

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT OPERATIONS BOARD OF DIRECTORS (OB) MEETING
MINUTES
October 11, 2018
EDC Office, Willmar

Present: Rollie Boll, Donna Boonstra, Les Heitke and Kerry Johnson

Ex Officio: Roger Imdieke

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

Excused: Art Benson, Robert Carlson, Bruce Peterson and Kelly TerWisscha

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

President Donna Boonstra called the meeting to order at approximately 11:06 a.m. and declared a quorum was present.

AGENDA—

IT WAS MOVED BY Rollie Boll, SECONDED BY Kerry Johnson, to approve the Agenda and following Consent Agenda.

CONSENT AGENDA—

- Approve:
1. Minutes of September 13, 2018 meeting
 2. Financial reports as of September 30, 2018
 3. Payment of bills:
 - a. WORKUP membership \$1,350 as budgeted
 - b. REDstar Creative \$1,966.92 to be paid from the Marketing and Public Relations Committee's budget
 - c. EsseX Capital, LLC \$2,125 for Community Network Membership as budgeted and signing of the Agreement for Professional Services
 - d. James M. Ruff \$1,200 as budgeted for the audit
 - e. Lakeside Press \$1,125 from the Marketing and Public Relations Committee's budget

- Accept: Committee/Subcommittee Minutes
1. Broadband and Advanced Technology 9/10/2018
 2. Business Retention and Expansion/Recruitment 9/7/2018
 3. Finance 6/12/2018
 4. Marketing and Public Relations 8/27/2018
 5. Leisure Travel 8/6/2018

MOTION CARRIED.

UNFINISHED BUSINESS

Neighborhood Development Center (NDC) Partner Listening Session. Connie Schmoll reported when the BRE survey of diverse businesses was done, technical assistance was brought up as an issue. NDC was recently implemented in St. Cloud and EDC staff believe it would be beneficial to also have an NDC in Willmar. A representative from NDC spoke to the EDC's Finance Committee at its last meeting and also held a listening session in Willmar where 22 people attended, including bankers, business owners and others. NDC offers a 12-week training for new entrepreneurs the result of which is a business plan is developed and also has access to financial resources. Loan sizes in the Twin Cities have been between \$20,000-\$50,000. Schmoll believes the program would be similar to loans given by the Willmar Area Multicultural Business Center (WAM-BC). Les Heitke spoke about a loan program in the 1990s where he and Dick Hoglund raised funds from local banks to be used for small loans to diverse businesses. Schmoll stated technical assistance is offered in a variety of ways, including by local volunteers. NDC expects dedicated staff will be at a local center.

WAM-BC Acquisition Update. Backman reported attorney Mike Burgett filed the Notice of Intent to Dissolve with the state, which waived the 45-day waiting period. Burgett is preparing the transfer documents for WAM-BC's assets to the EDC. Backman reported new loan documents have been signed with the EDC for one of two delinquent loans that were filed in Conciliation Court. One loan was paid off in October.

2019 Budget. Backman reported he made the annual presentation of the EDC's budget to the City of Willmar and Kandiyohi County Board of Commissioners, which was accepted by both.

NEW BUSINESS

Certificate of Deposit. Backman reported a Certificate of Deposit at United Prairie Bank will mature tomorrow. Renewal rates were obtained from United Prairie Bank for six months at 2.03% APY or if redeemed and reinvested for 12 months, the rate would be 2.29% APY.

IT WAS MOVED BY Rollie Boll, SECONDED BY Les Heitke, to approve redeeming Certificate of Deposit No. 50110013910 in the original amount of \$103,970.62 and reinvesting it, plus the accrued interest, with United Prairie Bank for 12 months at an interest rate of 2.29% APY. MOTION CARRIED with Kerry Johnson abstaining.

PROGRESS REPORTS

Willmar/Willmar Industrial Park. Backman reported the logistics company continues to move forward with an approximate \$8 million investment in the community. Plans are looking favorable and the project should be brought forward before year end. The company wants to work with local construction firms. Schmoll reported a portion of the Industrial Park where Maracom and Peart & Associates are located may be rezoned by the city of Willmar for commercial use.

