

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT POWERS BOARD OF COMMISSIONERS MEETING
MINUTES
January 27, 2011
EDC Office, Willmar, MN

Present: Denis Anderson, Ron Christianson, Harlan Madsen, Dennis Peterson on behalf of Jim Butterfield, Dean Shuck and Frank Yanish

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

Excused: Jim Butterfield

Guest: Les Heitke

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

Media: Anne Polta, West Central Tribune

Secretary Denis Anderson called the meeting to order at approximately 11:35 a.m. and recognized outgoing commissioners Richard Falk and Les Heitke and new commissioners Jim Butterfield and Frank Yanish.

MINUTES—

IT WAS MOVED BY Dean Shuck, SECONDED BY Harlan Madsen, to approve the minutes of the October 28, 2010 meeting of the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board of Commissioners as mailed and 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, 2010 and reviewed with the board the most recent Balance Sheet and Statement of Activities reporting the EDC has operated under budget. It was the board's consensus that the 2012 budget include a contribution to Southwest Initiative Foundation (SWIF). The board acknowledged receipt of the thank you from SWIF for the \$18,000 contribution for 2011. The board recommended the Ag Committee's budget be reviewed as to certain line items being over budget, including the part-time employee.

IT WAS MOVED BY Harlan Madsen, SECONDED BY Dean Shuck, to accept the Kandiyohi County and City of Willmar Economic Development Commission financial reports for periods ending October 31, November 30 and December 31, 2010, subject to audit. All present voted in favor by roll call.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Ratify Policies and Procedures Manual changes. Jean Spaulding presented Red Flag Rules recommended by the EDC's auditor for inclusion in the Policies and Procedures Manual, which the Joint Operations Board has adopted. Spaulding reported a locked cabinet has been purchased to store the sensitive files.

IT WAS MOVED BY Dean Shuck, SECONDED BY Dennis Peterson, to ratify the following paragraph for inclusion in the Policies and Procedures Manual:

L. **FEDERAL TRADE COMMISSION RED FLAG RULES.** The EDC will comply with the Federal Trade Commission's Red Flag Rules, which require businesses and organizations to implement a written identity theft prevention program. The EDC has identified itself at low risk for identity theft because there is little confidential data retained at the EDC and files containing confidential information are kept within easy sight of employees and are locked in a secure location when the office is unattended. Additionally, the EDC infrequently is requested to supply confidential information nor does it regularly request and retain such information. Also, the EDC is generally familiar with its customers and rarely receives or provides confidential information to those unfamiliar with the organization. The EDC has identified the following items that could contain confidential information, such as names, address, birthdays, social security numbers, federal ID numbers: corporate books, loan program binders and personnel binder. This information is not released without specific written authority of the individual and/or business. The policy of identification protection states that all files containing the confidential information identified above will be locked in a secured location when the office is unattended. The Executive Director and Assistant Director are designated to administer the program and train other employees on the policy. This policy will be reviewed and tested annually. Should a red flag or other identification of theft occur, the staff member involved will make a written documentation of the occurrence and supply the documentation to the designated staff person responsible for responding to Red Flags (the executive in charge of administration). The policies and procedures under this section are required to be modified if any indication of identity theft or other Red Flag Rule violation occurs.

All present voted in favor by roll call.

There was no other new business.

Economic development activities. Renquist reported on economic development activities, including recruitment of a medical device company to the MinnWest Technology Campus (MWTC); progress of the Mid-Central Research and Outreach Center (MCROC); the Ag Committee revisiting the creation of a renewable energy center in conjunction with MCROC and applying for a federal grant for educational programs; creation of a cooperative of cooperatives for production of anhydrous ammonia; working with the city of Willmar on more effective promotion of the airport; federal release of Willmar's former airport terminal; a veterans home is not a current project; work on promoting an area venture capital group and a Canadian ag manufacturer purchasing a local facility. Jean Spaulding reported the MWTC is a unique opportunity to attract businesses and this area has been found weak in offering start-up capital to those businesses. In that regard, the Finance Committee recommended creation of the Kandiyohi County Angel Network (KCAN), which the EDC is assisting in creating. KCAN will be managed by its investors. The EDC has been hosting investment meetings for the medical device company that would like to locate at MWTC. Spaulding reported the Technology Advisory Subcommittee approved five out of eight Requests for Proposals under the Minnesota Intelligent Rural Communities program, which were subsequently approved by the EDC's Joint Operations Board and Blandin Foundation as follows: KandiComp/PCs for People—\$25,000, New London-Spicer School District—\$28,000, Willmar Community Senior Network—\$25,000, Willmar Women and Family Center—\$15,000 and business

website grants—\$5,000. Approximately \$9,000 of the grant is being held for potential future projects. Spaulding provided the board with descriptions of the various projects that were approved for each vendor. The board discussed the Willmar Community Senior Network test pilot project and recommendations for evaluating it. Data obtained from the projects will be forwarded to Blandin Foundation.

[Les Heitke joined the meeting.]

Anderson presented Les Heitke with a plaque recognizing his service on the Joint Powers Board from 2003-2010. Heitke commented on area partnerships, including the EDC and thanked the board for his service; Heitke offered his service on an EDC committee in the future.

[Ron Christianson joined the meeting.]

ANNUAL MEETING

Joint Operations Board members. Renquist informed the board that Gordon Behm resigned from the Joint Operations Board.

IT WAS MOVED BY Harlan Madsen, SECONDED BY Denis Anderson, to accept the resignation of Gordon Behm from the Kandiyohi County and City of Willmar Economic Development Commission Joint Operations Board. All present voted in favor by roll call.

