

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT OPERATIONS BOARD OF DIRECTORS (OB) MEETING
MINUTES
March 10, 2016
EDC Office, Willmar

Present: Art Benson, Rollie Boll, Donna Boonstra, Robert Carlson, Gary Gilman, Linda Kacher and Kelly TerWisscha

Ex Officio: Bruce Peterson and Doug Reese

Staff: Aaron Backman, Executive Director

Guest: Steve Ahmann, Willmar City Council

Excused: Doug Reese and Connie Schmoll, Business Development Specialist

Media: Carolyn Lange, West Central Tribune

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

President Robert Carlson called the meeting to order at approximately 11:03 a.m. The following was added to the Consent Agenda: 4d. Addition of Michelle Marotzke to the Broadband and Advanced Technology Committee and 4e. Addition of Art Benson to the Leisure Travel Committee and removal of Donna Boonstra from the Leisure Travel Committee and added to the Agenda under New Business was item 4, proposed 2016 budget changes.

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

CONSENT AGENDA—

- Approve:
1. Minutes of February 11, 2016 meeting
 2. Financial reports as of February 29, 2016
 3. Payment of bills
 - a. Invoice KCEDJan16 from REDstar for \$4,541.25 from the Marketing and Public Relations Committee's budget
 4. Committee member changes:
 - a. Removal of Jamil Farhat from the Agriculture Investment Planning Subcommittee
 - b. Addition of Travis Prentice to the BRE/R Workforce Subcommittee
 - c. Addition of Kim Larson to the Agriculture and Renewable Energy Development Committee
 - d. Addition of Michelle Marotzke to the Broadband and Advanced Technology Committee
 - e. Addition of Art Benson to the Leisure Travel Committee and removal of Donna Boonstra from the Leisure Travel Committee

Accept: Committee Minutes

1. Agriculture and Renewable Energy Development 1/21 and 2/18/2016
 - a. Agriculture Investment Planning Subcommittee 2/4/2016
2. Broadband and Advanced Technology 2/1/2016
3. Business Retention and Expansion/Recruitment 1/20/2016
 - a. BRE Workforce Subcommittee 1/19 and 2/16/2016
4. Finance 2/9/2016

REPORTS

Willmar Industrial Park. Aaron Backman reported he participated in several meetings attended by Willmar city officials and met with Bruce Peterson on Willmar's Industrial Park. He also attended a stakeholder's meeting that included Larry Kruse, Doug Allen and Larry Kleindl discussing infrastructure and funding for infrastructure in the City of Willmar and Kandiyohi County.

[Steve Ahmann joined the meeting.]

Backman explained certification of shovel-ready sites—commercial and industrial sites that have had all title work and engineering completed prior to putting the site up for sale. A copy of the MN Shovel Ready Certified Development Site Application was provided to the board (see copy attached). There are 30 shovel-ready sites in Minnesota, which are shown on the state's website and are the main sites marketed by the state. Backman obtained shovel-ready certification for a majority of the Windom Industrial Park and his recommendation is to obtain shovel-ready certification for Willmar's Industrial Park 4th Addition. The application fee is \$3,250. If certification is sought, an ALTA survey would need to be done and because of the expense, it is less expensive to have it done on just one addition. An ALTA survey includes ordinances, a description of the lots, rights of ways and utility easements. Backman reviewed with the board the utility maps for the 3rd and 4th Additions (see copies attached) that he had done by Bolton & Menk, Inc., which will make it easier for businesses to determine the location of utilities when looking at lots. Willmar had this information on five separate maps rather than combined into one. Backman has already sent the maps to businesses and site selectors. The utility map is one piece necessary for shovel-ready certification. The lots showing "Sale Pending" on the 4th Addition map are the ones being purchased by Dooley's Petroleum. Jennie-O Turkey Store has a right of first refusal for the largest lot in the 3rd Addition, which should be noted on the map. Backman showed a chart he used in Windom listing every lot in the Industrial Park, the owner, assessments, taxes, etc. Backman is a proponent of partnering on projects and has had discussions with Wes Hompe of Willmar Municipal Utilities in regard to the certification cost, who indicated he would speak with his commissioners. Backman has been speaking with Bruce Peterson on an environmental assessment, which would be included with the application and with Bolton & Menk, Inc. on the cost of an ALTA survey and the geotechnical work needed, such as soil borings. Board members felt strongly the city of Willmar should be responsible for a portion of the costs for obtaining shovel-ready certification of its Industrial Park.

Steve Ahmann commented the Industrial Park is an important addition to the city of Willmar and indicated there may be funds available to develop the park as it is a marketing investment in the city. Backman believes cost-sharing with the city of Willmar would be great, but he feels the EDC

needs to move forward with this. It is possible there could be reimbursement from the city, if the EDC advances the expenditures. Backman noted an active developer or site selector may want to verify the information and do their own soil borings. The State of Minnesota works with a Florida consultant, who reviews the application and does an onsite visit. Backman has spoken with the state project administrator and the Florida consultant will be in Minnesota in April; thus, Backman would like the application submitted before then. Backman estimates the cost of an ALTA survey and engineering costs, etc., will be between \$8,000-\$12,000.

IT WAS MOVED BY Linda Kacher, SECONDED by Gary Gilman, that the Kandiyohi County and City of Willmar Economic Development Commission allocate \$3,250 to the 2016 budget under Countywide Business Development for the purpose of submitting the MN Shovel Ready Certified Development Site Application for the Willmar Industrial Park 4th Addition, subject to the city of Willmar and Willmar Municipal Utilities bearing the costs of the supporting work needed to complete the certification process. MOTION CARRIED.

BNSF Railroad Wye project. Backman reported an open house was held February 25 for project review options (see attached). He believes option 2 was the preferred option and noted the diagram is not accurate from the standpoint of the rail spur that should be shown north of T.H. 40. Backman will participate in weekly conference calls, which includes representatives of Burlington Northern Santa Fe (BNSF) Railway, Minnesota Department of Transportation, City of Willmar and Kandiyohi County. These conference calls will be ongoing and there are also meetings on the project. The city of Willmar was notified that BNSF may now only have one track instead of two, which changes the entire project. Peterson is writing a response regarding this issue.

EDC/MinnWest Technology Campus. Backman reported he met with Joanna Schrupp, toured the campus with Steve Salzer and is impressed with what has been accomplished. A presentation by Hill Capital Corporation was given on Monday with more than 30 people attending from area banks and businesses. Hill Capital Corporation is looking to create a \$20 million fund for small businesses and entrepreneurs. Its board members are very respectable business people, who contributed \$200,000 to kickoff the fund.