Highway 23 Coalition. Backman gave an update on the Highway 23 Coalition, including:

- there are currently 96 members;

- the general membership meeting will be held October 26, 2018 at Little Crow Golf Resort where Rep. Paul Torkelson will be the featured speaker;
- the Minnesota Department of Transportation (MnDOT) is reviewing responses to a request for proposal for engineering services for the north gap;
- Renville County approved membership in the Highway 23 Coalition and at Renville County's request, Kandiyohi County agreed to become a member of the Highway 212 Coalition;
- the Coalition's Freight Corridor Task Force is currently polling member communities along the corridor as to projects they would like considered as priorities for the 2019 legislative session. Potential projects were prioritized by the City of Willmar and Kandiyohi County and proposed funding sources identified (see attached). Backman is receiving feedback from other communities. Heitke noted MnDOT requires local communities to provide and maintain lighting at highway intersections and questioned if the estimates include all costs to complete the projects, including installation and maintenance of lighting at intersections.

2018 GOALS

Childcare. Schmoll reported she continues to be active on the Child Care Innovation Project. Schmoll encouraged the board to attend the November 29, 2018 community listening session to be held at the Kandiyohi County Health & Human Services Building from 6:00-9:00 p.m. Childcare issues continue to be brought up and have been discussed by local candidates.

Diverse Business Initiative. Backman reported the work with NDC and WAM-BC falls under this goal. The EDC will continue to leverage partnerships with other entities as to the NDC. EDC staff continues to interact with CLUES and its two programs—Diverse CNA and Diverse Welding. The EDC is working with CLUES to hold a meet and greet between CLUES welding graduates and local businesses. Heitke stated the CLUES Navigator is trying to obtain equipment for the welding students.

Opportunity Zones. Schmoll reported Scott Marquardt of Southwest Initiative Foundation attended a state training. Otto Bremer Foundation is taking a lead in encouraging the program to move forward as Minnesota is behind other states.

Business Visits and Meetings. Backman highlighted business meetings from his written report and the Herzog housing project (see attached). Backman noted there is a marked increase in housing projects for the county. Schmoll highlighted business meetings and events and business visits from her written report (see attached), including a visit to Simply Shrimp by Congressman Collin Peterson relative to a grant and contact with Carson Ouellette, a staff person for U.S. Rep. Tina Smith, who is interested in activities in the community. Schmoll noted Lake Lillian is interested in opening a restaurant under a cooperative model and the two recently-opened Kwik Trips have been positive additions to the community.

COMMITTEE REPORTS

Agriculture and Renewable Energy Development. Schmoll reported Harold Stanislawski will attend the November 15 committee meeting, which will be held at Kandiyohi Power Cooperative on industrial hemp. Committee members recently observed industrial hemp being harvested.

Broadband and Advanced Technology. Schmoll was assigned to Minnesota Rural Broadband Coalition committee.

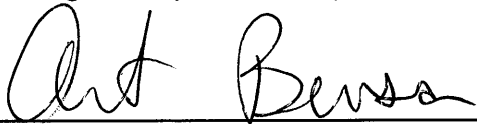
Business Retention and Expansion/Recruitment. Backman reported the committee met and is looking at workforce issues, including hosting a career solutions event with Ridgewater College and the Minnesota Department of Employment and Economic Development.

Marketing and Public Relations. Backman reported the committee is working on an education flyer and a new ad for the 2019 Willmar Lakes Area Guide.

Leisure Travel. Backman reported the committee held its October meeting at the Spurs Bar & Grill.


NEXT MEETING—The next board meeting is **11:00 a.m., Thursday, November 8, 2018** at the EDC office.

ADJOURNMENT—There being no further business, the meeting was adjourned at approximately 12:33 p.m.



Art Benson, Secretary

APPROVED: 11/8/2018:



Donna Boonstra, President

Potential Highway 23 Projects for 2019 Legislative Session and Potential Funding Sources (City of Willmar)