Harlan Madsen recommended the appointment of Richard Nordin to replace Gordon Behm.

IT WAS MOVED BY Harlan Madsen, SECONDED BY Denis Anderson, to reappoint Milan Schmiesing and appoint Richard Nordin to the Kandiyohi County and City of Willmar Economic Development Commission Joint Operations Board. All present voted in favor by roll call.

Ratification of 2011 standing committees.

IT WAS MOVED BY Denis Anderson, SECONDED BY Dean Shuck, to ratify the following 2011 standing committees for the Kandiyohi County and City of Willmar Economic Development Commission:

Agriculture and Renewable Energy Development (Ag)

Business Retention and Expansion/Recruitment (BRE/R) and its subcommittee:

Technology Advisory

Finance

Marketing and Public Relations

All present voted in favor by roll call.

Ratification of reappointment of committee/subcommittee members. Renquist presented a list of committees and their members who have agreed to serve.

IT WAS MOVED BY Denis Anderson, SECONDED BY Harlan Madsen, that the committee members who presently serve on Kandiyohi County and City of Willmar Economic Development Commission committees and subcommittees as named on the attached list are ratified. All present voted in favor by roll call.

Regular meeting time, date and location.

IT WAS MOVED BY Dean Shuck, SECONDED BY Frank Yanish, 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.

IT WAS MOVED BY Dennis Peterson, SECONDED BY Dean Shuck, to appoint 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 Denis Anderson, SECONDED BY Harlan Madsen, 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. Renquist reported the EDC Joint Operations Board recommended the employment agreements and contract with Legal & Administrative Assistants, Inc. be renewed with no changes. Anderson reported the Executive Director's performance appraisal was completed by the Joint Operations Board with an excellent report. The board reviewed the proposed contracts for 2011 (see copies attached to original minutes).

IT WAS MOVED BY Harlan Madsen, SECONDED BY Frank Yanish, to approve the Employment Agreement between the Kandiyohi County and City of Willmar Economic Development Commission and Executive Director Steven Renquist for 2011, Assistant Director Jean Spaulding for 2011 and the contract with Legal & Administrative Assistants, Inc. for 2011. All present voted in favor by roll call.

IT WAS MOVED BY Dean Shuck, SECONDED BY Dennis Peterson, to re-approve the current contracts between the Kandiyohi County and City of Willmar Economic Development Commission and RedStar Creative and Crystal Cleaning & Design. All present voted in favor by roll call.

Appointment of EDC Joint Operations Board liaison.

IT WAS MOVED BY Dean Shuck, SECONDED BY Harlan Madsen, 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.

Renquist will inform Butterfield, who is attending a county commissioner training session today.

Appointment of 2011 officers.

IT WAS MOVED BY Dean Shuck, SECONDED BY Denis Anderson, to nominate and cast a unanimous ballot for Harlan Madsen, as chair 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 Denis Anderson, SECONDED BY Harlan Madsen, to nominate and cast a unanimous ballot for Frank Yanish as vice chair 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 Harlan Madsen, to nominate and cast a unanimous ballot for Denis Anderson 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 Denis Anderson, SECONDED BY Dennis Peterson, to nominate and cast a unanimous ballot for 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.

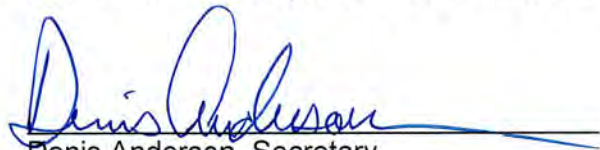
Christianson reminded the board to complete and return the audit questionnaire and to submit a quote for the EDC's new website. Spaulding informed the board it is the intent to use a quote from each board member on their philosophy of why they are involved in the EDC.

ADJOURNMENT—There being no further business,

IT WAS MOVED BY Denis Anderson, SECONDED BY Dean Shuck, to adjourn the meeting.
MOTION CARRIED.

The meeting adjourned at approximately 12:46 p.m.

NEXT MEETING—The next regular board meeting is **11:30 a.m., Thursday, April 28, 2011**, at the EDC office.


Denis Anderson, Secretary

APPROVED 4/28/2011:


Harlan Madsen, Chairperson



2011 COMMITTEES AND MEMBERS

Agriculture and Renewable Energy Development (Ag)

Glenn Arfstrom	Kevin Halvorson	Keith Poier	Stan Simon (Vice Chair)
Loren Corle	Marc Knisely	Bruce Reuss (Chair)	John Soderholm
Jon Folkedahl	Robert Meyerson	Brad Saeger	Dan Tepfer
Todd Geselius	Jim Molenaar	Milan Schmiesing*	Scott Thaden
Ian Graue	Steve Nelson	Sherman Schueler	Jeff Vetsch
Wade Gustafson			

Business Retention and Expansion/Recruitment (BRE/R)

Beverly Dougherty (Chair)*	Roger Imdieke	Les Nelson*
Jim Ellingson	Tom Lindemann	Bruce Peterson*
Ron Erpelding*	Cecil Meyer	Diane Schulte
Gary Geiger	Arthur Norby	

BRE/R Technology Advisory

Dean Bouta	Jay Kroona	Diane Schulte
Kathy Dillon	Jeff Roiland	Jeff Tengwall

Finance

Brian Borgerding	Bruce Peterson*	Russ Weeks
Nick Dalton (Chair)	Kevin Reuckert	Randy Zinda
Les Nelson*	Tammy Schirm	

Marketing and Public Relations

Betty Bollig*	Diane Schulte	Heather Thompson
Jean Geselius	Joanna Schrupp	Liz VanDerBill
Julie Redepenning		