

**KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT OPERATIONS BOARD OF DIRECTORS (OB)**

MINUTES

February 8, 2024

Community Room, Heritage Bank, N.A., Willmar and Via ZOOM Video Conference

Present: Art Benson, Abdulcadir Gaal, Veronica Garcia, Jesse Gislason, Les Heitke, Noah Hultgren and Mary Warszynski

Ex Officio: Christopher Corbett, Willmar Planning and Development Director

Guest: George “Corky” Berg, Joint Powers Board Liaison and Leslie Valiant, City Administrator, City of Willmar

Staff: Aaron Backman, Executive Director and Kelsey Olson, Marketing & Communications Specialist

Media: Jennifer Kotila, West Central Tribune

Secretarial: Nancy Birkeland, Legal & Administrative Assistants, Inc.

President Jesse Gislason called the meeting to order at approximately 11:02 a.m. and announced a quorum was present. President Gislason introduced new board member Veronica Garcia, who works for Brunswick and grew up in the Willmar area, and new Joint Powers Board liaison George “Corky” Berg followed by self introductions.

AGENDA—

IT WAS MOVED BY Mary Warszynski, SECONDED BY Noah Hultgren, to approve the Agenda as presented and the following Consent Agenda:

CONSENT AGENDA

Approve: 1. Minutes of January 11, 2024
2. Financial reports as of January 31, 2024

Accept: Committee/Subcommittee Minutes
1. Broadband and Advanced Technology 12/4/2023 and 1/8/2024
2. Marketing and Public Relations 12/11/2023

MOTION CARRIED.

UNFINISHED BUSINESS

EDC Office Location Options. Backman noted he emailed the board with four options as to an office location and reviewed the information with the board (see attached).

1. Status quo—remain at Elks and not expand. If this is selected, the EDC must negotiate a new lease by late summer. Initially the Elks requested a 35% increase in the rent, but has since changed it to between 16-22% and possibly including a utility charge. Backman used a calculation of 19% in his email for an increase from \$24,800 to \$30,000+. This option does not address the need for a larger board room, another office or space to hold Elevate classes. This would likely be a five-year lease.
2. Office expansion in the Elks building—this would be closer to occupying one-third of the building; increasing from 1,500 to 2,977 sq. ft. and increasing the rent from \$24,800 to about \$49,000 per year. The renovation costs are estimated at \$170,000, which includes the addition of another furnace room. The Elks will want to recover the cost of the remodeling so the term of the lease would need to increase to ten years. Backman has thought of ways to possibly fund the remodeling.
3. Willmar City Hall—a letter was received from Leslie Valiant (see attached) inviting the EDC to possibly co-locate in a new Willmar City Hall along with other organizations. The space would be 2,000 sq. ft. at \$20 per square foot, all inclusive with utilities, maintenance and typical CAM charges. The annual cost would be about \$40,000. The EDC would need to extend its current lease to allow for the city's construction of a building. The EDC would not need separate janitorial service as it currently has and the EDC would be in on the design of its space. The latest technology would also be available.
4. Appletree Square—is about 2,840 sq. ft. (or more) and would potentially permit co-location options. The base rate would be \$17.60 per square foot without renovation costs. Willmar Ten Investors, the owner, may be able to assume a portion of the leasehold costs. Assuming CAM/leasehold improvements at \$10.40 sq. ft., the total cost would be \$28 per sq. ft. increasing rent from \$24,800 to about \$80,000 per year less any sublease revenues. Backman is apprehensive about these costs. There may be a couple of entities that may be interested in co-locating, but Backman would prefer the EDC not be property managers.

Heritage Bank leased the area being considered by the EDC so it is no longer available. Board members had positive comments about co-locating with a new Willmar City Hall, but it would not occur for a couple of years. If this is selected as the option, Backman will try to negotiate a reasonable short-term lease with the Elks. Following discussion of the options,

IT WAS MOVED BY Art Benson, SECONDED BY Mary Warszynski, to recommend to the Joint Powers Board that the Kandiyohi County and City of Willmar Development Commission co-locate in a new Willmar City Hall. MOTION CARRIED.

NEW BUSINESS

Retirement of Executive Director. Backman announced he submitted his letter of resignation/retirement to the Joint Powers Board at its January 25 annual meeting. The Joint Powers Board accepted, with regrets, his resignation effective July 31, 2024. He will be using his accrued vacation in July. The Joint Powers Board approved a Request for Proposal (RFP) be sent to executive search firms. The Joint Powers Board will be meeting immediately following this meeting to review a list of search firms and to approve the RFP. President Gislason asked for one or two volunteers from this board to serve on the Executive Director Review Committee along with members of the Joint Powers Board. Les Heitke and Warszynski volunteered to serve on the Review Committee, along with President Gislason. Backman stated it has been an honor to serve the EDC over the past eight years and noted it was a difficult decision to make. The board voiced their appreciation for Backman and his work since he has been with the EDC.

Backman will be recommending the following proposed timeline to the Joint Powers Board: issue RFP by February 12; search firm proposals due by March 7 and Joint Powers Board review the proposals by late March. RFPs will be directed to the Joint Powers Board Chair Steve Gardner. Backman indicated the Joint Powers Board will be considering the following search firms: DDA Human Resources, Inc., GovHRusa-MGT, Public Administration Associates, Baker Tilly and Next Move Group.

Review Committee Recommendation for Business Development Manager. Backman reported he interacted with nine individuals, six of whom applied for the position. Three applicants were interviewed by the Review Committee consisting of Backman, Corky Berg, Gardner, Heitke and Warszynski. The Review Committee makes a unanimous recommendation to extend an offer to Michelle Marotzke, who currently is the Economic Development Professional, for Mid-Minnesota Development Commission, at an annual salary of \$84,000. Backman provided some background on Marotzke. Marotzke would begin March 6. He has informed her of two conferences in March that he would like her to attend.