UNFINISHED BUSINESS—

Historic 313 on Fourth Street. Backman reported he toured Historic 313 on Fourth Street, including Foxhole Brewery and also the Barn Theatre (see the Progress Update attached). Several contractors were at Historic 313 during his visit. The plumbers completed trenching for the main lines; electricians are working on the electrical and carpenters have started sheet rocking. Historic 313 has signed a lease with Spurs Restaurant, a seafood restaurant that will be located north of the brewery. They have been working with the county health inspector and are awaiting approval by the state. Historic 313 hopes to have another lease signed in the next 60 days. Backman also reported on a conversation he had with Anne Ketz of the Preservation Alliance of Minnesota, about the February loan payment paid to the EDC. Ketz is comfortable with the EDC retaining the February payment and full payments restarting in August 2016. Backman stated he is comfortable with the EDC's loan being repaid, if the third tenant is secured.

NEW BUSINESS—

Strategic planning session. Backman indicated the boards are interested in a planning session and staff is looking at dates in mid-April. He has contacted several people who may facilitate the session, including Bruce Miles, Sara Carlson, Scott Marquardt and others. Backman anticipates it be a six-hour session with lunch. A proposed date will be sent to the joint boards.

Site visits. Backman reported he and Connie Schmoll visited TimeWorn near Atwater, which manufactures unique wood tables and is in need of expanding its facility; toured several buildings in the Willmar Industrial Park, the former Molenaar's building and the Brinton building; he attended a transportation forum by state officials, including the Lt. Governor; has been meeting with each EDC board member and is now scheduling meetings with major employers. He met with senior management at Jennie-O Turkey Store and was given a tour and also met with Jeff Pattison of West Central Steel. The EDC is co-hosting a Job Fair March 22 at the Willmar Conference Center from 2:00 to 6:00 p.m., which staff will attend.

Sound dampening. The board was provided with a recommendation by TerWisscha Construction to install insulated ductwork with a few bends above the ceiling at each location of the return air grills at an estimated cost of \$1,250 (see attached). Kelly TerWisscha noted this will mitigate some of the sound, but not completely eliminate it. This is an internal correction between offices. This would be step one and if this does not help, step two would be to introduce white noise.

IT WAS MOVED BY Gary Gilman, SECONDED BY Linda Kacher, to approve Trace Plumbing and Heating installing five custom made sound transfer ducts at an estimated cost of \$1,250. MOTION CARRIED.

Proposed 2016 budget changes. Backman presented proposed changes to the 2016 budget (see attached). Overall, 23 line items would increase and 13 would decrease. The Marketing Committee's budget was reduced and those funds used for professional services for the ALTA survey and the shovel-ready certification. Backman noted he annualized the cost of the Assistant Director position over six months; accrued vacation and sick leave was added at the direction of the EDC's auditor; and travel was increased as he is not receiving an auto allowance. The proposed changes result in a deficit, which increases the reserve fund needed to balance the budget.

IT WAS MOVED BY Gary Gilman, SECONDED BY Kelly TerWisscha, to recommend to the Kandiyohi County and City of Willmar Economic Development Joint Powers Board to amend the 2016 budget as presented. MOTION CARRIED.

COMMITTEE REPORTS

Agriculture and Renewable Energy Development. Backman informed the board Connie Schmoll is attending the quarterly meeting of the Minnesota Marketing Partnership today and reported the Agriculture Investment Planning Subcommittee sent letters to 157 potential investors in regard to creating an ag investment fund. Rollie Boll reported the Ag Producers' Survey Planning Subcommittee decided to do focus groups to determine if another survey should be done.

Broadband and Advanced Technology. Linda Kacher reported four companies responded to the broadband feasibility study request for proposal. A task force evaluated the responses and will recommend the county commissioners select CNE (Communication Network Engineering, Inc.) of Fargo to complete the study. Committee members will present the recommendation to the county board on Tuesday. CNE has an office in New London. The study is to be completed by the end of August 2016 and CNE's fee is \$59,000, which is under the budgeted amount. Donna Boonstra reported she attended a legislative meeting hosted by the Blandin Foundation where she visited with people from the metro area and explained the challenges for rural businesses with limited service and benefits of broadband to Kandiyohi County. Rep. Dave Baker also attended and asked committee members to testify before a legislative hearing next week. Boonstra, Schmoll, Travis Bonnema of Jennie-O Turkey Store and Sam Romain of Haug Implement will attend the hearing and present the committee's legislative talking points. The committee also met with Senators Matt Schmit and Lyle Koenen and Rep. Baker and also spoke with CTC Partnership Development, a company that could help if Federated Telephone Cooperative (FTC) cannot do Kandiyohi County's project or work with FTC, if it needs assistance. Backman encouraged the committee to contact other companies in case FTC is unable to do the project and Kevin Beyer of FTC also encouraged contacting other providers. Kacher stated Scott Froemming of Kandiyohi Power Cooperative is investigating projects such as this.

Finance. Backman reported the Finance Committee did not meet in March. He spoke with Elsie Kashmark on her business, Peaceful Thymes Gifts & Garden Center, Inc. and was informed she added groceries to the store. Kashmark stated she can begin making full payments on her loan with the EDC in April 2016. Backman stated the committee approved extending interest-only payments through March 2016, which this board needs to ratify.

IT WAS MOVED BY Linda Kacher, SECONDED BY Kelly TerWisscha, to ratify Peaceful Thymes Gifts & Garden Center, Inc. making interest-only payments on its Revolving Loan Fund loan with the Kandiyohi County and City of Willmar Economic Development Commission through March 2016. MOTION CARRIED.

Leisure Travel. Backman reported Art Benson agreed to represent the EDC on the Willmar Lakes Area Convention & Visitors Bureau's Leisure Travel Committee. Benson attended the committee's meeting on Monday. Backman will also attend these meetings as his schedule allows.

Blandin grants. Backman reported the WiFi grant will not be completely spent by the partners and there will be approximately \$6,000 remaining, which Schmoll is recommending be used to assist the county in installing WiFi hotspots throughout the county.

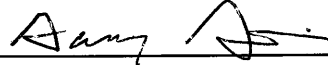
IT WAS MOVED BY Gary Gilman, SECONDED BY Kelly TerWisscha, to use approximately \$6,000 that remain from the Blandin WiFi grant for installing WiFi hotspots throughout Kandiyohi County. MOTION CARRIED.

Backman indicated there is also \$3,000 remaining from the Hack20 grant. There has been some discussion with the Blandin Foundation on extending the grant for another year.

Ahmann thanked the board members for their volunteer service on this board.


NEXT MEETING—The next board meeting is **11:00 a.m., Thursday, April 14, 2016**, in the EDC's board room, 222 20th Street SE, Willmar.

