

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT OPERATIONS BOARD OF DIRECTORS (OB) MEETING
MINUTES
July 13, 2017
EDC Office, Willmar

Present: Rollie Boll, Donna Boonstra, Gary Gilman and Les Heitke

Ex Officio: Bruce Peterson and Rollie Nissen for Roger Imdieke

Excused: Art Benson, Robert Carlson, Roger Imdieke and Kelly TerWisscha

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

Media: Shelby Lindrud, West Central Tribune

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

President Donna Boonstra called the meeting to order at approximately 11:03 a.m.

AGENDA—The County Tourism Development Account was added to the Agenda under Unfinished Business.

IT WAS MOVED BY Rollie Boll, SECONDED BY Gary Gilman, to approve the revised Agenda and the Consent Agenda as emailed. MOTION CARRIED.

CONSENT AGENDA—

Approve: 1. Minutes of June 8, 2017 meeting
2. Financial reports as of June 30, 2017
3. Payment of bills:
a. \$1,757.85 to REDstar Creative for Invoice No. EDC0617

Accept: Committee/Subcommittee Minutes
1. Agriculture and Redevelopment Energy Marketing Subcommittee 5/2/2017
2. Broadband and Advanced Technology 6/5/2017
3. Business Retention and Expansion/Recruitment 5/19/2017
4. Finance 5/9/2017
5. Marketing and Public Relations 5/22/2017
6. Leisure Travel 5/1/2017

PROGRESS REPORTS

Willmar/Willmar Industrial Park. Aaron Backman reported the grant agreement for the Willmar Wye TIGER grant has been fully executed. The parties are now working on the design/build schedule. Bruce Peterson reported the City of Willmar has been contacted by contractors wanting to take dirt from the project. Excavation and fill for the Highway 12 portion of the project will begin in 2018 and final dirt shaping and road work will be done in 2019. Rail work will begin after the road work is completed, possibly in 2019 with completion of the Wye project expected in the latter part of 2020. The City of Willmar has not yet signed the Master Cooperative Agreement. A 600' side track will come off the rail line, but the spur will not be completed until a business that needs a spur locates in the Industrial Park. Peterson stated all of the parties continue to hold conference calls in which Backman has been participating. Local contractors have been given an opportunity to bid on the Wye project and some will be subcontractors.

Peterson stated the City of Willmar continues to work on the Buhler sale. The plans for Magnum were approved and they are now reviewing the site plans; the City of Willmar agreed to pay Magnum a maximum of \$30,000 for soil mitigation costs. The Willmar City Council will look at the Industrial Park Write-Down Policy and its Business Subsidy Agreement to increase the base wage from \$12 per hour to \$14 per hour. Peterson and Backman continue to work on fine tuning a First Street redevelopment project; the developer is still reviewing its property costs. Peterson met with two housing developers looking at buildings with 100 units each—one for workforce housing and one for upper scale/market-rate housing in southeast Willmar with mixed use. Kwik Trip is looking at three sites in Willmar, two of which would be on former Mills properties and the third will be a 9,000 sq. ft. truck stop at the former Cenex on east Highway 12, the use of which the Willmar Planning Commission approved. The Nelson family has removed their downtown building and cleaned up the property, which has made the property marketable.

Business Retention and Expansion Grant for Diverse Businesses. Backman reported he completed 18 diverse BRE site visits (9 Somali, 1 Asian and 8 Latino) and developed lists of Latino and East African businesses in Willmar. The visits have been beneficial. Backman noted 55% of the Somali businesses are located on Litchfield Avenue and 23% are on Fourth Street with most being concentrated in downtown Willmar. The Latino businesses are more dispersed with 18% located on Litchfield Avenue, 15% on Highway 71 and 67% in other areas of the community. Most of the Asian business are located on First Street south of Affiliated Community Medical Centers. Backman stated some Latino businesses have been in operation 20 years; 37% have been in Willmar more than 10 years and 15% started in the last 18 months. Most Somali businesses have been operational less than 10 years. Both Latinos and Somalis have food-related businesses. A significant number of Latino businesses are also in auto repair sales and service and contractors and for Somalis it is in transportation and cell phones. On average, Latinos own their buildings and Somalis rent. Backman will provide a written report to Southwest Initiative Foundation and the EDC boards. Backman stated the Bush Foundation and Bremer Foundation have also shown interest in the results of these visits and may be interested in offering additional grants.

