

**KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT POWERS BOARD OF COMMISSIONERS ANNUAL MEETING
MINUTES
January 24, 2013
EDC Office, Willmar, MN**

Present: Denis Anderson, Jim Butterfield, Ron Christianson and Dean Shuck

Staff: Steven Renquist, Executive Director and Jean Spaulding, Assistant Director

Excused: Harlan Madsen

Absent: Steve Ahmann

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

Secretary Denis Anderson informed the board that chair Harlan Madsen and vice chair Frank Yanish are unable to attend today's meeting. Secretary Anderson called the meeting to order at approximately 11:39 a.m.

MINUTES—

IT WAS MOVED BY Dean Shuck, SECONDED BY Jim Butterfield, to approve the minutes of the October 25 and November 13, 2012 meetings of the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board of Commissioners as e-mailed. All present voted in favor by roll call.

TREASURER'S REPORT— Steve Renquist presented the financial reports for periods ending October 31, November 30 and December 31, 2012. Renquist informed the board there is no Balance Sheet for October due to the transition of the bookkeeping to LAA and reviewed with the board the most recent Balance Sheet, Statement of Activities and Monthly Cash Disbursements Report. Renquist noted the year ended without using reserves and with a positive balance. Jean Spaulding informed the board that when Kandiyohi County transferred the Revolving Loan Fund accounts to the EDC, it failed to transfer the liability of the outstanding loan with Feedlogic Corporation; thus, the EDC will bring the request for transfer of that liability to the Kandiyohi County Board of Commissioners.

IT WAS MOVED BY Dean Shuck, SECONDED BY Ron Christianson, to accept the Kandiyohi County and City of Willmar Economic Development Commission financial reports for periods ending October 31, November 30 and December 31, 2012, subject to audit. All present voted in favor by roll call.

[The agenda was taken out of order.]

REPORTS

Economic development activities. Spaulding informed the board the newspaper tab created by the EDC's Marketing and Public Relations Committee was in the January 15 issue of the *West Central Tribune* as a public awareness piece. The committee is requesting feedback on the insert from the EDC's boards and committees and the public to evaluate if the committee should continue

to do such an insert and allocate funds in its 2013 budget or in another year. Fifteen thousand copies of the tab were printed for insertion in the newspaper and for use at tradeshow and to place in reception areas of local businesses at an approximate cost of \$9,000. Spaulding noted private citizens have called with compliments that it was informative and easy to read. The board complimented the Marketing and Public Relations Committee on the insert and felt it was a very good piece. An electronic version of the insert will be emailed to the EDC's contacts and placed on its website and Facebook page. Board members recommended an insert on MinnWest Technology Campus (MWTC) should be done; some felt an annual insert on the EDC should be done and others suggested it be done on an as needed basis. Spaulding reported the Minnesota Intelligent Rural Communities (MIRC) grant is being finalized and PCs for People, one of the four grant recipients, was selected to receive additional funding to distribute 100 computers to area families.

UNFINISHED BUSINESS

Agribusiness and Renewable Energy Specialist. Renquist reported the position remains open. The position was initially advertised as a part-time position. The applicant who was offered the position declined the offer and after reviewing the other 13 applicants, the committee recommended the position be changed to a full-time position and it be readvertised, which was approved by the Joint Operations Board.

There was no other unfinished business.

NEW BUSINESS

Southwest Initiative Foundation contribution. Renquist informed the board a contribution of \$18,000 is included in the EDC's budget and spoke in favor of the contribution as Kandiyohi County receives significant community and economic development activity from Southwest Initiative Foundation (SWIF). Spaulding informed the board the EDC works with SWIF on business development and matching loan funds for area businesses. The Joint Operations Board approved the contribution, but a board member requested the Joint Powers Board review the contribution. Following discussion, the board made no changes to the 2013 budget regarding this contribution.

2012 and 2013 revised budgets. Renquist presented proposed revisions to the 2012 budget and the year-end income and expenditures, which included reimbursement to Renquist and Spaulding for health insurance premiums deducted from their paychecks from 2009 to November 15, 2012 (see attached).

IT WAS MOVED BY Dean Shuck, SECONDED BY Jim Butterfield, to revise the Kandiyohi County and City of Willmar Economic Development Commission 2012 budget by adding income and expense lines for the Minnesota Intelligent Rural Communities Grant and the Minnesota Department of Employment and Economic Development Community Development Block Grant program; using actual year-end income amounts and reducing the reserve fund amount to maintain the original revenue budget of \$508,508; and using actual expenditures for the following categories that were over budget: employee compensation, administrative expenses and community contributions; and reducing the line items that were under budget to maintain the original expense budget of \$508,508. All present voted in favor by roll call.

Renquist presented revisions to the 2013 budget (see attached).