ADJOURNMENT—There being no further business, the meeting was adjourned at approximately 12:51 p.m.



Gary Gilman, Secretary

APPROVED: 4/14/2016:



Robert Carlson, President



MN SHOVEL READY CERTIFIED DEVELOPMENT SITE APPLICATION

CONTACT INFORMATION

Page 1 of 4

	Submitting Organization*	Local Economic Development Organization (If Different)
Contact Name		
Organization		
Address		
City / State / Zip		
County		
Phone		
FAX		
E-Mail		

*Note Type of Organization (Owner, Broker, Representative, etc.)

II. SITE/COMMUNITY INFORMATION AND SITE OWNERSHIP

Site Name and Address

Site Name/Designation	
Primary PIN Number(s)	
Legal Description	
Address	
City	
County	

Site Information

Total developable land	acres
Number of Parcels	
Distance to major state/U.S. highway	miles
Directions from Interstate or Major Highway:	

Attach following schedules for parcel and lot:

- List of parcels/lots and designation within each site.
- Market price for each parcel or lot in \$/SF, \$/acre and \$/lot.
- Any special assessments and the amount due for each lot in \$/year and current balance (\$) for each lot.
- Real estate taxes payable in the current year by lot or parcel.

Required Documentation

Please enter "yes" in box to the right if the document is attached

Title Commitment using 2006 ALTA Commitment Form	
ALTA Survey (ASC 2005)	
If site not owned, attach copy of option or purchase agreement	
Copy of site layout	
Copy of aerial photo(s) identifying site location/major highways	
Schedule and required submittals for site plan approval/permits	
Updated Community Profile as reported in MNPRO's database	
Will site comply with LEED Certified site requirements? (Refer to instructions for more details)	

Identify All Current Property Owners for This Site

	Owner # 1	Owner #2
Name		
Address		
City / State / Zip		
Phone		
E-Mail		

MN SHOVEL READY CERTIFIED DEVELOPMENT SITE APPLICATION



III. SITE AND SURROUNDING PARCEL LAND USE AND ZONING INFORMATION

Land Use Information

Page 2 of 4

Provide brief description of previous and current land uses of site .	
Identify current and previous uses of adjacent parcels.	

Current and Planned Zoning

Current and planned zoning designation for the site.	
Current and planned zoning designation for land within 500 feet of the site.	
Identify Municipal jurisdiction for adjacent land (Town/City/County)	

IV. ECONOMIC DEVELOPMENT ZONES

Identify whether **the site** is currently located within any of the following economic development zone designations:

JOBZ - Job Opportunity Building Zone	Yes or No
Enterprise Zone	Yes or No
Foreign Trade Zone	Yes or No
Transit Development Zone	Yes or No
Tax Increment Financing (TIF)	Yes or No
New Market Tax Credits	Yes or No

Identify whether **parcels adjacent to the site** are currently located within any of the following economic development zone designations:

JOBZ - Job Opportunity Building Zone	Yes or No
Enterprise Zone	Yes or No
Foreign Trade Zone	Yes or No
Transit Development Zone	Yes or No
Tax Increment Financing (TIF)	Yes or No
New Market Tax Credits	Yes or No

V. ENVIRONMENTAL SITE ASSESSMENT

Date Completed

Has a Phase I Environmental Assessment been completed in accordance with ASTM Standard E 1527-05? (Report should include record of historical use of site, as well as an archeological and endangered species assessment) Include a copy of the report with the application.	Yes or No	
Was a Phase II Environmental Study required? If so, attach a copy.	Yes or No	

VI. TRANSPORTATION

Interstate Highway

Distance to closest north/south interstate highway	miles
•Identify interstate route number	
Distance to closest east/west interstate highway	miles
•Identify interstate route number	

River/Inland/Sea Port/Airport

Does the site have access to a navigable river, inland or sea port?	Yes or No
Distance to closest port	miles
Distance to closest International Airport	miles
Distance to local/regional airport	miles
Runway length	feet
Navigational Aids	

Rail Access Contact Information and Service Description

Name of Contact	
Company	
Address	
City / State / Zip	
Phone	
E-Mail	
Description:	
Nearest Intermodal Facility:	miles



VII. UTILITY SERVICES

Page 3 of 4

Electric Power Providers and Service Description

Contact Name	
Company	
Address	
City / State / Zip	
Phone	
E-Mail	

Is three-phase electric service currently at or within the boundary of this site?	Yes or No
If yes, what voltages are available?	kV
Is existing service overhead or underground?	Overhead or Underground
Is a loop (underground loop with two different delivery points) available at site?	Yes or No
What is the approximate distance to the nearest substation servicing this site?	miles
Is there a potential for dual feed to the site from two different substations?	Yes or No
What is the largest demand that can be served at this site using existing system?	kW

Natural Gas Providers and Service D

Contact Name	
Company	
Address	
City / State / Zip	
Phone	
E-Mail	

Is there natural gas service currently available at the site?	Yes or No
If yes, what is the natural gas line size to the site?	inches
Line Capacity	MCF/hour
Pressure (PSI)	PSI

Municipal Water Provider and Service Description

Contact Name	
Municipality	
Address	
City / State / Zip	
Phone	
E-Mail	

Contact Name	
Municipality	

Head pressure at closest hydrant	PSI
Flow rate at nearest hydrant	GPM
Attach chemical profile of water	Yes or No
Is water from surface or ground water source?	
Is water source part of looped system with feed from two sources?	Yes or No
Any planned upgrades, if so, when?	
What will be the incremental capacity?	GPM
Will redundancy or loop be added?	Yes or No

**Municipal Sanitary Sewer Provider and Service Description****Page 4 of 4**

Contact Name		Sewer line in place near/at site?	Yes or No
Municipality		Diameter of line at site	inches
Address		Size of sewer main in public right-of-way?	inches
City / State / Zip		Depth of sewer in public right-of-way?	feet
Phone		Any special pretreatment	Yes or No
E-Mail		Any incremental treatment capacity planned? If yes, note additional capacity	Yes or No GPD

Municipal Storm Sewer Service Description/Requirements**Based on City Engineer input:**

Contact Name		Capacity of sewer during 5-year storm event	CFS
Municipality		Capacity of sewer during 10-year storm event	CFS
Address		Capacity of sewer during 20-year storm event	CFS
City / State / Zip			
Phone			
E-Mail			
Any additional storm water treatment or rate of discharge control required for this site?			Yes or No
If yes, describe treatment/control required:			

MPCA MS4 (Small Municipal Separate Storm Sewer Systems) program compliance:

Are you required to obtain permit coverage for storm water discharges? If yes, attach copy of MPCA letter on permit application.	Yes or No
Have you satisfied the MS4 permit conditions to develop/implement storm mgmt. program and report on status/effectiveness?	Yes or No
Are you required to obtain a NPDES (Nat'l Pollutant Discharge Elimination System) permit for storm water during construction?	Yes or No
If yes, have you prepared a Storm Water Pollution Prevention Plan (SWPPP) for erosion prevention/sediment control? (Attach copy of plan)	Yes or No

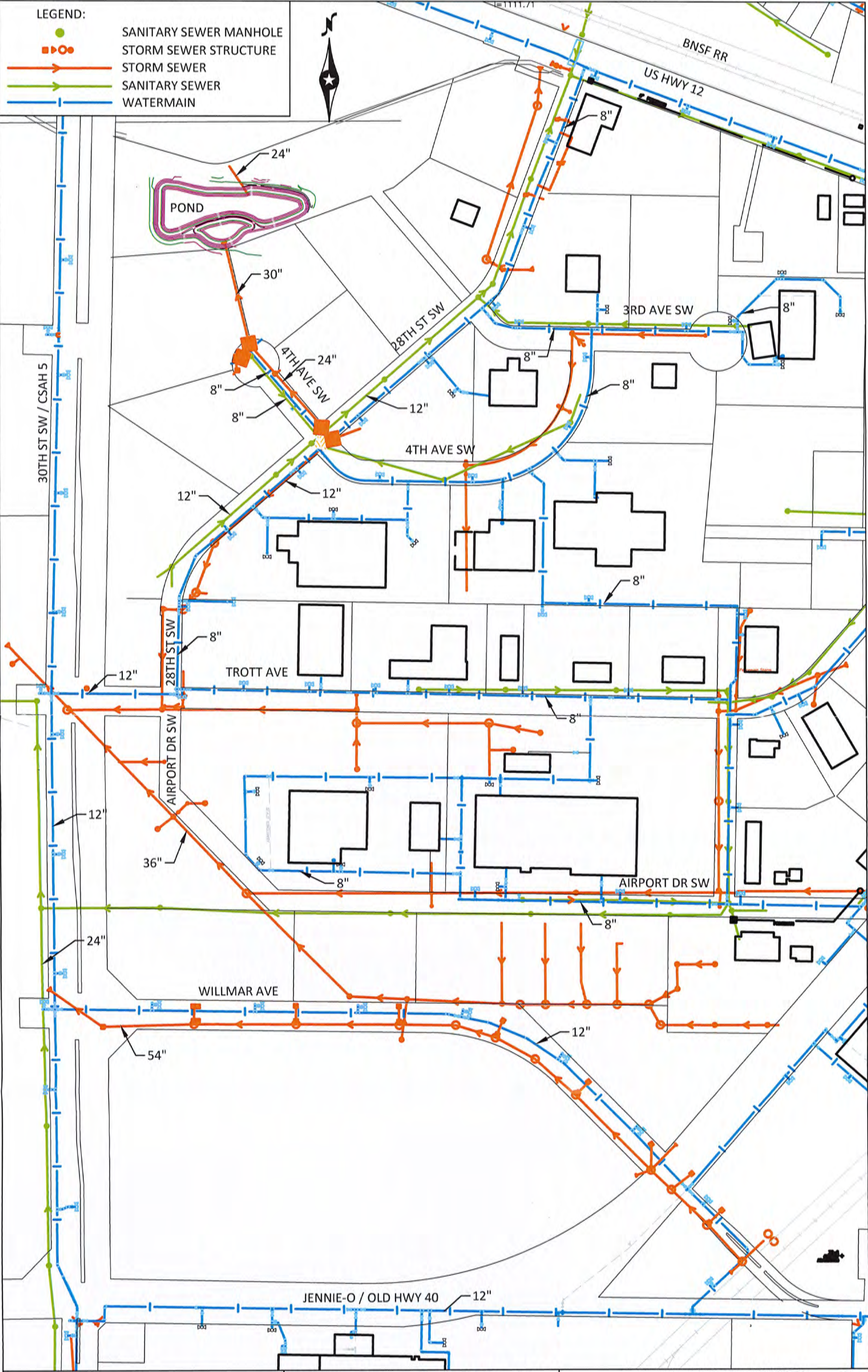
Telecommunications Providers and Service Description

Contact Name			
Company			
Address			
City / State / Zip			
Phone			
E-Mail			
Is there telecommunications service currently available at the site?	Yes or No		
Does the site have broadband service?	Yes or No		
If there is broadband service, what is the upstream band width?	Mbps		
What is the downstream band width?	Mbps		
What is the type of delivery medium (copper, fiber optics, etc.)			
If service not available, how soon could it be installed?	Weeks		

VIII. VERIFICATION AND ASSURANCE

I agree that the information is valid and accurate on a best effort basis, that the site can be listed on the MNPRO web site, and that the site information and community profile will be updated every 120 days. Signature: _____

Name:	Title:	Organization:	Date:
-------	--------	---------------	-------



INDUSTRIAL PARK 4TH ADDITION



0 125 250
SCALE FEET



BOLTON & MENK, INC.
Consulting Engineers & Surveyors
MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNVILLE, MN WILLMAR, MN
CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BARTER, MN ROCHESTER, MN
AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

CITY OF WILLMAR, MINNESOTA
INDUSTRIAL PARK 4TH ADDITION
UTILITY MAP

MARCH, 2016

FIGURE NO. 1

Willmar Rail Connector & Industrial Park Access (Wye) Project



Project Overview

The Minnesota Department of Transportation and its partners (City of Willmar, Kandiyohi County, the Kandiyohi County and City of Willmar Economic Development Commission, and Burlington Northern Santa Fe Railway) will add a rail connection between two existing BNSF Railway lines and modify surrounding roadways to better move rail freight through the City of Willmar.

Currently delays to trains, motorized vehicles (including emergency responders), bicyclists and pedestrians occur when trains are moving from one BNSF rail line to the other via the downtown Willmar railyard.

To address the delays and mitigate their associated problems, MnDOT and its partners applied for and received federal TIGER funding.

Project Benefits

There are several benefits associated with railway improvements. These include:

- Reducing trains traversing downtown Willmar and the accompanying train horn noise, idling trains and blocked roadway crossings
- Reducing rail traffic congestion
- Providing an opportunity for rail service at the new industrial park (former airport site)
- Completing a key component of the City of Willmar's plans for growth and development in the southern and western ends of the community
- Supporting a better quality of life for the Willmar region as a whole

Project Components

- New railway track linking the two railroads on the city's western limits
- Bridges on state roadways going over the railroad tracks (reduces at-grade crossings)
- Roadway realignments on the state, county and local roadway network
- Rail spur into the industrial park

Project Costs

Project costs are currently estimated at approximately \$47 million.