IT WAS MOVED BY Abdulcadir Gaal, SECONDED BY Jesse Gislason, to recommend to the Kandiyohi County and City of Willmar Economic Development Commission's (EDC) Joint Powers Board that it approve the hiring of Michelle Marotzke as the EDC's Business Development Manager at an annual salary of \$84,000 and the additional terms noted in an offer letter. MOTION CARRIED.

City of Pennock Request/Grant for Professional Services. Backman reminded the board of the funds received from the former Willmar Area Development Corporation to be used for economic development purposes. The board decided to use those funds to assist communities in amounts of up to \$2,000. The first community approved was the City of Atwater to demolish an abandoned house. The City of Pennock would like financial assistance to pay for professional services related to a water main looping project (see attached).

IT WAS MOVED BY Les Heitke, SECONDED BY Art Benson, to approve funding of up to \$2,000 to the City of Pennock to be paid from the Countywide Business

Development/Engineering and Other Professional Services/Countywide line of the budget, upon receipt of a paid invoice. MOTION CARRIED.

Backman will inform the City of Pennock.

REPORTS

Economic Development Activity. Christopher Corbett reported the Willmar Planning Commission and the Board of Zoning Appeals are still looking for new members. Yesterday, the Planning Commission heard about Dooley's Petroleum land purchase for fleet fueling and expansion of the current business. The Subway on Highway 12 is proposing a new site just east of the EDC and will close its current site. United Community Action Partnership (UCAP) is proposing to build temporary housing for clients at Willmar Avenue and Seventh Street SE by Willmar Bus. UCAP received a \$4.4 million state grant for this construction. The Planning Commission will vote on the project on February 21. The Willmar City Council approved the rebranding of Willmar. Backman noted the Dooley's Petroleum project involves additional investment to the community and in the Willmar Industrial Park. The fleet station will be at Trott Avenue and County Road 5 and it would like to purchase a lot between its maintenance facility and Backes Technology Services to double its facility and increase parking. It now has over 300 employees. Bethesda is going through its final plat for 120 units on the north side of Willmar Avenue, east of the main campus. Backman continues to work on affordable senior housing by Cura near CentraCare. There is a purchase agreement and a development agreement is being worked on and will be considered by the City Council on February 20.

[Benson was excused from the meeting.]

Elevate Community Business Academy. Backman noted the EDC has an agreement with Sarah Swedburg to continue managing the Elevate program through May. Five informational sessions were held in January with 23 people attending.

[Gaal was excused from the meeting.]

Child Care Economic Development Grant. Tanna Stucky was unable to attend today, but provided a written report (see attached), from which Backman highlighted areas. A childcare appreciation event will be held. Stucky continues to work with NuVantage on the Employee Assistance Program; in early January the EDC applied for a grant through the Willmar Area Community Foundation and another state grant application will be due March 12 for up to \$600,000 to assist new childcare centers. Stucky continues to work with providers. Backman toured the new infant space at the Willmar Assembly of God Church and the former KandiWorks, Developmental Achievement Center, in Atwater, which is being proposed for a new combined childcare center and senior housing.

COMMITTEE REPORTS

Agriculture and Renewable Energy Development. Noah Hultgren reported the Ag Committee did not meet in January, but will meet next week.

Broadband and Advanced Technology. President Gislason reported the committee received updates on the current projects and discussed next steps for a project in Whitefield Township. Green Lake and Willmar Townships have also expressed interest. Hurdles for future projects include securing a provider and funding.

Business Retention and Expansion/Recruitment (BRE). Backman noted Ridgewater College is still dealing with the State of Minnesota's attorneys related to its Commercial Drivers License program.

Finance. The committee did not meet in January. Backman noted the committee will meet next week to consider a loan request by 6th Street Logistics.

Marketing and Public Relations. Kelsey Olson reported the committee has been working on finalizing target audiences for the website and has determined the site map. Olson has been working in ExecutivePulse, the customer relationship management software, to get it functioning and organized.

Other. Backman reported on February 2nd, the EDC, City of Willmar and Willmar Lakes Area Chamber of Commerce hosted DEED Commissioner Matt Varilek, which included a bus tour of the community. Backman noted the new turkey hatchery, Headstart Hatching and Next Nest Hatching, located near the Wastewater Treatment Facility was a highlight of the tour and very impressive. It has one-of-a-kind equipment and will produce 250,000 poults per day. Valiant also noted it was very interesting and it was great to be able to tour the facility as once it is operational, it will be closed to the public. Corbett stated it was exciting to hear of the partnership between Life-Science Innovations and the hatchery on equipment development. He also noted Minnesota is the top state in turkey production with 39 million in 2023 and it is expected to surpass that amount with the new hatchery. At the board's request, Backman will follow up with the Chamber on whether or not a thank you was sent to the DEED Commissioner. Backman will attend Day at the Capitol on February 22nd with the Highway 23 Coalition.

[Steve Gardner joined the meeting.]

WHAT'S UP?

- Gislason stated he recently moved and rented out his one-level house in Spicer; he had more than 10 people interested in the property. Alley on Ash has been busy with leagues five days a week. Last year they saw more new people, who came in on snowmobiles.
- Valiant stated the City of Willmar continues to work on fiberoptic service to the city.
- Heitke was informed that Eagle Creek Golf Course has a new owner as of January 31. They are waiting for the liquor license to transfer from the previous owner. Valiant noted it was passed by the City Council Monday night. Heitke noted housing developments in Willmar are booming.
- Veronica Garcia was welcomed to the board.