IT WAS MOVED BY Ron Christianson, SECONDED BY Dean Shuck, to revise the Kandiyohi County and City of Willmar Economic Development Commission 2013 budget as presented by increasing the following expense line items: Executive Director's salary to \$79,500, Director's and Assistant Director's health insurance to \$8,670 and adding a line item for employer's payroll taxes of \$4,000; and by reducing the following line items: MCIT property/casualty insurance to \$2,794, memberships, dues and subscriptions to \$2,500, legal to \$1,500, furniture and equipment to \$2,000, waste and snow removal to \$800, office equipment and miscellaneous to \$3,000, maintenance of equipment to \$3,500 and general supplies to \$4,097. All present voted in favor by roll call.

REPORTS CONTINUED

Economic development activities. Renquist reported he is working with Sunburg on a tax abatement, continuing work with New London, working with Spicer on an economic development action plan, assisted Raymond with senior housing, is serving on the board of Mid-Central Research and Outreach Center (MCROC), working with the University of Minnesota departments concerning MCROC and co-sponsoring an Agricultural Business Resource Seminar (see brochure attached).

ANNUAL MEETING

Joint Operations Board members.

IT WAS MOVED BY Dean Shuck, SECONDED BY Ron Christianson, to accept the resignation of Jon Anderson from the Kandiyohi County and City of Willmar Economic Development Commission Joint Operations Board, reappoint Robert Carlson to the Joint Operations Board for a three-year term, appoint Roland Boll and Robert Enos to three-year terms on the Joint Operations Board and appoint Gary Gilman to complete the two-year term of Jon Anderson on the Joint Operations Board. All present voted in favor by roll call.

Ratification of 2013 standing committees and reappointment of committee/subcommittee members.

IT WAS MOVED BY Jim Butterfield, SECONDED BY Ron Christianson, to ratify the following 2013 standing committees and subcommittees for the Kandiyohi County and City of Willmar Economic Development Commission:

Agriculture and Renewable Energy Development (Ag)

(a) Local Energy Subcommittee

Business Retention and Expansion/Recruitment (BRE/R)

(a) Technology Advisory Subcommittee

Finance

Marketing and Public Relations

IT WAS MOVED BY Dean Shuck, SECONDED BY Ron Christianson, to ratify the reappointment of committee members who presently serve on committees and subcommittees as named on the attached list. All present voted in favor by roll call.

Regular meeting time, date and location.

IT WAS MOVED BY Ron Christianson, SECONDED BY Jim Butterfield, that the Kandiyohi County and City of Willmar Economic Development Commission (EDC) Joint Powers Board meet quarterly at 11:30 a.m. on the fourth Thursdays of January, April, July and October at the EDC office. All present voted in favor by roll call.

Official legal counsel. Secretary Anderson informed the board that attorney Dean Anderson has been the EDC's legal counsel.

IT WAS MOVED BY Ron Christianson, SECONDED BY Jim Butterfield, to reappoint Dean H. Anderson of Anderson & Burgett, Willmar, Minnesota, as the official legal counsel for the Kandiyohi County and City of Willmar Economic Development Commission. All present voted in favor by roll call.

Official legal newspaper.

IT WAS MOVED BY Jim Butterfield, SECONDED BY Ron Christianson, to select the *West Central Tribune* as the official legal newspaper for the Kandiyohi County and City of Willmar Economic Development Commission. All present voted in favor by roll call.

Approval of contracts. Secretary Anderson reported the Employment Agreements as presented (see attached) are included in the 2013 revised budget.

IT WAS MOVED BY Dean Shuck, SECONDED BY Jim Butterfield, to approve the 2013 Employment Agreements between the Kandiyohi County and City of Willmar Economic Development Commission and Executive Director Steven Renquist and Assistant Director Jean Spaulding and the contract with Legal & Administrative Assistants, Inc. All present voted in favor by roll call.

Appointment of EDC Joint Operations Board liaison.

IT WAS MOVED BY Dean Shuck, SECONDED BY Jim Butterfield, to appoint Jim Butterfield as liaison to the Kandiyohi County and City of Willmar Economic Development Commission Joint Operations Board. All present voted in favor by roll call.

Election of 2013 officers.

IT WAS MOVED BY Dean Shuck, SECONDED BY Ron Christianson, to elect Denis Anderson as chairperson of the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board. All present voted in favor by roll call.

IT WAS MOVED BY Dean Shuck, SECONDED BY Jim Butterfield, to elect Jim Butterfield as vice chairperson of the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board. All present voted in favor by roll call.

IT WAS MOVED BY Ron Christianson, SECONDED BY Jim Butterfield, to elect Steve Ahmann as secretary of the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board. All present voted in favor by roll call.

IT WAS MOVED BY Jim Butterfield, SECONDED BY Jim Butterfield, to appoint Dean Shuck as treasurer of the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board. All present voted in favor by roll call.

ADJOURNMENT—There being no further business,

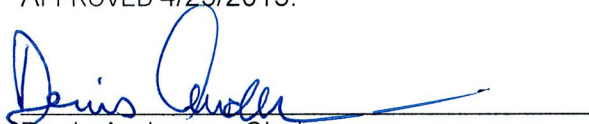
IT WAS MOVED BY Dean Shuck, SECONDED BY Ron Christianson, to adjourn the meeting.