9/25/2018

Corridors of Commerce 2018 Submittal & Pts	County	MNDOT District	Description	Priority	Cost	Funding Sources						
						(Dollar Amounts Shown are only Estimates)						
						State ^{(2),(6)}	TH ⁽⁷⁾	LRIP ^{(3),(5)}	FHWA	BUILD ⁽¹⁾	Local	Other
No	Pipestone	8	Construct Turn Lanes, etc. at Hwy 23 & U.S. Hwy 75		2,000,000	2,000,000						
No	Pipestone	8	Other Hwy 23 Improvements in Pipestone County?		?	?						
Yes - 390	Lyon	8	Construct Interchange at Hwy 23 & TH19		13,350,000	13,350,000						
Yes - 370	Lyon	8	Construct Interchange at Hwy 23 & TH59		15,090,000	15,090,000						
No	Lyon	8	Marshall to Green Valley 2 to 4 Lane Convert (4 miles)		20,000,000	20,000,000						
No	Lyon	8	Other Hwy 23 Improvements in Lyon County?		?	?						
No	Yellow Medicine	8	Convert to 4 Lanes Hwy 23 & U.S. Hwy 212 (4 miles)		20,000,000	20,000,000						
No	Yellow Medicine	8	Other Hwy 23 Improvements in Yellow Medicine?		?	?						
Yes - 235	Yellow Medicine	8	Replace BNSF Railroad in Granite Falls on Hwy 212		9,790,000	9,790,000						
Yes - 260	Chippewa	8	Construct Roundabout at Hwy 23 & TH7		3,120,000	3,120,000						
Yes - 280	Chippewa	8	Construct Interchange at Hwy 23 & TH7		6,600,000	6,600,000						
No	Chippewa	8	Hwy 23 Passing Lanes between Maynard & Granite Falls		3,200,000	3,200,000						
No	Chippewa	8	Other Hwy 23 Improvements in Chippewa County?		?	?						
No	Renville	8	Hwy 23 Passing Lanes between Maynard & Granite Falls		3,200,000	3,300,000						
No	Renville	8	Other Hwy 23 Improvements in Renville County?		?	?						
No	Kandiyohi	8	CSAH 55 Overpass over BNSF RR	1	7,800,000	3,900,000					3,900,000	
Yes - 310	Kandiyohi	8	TH71 to CSAH5 - Construct 2 to 4 Lane Conversion	2	3,500,000	3,500,000						
Yes - 325	Kandiyohi	8	Willmar to Priam - Construct 2 to 4 Lane Conversion	3	7,650,000	7,650,000						
Yes - 320	Kandiyohi	8	Construct Left Turn Lane at Hwy 23 & CSAH1	4	730,000	600,000						130,000
Yes - 435	Stearns	3	Construct Improved Interchange at TH23 & I-94		2,200,000	2,200,000	2,200,000					
No	Stearns	3	Signalize Intersection at Hwy 23 & Grant Ave./Hwy 22		300,000	300,000						
No	Stearns	3	Other Hwy 23 Improvements in St. Cloud?		?	?						
No	Benton	3	Foley to Oak Park 2 to 4 Lane Conversion (5 miles)		30,000,000	30,000,000						
No	Benton	3	Foley to Foreston 2 to 4 Lane Conversion (11 miles)		66,000,000	66,000,000						
No	Benton	3	Other Hwy 23 Improvements in Benton County?		?	?						
No	Mille Lacs	3	Foreston to Milaca 2 to 4 Lane Conversion (4 miles)		25,000,000	25,000,000						
No	Mille Lacs	3	Other Hwy 23 Improvements in Mille Lacs County?		?	?						
No	Kanabec?	3	Other Hwy 23 Improvemenets in Kanabec County?		?	?						
			Subtotal				2,200,000	0	0	0	3,900,000	130,000
			Totals		\$0							

Notes

- 1) BUILD (Previously TIGER) - Reimbursable funds from a USDOT BUILD grant administered through the FRA.
- 2) State - State Bonding Funds
- 3) LRIP - Local Road Improvement Program, State bonding funds given to the county by the legislature.
- 4) CSAH Funds for Engineering (Design) are Capped at 25% of the CSAH eligible Construction costs.
- 5) The 2018 Grant Law revised the 2015 law to include funding eligibility for **PreDesign, Design or R/W acquisition, Engineering, Construction and ReConstruction** for the WW.
- 6) The future CSAH 55 Railroad Overpass project is not currently funded.
- 7) Transportation Funds administered through STIP.

Potential Highway 23 Projects for 2019 Legislative Session and Potential Funding Sources (Kandiyohi County)

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Joint Operations Board Meeting

Aaron Backman Report

October 11, 2018

Highway 23 Coalition

The Highway 23 Coalition now has 96 members, including 64 businesses, 14 cities and 9 counties. The membership renewal process for units of government is largely completed. We now begin reaching out to member businesses and organizations regarding renewing membership.

The next General Membership Meeting of the Coalition is slated for Friday, October 26, 2018 at the new Little Crow Resort Main Ballroom from 11:30 a.m. to 1:00 p.m. There will be an update on the Coalition's activities during the business meeting. The featured speaker is Rep. Paul Torkelson, Chair of the MN House Transportation Finance Committee. He was heavily involved in the transportation funding that passed during the 2018 legislative session.