- Hultgren noted the weather has been great for farming, but they are concerned about the sugar beet piles, which are in good shape right now.
- Warszynski noted Employment Plus has been busy and is still seeing many people with suspicious IDs—many from Nicaragua.
- Corbett announced Willmar Main Street is looking for board members. The application form is on the city's website. It will be doing branding to make downtown a destination. RockStep Capital postponed its hearing until March 6.
- Berg complimented the West Central Tribune on the awards it received. He noted the county is involved with many other counties and organizations. He enjoyed this first meeting as liaison.

ADJOURNMENT—There being no other business,

IT WAS MOVED BY Les Heitke, SECONDED BY Noah Hultgren, to adjourn the meeting.

The meeting was adjourned at approximately 12:57 p.m.

NEXT MEETING—The annual meeting is 11:00 a.m., Thursday, March 14, 2024 at the Community Room of Heritage Bank, Willmar.


Mary Warszynski, Secretary

APPROVED: 3/14/2024


Jesse Gislason, President

EDC Administrative Support

From: Aaron Backman
Sent: Thursday, February 8, 2024 10:11 AM
To: Corky Berg; Julie Asmus; Mayor Doug Reese (Willmar) ; Roger Imdieke; Steve Gardner; Vicki Davis; Abdulcadir Gaal; Art Benson; Jesse Gislason; Les Heitke; Mary Warszynski; Veronica Garcia
Cc: EDC Administrative Support; Kelsey; tanna.stucky@unitedcapmn.org
Subject: EDC Office Location Options
Attachments: 887.02-Site Comparison-20240129.pdf; Elks Building - Existing & Proposed Layout 2.8.24.pdf; Charles Construction Cost Estimate to Renovate Elks Bldg 1.15.24.pdf; EDC Office Proposal.pdf; Appletree Square Office Layout - 2 Bays w. Classroom 12.23.pdf

To Board Members:

I will be seeking your input at the Board meeting today on the following four office space options for our organization to consider:

- 1) **Status Quo.** The KCED remains at the Elks Club building and does not expand. This option requires that we negotiate with the Elks on a new lease for the same amount of space. Our current lease expires in November 2024 and a new 5-year lease should be in place by late summer. This option requires that we continue to use offsite locations for Elevate classes, for Joint Operations Board meetings and for two of our standing Committees, and that we have two staff in one office, etc. We currently lease 1,500 sq. ft. at \$16 psf. Regardless, the new lease would be at a higher level than our current lease rate. Assuming \$19.00 psf, plus additional costs for separate storage, projected yearly rental costs could **increase from \$24,800 to about \$30,000 or more**. The Elks have also discussed an escalator clause and adding a utility charge to the lease.
- 2) **Expand at the Elks Club.** The KCED remains at the Elks Club and we expand our space. This option allows us to have all our programming in one place, but does not provide space for community partners requiring multiple offices. The projected square footage of the occupied space at the Elks would increase from 1,500 sq. ft. to 2,977 sq. ft. or basically double the amount of rented space. The quote from Charles Construction for renovation of the Elks Club is just under \$170,000. A 10-year amortization of the leasehold costs would run at least an additional \$1,974 per month. Projected yearly rental costs would **increase from \$24,800 currently to over \$49,000 a year**.
- 3) **Co-Locate at a New Willmar City Hall.** The KCED could potentially re-locate to a new Willmar City Hall location. City Administrator Leslie Valiant has provided a proposal to the EDC that would provide 2,000 sq. ft. of space at \$20.00 psf. The proposed lease rate would be all inclusive, inc. utilities, maintenance, janitorial, taxes, etc. This option would enable other partners to co-locate in the building, and to share meeting space. Projected yearly rental costs would **increase from \$24,800 to \$40,000** (or from \$2,000 a month to \$3,333 per month). This option would require negotiating a short-term lease of perhaps two years in length with the Elks Club due to the time required for the City to design and construct/renovate its new City Hall.
- 4) **Co-locate at Appletree Square.** The KCED could potentially re-locate to Appletree Square to a space of about 2,840 sq. ft. (or more). This space could potentially permit co-location, but may require more space. The base lease rate would be \$17.60 psf without renovations costs of \$150,000+ included. Willmar 10, the builder owner could potentially contribute to a portion of the leasehold costs. Assuming a CAM/leasehold improvement charge of \$10.40 psf, the total cost would be \$28 psf. Projected yearly rental costs would **increase from \$24,800 to \$79,520**, less sublease income from other tenants.







Also, I have attached various files: Site Comparison Report from Barbara Marks, Elks Building Existing & Proposed Layout, Charles Construction Estimate for Elks Renovation, Proposal from the City of Willmar, and Appletree Square Layout.

Aaron A. Backman
Executive Director
Kandiyohi County and City of Willmar Economic Development Commission
222 20th Street SE | P.O. Box 1783 | Willmar, MN 56201
Office 320-235-7370 | Cell 320-894-5284 | Toll free 866-665-4556
aaron@kandiyohi.com | www.kandiyohi.com