Secretary Anderson adjourned the meeting at approximately 1:16 p.m.

NEXT MEETING—The next regular board meeting is **11:30 a.m., Thursday, April 25, 2013**, at the EDC office.


Steve Ahmann, Secretary

APPROVED 4/25/2013:


Denis Anderson, Chairperson

Kandiyohi County City of Willmar Economic Development Commission

Date Printed: 1/22/2013

2012 Budget

Approved by Joint Operations Board 7/14/2011 and revised 12/13/2012

Approved by Joint Powers Board 7/28/2011

	2012 Budget	2012 YTD as of 12/31/2012	2012 Revised	Diff. Between Budget and YTD
Levy	\$ 455,000	\$ 456,621.20		
Other Revenues:				
Reserve Fund	\$ 53,508			
Loan Application Fees		\$ 200.00		
Conference Registrations		\$ 20.00		
Ag Conference				
Finance Seminar				
Refunds and Reimbursements		\$ 1,290.72		
Miscellaneous		\$ 500.00		
Insurance Reimbursements (dividends)		\$ 3,069.00		
Interest on investments				
Heritage Bank savings account		\$ 214.30		
Concorde Bank (Revolving Loan Fund savings account)		\$ 37.17		
Citizens Alliance Bank 36-month CD \$100,000 at 1%				
North American State Bank 23-month CD \$100,000 at 1.15%		\$ 576.58		
United Prairie Bank 17-month CD \$100,000 at 1.09%				
US Bank CD (Tourism Development Account)				
Interest-Savings, Short-term CD - Other		\$ 464.77		
Revolving Loan Fund Income				
Loan repayments principal		\$ 825.62		
Loan repayments interest		\$ 3,022.39		
Minnesota Intelligent Rural Communities Grant		\$ 6,822.15	\$ 6,822	
DEED Community Development Block Grant program		\$ 25,000.00	\$ 25,000	
Total Revenues	\$ 508,508	\$ 498,663.90	\$ 31,822	\$ 9,844.10
Director's Salary (1.5% increase from 2011)	\$ 79,822	\$ 78,257.04		
Director's Auto Allowance	\$ 6,300	\$ 6,536.40		
Director's health insurance (\$579.75 p/mo.)	\$ 7,000	\$ 10,721.73	\$ 10,722	
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	\$ 6,627	\$ 4,312.49		
Director's pension (PERA) employer rate is 7.25%	\$ 5,787	\$ 5,437.26		
Total Executive Director's Compensation	\$ 105,536	\$ 105,264.92	\$ 10,722	
Assistant Director's Salary (1.5% increase from 2011)	\$ 61,285	\$ 60,083.04		
Asst Director's health insurance (\$579.75 p/mo.)	\$ 7,000	\$ 10,841.75	\$ 10,842	
2013 health insurance savings account one-time fee		\$ 2,400.00	\$ 2,400	
Asst Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	\$ 4,794	\$ 3,064.16		
Assistant Director's pension (PERA) employer rate is 7.25%	\$ 4,443	\$ 4,356.00		
Total Assistant Director's Compensation	\$ 77,522	\$ 80,744.95	\$ 13,242	
Employer's payroll taxes expense		\$ 3,772.95		
Workers' compensation insurance (2013 MCIT estimate for 3 \$736)	\$ 1,600	\$ 1,606.00		
Total Employee Compensation	\$ 184,658	\$ 191,388.82	\$ 23,964	\$ (6,730.82)

Kandiyohi County City of Willmar Economic Development Commission

Date Printed: 1/22/2013

2012 Budget

Approved by Joint Operations Board 7/14/2011 and revised 12/13/2012

Approved by Joint Powers Board 7/28/2011

	2012 Budget	2012 YTD as of 12/31/2012	2012 Revised	Diff. Between Budget and YTD
MCIT property/casualty insurance (2013 estimate \$2,794)	\$ 4,000	\$ 2,987.00		
Meals not for a committee	\$ 2,500	\$ 2,068.18		
Memberships, dues, subscriptions	\$ 4,000	\$ 1,446.10		
Professional services:				
Accounting fees		\$ 4,285.50		
Auditor per bid	\$ 6,300	\$ 6,122.50		
Bookkeeping	\$ 3,600	\$ 3,706.00		
Legal	\$ 2,000	\$ 491.23		
Seminars and Promotions	\$ 2,500	\$ 4,528.20		
Travel, conference, school	\$ 6,000	\$ 6,857.13		
Depreciation				
Total Administrative Expenses	\$ 30,900	\$ 32,491.84	\$ -	\$ (1,591.84)
Furniture and equipment	\$ 3,000	\$ 1,153.35		
Rent (water cooler, post office box)	\$ 500	\$ 230.60		
Waste removal	\$ 1,000	\$ 420.35		
Office equipment and miscellaneous	\$ 5,000	\$ 496.38		
Maintenance of equipment (Toshiba service contract \$1,468.92)	\$ 3,000	\$ 5,194.37		
Rent (office space \$725 per month per lease)	\$ 24,150	\$ 24,113.40		
Telephone/Telecommunications	\$ 5,000	\$ 7,808.29		
Supplies	\$ 4,500	\$ 2,886.76		
General supplies	\$ 2,500			
Printing, Copying & Publishing	\$ 1,000	\$ 1,617.78		
Postage, Mailing Service	\$ 2,000	\$ 356.12		
Professional services:				
General administrative	\$ 53,000	\$ 47,726.85		
Planning session facilitator	\$ 1,500	\$ 1,000.00		
Web hosting	\$ 200			
Cleaning person	\$ 2,600	\$ 2,500.00		
Depreciation Expense - Furniture & Equipment				
Total Office Expenses	\$ 108,950	\$ 95,504.25		\$ 13,445.75