A majority of the funding will be coming from a TIGER grant, MnDOT, BNSF Railway and other state funding sources. Kandiyohi County, the City of Willmar, and the Kandiyohi County and City of Willmar Economic Development Commission are also contributing financially and through property donation.



More Information

For more information, please visit MnDOT's Website at: www.dot.state.mn.us/d8/projects/wilmarwye or contact Paul Rasmussen – MnDOT Project Manager at 320-214-6320 or p.rasmussen@state.mn.us

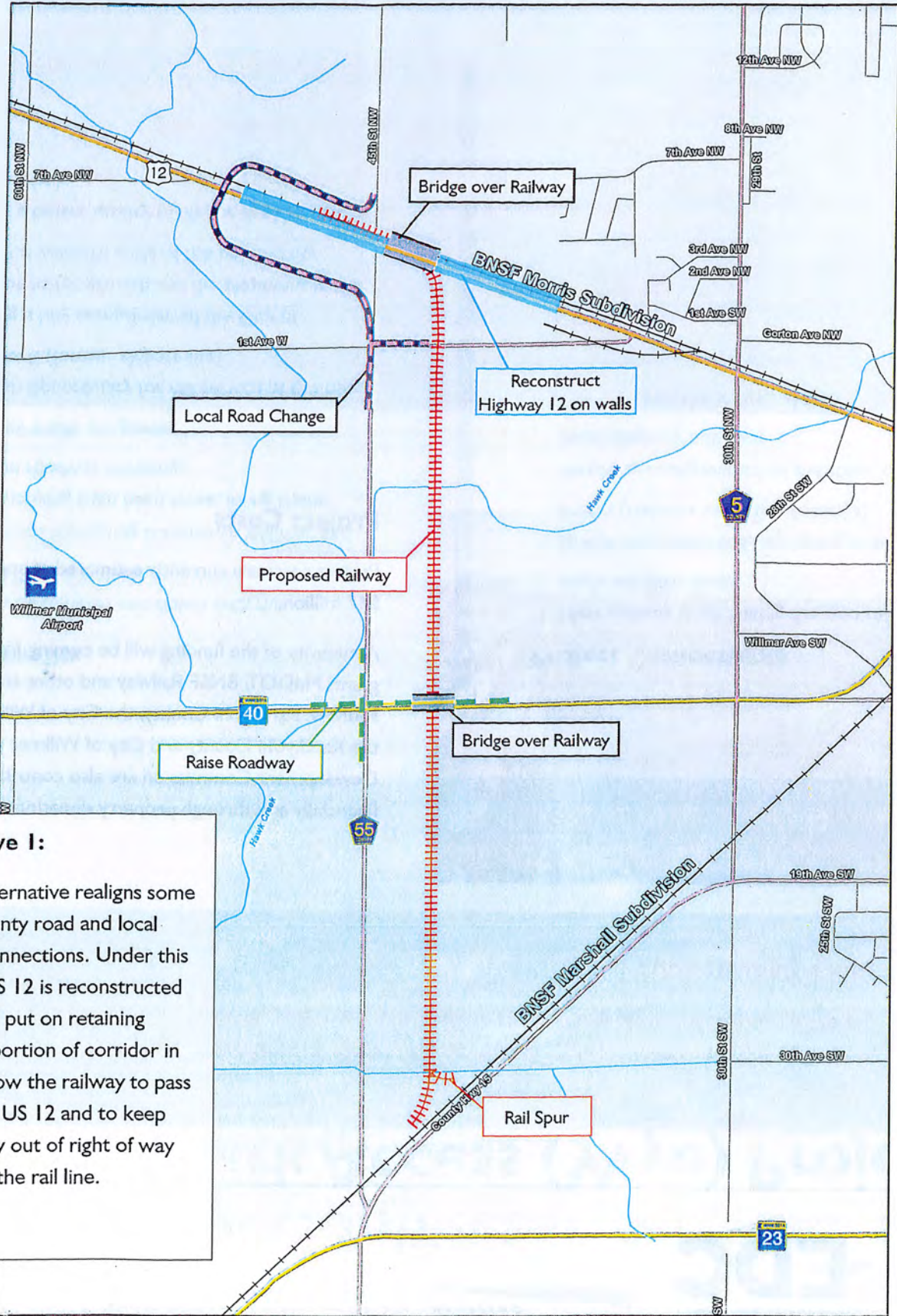


Alternatives Under Consideration

There are two primary alternatives under consideration. The railway alignment is the same for both alternatives, as are improvements on TH 40. The potential Kandiyohi County grade separation at the southern limits of the project area is optional under both alternatives. Work depicted herein reflects current concept. Some elements subject to change based on final design considerations.

Alternative 1:

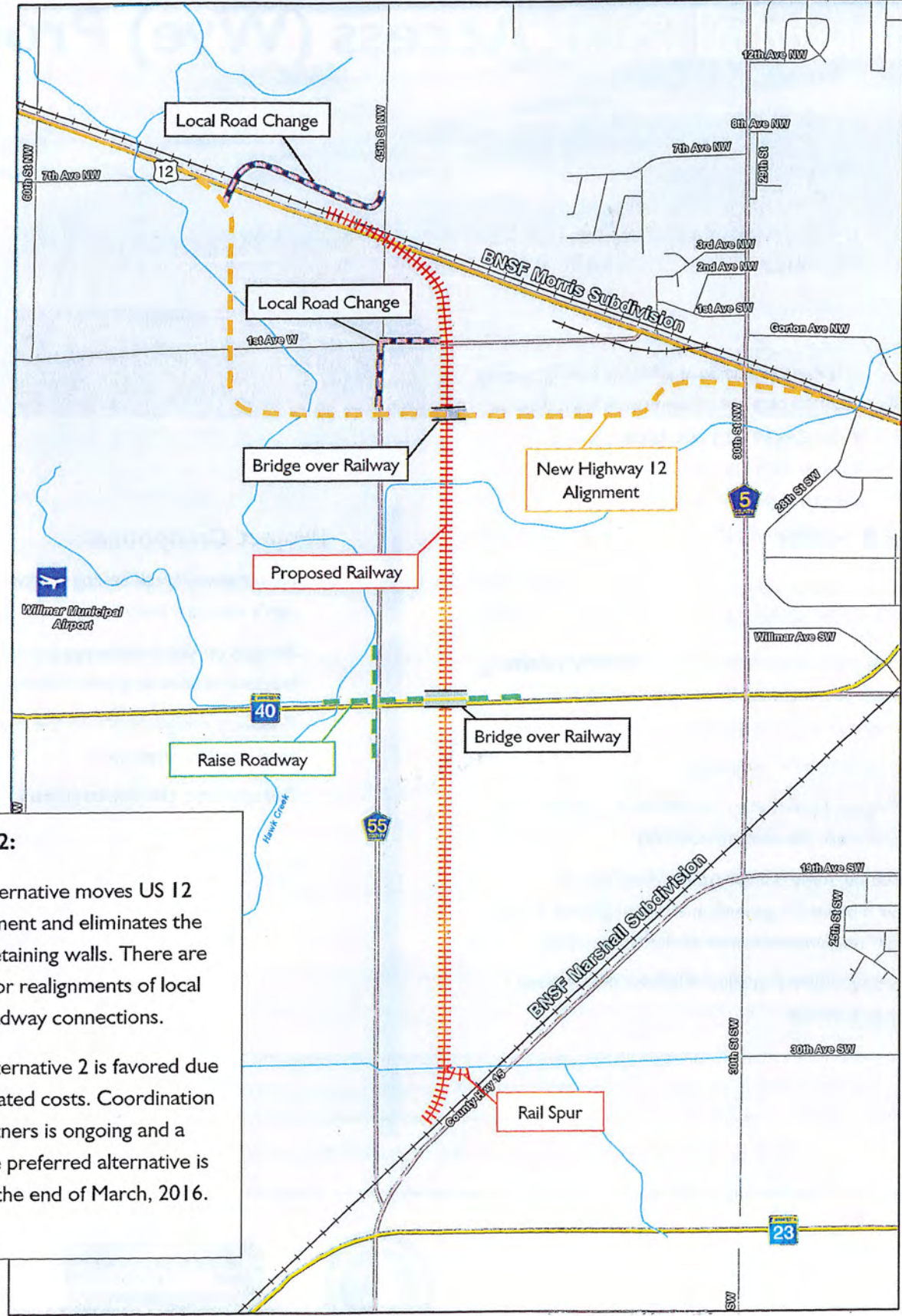
The first alternative realigns some existing county road and local roadway connections. Under this scenario, US 12 is reconstructed in place and put on retaining walls for a portion of corridor in order to allow the railway to pass underneath US 12 and to keep the roadway out of right of way needed for the rail line.



Alternative 2:

The second alternative moves US 12 to a new alignment and eliminates the need for the retaining walls. There are also some minor realignments of local and county roadway connections.

At this time Alternative 2 is favored due to lower estimated costs. Coordination with study partners is ongoing and a decision on the preferred alternative is anticipated by the end of March, 2016.



Historic 313 on 4th Street LLC

Progress Update

Since we last met here is how the project has progressed:

- Plumber has started and is currently trenching in the piping for rest of building. Plumbing is scheduled to be stubbed to lease spaces Thursday the 10th.
- Pouring of concrete and backfilling begins Monday the 14th
- Electrician has started new electrical service for rest of the building. This includes new panel, lighting and outlets to new businesses.
- Contractor has completed interior south wall. Started sheet rocking west wall around windows.
- Meeting with local retailers for retail outlet store on Friday March 11th to discuss start-up costs, working capital and equipment requirements.
- Spurs restaurant is working on plumbing plans to submit to State of Minnesota.
- Goal and schedule still remains 2nd tenant on May 1st.

Thank you

Building Team Members

(Bev Dougherty, Andy Engan, Anne Katz, Jeff Madsen)

From: Brent Althoff [<mailto:balthoff@twcinc.com>]

Sent: Tuesday, February 09, 2016 2:22 PM

To: Connie Schmoll

Cc: Kelly TerWisscha

Subject: Kandiyohi County & City of Willmar - Economic Development Commission - Noise Reduction Options

Connie,

As requested the below information is follow up from our discussion this morning.

It is my recommendation that you consider adding some insulated ductwork with a few bends in it above ceiling at each location of the return air grills. See below drawing for example:

My hopes are by adding this it at each location it will help noise from directly floating into the neighboring spaced above the ceilings. As you can see with the bends in the ductwork it will force the noise to bounce off each insulated wall of the added ductwork prior to entering the other spaces.

At this time I have requested proposals from Trace Plumbing and Heating along with Magnuson Sheet Metal for installation of a similar system as noted above at 5 total locations in the space (1 @ conference room, 1 @ front office, 1 @ your office & 2 @ back office). Once I receive the proposals I will analyze the scopes of work and finalize a proposal to you from TWC.

Please note there are many additional things that can be done to help with sound control in an office environment. Below is a link to a great website that may spark some ideas or interest.

<https://acousticalsolutions.com/>

Please let me know if you have any questions or if I can be of further assistance.