PROGRAM OF NEEDS

	APPLETREE SQUARE LOCATION	HERITAGE BANK LOCATION	ELKS LOCATION	IMPORTANCE (1)LOW - (3)HIGH	FAVORED LOCATION	COMMENTS/NOTES
I. SUMMARY COMMENTS						
Appletree Square and Heritage Bank Comparison (previous information)						
22 items of review are noted as equal or not a significant difference from location to location, with adjustments to the Program of Needs, the EDC can make either space work. See preliminary Program of Needs.						
When comparing the original two sites, the Heritage Bank location is slightly favored in area of importance on items ranked >2.5						
	Apple Tree Square edges out HB in 5 categories of review. 4 of the 5 have an EDC rated importance of 2.5 or higher	Heritage Bank edges out ATS in 12 categories of review. 5 of the 12 have an EDC rated importance of 2.5 or higher				
Appletree Square, Heritage Bank and the Elks Comparison						
Heritage Bank location is ranked in 22 two-way ties, Apple Tree Square is ranked in 15 two-way ties and the Elks location is in 9 two-way ties. There was a three-way tie in 5 categories. With adjustments to the Program of Needs, the EDC can make any space work. See preliminary Program of Needs.						
When comparing the three sites, the Heritage Bank location remains slightly favored.						
	Apple Tree Square edges out the others in 5 categories of review. 4 of the 5 have an EDC rated importance of 2.5 or higher	Heritage Bank edges out the others in 5 categories of review. 3 of the 5 have an EDC rated importance of 2.5 or higher	The Elks edges out the others in 2 categories of review. 0 of the 2 have an EDC rated importance of 2.5 or higher			
	Willing to work on interior renovation with the owner	Willing to work on interior renovation with the owner	Willing to work on interior renovation with the owner.			
	Have an established aesthetic for the building and would be hesitant to modify entry points, but willing to work with owner regarding signage - it must match established aesthetic	Have an established aesthetic for the building a would be willing to modify entry points.	Willing to modify entry points to the building (at rear.) Shared entrance can be challenging due to nature of Elks activities.			
II. CIVIC BENEFIT						
Perception	on the highway	a part of downtown	on the highway	2.75	ATS	professional look is important
Partnership Opportunities	near LSS and WACF	near financial institution and legal guidance	CVB or Chamber could co-locate	2.75	HB/ELKS	
Staff Disruption			Disruptive to continue to work through a remodel project	2.375	ATS/HB	the EDC would move with either of these options, it will be a disruption
Public Disruption			same location, no change for public	1.75	ELKS	is there any benefit to "being down the street" if someone comes to the wrong location
III. LOCATION						
Address	1601 E Highway 12	320 1st Street SW	222 20th St SE	2.375		one likes that ATS is just down the street from a current location
						"1st street" and "Hwy 12" are both prominent addresses
Neighborhood	East Highway 12	Downtown	East Highway 12	2.5	ATS/ELKS	Healthcare, banking, professional services, retail
	See- food service, banking, retail, trucking	See - healthcare, banking, professional services, retail	See - food service, hospitality, development lots, storage units, nursery			
Near arterial road	yes	yes	yes	2.54	ATS/HB/ELKS	
Accessibility	off of parking lot	off parking lot or city street	off of parking lot	2.9	HB	number of doors and hallways can be complicated for those with limited mobility
Visibility	space located at building "front"	space located at building "rear"	space located at building "front" and "rear"	2.72	ATS	Modifications to building exterior at HB can make this equal
Expansion opportunities	if another suite is taken over	within suite	withing suite and small opportunity for addition	2	HB/ELKS	this is based on original owner information not supplied program
Deliveries	secondary entrance available	secondary entrance available	secondary entrance available	1.875	ATS/HB/ELKS	
Off street parking available	48,000 sf plus, shared	47,882 sf plus, shared	16,832 sf plus, shared	2.54	ATS/HB	After hours educational parking could be separated from Elks parking
On street parking available	no	yes	yes	2.14	HB/ELKS	
IV. BUILDING ELEMENTS						

	APPLETREE SQUARE LOCATION	HERITAGE BANK LOCATION	ELKS LOCATION	IMPORTANCE (1)LOW - (3)HIGH	FAVORED LOCATION	COMMENTS/NOTES
Square feet available	2,840	3,665	<2,977	2.36	ELKS	GIS-existing east side of building 3,120
Layout of available space						
Education opportunities	yes, but shared with conference	yes, could be it's own space	yes, could be own space	2.5	HB/ELKS	elevate-needs and convenience of enough space
Conference opportunities	yes, but shared with education	yes	yes	2.36	HB/ELKS	
Huddle opportunities	yes	yes	yes	2.36	ATS/HB/ELKS	
Office opportunities	yes	yes	yes	2.625	ATS/HB/ELKS	
Storage opportunities	limited-en suite	yes- en suite	yes	2.45	HB/ELKS	
Building envelope	newer renovation	newer renovation	older construction	2.85	ATS/HB	
	roof redone +/- 8 years ago	roof redone +/- 4 years ago	history of repairs "taking a while"			
Interiors and finishes	willing to remodel	willing to remodel	willing to remodel	2.5	ATS/HB	Both are willing to remodel
Building systems						
Structure	Concrete slab on grade	Concrete slab on grade	Concrete slab on grade	2.62	ATS/HB	
	Steel frame	Steel frame	Pre-engineered steel building		ATS/HB	
	Sloping beams 12' low on north side	"flat" roof unsure of deck height	low slope roof, higher deck height		ATS/HB	
Mechanical	Ducted supply with wild return	Ducted supply with ducted return	inadequate for office/conference use	2.62	HB	part of available space is garage/shop
Electrical	Old lighting	Lighting will be updated to match other areas	upgrades required	2.62	ATS/HB	part of available space is garage/shop
	Lots of outlets	former office	electrical upgrade required for education		ATS/HB	
	former office/T-Mobile	banking related	existing facility - expansion office/garage		ATS/HB	
	100 amp each side	unclear on amps-appears adequate-elec			ATS/HB	
ADA	non-compliant-planning to modify existing	non-compliant-planning new	separate ADA at Elks compliant, others non-compliant	2.62	ATS/HB	These should all be updated if they are not ADA compliant
Wayfinding	enter directly into suite	could enter into suite or hallway	enter into sometimes cluttered lobby	2.5	ATS	
Anonymity	Front and back	Shared entry or individual front and back are a possibility	Shared entry, front and back	1.36	HB	transparency-confidential when we need to be , back parking when we really need it
Safety/security	no existing security system	security system for entire building	people around after normal work hours	3	HB	
Exterior views	parking lot-retail and service business, highway, landscaping at entry	parking lot-healthcare, financial and service businesses, 1st street, landscape at entry	parking lot-dairy queen, development lots, industrial	2.36	ATS	Slightly more visible as an individual entity, this could be modified at HB
Natural Light	south only	south and west	north, east and south	2.54	HB/ELKS	
Restroom en suite	yes	yes	no	2.54	ATS/HB	
Internal expansion	no	yes	yes	2.12	HB	
Separate staff and public entry available	yes	yes	yes	1.87	ATS/HB/ELKS	
V. MARKETING/IMAGE						
Sense of arrival	yes, shared impression	yes, shared impression	no, shared entrance with Elks is not ideal	2.36	ATS/HB	
Appearance	"current"	current but "back" of building	needs updating	2.5	ATS	Modifications to building exterior at HB can make this equal
Modification to exterior likely/possible	likely no change on exterior beyond signage	change at exterior appears possible	change to exterior appears possible	2.125	HB/ELKS	Modifications to building exterior at HB can make this equal