Kandiyohi County City of Willmar Economic Development Commission

Date Printed: 1/22/2013

2012 Budget

Approved by Joint Operations Board 7/14/2011 and revised 12/13/2012

Approved by Joint Powers Board 7/28/2011

	2012 Budget	2012 YTD as of 12/31/2012	2012 Revised	Diff. Between Budget and YTD
Agriculture and Renewable Energy Development				
Ag Specialist's position				
Ag Specialist's salary	\$ 45,000	\$ 29,450.77		
Hospital insurance (declined)				
Payroll taxes (FICA 6.20%; Medicare 1.45%, SS & MN taxes)	\$ 3,179	\$ 2,253.02		
Pension (PERA) 2011 employer rate is 7.25%	\$ 3,263	\$ 2,052.70		
Workers' compensation insurance	\$ 500			
Incurred costs (mileage, expenses, other)		\$ 5,165.03		
Meals		\$ 543.66		
Program administration	\$ 13,058	\$ 1,892.18		
Rent (MWTC \$480 per month)		\$ 3,840.00		
Seminars		\$ 573.49		
Telephone/Telecommunications		\$ 701.82		
Utilities (MWTC)		\$ 144.23		
Subtotal:	\$ 65,000	\$ 46,616.90		\$ 18,383.10
Business Retention and Expansion/Recruitment (includes Technology Advisory Committee)	\$ 7,000	\$ 2,929.00		
Meals		\$ 237.64		
Professional services		\$ 431.07		
Seminars (Discover Manufacturing)		\$ 1,882.17		
Printing and Publishing		\$ 45.74		
Technology Advisory Committee	\$ 4,000			
Subtotal:	\$ 11,000	\$ 5,525.62		\$ 5,474.38
Finance	\$ 2,000			
Marketing				
Meals		\$ 409.87		
Seminars		\$ 84.43		
Professional services (administrative/legal)		\$ 213.89		
Other Charges (filing fees)				
Subtotal:	\$ 2,000	\$ 708.19		\$ 1,291.81
Marketing & Public Relations	\$ 33,000			
Meals		\$ 899.55		
Media		\$ 1,507.67		
Memberships (James J. Hill)				
Printing and Publishing		\$ 1,174.80		
Professional services				
General administrative		\$ 582.64		
REDstar		\$ 10,299.18		
Special projects		\$ 6,754.11		
Other				
Subtotal:	\$33,000	\$ 21,217.95		\$ 11,782.05

Kandiyohi County City of Willmar Economic Development Commission

Date Printed: 1/22/2013

2012 Budget

Approved by Joint Operations Board 7/14/2011 and revised 12/13/2012

Approved by Joint Powers Board 7/28/2011

	2012 Budget	2012 YTD as of 12/31/2012	2012 Revised	Diff. Between Budget and YTD
Tourism/CVB Leisure Travel Committee				
CVB Tourism Partnership Agreement	\$ 34,000	\$ 34,000.00		
Subtotal:	\$ 34,000	\$ 34,000.00		\$ -
Total Committee Expense	\$ 145,000	\$ 108,068.66	\$ -	\$ 36,931.34
Countywide Business Development	\$ 5,000	\$ 350.00		
Blaine Canada Synchronist software		\$ 2,500.00		
Southwest Initiative Foundation	\$ 18,000	\$ 18,000.00		
Total Countywide Business Development	\$ 23,000	\$ 20,850.00		\$ 2,150.00
Other Expenses:				
EDC Joint Powers Board (includes meals/administrative time)	\$ 1,000	\$ 771.92		
EDCOB (includes meals/administrative time)	\$ 2,000	\$ 1,679.02		
SCORE (cell phone and email account)	\$ 500	\$ 237.03		
Other operating expenses	\$ 2,500	\$ 74.81		
Loan write-offs and Allowances				
Total Other Expenses	\$ 6,000	\$ 2,762.78		\$ 3,237.22
Community contributions related to economic development	\$ 3,500			
Animal Science Conference & Venture Forum 8/9/2012	\$ 1,500	\$ 1,500.00		
Community Marketing Coalition		\$ 3,343.33		
International BioEnergy Days		\$ 2,500.00		
Minnesota BEST Robotics program 6/14/2012	\$ 5,000	\$ 5,000.00		
Total community contributions related to economic development	\$ 10,000	\$ 12,343.33		\$ (2,343.33)
Minnesota Intelligent Rural Communities Grant expenses		\$ 2,821.25	\$ 2,821	\$ (2,821.25)
DEED Community Dev. Block Grant program expenses		\$ 25,000.00	\$ 25,000	\$ (25,000.00)
Undesignated Funds				
Contribution to Reserve Fund				
TOTAL PROGRAM EXPENSES	\$ 508,508	\$ 491,230.93		\$ 17,277.07