In terms of activities pertaining to the two gaps, during September MnDOT had a Request for Proposals (RFP) out to hire a consultant to provide engineering services (final design, public engagement and permitting) and deliverables for the North Gap. Three engineering companies submitted proposals. A consultant should be on board by January at the latest. Engineering work would start by February of 2019.

Since the 2018 Corridors of Commerce funding was approved for the two four-lane gaps between Willmar and I-94, the Hwy 23 Coalition is gearing up for the 2019 Legislative Session. We are currently polling all member cities and counties to identify and rank specific projects along the corridor. Later this month the Coalition's Freight Corridor Working Group will make recommendations to the Coalition's Board of Directors in terms of specific projects that will become our 2019 legislative priorities.

WAM-BC Loan Portfolio

Following approval by the EDC's Joint Operations Board of the WAM-BC proposal on July 12th, the EDC's Joint Powers Board considered assuming administration of the WAM-BC loan portfolio at its regular meeting on July 26th. The Joint Powers Board members unanimously approved accepting the WAM-BC assets, assuming the administration of the Microenterprise Revolving Loan Fund and all loans, and assisting in the WAM-BC dissolution process. This action was communicated to WAM-BC representatives and Mike Burgett, the EDC's attorney. Following discussions with the EDC, WAM-BC did file in small claims court regarding the two non-performing loans. It was expected the court would consider those filings in October of 2018.

Mike Burgett, the EDC's attorney prepared and submitted the Intent to Dissolve document for the MN Sec. of State, the Intent to Dissolve document for the MN Attorney General, and a cover letter

for the AG's Office. Mr. Burgett requested that the AG's office waive the 45-day wait period for transfer of assets. The AG's Office approved the EDC's waiver request. Mr. Burgett is now preparing the transfer documents (Bill of Sale to transfer accounts and assets, Assignment of Notes, etc.). Nancy has been organizing the WAM-BC loan files and checking on the WAM-BC bank accounts. Five days prior to the court hearings, Huerta Auto, one of the non-performing loan recipients reached out to resolve matters with the EDC and WAM-BC. After negotiations, the EDC established a new loan between the business and the EDC (superseding the WAM loan), received a good faith loan payment, and cancelled the court hearing. Nancy prepared the loan documents and loan closing occurred on Sept. 27th. Additionally, Rockstar Tailoring, one of the WAM-BC loans, paid off their loan on time. Closeout information was provided to the Gutierrez family both in English and Spanish.

Herzog Housing Project

Samuel Herzog, an experienced housing developer from Fergus Falls, has identified and secured a 15-acre location for a multi-family housing project on the NW side of Willmar (Thorpe property along CR5). The project currently entails four 72-unit buildings plus 120 garage stalls. JH, LLC would construct one building each year for four years beginning in 2019. On October 1st the developer presented at the City of Willmar Work Session. Later in the evening the Council set a public hearing for December 3rd for a discussion regarding establishing a Housing TIF District for the project. Annexation and land use approvals will also be sought concurrently. Overall, this housing project could create 288 units of housing in the community (80% being market rate) and could generate an investment approaching \$30 million.

Business Meetings (September 13th – October 11th)

1. Mtg. w/WCT Reporter regarding 1st Street Development project on September 13th
2. Monthly Mtg. w/Dr. Craig Johnson re projects/programs at Ridgewater College and pertaining to the EDC.
3. Attended a Hwy 23 Coalition Marketing Mtg. at WCT.
4. Mtg. w/Scott Wallner, the new Community Ed Director for Willmar.
5. Made Hwy 23 Coalition membership presentations to Renville County (9/18), and Rock County (10/2/18).
6. Mtg. w/Noe Carranza, WAM-BC, to review loan documents needed for small claims court.
7. Manned EDC Booth at the West Central MN Job Fair at Willmar Conference Center on 9/18/18.
8. Mtg. w/Bruce Peterson on 9/19/18 regarding Samuel Herzog housing project on the NW side of Willmar.
9. Conference call w/Scott Mareck, WSB Engineering, re activities related to the North Gap on Highway 23.
10. Participated in the Kandiyohi County Merchandising Meeting at MCROC.