	APPLETREE SQUARE LOCATION	HERITAGE BANK LOCATION	ELKS LOCATION	IMPORTANCE (1)LOW - (3)HIGH	FAVORED LOCATION	COMMENTS/NOTES
Current exterior images	 	 	 			

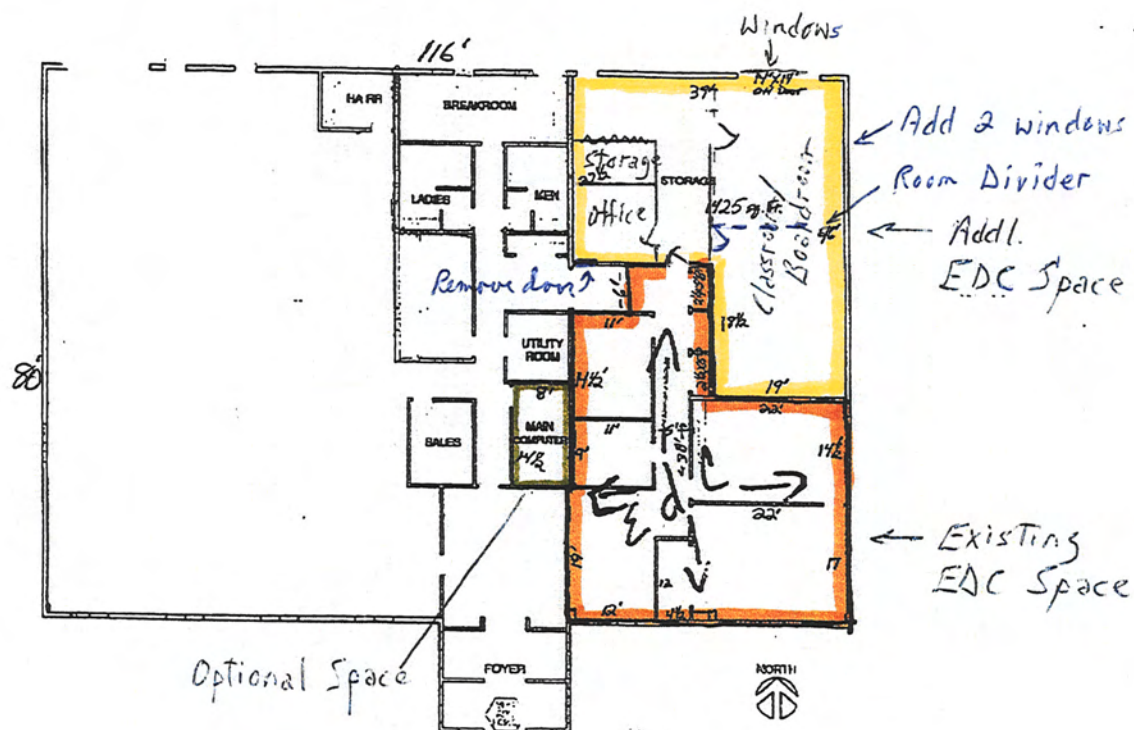
VI. COST

Leasing fees	3
Renovation cost	2.87

Elks - Total Bldg = 9,280 s.f.

EXHIBIT "A"

PREMISES



Charles Construction LLC
5205 109th Ave. NE
Spicer, MN 56288

CHARLES

CONSTRUCTION LLC

Uniquely Built for You

(320) 894-6254
General Contractor

Date	Estimate #
1/15/2024	ELKS.2024

Estimate

Name / Address
ELKS Highway 12 Willmar MN 56201

Visit our website and see testimonials from our customers. www.CharlesConstructionLLC.com

Member of West Central Builders Association

Description	Total:
Build office spaces as per plan. See attached for all that is included. Material allowance: 34598 Labor allowance: 448hrs 24640 Electrical allowance: 14740 Heat/Air allowance: 25500 Plumbing allowance: 3500 Windows/glass/allowance: 5772 Taping allowance: 6624 Painting allowance: 8500 Cabinet allowance: 8772 Flooring allowance: 12987 Garbage: 550 Misc/Gas: 600 Cleaning Services: 900 CC Overhead: 22153	169,836.00
Build 12x19 Mezzanine with stairway Material allowance: 4074 Labor allowance: 96 hrs 5280 Garbage: 40.00 CC Overhead: 1410	10,804.00
Not to include permits if needed. All addendum/extras will be added to your final bill with a Charles Construction overhead. If cost of materials changes dramatically due to economy, we will notify you with price increase before the project begins.	