The EDCOB approved adding line items for the MIRC grant income and expenses, however, they approved the income at \$25,000, but in actuality that was in 2011 and only the amount received in 2012 \$6,822 should have been added to the budget. EDCOB also approved adding line items for CDBG grant income of \$25,000 and the related expenses.

On page 1 the EDCOB approved changing staff's health insurance to reflect the actual annual amount of \$8670, but did not take into consideration the reimbursement of the health insurance portion paid by staff that the EDCOB approved repayment of in 2012 so that is why there is such a difference from the \$8670 to \$10,000+ for each. Also the EDCOB approved adding a line item for the \$2,400 one-time fee paid for Jean's health insurance in 2013 that needed to be paid in 2012.

On page 1, total employee compensation also increased as there was no line item for the Employer's payroll taxes expense

Kandiyohi County City of Willmar Economic Development Commission

2013 Budget

Date Printed: 1/22/2013

EDCOB adopted 9/13/2012 and revised 12/13/2012

Joint Powers Board adopted 10/25/2012

	2013 Budget	2013 Revised Budget	
Levy	\$ 455,000		
Other Revenues:			
Reserve Fund	\$ 40,104		
Loan Application Fees	\$ 200		
Conference Registrations			
Ag Conference			
Finance Seminar			
Refunds and Reimbursements	\$ 1,000		
Insurance Reimbursements (dividends)	\$ 3,000		
Interest on investments			
Heritage Bank savings account	\$ 1,496		
Concorde Bank (Revolving Loan Fund savings account)	\$ 118		
Citizens Alliance Bank 36-month CD \$100,000 at 1%	\$ 1,000		
North American State Bank 23-month CD \$100,000 at 1.15%	\$ 1,150		
United Prairie Bank 17-month CD \$100,000 at 1.09%	\$ 1,090		
US Bank CD (Tourism Development Account)	\$ 225		
Interest on Revolving Loan Fund loans	\$ 2,324		
Total Revenues	\$ 506,707		
Director's Salary (1.5% increase from 2011)	\$ 79,431	\$ 79,500	
Director's Auto Allowance (\$525 per month)	\$ 6,300	\$ 6,300	
Director's health insurance (\$722.50 p/mo.)	\$ 7,000	\$ 8,670	
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%, social security and state taxes)	\$ 6,627	\$ 6,627	6564
Director's pension (PERA) 2011 employer rate is 7.25%	\$ 5,787	\$ 5,787	5764
Total Executive Director's Compensation	\$ 105,145	\$ 106,884	
Assistant Director's Salary (1.5% increase from 2011)	\$ 60,984	\$ 60,984	
Asst Director's health insurance (\$722.50 p/mo.)	\$ 7,000	\$ 8,670	
Assistant Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%, social security and state taxes)	\$ 4,794	\$ 4,794	
Assistant Director's pension (PERA) 2011 employer rate is 7.25%	\$ 4,443	\$ 4,443	
Total Assistant Director's Compensation	\$ 77,221	\$ 78,891	
Employer's payroll taxes expense		\$ 4,000	
Workers' compensation insurance (2013 MCIT estimate for 3 \$736)	\$ 491	\$ 491	
Total Employee Compensation	\$ 182,857	\$ 190,266	\$ (7,409)
MCIT property/casualty insurance (2013 estimate \$2,794)	\$ 4,000	\$ 2,794	
Meals not for a committee	\$ 2,500	\$ 2,500	
Memberships, dues, subscriptions	\$ 4,000	\$ 2,500	
Professional services:			
Auditor per bid	\$ 6,300	\$ 6,300	
Bookkeeping	\$ 3,600	\$ 3,600	
Legal	\$ 2,000	\$ 1,500	