MinnWest Technology Campus. Backman reported Mr. B Chocolatier was acquired by Brian Bollig and is reopening in the former bakery on the MinnWest Technology Campus (MWTC). The plan review was approved by the Willmar City Council in June. Backman informed the board he had a mold of the EDC logo made for future use in marketing. He will give away EDC chocolates at the

annual meeting of the Minnesota Association of Professional County Economic Developers (MAPCED) to be held in Willmar on September 22, 2017. Connie Schmoll reported MWTC purchased two buildings from the State on July 1 and the State is now renting those buildings. The Animal Science Conference will be held again this fall.

Highway 23 Coalition. Backman distributed a map showing the end points of the Highway 23 corridor (see attached). The Highway 23 Coalition Executive Committee will meet July 20th at McKale's Restaurant in New London to look at membership structure and dues. Counties, communities and businesses along the corridor will be asked to be members of the Coalition. The main priority will be completing the two gaps and the second priority is highway improvements from Marshall to Willmar. The Coalition will look at obtaining funds approved by the state for Corridors of Commerce. The Coalition is planning an event for August or September to which Congressman Collin Peterson, Minnesota Department of Transportation Commissioner Charles Zelle and others will be invited to attend. Les Heitke suggested a lobbyist may be of benefit to the Coalition to obtain federal transportation funds.

Glacial Ridge Hospitality. Backman reported Glacial Ridge Hospitality has raised the needed equity of \$2.35 million and is now working on the purchase agreement with Little Crow Country Club. Backman is working on the abatement documents.

Business Visits and Meetings. Backman reported he participated in the Chamber Connection at United Prairie Bank in Spicer; met with a business interested in Historic 313; and continues to work with First Street redevelopment. Both Backman and Schmoll attended the quarterly meeting of MAPCED in Alexandria that included a tour of the high school, which was designed to develop future workforce. They also both attended the Economic Development Association of Minnesota summer conference in Nisswa and training on the Transportation Economic Development (TED) Program. Schmoll reported 15 individuals attended the EDC Ag Committee's "Speak for Agriculture" presentation by Natasha Mortenson. Schmoll helped with Willmar Lakes Area Chamber of Commerce Agribusiness Committee's events; attended the Midwest Farm Energy Conference in Morris and helped facilitate a bus tour of Willmar during Willmar Fests. She participated in a GrowthZone presentation, a program similar to Synchronist, but discovered it was more geared to chambers. Schmoll attended a Blomkest City Council meeting; visited the Happy Family Asian Grocery and has had several meetings regarding the county broadband project and marketing the sign-up and deposit deadline of July 21, 2017.

UNFINISHED BUSINESS—

Commonwealth Development 15th Street Flats. Backman reported Commonwealth Development submitted an application to the Minnesota Housing Finance Agency (MHFA) for tax credits. A second application was submitted to MHFA by Southwest Minnesota Housing Partnership for rehabilitation of the Hanson Apartments on Lakeland Drive. Backman believes a decision on the projects will be made in October and it is unknown if MHFA will approve both projects.

County Tourism Development Account. Backman reported he contacted Beth Fischer of the Willmar Convention & Visitors Bureau (CVB) as to a possible water trail in the county or a kayak launch. Fischer will attend the August board meeting to give an annual report and provide

information on a kayak launch. Backman distributed a photo of a DNR kayak launch in the Fergus Falls area (see attached).

NEW BUSINESS—

Business in Focus Magazine Article. Backman reported that instead of placing another ad in the *Thriving in the North* magazine published by the Minnesota Department of Employment and Economic Development, a feature article on Kandiyohi County will be printed in the *Business in Focus* magazine at no cost to the EDC. To cover the cost of the article, the publisher contacts area businesses to advertise in the publication. Backman provided the publisher with a list of businesses to contact for advertising and prepared a letter of introduction for the publisher.

2018 Preliminary Budget. The board reviewed the proposed 2018 preliminary budget, which includes a 3.2% increase (see attached). The main increase is to employee compensation. Backman took into account a suggestion last year by the Joint Powers Board that staff may need to contribute to their health insurance in the future. Thus, the proposed budget has a 9% increase for health insurance and any increase above that cap would be paid by staff. The budget includes a salary increase for Schmoll based upon a performance evaluation he conducted with her. Schmoll has a strong ability to manage several tasks at a time, is willing to attend continuing education courses, helped develop a successful angel fund and is detail orientated.