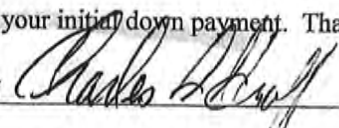
30% down payment with progressive payments and balance at completion. Payments not made within 30 days of completion will be assessed finance charges. Acceptance of proposal - prices, specifications and conditions are satisfactory and are hereby accepted. You are authorizing to do the work as specified. Payment will be made as outlined. All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry all state required insurances. Proposal good for 30 days from estimate date.

320-894-6254	CharlesConstructionLLC@live.com	License No.BC632800
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To accept this contract and get on our schedule, please sign below and mail in this form and your initial down payment. Thank you.

Client Signature and Date _____

Charles Groff





Perkins Lake Region Lumber
175 Access Drive
PO Box 575
Spicer MN 56288
320-796-2105



QUOTE

2401-228899

PAGE 1 OF 1

SOLD TO
Charles Groff CHARLES CONSTRUCTION 5205 109TH AVE NE Spicer MN 56288-

JOB ADDRESS
Job Quote File For Charles Con 5205 109TH AVE NE Spicer MN 56273-

ACCOUNT	JOB
CHA111	8
CREATED ON	01/11/2024
EXPIRES ON	01/18/2024
BRANCH	2000
CUSTOMER PO#	ELKS REMODEL
STATION	P15
CASHIER	SOMAN
SALESPERSON	
ORDER ENTRY	SOMAN
MODIFIED BY	

Thank You For Your Business!!

Item	Description	D	Quantity	UM	Price	Per	Amount
2416T	2X4X16 TREATED		16	EA	12.3200	EA	197.12
2412S	2X4X12 SPF		258	EA	6.3000	EA	1,625.40
2416S	2X4X16 SPF		38	EA	9.6000	EA	364.80
41212SR	4X12 1/2" SHEETROCK (DELIVERED-NOT STOCKED)		78	EA	27.1500	EA	2,117.70
ML1420	1-3/4"X14"X20' MICROLAM LVL 2.0		2	EA	249.0000	EA	498.00
SO-LUMBER	1-3/4" oak s.c. doors quick frame		6	EA	811.8900	EA	4,871.34
SO-LUMBER	oak pre-fin casing		180	EA	4.4700	EA	804.60
SO-LUMBER	oak pre-fin base		290	EA	3.8900	EA	1,128.10
SO-LUMBER	exterior door allowance		1	EA	1400.0000	EA	1,400.00
SO-LUMBER	accordian door allowance		1	EA	4000.0000	EA	4,000.00
SO-LUMBER	suspended ceiling allowance		1,520	EA	8.0000	EA	12,160.00
J13U15	J/M R13 UF 15" 106.56 SQFT/BAG (11 Batts/Bag)		6	EA	53.2766	EA	319.66
126M	12X100 6 MIL CLEAR POLY		1	RL	76.9900	RL	76.99
5516DF	5000 CT. 5/16 DUOFAST STAPLES		1	EA	8.3900	EA	8.39
SO-LUMBER	overhead door fill in allowance		1	EA	1500.0000	EA	1,500.00
SO-LUMBER	hardware and misc.		1	EA	1000.0000	EA	1,000.00
Due To Current Lumber Market Conditions, We Reserve The Right To Re-Price Material At Time Of Shipment					MN KAN SP 7.875%	Subtotal	32,072.10
						Sales Tax	2,525.68
						Total	34,597.78

Buyer:



Signature

Hentges Electric, LLC

13554 County Rd 4 NE, SPICER, MN 56288 • 320.979.8143 •
hentgeselectric@gmail.com

1/15/2024

Chuck Groff
Charles Construction
Spicer, MN 56288

Re. Wiring for Elks-EDC

To include:

- 17 2x4 lay-in fixtures
- 25 Duplex receptacles
- 10 Single pole switches
- 2 Three-way switches
- 1 Demo existing electrical
- 1 Gas Furnace
- 1 AC
- 1 90-amp feeder
- 1 Main lug panel
- 1 8 Data drops
- 1 State electrical inspection

Total \$ 14740.00

Thanks for your consideration.

11:32 AM Fri Jan 19

...

63%



January 19, 2024 at 11:31 AM

Charles Construction

RE: Elks remodel

Equipment

Bryant 926 furnace, 80,000 btu, 96%

Bryant 114 AC, 30,000 btu

EWC zone control for the two areas

Ductwork above the suspended ceiling with ceiling registers

Locate the furnace in a centrally located mechanical room to be determined

Includes the labor and material

Wiring is not included

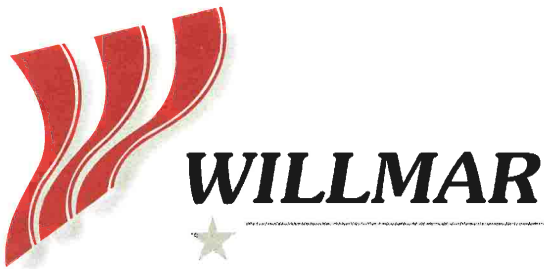
Price: \$25,500.00

Subject to price increases and availability of equipment

Regards,

Craig Aurand

Magnuson Sheet Metal



CITY ADMINISTRATOR

City Office Building
333 SW 6th Street
Box 755
Willmar, Minnesota 56201

320-235-4913
FAX: 320-235-4917
www.willmarmn.gov

January 29, 2024

Aaron Backman
Kandiyohi County/City of Willmar Economic Development Commission
222 20th Street SE
P O Box 1783
Willmar, MN 56201

RE: EDC Office Space

Dear Mr. Backman,

We are writing to you as a potential partner in the new city hall project. As you may know, the City has been exploring the possibility of building a new city hall that would better serve the needs of the community. We understand that the EDC, Chamber of Commerce, and the Convention Bureau are also looking for more space to carry out their activities. We would like to invite you to join us in this project and consider moving into the new city hall.