Kandiyohi County City of Willmar Economic Development Commission

Date Printed: 1/22/2013

2013 Budget

EDCOB adopted 9/13/2012 and revised 12/13/2012

Joint Powers Board adopted 10/25/2012

	2013 Budget	2013 Revised Budget	
Seminars and Promotions	\$ 2,500	\$ 2,500	
Travel, conference, school	\$ 6,000	\$ 6,000	
Depreciation			
Total Administrative Expenses	\$ 30,900	\$ 27,694	\$ 3,206
Furniture and equipment	\$ 3,000	\$ 2,000	
Rent (water cooler, post office box)	\$ 500	\$ 500	
Waste removal	\$ 1,000	\$ 800	
Office equipment and miscellaneous	\$ 5,000	\$ 3,000	
Maintenance of equipment (Toshiba service contract \$1,468.92)	\$ 4,000	\$ 3,500	
Rent (office space \$725 per month per lease)	\$ 24,150	\$ 24,150	
Telephone/Telecommunications	\$ 6,400	\$ 6,400	
General supplies	\$ 4,600	\$ 4,097	
Printing, Copying & Publishing	\$ 1,000	\$ 1,000	
Postage, Mailing Service	\$ 2,000	\$ 2,000	
Professional services:			
General administrative	\$ 53,000	\$ 53,000	
Planning session facilitator	\$ 1,500	\$ 1,500	
Web hosting	\$ 200	\$ 200	
Cleaning person	\$ 2,600	\$ 2,600	
Depreciation Expense - Furniture & Equipment			
Total Office Expenses	\$ 108,950	\$ 104,747	\$ 4,203
Agriculture and Renewable Energy Development			
Ag Specialist's position			
Ag Specialist's salary	\$ 45,000		
Hospital insurance	\$ 7,000		
Payroll taxes (FICA 6.20%; Medicare 1.45%, SS & MN taxes)	\$ 3,179		
Pension (PERA) 2011 employer rate is 7.25%	\$ 3,263		
Workers' compensation insurance	\$ 245		
Incurred costs (mileage, expenses, other)			
Meals			
Program administration	\$ 5,298		
Seminars			
Telephone/Telecommunications			
AT&T cell phone	\$ 913		
Email account	\$ 101		
Subtotal:	\$ 65,000		
Business Retention and Expansion/Recruitment (includes Technology Advisory Committee)	\$ 11,000		
Meals			
Professional services			
Seminars			
Technology Advisory Committee			
Subtotal:	\$ 11,000		

Kandiyohi County City of Willmar Economic Development Commission

2013 Budget

Date Printed: 1/22/2013

EDCOB adopted 9/13/2012 and revised 12/13/2012

Joint Powers Board adopted 10/25/2012

	2013 Budget	2013 Revised Budget	
Finance			
Marketing	\$ 300		
Meals	\$ 600		
Seminars	\$ 300		
Professional services (administrative/legal)	\$ 600		
Other Charges (filing fees)	\$ 200		
Subtotal:	\$ 2,000		
Marketing & Public Relations			
Meals	\$ 600		
Media	\$ 5,050		
Memberships (James J. Hill)	\$ 550		
Printing and Publishing	\$ 5,000		
Professional services			
General administrative	\$ 2,800		
REDstar	\$ 7,000		
Special projects	\$ 12,000		
Subtotal:	\$33,000		
Tourism/CVB Leisure Travel Committee			
CVB Tourism Partnership Agreement	\$ 34,000		
Subtotal:	\$ 34,000		
Total Committee Expense	\$ 145,000		
Countywide Business Development	\$ 5,000		
Southwest Initiative Foundation	\$ 18,000		
Total Countywide Business Development	\$ 23,000		
Other Expenses:			
EDC Joint Powers Board (includes meals/administrative time)	\$ 1,000		
EDCOB (includes meals/administrative time)	\$ 2,000		
SCORE (cell phone and email account)	\$ 500		
Other operating expenses	\$ 2,500		
Loan write-offs and Allowances			
Total Other Expenses	\$ 6,000		
Community contributions related to economic development	\$ 10,000		
Animal Science Conference & Venture Forum 8/9/2012			
Community Marketing Coalition			
Minnesota BEST Robotics program 6/14/2012			
Total community contributions related to economic development	\$ 10,000		
Undesignated Funds			
Contribution to Reserve Fund			
TOTAL PROGRAM EXPENSES	\$ 506,707	\$ 506,707	\$ -

~ SPONSORS ~

**MID-MINNESOTA DEVELOPMENT
COMMISSION**

333 Sixth Street SW, Suite 2
Willmar MN 56201

www.mmrdc.org



**KANDIYOHI COUNTY AND
CITY OF WILLMAR ECONOMIC
DEVELOPMENT COMMISSION**

333 Litchfield Avenue SW
Willmar MN 56201

www.kandiyohi.com



MINNWEST TECHNOLOGY CAMPUS

1707 Technology Drive
Willmar MN 56201

www.mnwesttechnology.com



MID-MINNESOTA
DEVELOPMENT COMMISSION
333 Sixth Street SW, Suite 2
Willmar MN 56201

**AGRICULTURAL
BUSINESS
RESOURCE
SEMINAR**

**Thursday
February 7, 2013
1:00-3:15 p.m.**

ATTENDANCE IS FREE OF CHARGE
BROCHURE IS AVAILABLE
TO PRINT AT
www.mmrdc.org

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**MID-MINNESOTA
DEVELOPMENT
COMMISSION (MMDC)**

**KANDIYOHI COUNTY AND
CITY OF WILLMAR
ECONOMIC DEVELOPMENT
COMMISSION (EDC)**

**MINNWEST TECHNOLOGY
CAMPUS**

Agriculture plays a very large part in our regional economy. This **free** seminar will educate attendees on new and other programs that are available for:

- Agri-Business Start-up Assistance
- Grant and Loan Programs
- Local Foods Initiatives
- Laboratory Assistance
- Succession Planning
- Marketing Agri-Products
- Field to Fork Assistance
- U of M Extension Programs
- “New Farmer” Programs
- Many other topics.....

