

**KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT OPERATIONS BOARD OF DIRECTORS (OB) MEETING
MINUTES
February 9, 2006
EDC Office, Willmar**

Present: Bev Dougherty, Ron Erpelding, Duane Hultgren and Milan Schmiesing

Ex Officio Members: Ron Christianson and Bruce Peterson

Excused: Betty Bollig, Larry Knutson, Les Nelson and Jean Spaulding

Staff: Steven Renquist, Executive Director

Media: Bev Ahlquist, KDJS/K-95/KRVY Radio; Anne Polta, West Central Tribune

Secretarial: Jodie Heuring, Legal & Administrative Assistants, Inc. (LAA)

President Milan Schmiesing called the meeting to order at approximately 11:10 a.m.

MINUTES—

IT WAS MOVED BY Duane Hultgren, SECONDED BY Bev Dougherty, to approve the minutes of the January 12, 2006 meeting as mailed and e-mailed. MOTION CARRIED.

TREASURER'S REPORT—Steve Renquist stated a financial report for the period ending January 31, 2006 has not been received.

BILLS—Renquist presented a bill from Green Mill in the amount of \$1,490.90 for the meal and services at the ag estate planning seminar held January 30, 2006. Heritage Bank, N.A. paid for the University of Minnesota Extension office costs relating to the seminar. Renquist reported income from registrations and other contributions in the amount of \$1,100 has been received. Renquist also reported he authorized \$390 for advertising in the West Central Tribune. Approximately 100 attended the seminar. Renquist also asked for approval of an expenditure authorized by the Agribusiness/Renewable Energy Development (Ag) Committee for the retention of a contract grant writer. Renquist stated the contract grant writer is working on two separate ag-related grants and will be presenting a bill in the sum of \$800.

IT WAS MOVED BY Ron Erpelding, SECONDED BY Bev Dougherty, to approve payments to: Green Mill in the amount of \$1,490.90 for the meal and services at the ag estate planning seminar held January 30, 2006; West Central Tribune in the amount of \$390 for advertising said seminar; and \$800 to the contract grant writer with the understanding that all expenditures will be from the Agribusiness/Renewable Energy Development Committee budget. MOTION CARRIED.

UNFINISHED BUSINESS

Employment Contracts with Executive Director and Assistant Director. Copies of the proposed employment contracts with the Executive Director and Assistant Director received previously by the board were reviewed. The following were suggested changes:

- ▶ accrue vacation at the rate of pay when it is earned;
- ▶ remove sentence about future vacation and discuss annually;
- ▶ remove termination reference in sick pay section;
- ▶ change retirement or resignation shall be compensated at a rate of 50% of hours accumulated at a maximum of 240 hours;
- ▶ do not use the term "contract," but employment agreement;
- ▶ clarify the medical insurance coverage in the second #9 to state it shall continue for the lesser of six months or until the Executive Director obtains other medical insurance;
- ▶ include a similar paragraph as #4 of the Assistant Director's agreement relating to reimbursed expenses;
- ▶ include the requirement to provide receipts for all reimbursed expenses in both agreements.

Discussion was held about automatically renewing the agreement and possibly removing that sentence. Schmiesing will talk with Attorney Dean Anderson about the suggested changes and they will be reviewed by the board again.

Appreciation & Awards Reception. Renquist reported an Appreciation & Awards Reception is planned for 5:30 p.m., May 11, 2006. At the December board meeting, it was determined to change the May 11 meeting to 4 p.m. It is Renquist's intent that the reception be for EDC family only, i.e., all volunteers including board, committee and task force members, with plans to thank everyone for their time and efforts. **Renquist** will provide this board with a list of previous awards for their input as to whether the awards should be continued or expanded. **Renquist** will e-mail or mail the board a letter for their input on this reception.

State of Minnesota Auditor Bill. Schmiesing stated at last month's meeting the \$2,150 bill from the Minnesota State Auditor's office for services for period 8/24/05 to 11/29/05 for audit period ending December 31, 2004 was discussed. Schmiesing updated the board about a telephone conversation with the Minnesota State Auditor's office about the bill, wherein Schmiesing was told the Auditor's staff member who was initially working on the EDC audit left their employ and a new staff member was assigned the case and billed his/her time to basically repeat the work done by the initial staff member. Schmiesing was told that if the EDC did not pay the Auditor's bill, they would levy taxes for payment of it. Consensus was to send a letter to the State Auditor with a copy to the Governor and other area elected officials stating the size of the organization, the types of expenses and statement explaining the EDCOB's feelings of the \$2,150 bill asking for it to be abated. It was suggested to include the costs of the audit for the past years which will indicate this recent audit has been much more costly.

There was no other unfinished business.

NEW BUSINESS

Committee Member Additions and Removals. Renquist asked that Luke Geiger and Allison Geiger be added as members of the Bring Them Back Home Task Force.

IT WAS MOVED BY Bev Dougherty, SECONDED BY Duane Hultgren, to add Luke Geiger and Allison Geiger as members of the Bring Them Back Home Task Force. MOTION CARRIED.