The City is exploring two possible locations for the new city hall in the downtown area. One of them is block 50, which has been vacant for several years. The other one is a confidential site that we are not authorized to reveal at this moment. We are conducting feasibility studies and cost-benefit analyses for both options.

This is a great opportunity for you to have a say in how the new city hall will be designed and configured to suit your needs. For example, you could have a separate entrance from both the outside and the inside, similar to the EDC's current main entrance. You could also benefit from the shared use of meeting spaces and building signage. Moreover, the EDC could contract with the City's Informational Systems Department, providing faster response when computer issues occur. The City has a voice over IP phone system which would allow the EDC to keep your current phone number, only paying for external phone service. There could also be savings on internet service.

We estimate that the annual rent for the space at the new city hall at \$20 per square foot with a 3% increase every year for about 2,000 square feet of office space. This is based on the current market value and may change depending on the final design and construction costs. However, we believe that this is a reasonable and competitive price for a prime location in the heart of the city. This rate would include utilities, use of common areas, meeting spaces, landscaping, snow removal, taxes, janitorial services. Internet services and phone services could be negotiated further.

The EDC is a joint initiative of the City and County that aims to facilitate business development and address developer's inquiries by being co-located within the City Offices in the downtown area we both become more efficient.

Sincerely,

Leslie M. Valiant
Willmar City Administrator

Appletree Square

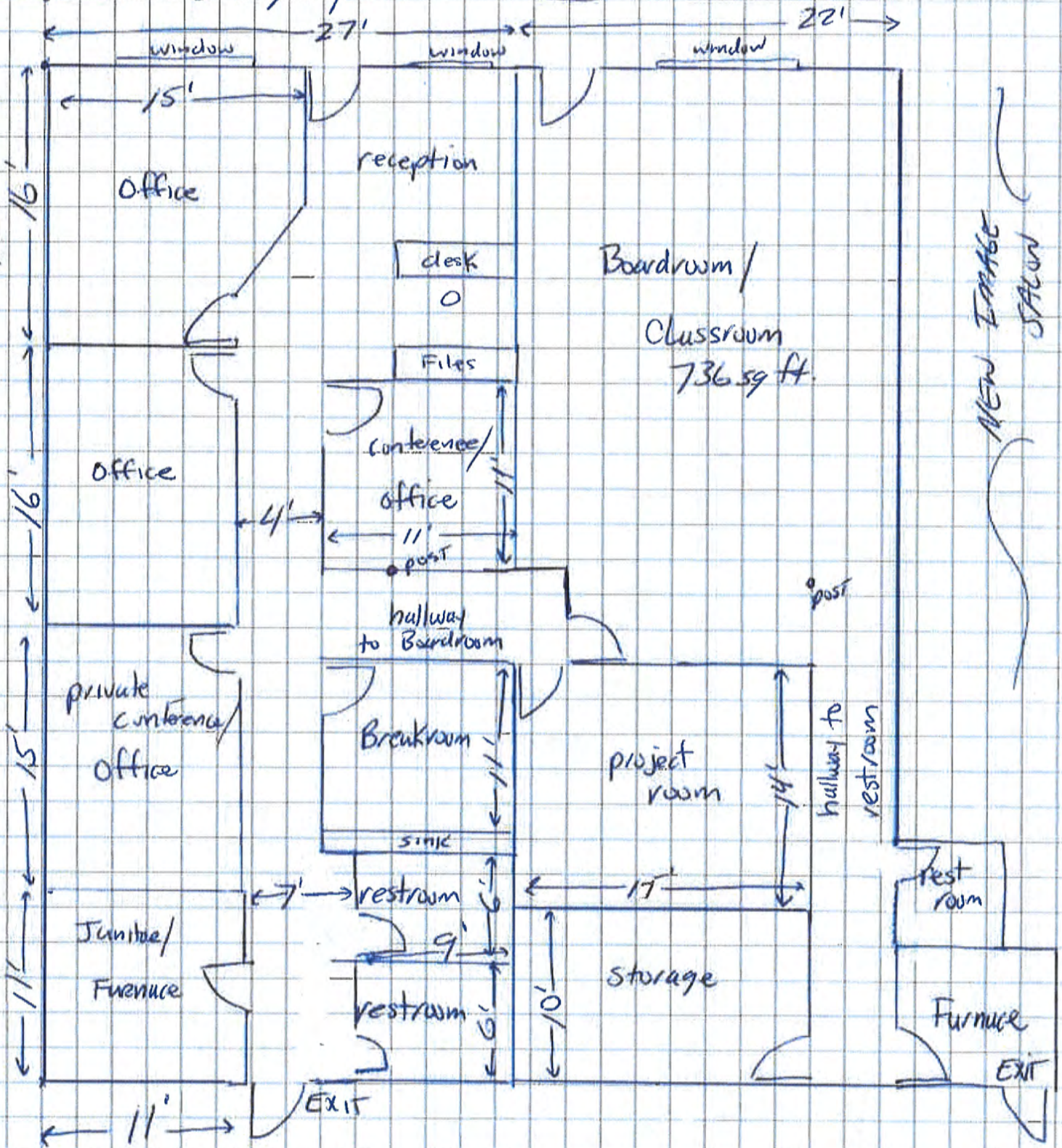
1601 E Highway 12

Highway 12

SOUTH PARKING LOT

WILLOW ALLEN COMMUNITY FOUNDATION

NEW IMAGE SALON



Office Size =
2840 sq ft

NORTH PARKING LOT



Aaron Backman

From: City of Pennock <pennockcty@tds.net>
Sent: Thursday, February 1, 2024 9:52 AM
To: Aaron Backman
Subject: RE: Engineering Invoice

It will be from the watertower (northeast of Cty Rd 1) across Cty Rd 1 to the northwest side of Cty Rd 1.