Attendees will leave with an understanding of various programs that are available to the new crop and animal farmer, agri-entrepreneur, and anyone wishing to use agricultural programs to further their agri-business.

~ AGENDA ~

Thursday, February 7, 2013

1:00 - Opening and Welcome

Les Nelson
Economic Development Director
Mid-Minnesota Development
Commission
Steve Renquist
Executive Director
Kandiyohi County and
City of Willmar
Economic Development Commission

1:10 - MinnWest Campus Welcome & Update

Steve Salzer
Minnwest Technology Campus

1:20 - Agricultural Growth, Research and Innovation Program (AGRI)

Charlie Poster
Assistant Commissioner
Minnesota Department of Agriculture

2:05 - Agricultural Utilization Research Institute (AURI) Resource and Program Update

Nan Larson
Rural Innovation Network Director

2:25 - United States Department of Agriculture (USDA) Program Update

Paul Pierson
Area Specialist

2:45 - Mid-Central Research and Outreach Center and U of M Extension Update

Kathy Schwantes
University of Minnesota Extension
Educator

3:00 - Questions and Answers

~ EVENT LOCATION ~

MINNWEST CAMPUS AUDITORIUM

1800 Technology Drive NE

Willmar MN 56201

(There will be signage to assist with locating the facility)



~ EVENT CONTACT ~

LES NELSON
ECONOMIC DEVELOPMENT
DIRECTOR
les_nelson@mmrdc.org
(320) 235-8504 X 241

MID-MINNESOTA
DEVELOPMENT COMMISSION
333 Sixth Street SW, Suite 2
Willmar MN 56201

Please RSVP (appreciated but not required) by Monday February 4, 2013.

In case of inclement weather, please check the MMDC website at www.mmrdc.org



2013 COMMITTEES AND MEMBERS

Agriculture and Renewable Energy Development (Ag)

Glenn Arfstrom	Kevin Halvorson	Steve Nelson	Dan Tepfer
Arvind Auluck-Wilson	Larry Konsterlie	Keith Poier	Jeff Vetsch
John Duevel	Dan Lippert	Bruce Reuss (Chair)	
Jon Folkedahl	Robert Meyerson	Milan Schmiesing*	
Ian Graue	Tim Miller	Stan Simon (Vice Chair)	

Ag Local Energy Subcommittee

Glenn Arfstrom	Kevin Halvorson	Tom Meium	Milan Schmiesing*
Arvind Auluck-Wilson	Wes Hompe	Tim Miller	Stan Simon (Interim Chair)
John Duevel	Larry Konsterlie	Steve Nelson	Dan Tepfer
Jon Folkedahl	Dan Lippert	Keith Poier	Jeff Vetsch
Ian Graue	Robert Meyerson	Bruce Reuss	

Business Retention and Expansion/Recruitment (BRE/R)

Robert Carlson*	Roger Imdieke	Les Nelson
Beverly Dougherty (Chair)*	Tom Lindemann	Arthur Norby
Jim Ellingson	Cecil Meyer	Bruce Peterson*
Duane Hultgren		

BRE/R Technology Advisory

Dean Bouta	Kathy Dillon	Jeff Tengwall
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Finance

Matt Behm	Rick Nordin*	Justin Schnichels
Nick Dalton (Chair)	Bruce Peterson*	Russ Weeks
Les Nelson		Randy Zinda

Marketing and Public Relations

Shari Courtney	Heather Koffler	Liz VanDerBill
Jean Geselius	Julie Redepenning	
Ann Winge Johnson	Joanna Schrupp	

*indicates EDC Joint Operations Board member



**EMPLOYMENT AGREEMENT
EXECUTIVE DIRECTOR**

The Kandiyohi County and City of Willmar Economic Development Commission (EDC) hereby enters into this employment agreement with Steven C. Renquist, who agrees to serve in a full-time capacity as Executive Director. The EDC offers to furnish the following:

1. An annual salary of \$79,500 payable biweekly.
2. Payment of full single coverage under Kandiyohi County's health insurance program. If the employee desires dependent coverage it shall be offered under the program with the employee paying the additional cost.
3. Contribution and enrollment in the State of Minnesota Public Employee Retirement Association (PERA).
4. An annual vacation of 3 weeks. The employee may accumulate up to 2 years worth of vacation (240 hours) prior to the extra being lost at calendar year end. After 10 years of service, the annual vacation shall be increased to 20 days. After 15 years of service, the annual vacation shall be increased to 25 days. If the Employee retires, resigns or terminates without receiving the vacation due him that year, he shall be paid for such vacation, not to exceed twice his annual allotment of accumulated vacation.
5. Paid holidays shall be according to those listed in the EDC's Policies and Procedures Manual.
6. Flexible Work Schedule Guideline. It is acknowledged the Executive Director will occasionally be called upon to work more hours than the normal work day. It is therefore acknowledged and expected that he may reduce the hours worked on subsequent days at his discretion. This will not affect vacation or sick time. This will allow transferring a paid holiday with a different work day.
7. Sick pay is earned at a rate of 8 hours of sick leave, with pay, for each month of service and shall be cumulative to a maximum of 820 hours. In the event of retirement or resignation, accumulated sick leave will be compensated at a rate of 50% of hours accumulated to a maximum of 240 hours. The Executive Director will be allowed up to 3 days of leave in the event of death to a member of his immediate family—the leave will be deducted from the sick-leave account.
8. Either party may terminate this agreement by giving the other party not less than 30 days written notice of their intention to so terminate, however if the EDC elects to terminate and that termination is not for cause, then the Executive Director shall be entitled to:
 - a. One half year's salary payable in a lump sum of 13 biweekly installments at the EDC's discretion.

- b. Continuation of health insurance until new insurance is obtained, but no longer than 6 months.
- 9. A monthly stipend of Five Hundred Twenty-five Dollars (\$525) for mileage expenses shall be paid. This is intended to reimburse the Executive Director for the cost of owning, maintaining and insuring a vehicle and to compensate for mileage. The Executive Director will be responsible for all of his vehicle cost and must fully insure his vehicle. The Executive Director shall keep track of his own mileage for tax reporting purposes.
- 10. The Executive Director shall provide receipts for all expenses to be reimbursed on a monthly basis.

This agreement shall be in full force and effect commencing January 1, 2013 through December 31, 2013 and shall automatically be renewed from year to year thereafter unless modified by agreement of the parties hereto.

Approved and accepted: January _____, 2013

Steven C. Renquist

KANDIYOHI COUNTY & CITY OF WILLMAR
ECONOMIC DEVELOPMENT COMMISSION

Approved and accepted: January _____, 2013

By: _____
Chairperson
Joint Powers Board of Commissioners



**EMPLOYMENT AGREEMENT
ASSISTANT DIRECTOR**

The Kandiyohi County and City of Willmar Economic Development Commission (EDC) hereby enters into this employment agreement with Jean Spaulding (Employee), who agrees to serve in a full-time capacity as Assistant Director. The EDC hereby offers to furnish the following:

1. An annual salary of \$60,984 payable twice monthly (biweekly).
2. Enrollment in Kandiyohi County's VEBA 860 health insurance plan and payment of \$722.50 per month toward the Employee's premium. The EDC also agrees to pay a one-time fee of \$2,400 for the Employee's 2013 VEBA savings account. If the Employee desires dependent coverage it shall be offered under the program with the Employee paying the additional cost.
3. Contribution and enrollment in the State of Minnesota Public Employee Retirement Association (PERA).
4. The Employee will accumulate vacation at a rate of 120 hours per year. The Employee may accumulate up to 2 years worth of vacation (240 hours) prior to the extra being lost at calendar year end. If the Employee retires, resigns or terminates without receiving the vacation due to her that year, she shall be paid for such vacation, not to exceed twice her annual allotment of accumulated vacation.
5. Paid holidays shall be according to those listed in the EDC's Policies and Procedures Manual.
6. Flexible Work Schedule Guideline. It is acknowledged the Employee will occasionally be called upon to work more hours than the normal work day. It is therefore acknowledged and expected that the Employee may reduce the hours worked on subsequent days at her discretion. This will not affect vacation or sick time. This will allow transferring a paid holiday with a different work day.
7. Sick pay is earned at a rate of 8 hours of sick leave, with pay, for each month of service and shall be cumulative to a maximum of 820 hours. In the event of retirement or resignation, accumulated sick leave will be compensated at a rate of 50% of hours accumulated to a maximum of 240 hours. The Employee will be allowed up to 3 days of leave in the event of death to a member of the Employee's immediate family—the leave will be deducted from the sick-leave account.
8. Either party may terminate this Agreement by giving the other party not less than 30 days written notice of their intention to so terminate
9. The Employee shall be reimbursed for any expenses incurred while conducting EDC business. Mileage shall be reimbursed at the rate allowed by the IRS. Employee shall provide receipts for all reimbursed expenses on a monthly basis.

This agreement shall be in full force and effect commencing January 1, 2013 through December 31, 2013 and shall automatically be renewed from year to year thereafter unless modified by agreement of the parties hereto.

Approved and accepted: January _____, 2013

Jean Spaulding

KANDIYOHI COUNTY & CITY OF WILLMAR
ECONOMIC DEVELOPMENT COMMISSION

Approved and accepted: January _____, 2013

By:

Chairperson
Joint Powers Board of Commissioners