IT WAS MOVED BY Gary Gilman, seconded by Rollie Boll, to recommend to the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board that it approve the 2018 proposed levy of \$514,600 and total budget of \$572,540. MOTION CARRIED.

Capital Request for CSAH No. 55 Bridge. Backman reported Mel Odens, Kandiyohi County Public Works Director, applied for a \$3.9 million capital request on behalf of Kandiyohi County to the State of Minnesota for construction of an overpass on CSAH 55 at the south end of the Willmar Wye railroad bypass. The EDC provided information for the county's application and obtained letters of support. The project was mentioned in an article in today's *West Central Tribune*.

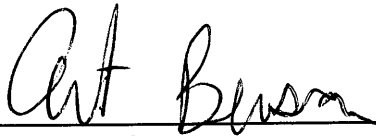
COMMITTEE REPORTS

Agriculture and Renewable Energy Development. Rollie Boll reported Bushmills recently gave a tour and indicated it received approval for expansion.

Business Retention and Expansion/Recruitment. Peterson reported Fox Hole Brewhouse was recently awarded two medals in the 2017 U.S. Open Beer Championships, a gold and a bronze. Backman gave an update on Historic 313 and distributed a map of the site (see attached). Construction for the Spurs restaurant has started and another business looked at a space in Historic 313, as well as at two locations on First Street. Backman reported the City of Willmar issued permits for Midtown Plaza so renovation of the building will begin.

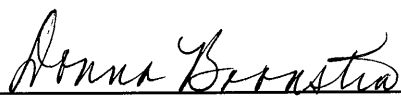
NEXT MEETING—The next board meeting is **11:00 a.m., Thursday, August 10, 2017**, at the Community Center in Raymond.

ADJOURNMENT—There being no further business, the meeting was adjourned at approximately 1:23 p.m.



Art Benson, Secretary

APPROVED: 8/10/2017:

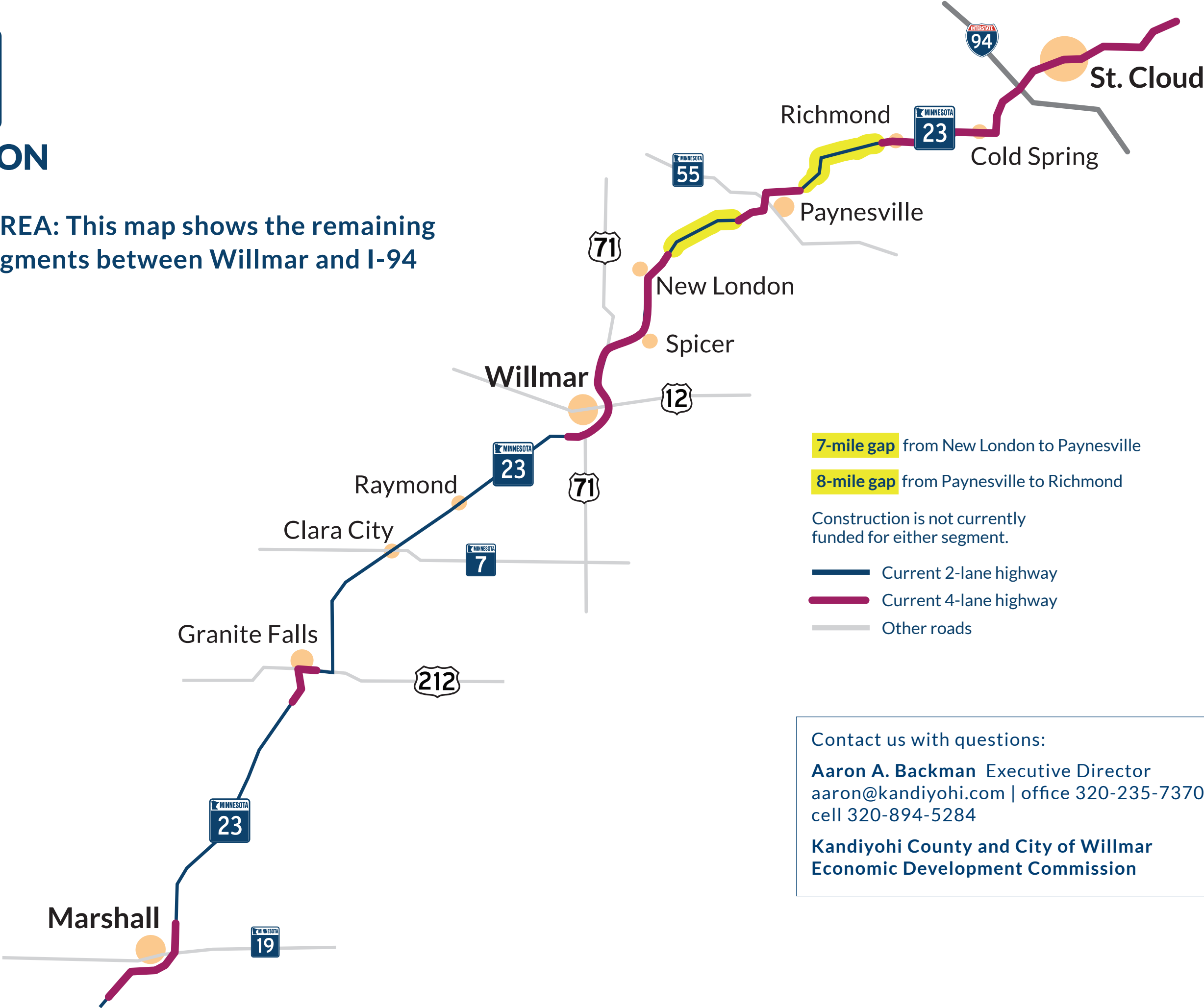


Donna Boonstra, President



COALITION

PROJECT AREA: This map shows the remaining two-lane segments between Willmar and I-94





Kandiyohi County City of Willmar Economic Development Commission
2018 Proposed Budget

Date Printed: 7/11/2017

	Proposed 2018	Revised 2017	As of 6/30/2017	2016 actuals
REVENUES				
County Tax Levy	\$ 514,600	\$ 498,750	275,222.48	\$ 480,242.35
Ag Events Sponsorships/Fundraising	\$ 1,000	\$ 4,200	750.00	\$ 2,850.00
Creating Entrepreneurial Opportunites student loan program	\$ 30,000	\$ 30,000	26,181.04	\$ 34,093.49
Grants	\$ 7,500			\$ 40,560.00
Insurance dividends	\$ 1,200	\$ 1,250		\$ 1,265.00
Interest on investments				\$ 3,181.74
Concorde Bank (Revolving Loan Fund savings account)	\$ 200	\$ -	99.80	\$ 165.56
Concorde Bank CD matures at .76% matures 9/28/2018	\$ 1,000	\$ 1,000	787.09	
North American State Bank CD at 1.06% matures 5/12/18	\$ 800			
Heritage Bank savings account	\$ 60	\$ -	32.31	\$ 54.56
US Bank CD (Tourism Development Account) at .690% matures 2/20/2018	\$ -	\$ -		
Loans				
ELGP loan application fees	\$ 300	\$ 300		\$ 300.00
Revolving Loan Fund application fees	\$ 800	\$ 800	300.00	\$ 580.00
Revolving Loan Fund filing fee reimbursements	\$ 80	\$ 80	20.00	
Revolving Loan Fund repayments interest	\$ 8,500	\$ 8,120	4,616.73	\$ 7,821.20
Other Income				\$ 3,566.58
Refunds, reimbursements and in-kind contributions (inc. Hwy 23)	\$ 3,500	\$ 3,500		\$ 2,698.74
SWIF BRE Diverse Business Grant		\$ 15,000	15,000.00	
WAM-BC rent	\$ 3,000	\$ 2,750	2,000.00	
WAM-BC security deposit		\$ 250	250.00	
Total Revenues	\$ 572,540	\$ 566,000	325,259.45	\$ 577,379.22
EXPENSES				
Total Blandin Grants				\$ 20,330.78
Economic Development Community Contributions	\$ 1,000	\$ 1,000		
Grants (Blandin) matching funds				\$ 4,320.00
Sponsor Fees				
Animal Science Conference	\$ 1,500	\$ 2,000		\$ 2,000.00
U of M Technology Showcase	\$ 500	\$ 500		\$ 100.00
Vision 2040	\$ 2,000	\$ 2,000	2,000.00	
Other	\$ 1,500	\$ 1,500		\$ 4,400.00
Total Contributions and Sponsor Fees	\$ 6,500	\$ 7,000	2,000.00	\$ 10,820.00
Other Expenses:				
Bank Fee			6.40	\$ 150.00
Joint Operations Board (includes meals/administrative time)	\$ 2,800	\$ 2,800	1,376.53	\$ 2,621.23
Joint Powers Board (includes meals/administrative time)	\$ 1,900	\$ 1,000	1,229.20	\$ 1,341.20
Revolving Loan Fund Expenses			20.00	\$ 59.00
SCORE (cell phone and email account)	\$ 400	\$ 350	357.86	\$ 806.81
Total Other Expenses	\$ 5,100	\$ 4,150	2,989.99	\$ 4,978.24
Countywide Business Development				
CEO Student Program Admin	\$ 750		375.00	\$ 1,211.50
TIGER II Grant - Willmar Industrial Park	\$ 35,000	\$ 35,000		\$ 2,012.50
Miscellaneous countywide business development	\$ 6,000	\$ 6,000	300.00	\$ 10,629.32
Total Countywide Business Development	\$ 41,750	\$ 41,000	675.00	\$ 13,853.32