Thanks,

Dawn Johnson
Pennock City Administrator/Clerk-Treasurer
PO Box 159
205 NW 2nd St
Pennock, MN 56279
320-599-4546
320-599-4549 (fax)
pennockcty@tds.net
Office Hours: Mon, Tues, Thurs, Fri – 7:30 a.m. – 12:30 p.m.
Wed - Closed

From: Aaron Backman <aaron@Kandiyohi.com>
Sent: Thursday, February 1, 2024 9:47 AM
To: City of Pennock <pennockcty@tds.net>
Subject: RE: Engineering Invoice

Hi Dawn,

Great! This is helpful. Question, where is the project in Pennock?

Aaron A. Backman
Executive Director
Kandiyohi County and City of Willmar Economic Development Commission
222 20th Street SE | P.O. Box 1783 | Willmar, MN 56201
Office 320-235-7370 | Cell 320-894-5284 | Toll free 866-665-4556
aaron@kandiyohi.com | www.kandiyohi.com

From: City of Pennock <pennockcty@tds.net>
Sent: Thursday, February 1, 2024 8:57 AM
To: Aaron Backman <aaron@Kandiyohi.com>
Subject: Engineering Invoice

Hi Aaron,

We are going to be doing a watermain looping project. I know that \$2000 would not cover the project but attached is an invoice for the engineering. The city has already paid the \$1800 but maybe we could get assistance to help pay more. If there is something that I need to do, let me know.

Thanks for your help.

Thanks,

Dawn Johnson
Pennock City Administrator/Clerk-Treasurer
PO Box 159
205 NW 2nd St
Pennock, MN 56279
320-599-4546
320-599-4549 (fax)
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Wed - Closed

WIDSETH ARCHITECTS • ENGINEERS • ENVIRONMENTAL SCIENTISTS • SURVEYORS

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C1.2	LEGEND
C1.3	CONSTRUCTION NOTES
C1.4 - C1.5	WATERMAIN & SURFACING DETAILS
C1.6	WATERMAIN PLAN & PROFILE
C1.7	EROSION CONTROL PLAN
C1.8 - C1.9	EROSION CONTROL DETAILS



PARTIAL MAP PENNOCK, MINNESOTA

GOPHER STATE ONE CALL
1-800-252-1166

WIDSETH SMITH NOLTING & ASSOC., INC.
216 S MAIN ST
CROOKSTON, MN 56716
T. 218-281-6522

WIDSETH

INVOICE

City of Pennock
PO Box 159
Pennock, MN 56279-0159

Invoice Number: 227771
Date: December 20, 2023
Project Number: 2023-11757

City of Pennock 2024 Watermain Looping

For Professional Services Rendered Through: December 08, 2023

Fee Services

	Contract Amount	Percent Complete	Fee Earned	Prior Billings	Current Billings
Plans, Specifications	\$4,500.00	32.00	\$1,440.00	\$0.00	\$1,440.00
	\$4,500.00		\$1,440.00	\$0.00	\$1,440.00
					\$1,440.00

Professional Services

	Hours	Rate	Amount
Land Surveyor III	2.00	180.00	\$360.00
	2.00		\$360.00

Invoice Total \$1,800.00

To: Joint Operations Board

FROM: Tanna Stucky
Child Care Community Coordinator

DATE: 1/31/2004

RE: Child Care Community Coordinator Report

Hello Everyone,

I hope that everyone has been enjoying this beautiful winter that we have had so far. I am hoping that there is not a snowstorm lingering somewhere waiting to blast us just when we think we are in the clear.

I want to take a moment and update you on some of the projects that I have been working on over the past few months.

The Mentor program for Child Care providers is going strong. We currently have 7 Mentors and 6 Mentees. I am planning a gathering in late March or early April for them to come together and network with one another. In December we held our first gathering at the Willmar Conference Center. Kandiyohi EDC and SWIFT provided the evening with a meal and some "Getting to Know You" activities. Everyone had a great time and is looking forward to gathering again.

I am also currently working with First Children's Finance on the Child Care Strategic Supply Plan (SSP). This plan is designed as a community engagement process to address the challenges of Child Care in rural communities. First Children's Finance will send out surveys in Kandiyohi County asking people what their Child Care needs are, where they are taking their children for Child Care and various other questions. When these surveys are returned, we will meet with the Core Team Members from Kandiyohi County and set goals to address these needs.

The RCCIP meeting will be held on Monday, February 12th at Heritage Bank. One of the agenda items will be to begin the planning of a Child Care appreciation event.

I am also continuing to work with NuVantage on the Employee Assistance Program for providers to provide them free 24/7 access to a mental health professional.

In early January Kandiyohi EDC applied for the Willmar Area Foundation grant and hope to hear about the award in March.

The Child Care Economic Development(CEED) Grant is also now available and we will be working on that in the upcoming months.