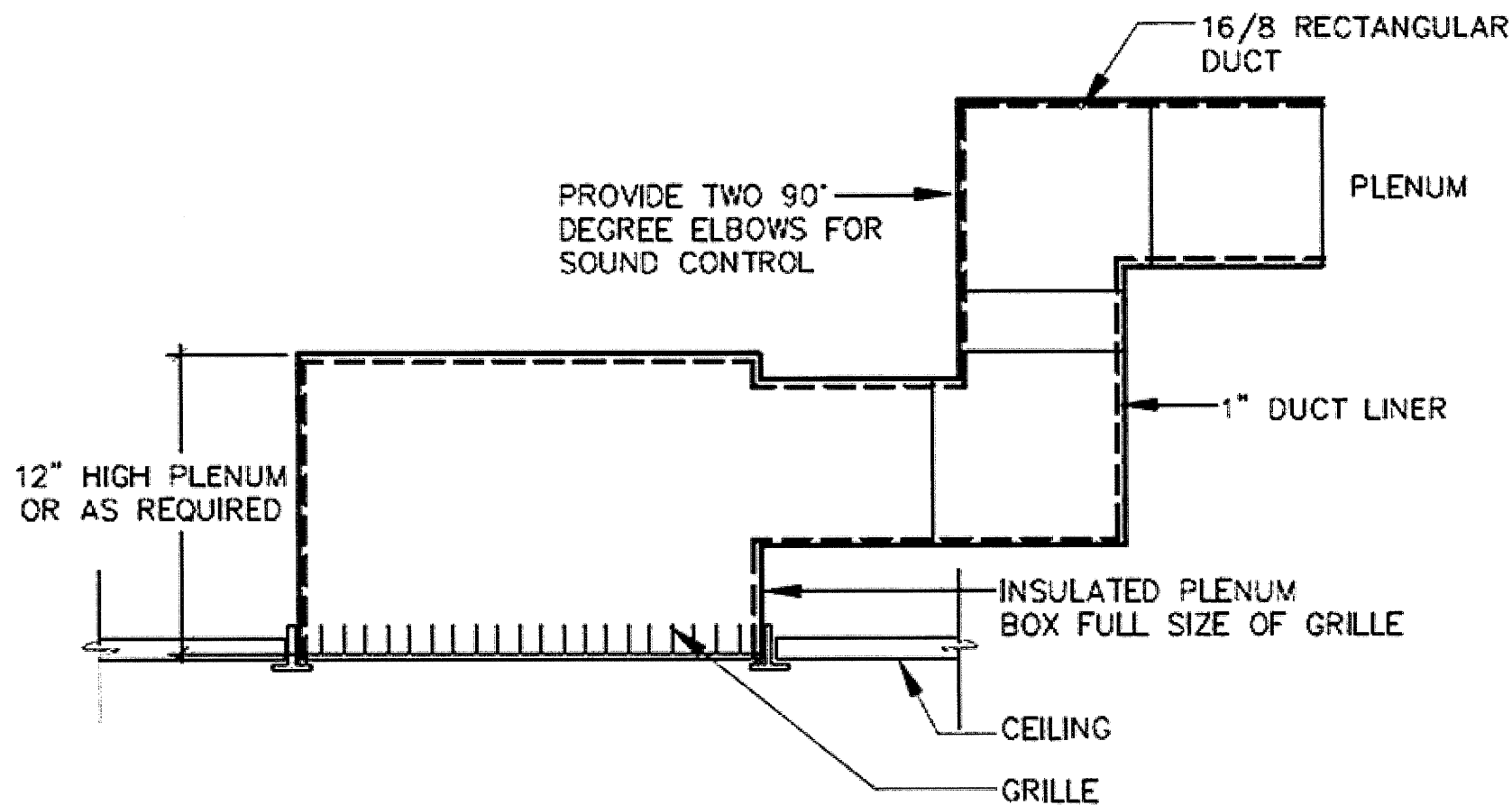
Brent Althoff
Senior Project Manager



1550 Willmar Ave. SE | Willmar, MN 56201

P: 320.235.1664 | C: 651-331-8414 | F: 320.235.3137

www.twcinc.com | balthoff@twcinc.com



7 RETURN AIR TO PLENUM

NTS

From: Brent Althoff [<mailto:balthoff@twcinc.com>]

Sent: Tuesday, February 23, 2016 4:29 PM

To: Connie Schmoll

Cc: Kelly TerWisscha

Subject: RE: Kandiyohi County & City of Willmar - Economic Development Commission - Noise Reduction Options

Connie,

Sorry for the delayed response. I left messages with Magnuson Sheet Metal but never heard back from them for some reason. I did receive a price from Trace Plumbing and Heating for 5 custom made sound transfer ducts at \$250.00 each totaling \$1,250.00. I feel this is a fair price and recommend him for the work. Below is his contact information.

Trace Plumbing & Heating
Tracy Swart – 320-796-6445
traceph@gmail.com

If you would like any further assistance from me let me know. Have a wonderful night.

Brent Althoff
Senior Project Manager



1550 Willmar Ave. SE | Willmar, MN 56201
P: 320.235.1664 | C: 651-331-8414 | F: 320.235.3137
www.twcinc.com | balthoff@twcinc.com

Kandiyohi County City of Willmar Economic Development Commission

Date Printed: 3/9/2016

2016 Budget

Approved by Joint Powers Board 10/22/2015

	2016	Proposed Changes	Deficit
REVENUES			
County Tax Levy	\$ 477,750	\$ 477,750	
Loans			
ELGP loan application fees	\$ 200	\$ 200	
Revolving Loan Fund application fees	\$ 250	820	
Revolving Loan Fund filing fee reimbursements		80	
Revolving Loan Fund repayments interest	\$ 5,088	\$ 6,870	
Insurance dividends	\$ 1,300	\$ 1,300	
Interest on investments			
Citizens Alliance Bank 36-month CD \$100,000 at 1%			
Citizens Alliance Bank 36-month CD \$100,000 at 1.05% matures 9/20/2016	\$ -		
Concorde Bank (Revolving Loan Fund savings account)	\$ 100	\$ 100	
Heritage Bank savings account	\$ 120	\$ 120	
North American State Bank 12-month CD \$103,030.10 at .5% matures 4/14/2016			
North American State Bank 23-month CD \$102,221.82 at 1% matures 2/21/2016		1,983	
US Bank CD (Tourism Development Account) at .690% matures 2/20/2018	\$ -		
Blandin Foundation HackFest Grant No. G-2015-04910		10,000	
Blandin Foundation HackFest Grant matching contribution by EDC		2,320	
Blandin Foundation WiFi Grant No. G-2015-05319		7,722	
Blandin Foundation WiFi Grant matching contributions		2,000	
Blandin Foundation Broadband Feasibility Study Grant		2,500	
Creating Entrepreneurial Opportunitites student loan program		30,000	
Other Income			
Reserve Fund	\$ 92,728	\$ 33,771	
Refunds and reimbursements	\$ -		
Total Revenues	\$ 577,536	\$ 577,536	
EXPENSES			
Moving Expenses Executive Director		874	
Revolving Loan Fund Expenses			
Economic Development Community Contributions			
Blandin Foundation HackFest grant partial match		12,320	
Blandin Foundation WiFi grant partial match		9,722	
Sponsor Fees			
Animal Science Conference	\$ 1,500	1,500	
U of M Technology Showcase	\$ 2,000	2,000	
Vision 2040	\$ 2,500	2,500	
Other	\$ 1,500	1,500	
Total Economic Development Community Contributions	\$ 7,500	30,416	
Other Expenses:			
Joint Operations Board (includes meals/administrative time)	\$ 3,000		
Joint Powers Board (includes meals/administrative time)	\$ 1,000		
SCORE (cell phone and email account)	\$ 825		
Other operating expenses	\$ 1,254		
Total Other Expenses	\$ 6,079	6,079	
Countywide Business Development			
Creating Entrepreneurial Opportunitites Program (2014-2016)	\$ 1,000	1,000	
TIGER II Grant - Willmar Industrial Park	\$ 35,000	35,000	
Shovel-Ready Certification Program - Willmar Industrial Park		3,250	
Miscellaneous countywide business development	\$ 6,000	6,000	
Total Countywide Business Development	\$ 42,000	45,250	