Kandiyohi County City of Willmar Economic Development Commission
2018 Proposed Budget

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	Proposed 2018	Revised 2017	As of 6/30/2017	2016 actuals
COMMITTEE EXPENSES				
Agriculture and Renewable Energy Development				
Ag BRE Survey banquet, marketing and printing	\$ -	\$ 4,200	5,529.96	
Conferences/Seminars/Trainings	\$ 1,100	\$ 1,100	940.04	\$ 763.24
Marketing	\$ 1,500	\$ 500	766.24	
Meals/Meeting Refreshments	\$ 600	\$ 1,000	199.79	\$ 881.05
Mileage/Travel	\$ 1,200	\$ 400	866.60	\$ 400.14
Professional Services				
General Administrative Services	\$ 2,000	\$ 1,550	2,876.50	\$ 3,111.25
Professional Services - Other	\$ 1,000	\$ 3,500	380.00	\$ 362.50
Supplies (office or program)	\$ 250	\$ 250	25.93	\$ 98.00
Other				\$ 74.00
Total Ag Committee Expenses	\$ 7,650	\$ 12,500	11,585.06	\$ 5,690.18
Broadband and Advanced Technology				
Conferences/Seminars/Trainings	\$ 500	\$ 500	135.00	\$ 882.10
Feasibility study administration	\$ -	\$ 500		\$ 3,500.00
Feasibility grant to Kandiyohi County				\$ 21,500.00
Marketing	\$ 200	\$ 750	1,262.75	
Meals/Meeting Refreshments	\$ 900	\$ 1,200	590.97	\$ 1,521.29
Mileage/Travel	\$ 500	\$ 800	388.01	\$ 589.38
Postage	\$ 50		49.00	
Printing, copying & publishing	\$ 350		496.00	
Professional Services				
General Administrative Services	\$ 880	\$ 880	1,082.25	\$ 1,387.50
Professional Services - Other	\$ -	\$ 500		
Total Broadband and Advanced Technology Committee Expenses	\$ 3,380	\$ 5,130	4,003.98	\$ 29,380.27
Business Retention and Expansion/Recruitment				
Conferences/Seminars/Trainings	\$ 750	\$ 1,000		
Highway 23 Coalition	\$ 3,000		1,962.73	
Manufacturing Tours	\$ -			\$ 1,574.11
Marketing	\$ 150	\$ 200	4.32	
Meals/Meeting Refreshments	\$ 200	\$ 200	127.59	\$ 155.45
Mileage/Travel	\$ 700	\$ 700	156.76	\$ 476.82
Printing, copying & publishing	\$ 150		52.00	\$ 475.86
Professional services				
General administrative services	\$ 1,100	\$ 1,100	462.50	\$ 1,359.75
Professional services - Other	\$ 300	\$ 500		
Supplies (office or program)	\$ 200	\$ 200		
SWIF BRE Diverse Business Grant / Other Grants				
General administration	\$ 6,500	\$ 3,000	175.75	
Marketing		\$ 350		
Meals/Meeting Refreshments		\$ 250	27.00	
Mileage/Travel		\$ 400	87.28	
Operations		\$ 9,000		
Printing/Copying		\$ 500		
Professional Services		\$ 1,500		
Total BRE/R Committee Expenses	\$ 13,050	\$ 18,900	3,055.93	\$ 4,041.99
Finance				
Conferences/Seminars/Trainings				
Marketing	\$ 100	\$ 100		\$ 148.00
Meals/Meeting Refreshments	\$ 500	\$ 500	162.67	\$ 501.96
Mileage/Travel	\$ 100	\$ 100		\$ 28.08
Professional services				
General administrative services	\$ 800	\$ 600	444.00	\$ 750.25
Legal services	\$ 350	\$ 350		\$ 500.00
Total Finance Committee Expenses	\$ 1,850	\$ 1,650	606.67	\$ 1,928.29
Marketing and Public Relations				
Meals/Meeting refreshments	\$ 700	\$ 800	301.40	\$ 621.53
Media	\$ 1,100	\$ 1,300	215.00	\$ 440.00
Mileage/Travel	\$ 100	\$ 100	28.36	\$ 85.86
Printing, copying and publishing				
Advertisements	\$ 1,350	\$ 2,625	455.00	\$ 398.00
Chamber ADvantage	\$ -	\$ 1,000		\$ 560.17
Newsletters	\$ 3,500	\$ 5,500		\$ 2,654.12
Other	\$ 400		324.68	\$ 3,217.50

