting
6. Ag Visioning planning



7. Neighborhood Development Centers discussion
8. City of Willmar planning meeting
9. MAPCED in Faribault
10. Community video planning and consulting
11. Golden Shovel planning for Opportunity Zones marketing
12. Public Policy Meeting
13. Launch Minnesota Kickoff, a new DEED collaborative for startups

Business Visits

1. Beauty Box
2. Glow by J Boutique
3. Camille's Closet
4. Willmar Child Care Center
5. Mill Pond Salon
6. West Central Steel
7. Mass Hysteria Fitness Center
8. Universal Athletics

From: Launch Minnesota <MNDEED@public.govdelivery.com>
Sent: Monday, October 7, 2019 9:52 AM
To: Connie Schmoll
Subject: Launch Minnesota is Officially "Launched!"



Launch Minnesota Kicks Off!



"This state thrives because of the talent in this room, and our job is to enable you to reach your capacity," said **Gov. Tim Walz**, addressing why entrepreneurship and innovation are a cornerstone of his administration.

- Governor Tim Walz

Thank you to everyone who attended our kick-off

What an exciting and energizing evening. Over 225 people joined us to learn more about Launch Minnesota. A special thank you to Gov. Tim Walz, Sen. Eric Pratt, Rep. Tim Mahoney and to all our other speakers who pitched the strengths and opportunities of Minnesota's startup ecosystem.

This initiative was a bipartisan effort that grew out of the understanding that Minnesota's startup ecosystem has much to be proud of – but could be more coordinated, collaborative and easier to navigate.

Launch Minnesota is a statewide collaborative effort to accelerate the growth of startups and amplify Minnesota as a national leader in innovation. It will include:

- **Innovation grants** for scalable innovative businesses for:
 - Business operations: up to \$35K
 - Housing and childcare expenses: Up to \$7.5K
 - SBIR/STTR Phase 2 match grants: Up to \$50K
- **Education grants** will create regional networks across the state that bring together various sectors to provide the needed education, resources and support to startups.
- **Angel Tax Credits** which provides a 25% credit to investors. The Minnesota Legislature has allocated \$10M in 2019 and 2021.
- **A statewide network** to help simplify the journey for startups and elevate the work of ecosystem builders. Please join the network.
 - Go to LaunchMinnesota.org and learn more
 - Sign up to receive updates through our newsletter
 - Follow us on Twitter and Facebook
 - Email us at LaunchMinnesota@state.mn.us
 - Visit us at Osborn 370 in downtown St. Paul

– Neela Mollgaard Executive Director, Launch Minnesota