Contribution to Kandiyohi County Economic Development Partnership, Inc. (KCEDP)

Schmiesing reported the KCEDP will conduct an Appreciation & Awards Reception to recognize all EDCOB committee and task force members for their volunteer efforts.

IT WAS MOVED BY Bev Dougherty, SECONDED BY Duane Hultgren, to approve a contribution of \$3,000 to the Kandiyohi County Economic Development Partnership, Inc. to be paid from the Community Contributions line on the budget. MOTION CARRIED.

Enterprise Network Systems Analysis. Renquist distributed copies of an "Upper Southwest Central Enterprise Network System Analysis" (see copy attached to the original minutes) and stated he, Doug Allen, Ron Erpelding, Les Nelson and Jean Spaulding have been involved from this area. With Cameron Macht and the Minnesota Department of Employment and Economic Development's (DEED) help, they looked at what selected industries need. All categories were manufacturing as this information is not available on other industries at this time. Mailing lists for specific industry codes can be obtained to target direct mail. It was noted PTI stands for potential targeted industries. Erpelding provided some additional background.

Other. Schmiesing reported Steve Okins, the City of Willmar Finance Director, has asked the EDC bank accounts be closed and the funds transferred to the City of Willmar. This would include the Bremer Bank checking account number 9616717 and the Entrepreneurs' Loan Guarantee Program account number 9618683.

IT WAS MOVED BY Duane Hultgren, SECONDED BY Bev Dougherty, to approve closing the Kandiyohi County & City of Willmar Economic Development Commission bank accounts, namely, Bremer Bank checking account number 9616717 and Entrepreneurs' Loan Guarantee Program checking account number 961868 and transfer said funds to the City of Willmar. MOTION CARRIED.

There was no other new business.

COMMITTEE REPORTS

Ag. A brief discussion was held about an office versus web site presence. Renquist reported in January an advertisement was placed in the *West Central Tribune* for an ag contract position and several applications were received. Ag Committee members were asked to review the business plans provided by the applicants. Previously, the EDCOB and Ag Committee authorized an interview panel consisting of two members from each and Renquist to make an offer to the person best suited for the position. Interviews took place February 8 and a recommendation was made to enter into a contract with the person most qualified to fill those objectives. A call has been made to that individual and a call back has not been received.

BRE/R. No report.

Finance. No report.

Marketing and Public Relations. No report.

Bring Them Back Home (BTBH) Task Force. Renquist reported BTBH is working on an interactive web site relating to jobs available in the area.

Tourism. No report.

WAMM. Bev Dougherty stated public informational meetings were held January 30 and 31 at Bethel Lutheran Church for downtown business and building owners. There were 80 in attendance the first evening and 40 Tuesday evening. Dougherty attended Tuesday evening's meeting and was pleasantly surprised to find many positive comments. Renquist stated the WAMM Committee

and, in particular, Kathy Schwantes and Lourdez Schwab did an outstanding job of putting the meetings together.

IT WAS MOVED BY Bev Dougherty, SECONDED BY Ron Erpelding, to ratify the contract with the Latino Economic Development Center on behalf of the Kandiyohi County & City of Willmar Economic Development Commission Willmar Area Multicultural Market Committee. MOTION CARRIED.

Renquist stated the contract with Latino Economic Development Center will be paid from grant monies.

ECONOMIC DEVELOPMENT ACTIVITIES—Bruce Peterson reported the following on behalf of the city of Willmar: the city extended an offer for a new airport manager to start part-time next Monday; the FBO hangar is essentially complete; the terminal building should be completed in about 1½ months; suggested the EDCOB have a board meeting in the near future at the new airport; issued permits for remodeling MinnWest Technology Campus buildings, taken the issue of zoning change through the Planning Commission which will go through council; Engan finished the predesign work for the Veterans Home, the State has received the information and is making some decisions; continue to work with Duininck Bros. on regulatory obstacles on its project.

MINNWEST TECHNOLOGY CAMPUS—Renquist provided an update on the marketing plan and stated the EDCOB will help them with marketing, but the EDCOB cannot be the only source for marketing. Renquist stated the EDCOB will host a technology seminar with Minnesota Technology, Inc. in March.

WILLMAR DESIGN CENTER—Dougherty reported the first subcommittee appeared before the City's Planning Commission last evening on a round about for downtown Willmar traffic; a special board meeting is scheduled for Friday to discuss applications and the process of hiring a downtown designer; and they are meeting with Susan Granger, a grant writer, who will write grants to designate three historic buildings in downtown Willmar. Dougherty encouraged board members to watch for new downtown Willmar signage.

Other. A brief discussion was held about the open board member position.

ADJOURNMENT—There being no further business, the meeting was adjourned at approximately 12:30 p.m.

NEXT MEETING—The next board meeting is **11:00 a.m., Thursday, March 9, 2006**, at the EDC office, 312 Fourth Street SW, Suite 2, Willmar.

Duane Hultgren, Secretary

APPROVED 3/9/06:

Milan Schmiesing, President