Kandiyohi County City of Willmar Economic Development Commission
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Professional services				
General administrative services	\$ 1,600	\$ 1,600	736.30	\$ 1,350.50
REDstar Creative	\$ 14,500	\$ 12,000	8,041.42	\$ 16,818.35
Special projects	\$ 2,000	\$ 2,000	246.12	\$ 500.00
Total Marketing and Public Relations Committee Expenses	25,250	26,925	10,348.28	\$ 26,646.03
Tourism/Leisure Travel				
CVB Tourism Partnership Agreement	\$ 34,000	\$ 34,000	34,000.00	\$ 34,000.00
Meals/Meeting refreshments	\$ 100		28.03	\$ 48.24
Mileage/Travel	\$ 100	\$ 200	17.66	\$ 73.44
Total Tourism/Leisure Travel Committee	\$ 34,200	\$ 34,200	34,045.69	\$ 34,121.68
Total Committee Expense	\$ 85,380	\$ 99,305	\$ 63,645.61	\$ 101,808.44

Kandiyohi County City of Willmar Economic Development Commission
2018 Proposed Budget

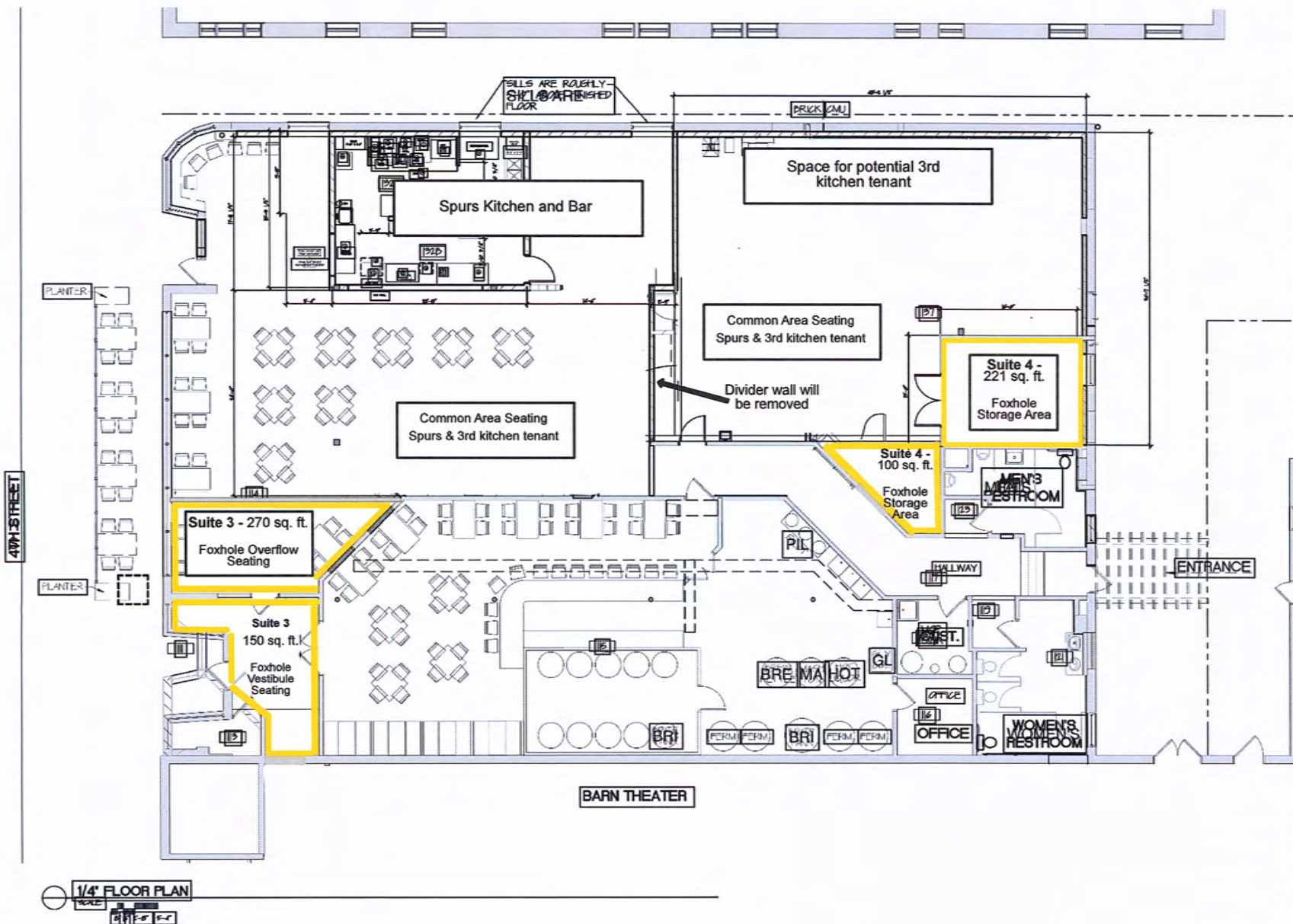
Date Printed: 7/11/2017

	Proposed 2018	Revised 2017	As of 6/30/2017	2016 actuals
EMPLOYEE COMPENSATION				
Executive Director				
Director's salary	\$ 110,000	\$ 100,000	50,000.04	\$ 81,666.60
Director's health insurance (\$920 p/mo.)	\$ 12,000	\$ 11,040	4,680.59	\$ 7,561.90
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	\$ 8,415	\$ 7,650	3,825.00	\$ 1,903.44
Director's pension (PERA) employer rate is 7.5%	\$ 8,250	\$ 7,500	3,749.88	\$ 7,829.07
Total Executive Director's Compensation	\$ 138,665	\$ 126,190	62,255.51	\$ 98,961.01
Assistant Director's PERA				\$ 1,080.54
Business Development Specialist's position				
Business Development Specialist's salary	\$ 70,000	\$ 62,815	31,407.48	\$ 64,905.36
Business Development Specialist's health insurance	\$ 12,000	\$ 11,040	5,846.89	\$ 10,200.00
Business Development Specialist's payroll taxes	\$ 5,353	\$ 4,803	2,310.81	