11. Attended the Int'l Trade and Tariffs Presentation at the Willmar Conference Ctr on 9/20/18.
12. Presented on Open Mic at KWLM Radio.
13. Presented at the Transportation Forum held at The Oaks Clubhouse on 9/20/18.
14. Led the MAPCED Quarterly Meeting at Peter's on Lake Ripley in Litchfield on 9/21/18.
15. Participated in meeting with Brian Burnett, VP of Finance for the Univ. of MN at the MCROC facility on the MinnWest Technology Campus on 9/24/18.
16. Mtg. w/Abdirashid Sharif regarding his potential participation in the NDC Program.
17. Attended the Ag & Animal Science Conference at the MinnWest Technology Campus.
18. Participated in the Freight Corridor Working Group Mtg. at Kandiyohi Co. Public Works on 9/25/18.
19. Participated in the Hwy 23 Coalition Board Mtg. at Dooley's Petroleum.
20. Presentation at the Willmar City Council Works Session re the Samuel Herzog housing project on the NW side of Willmar on 10/1/18.
21. Attended Social Media Breakfast presentation by Sarah Swedburg at WORKUP.
22. Attended Neighborhood Development Center Listening Session – Program for assisting entrepreneurs at the MinnWest Technology Campus on 10/5/18.
23. Mtg. w/Jennifer Mendoza, CLUES, re a Meet & Greet for businesses and welding students.
24. Attended the WCCO-sponsored Debate w/the candidates for Governor at MWTC on 10/9/18.

Business Visits

1. Attended Co-op Credit Union Groundbreaking in Willmar on 9/17/18
2. Visit w/Elsie, Peaceful Thymes, re loan repayments and business on 9/20/18
3. Mtg. w/Andrea Gallegos and Jose Luis Huerta, owners of Huerta Auto Repair, a WAM-BC Loan, and Noe C. and Nancy B. regarding a new loan. Closing on a new loan on 9/27/18.
4. Lunch meeting w/Joanna Schrupp, MinnWest Technology Campus.
5. CVB Leisure Travel Committee Mtg. at Spurs Grill on 10/1/18.
6. Attended Kwik Trip Ribbon cutting event on 10/3/18.
7. Attended the TWC Expansion w/Chester Contracting Event on 10/9/18.



**Operations Board Meeting
Connie Schmoll Report
October 11, 2018**

Agriculture/Renewable Energy Development Committee

The September 20th discussion on International Trade & Tariffs was well attended with 80 people. Both speakers, Suzanne Cormie, Acting Consul general of Canada and Jeff Phillips, International Trade Manager for the Minnesota Department of Agriculture were informative and interactive with audience concerns.

Consider attending the November Ag and Renewable Energy Development Committee Meeting, 11/15/2018, 7:30 a.m. to hear Harold Stanislawski of AURI speak on opportunities for industrial hemp production and processing. The location has not yet been determined.

Child Care

United Community Action Partnership (UCAP), with a 2018 Technical Assistance grant, hosted the first Kandiyohi County Child Care Innovation Project planning meeting on July 27th with over 20 core team leaders in attendance. The second meeting took place on Friday, September 7th. First Children's Finance (FCF) staff member, Jessica Beyer led an action-packed, two-hour discussion and planning process.

Decisions were made and core team leaders took on tasks to plan and implement the following:

1. Conduct a Child Care Provider Appreciation event tentatively scheduled for October 30, 2018.
2. Conduct surveys on child care with parents, employers, and providers including past providers, with a collection deadline of November 1, 2019.
3. Conduct a Town Hall meeting inviting interested people from the entire county tentatively scheduled for November 29, 2018.

The end result of survey, town hall meeting, and follow-up planning will be creating a community action plan.

Business Meetings and Events

1. Community discussion on international trade and tariffs
2. Neighborhood Development Centers planning and Level 3 Listening Session
3. Simply Shrimp visit with Christianson Team and Congressman Peterson
4. Transportation Forum
5. MAPCED in Litchfield
6. Meeting with U of M VP Finance and Operations
7. Ag & Animal Science Conference- Trade Show Booth/Sponsor of Event
8. Child Care Group Planning of Events
9. Discussion with Sen. Tina Smith representative, Carson Ouellette
10. Kandiyohi County Board Meeting on Highway 23 and Highway 212
11. Social Media Breakfast – Wilmar Videos

12. Jennifer Mendoza- CLUES Planning for welders to meet with welding firms
13. WorkUp Fall Member Event
14. Rural Broadband Coalition
15. Planning Trade Show Booth at Local Government Workplace Symposium

Business Visits

1. Lake Lillian Restaurant to replace Food Garage
2. Kwik Trip Ribbon Cutting
3. Willmar Downtown Restaurant
4. Business and SDBA new rep, Paul Pierson
5. Happy Family Asian Grocery Loan Review
6. New Business Planning – Blading Company
7. Family Entertainment Business Planning
8. Travel- Taxi New Business Planning