Kandiyohi County City of Willmar Economic Development Commission

Date Printed: 3/9/2016

2016 Budget

Approved by Joint Powers Board 10/22/2015

	2016	Proposed Changes	Deficit
COMMITTEE EXPENSES			
Agriculture and Renewable Energy Development			
Conferences/Seminars/Trainings	\$ 1,800		
Marketing	\$ 200		
Meals/Meeting Refreshments	\$ 350		
Mileage/Travel	\$ 400		
Program administration			
Professional Services			
General Administrative Services	\$ 2,500		
Professional Services - Other	\$ 1,000		
Supplies (office or program)	\$ 250		
Telephone/Telecommunications			
Total Ag Committee Expenses	\$ 6,500	6,500	
Broadband and Advanced Technology	\$ 4,000	4,000	
Conferences/Seminars/Trainings			
Feasibility study administration		2,500	
Marketing			
Meals/Meeting Refreshments			
Mileage/Travel			
Professional Services			
General Administrative Services			
Professional Services - Other			
Supplies (office or program)			
Website development grants			
Total Broadband and Advanced Technology Committee Expenses	\$ 4,000	6,500	
Business Retention and Expansion/Recruitment			
Conferences/Seminars/Trainings	\$ 1,800	1,050	
Marketing	\$ 500	200	
Meals	\$ 500	200	
Mileage/Travel	\$ 1,000	1,000	
Professional services			
General administrative services	\$ 2,500	2,200	
Professional services - Other	\$ 2,000	500	
Supplies (office or program)	\$ 300	200	
Total BRE/R Committee Expenses	\$ 8,600	5,350	
Finance	\$ 2,000		
Conferences/Seminars/Trainings			
Marketing			
Meals			
Professional services			
General administrative services			
Legal services			
Supplies (office or program)			
Total Finance Committee Expenses	\$ 2,000	2,000	
Marketing and Public Relations			
Meals			
Media			
Memberships			
Printing, copying and publishing			
Professional services			
General administrative services			
REDstar Creative			
Professional services - other			
Special projects			
Total Marketing and Public Relations Committee Expenses	\$33,000	25,000	
Tourism/Leisure Travel			
CVB Tourism Partnership Agreement	\$ 34,000		
Total Tourism/Leisure Travel Committee	\$ 34,000	34,000	
Total Committee Expense	\$ 88,100	79,350	

Kandiyohi County City of Willmar Economic Development Commission

Date Printed: 3/9/2016

2016 Budget

Approved by Joint Powers Board 10/22/2015

	2016	Proposed Changes	Deficit
EMPLOYEE COMPENSATION			
Executive Director			
Director's salary	\$ 85,562	98,000	
Director's auto allowance (\$525 per month)	\$ 6,300	-	
Director's health insurance (\$850 p/mo.)	\$ 10,200	8,500	
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	\$ 6,546	7,497	
Director's pension (PERA) employer rate is 7.5%	\$ 6,417	7,350	
Total Executive Director's Compensation	\$ 115,025	121,347	
Assistant Director			
Assistant Director's salary	\$ 70,669	34,000	
Asst Director's health insurance	\$ 10,200	5,100	
Asst Director's payroll taxes	\$ 5,406	2,600	
Assistant Director's PERA	\$ 5,301	2,550	
Total Assistant Director's Compensation	\$ 91,576	44,250	
Business Development Specialist's position			
Business Development Specialist's salary	\$ 53,550		
Business Development Specialist's health insurance	\$ 10,200		
Business Development Specialist's payroll taxes	\$ 4,097		
Business Development Specialist's PERA	\$ 4,016		
Total Business Development Specialist's Compensation	\$ 71,863	71,863	
Accrued vacation and sick expense			
Executive Director		10,734	
Business Development Specialist		4,431	
Employee workers' compensation insurance	\$ 896	896	
Total other employee compensation	\$ 896	16,061	
Total Employee Compensation	\$ 279,360	253,521	
ADMINISTRATIVE EXPENSES			
MCIT property/casualty insurance	\$ 2,997	2,997	
Meals not for a committee	\$ 2,500	2,500	
Memberships, dues, subscriptions	\$ 11,000	7,855	
Subscriptions			
EDAM/MAPCED memberships		395	
Local organizations			
Community Venture Network (CVN)		2,125	
MN DEED Marketing Partnership dues		625	
WORK UP founding membership 5/2015-/5/2016			
Professional services:			
Accountant fees	\$ 1,000	1,000	
Auditor	\$ 7,000	7,000	
Bookkeeping fees	\$ 6,000	6,000	
Executive Director search firm		8,727	
Legal fees	\$ 2,000	2,000	
Seminars and promotions	\$ 2,000	2,000	
Travel, conference, school	\$ 10,500	16,800	
Total Administrative Expenses	\$ 44,997	60,024	

Kandiyohi County City of Willmar Economic Development Commission

Date Printed: 3/9/2016

2016 Budget

Approved by Joint Powers Board 10/22/2015

	2016	Proposed Changes	Deficit
OFFICE EXPENSES			
Cleaning person	\$ 2,600	2,600	
Depreciation - furniture and equipment			
Equipment maintenance and rental			
Software (Synchronist annual fee \$1,200)	\$ 2,000	1,100	
Toshiba digital color copier lease	\$ 1,500	1,667	
Equipment maintenance and rental - other	\$ 2,250	2,250	
Furniture and equipment	\$ 2,000	2,000	
Office equipment and miscellaneous	\$ 3,000	3,000	
Postage, mailing service	\$ 500	500	
Printing, copying and publishing	\$ 2,500	2,500	
Professional services:			
General administrative	\$ 57,800	57,800	
Planning session facilitator	\$ 1,500	1,500	
Website hosting and maintenance	\$ 450	450	
Engineering and other professional services		8,000	
Rent and storage unit	\$ 22,200	22,200	
Rent (water cooler, post office box)	\$ 200	200	
Supplies	\$ 4,000	4,000	
Telephone/Telecommunications	\$ 7,000	7,000	
Other expenses			
Total Office Expenses	\$ 109,500	116,767	
BLANDIN WIFI GRANT EXPENSES			
Willmar Civic Center			
Routers (7 @ \$ approximately \$700 each)			
Data service for three years (7 x \$480 x 3)			
Total WiFi Expenses			
BLANDIN HACKFEST GRANT EXPENSES			
Application development			
IT			
Marketing			
Meals and refreshments			
Meeting space			
Transportation			
Post hackfest events			
Total HackFest Expenses			
CREATING ENTREPRENEURIAL OPPORTUNITIES STUDENT LOAN EXPENSES		30,000	
Advertising/Promotions			
Dinner Event and Silent Auction			
Advertising			
Decorations			
Conference Center			
Meals/Meeting refreshments			
Postage			
Supplies			
Other			
Total CEO Loan Expenses			
TOTAL PROGRAM EXPENSES	\$ 577,536	621,407	\$ 43,871