Business Development Specialist's PERA	\$ 5,250	\$ 4,711	2,355.60	\$ 4,867.91
Total Business Development Specialist's Compensation	\$ 92,603	\$ 83,369	41,920.78	\$ 79,973.27
Accrued vacation and sick expense				
Executive Director	\$ 7,000	\$ 11,000	\$ 3,749.26	\$ 7,918.51
Business Development Specialist	\$ 2,000	\$ 5,000	\$ 725.40	\$ 153.01
Employee workers' compensation insurance	\$ 900	\$ 900	\$ 433.00	\$ 896.00
Employer Payroll Taxes				\$ 11,358.37
Tax Penalty and Interest			\$ 314.52	
Total other employee compensation	\$ 9,900	\$ 16,900	5,222.18	\$ 20,325.89
Total Employee Compensation	\$ 241,168	\$ 226,459	\$ 109,398.47	\$ 200,340.71
ADMINISTRATIVE EXPENSES				
MCIT property/casualty insurance	\$ 3,000	\$ 3,000	2,657.00	\$ 2,997.00
Meals not for a committee	\$ 1,200	\$ 1,500	337.44	\$ 1,146.15
Memberships, dues, subscriptions				
Subscriptions	\$ 500	\$ 400	482.98	\$ 542.98
Community Venture Network (CVN)	\$ 2,200	\$ 2,200		\$ 2,125.00
EDAM membership	\$ 495	\$ 395	495.00	\$ 395.00
Local organizations	\$ 200	\$ 525	195.00	\$ 1,015.00
MAPCED membership	\$ 250	\$ 310	250.00	\$ 310.00
MN DEED Marketing Partnership dues	\$ 625	\$ 650	625.00	\$ 1,250.00
WORKUP membership	\$ 5,400	\$ 5,400	2,250.00	\$ 3,150.00
Moving Expenses for Executive Director				\$ 874.02
Professional services:				
Accountant fees	\$ 1,500	\$ 1,000	1,084.50	\$ 1,500.00
Auditor	\$ 7,000	\$ 7,000	740.00	\$ 6,520.00
Bookkeeping fees	\$ 6,000	\$ 6,000	2,427.00	\$ 6,753.00
Executive Director search firm				\$ 8,726.73
Legal fees	\$ 1,800	\$ 2,000	375.00	\$ 1,812.50
Seminars and promotions	\$ 2,000	\$ 2,000	101.10	2765.17
Travel, conference, school	\$ 12,000	\$ 12,000	3,519.22	\$ 7,861.39
Total Administrative Expenses	\$ 44,170	\$ 44,380	15,539.24	\$ 49,743.94

Kandiyohi County City of Willmar Economic Development Commission
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OFFICE EXPENSES				
Cleaning person	\$ 2,700	\$ 2,700	801.56	\$ 2,778.76
Depreciation - furniture and equipment				
Equipment maintenance and rental				
Software (Synchronist annual fee \$1,200)	\$ 1,500	\$ 1,500	1,796.59	\$ 3,449.34
Toshiba service contract w/Loffler Companies	\$ 2,000	\$ 2,000	789.02	\$ 1,748.79
Equipment maintenance and rental - other	\$ 750	\$ 750	63.13	\$ 1,136.68
Furniture and equipment	\$ 1,300	\$ 1,250	897.76	\$ 1,289.04
Toshiba digital color copier lease	\$ 1,700	\$ 1,800	694.70	\$ 1,898.40
Office equipment and miscellaneous	\$ 2,000	\$ 2,000	1,011.93	\$ 1,534.93
Postage, mailing service	\$ 300	\$ 500	49.00	\$ 212.00
Printing, copying and publishing	\$ 1,000	\$ 2,000	470.73	\$ 450.22
Professional services:				
Engineering and other professional services	\$ 6,000	\$ 6,000	5,035.28	\$ 12,129.50
General administrative	\$ 61,900	\$ 58,956	20,794.37	\$ 52,772.39
Planning session facilitator	\$ 2,400	\$ 2,400	1,300.00	\$ 2,200.00
Website hosting and maintenance	\$ 450	\$ 450		\$ 360.00
Rent and storage unit	\$ 23,400	\$ 22,200	11,600.00	\$ 22,200.00
Rent (water cooler, post office box)	\$ 200	\$ 200	120.32	\$ 164.58
Supplies	\$ 3,500	\$ 3,500	2,865.76	\$ 3,746.52
Telephone/Telecommunications	\$ 5,700	\$ 5,880	2,642.54	\$ 5,038.83
Other expenses			(5.71)	\$ 15.00
Total Office Expenses	\$ 116,800	\$ 114,086	50,926.98	\$ 113,124.98
CREATING ENTREPRENEURIAL OPPORTUNITIES STUDENT LOAN EXPENSES	\$ 30,000	\$ 30,000		
Advertising/Promotions			501.95	\$ 14.99
Dinner Event and Silent Auction				\$ 56.00
Advertising			730.71	\$ 565.59
Decorations			1,395.98	\$ 1,583.39
Entertainment			1,200.00	\$ 750.00
Event Food and Beverages			9,422.07	\$ 7,629.81
Equipment			8,569.90	
Loan write-off			3,792.00	
Meals/Meeting refreshments			1,616.90	\$ 2,395.07
Postage				\$ 147.00
Scholarships				\$ 2,000.00
Supplies				\$ 609.82
Tradeshow			2,156.63	\$ 2,698.61
Transfer loan repayments			2,258.00	
Other			295.89	\$ 2,319.00
Total CEO Loan Expenses	\$ 30,000	\$ 30,000	31,940.03	\$ 20,769.28
TOTAL PROGRAM EXPENSES	\$ 570,868	\$ 566,380	\$ 277,115.32	\$ 535,769.69



HISTORIC
313 4TH STREET
WILLMAR, MN

ENGAN
ASSOCIATES



PRELIMINARY
PROGRESS PRINT
FOR INFO ONLY
NOT FOR CONST.

PROJECT # 107.03 DATE 12/16/2014
DRAWN BY: CHECKED BY:
OWNER:

313 4TH STREET

WILLMAR, MN

FLOOR PLAN

A-131