

**KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)  
JOINT OPERATIONS BOARD OF DIRECTORS (OB) MEETING  
MINUTES  
April 10, 2008  
EDC Office, Willmar**

Present: Gordon Behm, Bev Dougherty, Ron Erpelding, Oliver Hagen and Duane Hultgren

Ex Officio Members: Richard Falk and Bruce Peterson

Excused: Milan Schmiesing

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

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

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

Vice President Oliver Hagen called the meeting to order at approximately 11 a.m.

**MINUTES—**

IT WAS MOVED BY Ron Erpelding, SECONDED BY Duane Hultgren, to approve the minutes of the March 13, 2008 meeting as mailed and e-mailed. MOTION CARRIED.

**TREASURER'S REPORT—**Steve Renquist reviewed with the board the Statement of Activities for March 31, 2008.

IT WAS MOVED BY Duane Hultgren, SECONDED BY Gordon Behm, to approve the financial report for period ending March 31, 2008 as mailed and e-mailed, subject to audit. MOTION CARRIED.

**BILLS—**There were no bills presented.

**UNFINISHED BUSINESS**

**Office location search.** Vice President Hagen reported the committee reviewed many properties for relocating the EDC office, shared some findings and stated the committee recommends the EDC office be located at the MinnWest Technology Campus under a three-year lease (see copy attached to the original minutes). Discussion was held, including the pros and cons of the selected site.

IT WAS MOVED BY Ron Erpelding, SECONDED BY Oliver Hagen, to approve a three-year lease for locating the Kandiyohi County and City of Willmar Economic Development Commission's office at the MinnWest Technology Campus. Roll call vote: Gordon Behm no, Ron Erpelding yes, Duane Hultgren yes, Bev Dougherty no and Oliver Hagen abstained. FAILED TO PASS DUE TO A TIE VOTE.

Additional discussion was held. The committee will reconvene.

**2008 planning session facilitator/format.** Renquist continues to research options for facilitators and potential dates are November 20 or 21, 2008.

**Update regarding conduit to facilitate real estate purchase.** Renquist reported this matter has been put into abeyance by the company seeking this option.

**Worthington Bioscience Conference.** Renquist reported the Worthington community hosted a Bioscience Conference for this region recently. The EDC has had an exhibit at the conference the past three years. Governor Pawlenty was present at the conference this year. Jean Spaulding reported it was her first experience at the conference and she was impressed by Worthington; it has gotten the state's attention with the efforts they are making with bioscience and commercialization. Renquist stated he sent an e-mail to board members that the EDC is not planning to attend the national bioscience conference this year as it has the past two years.

**Other.** Vice President Hagen welcomed and thanked Jean Spaulding for being part of the EDC staff.

There was no other unfinished business.

## **NEW BUSINESS**

**Agriculture and Renewable Energy Development (Ag) Committee part-time employee.** Renquist reported after a lengthy search, the Ag Committee and Renquist recommend Wade Gustafson be hired as the EDC's Ag Committee part-time employee.

IT WAS MOVED BY Gordon Behm, SECONDED BY Bev Dougherty, to approve the recommendation of hiring Wade Gustafson as the Kandiyohi County and City of Willmar Economic Development Commission's (EDC) Agriculture and Renewable Energy Development Committee part-time employee, which recommendation will be forwarded to the EDC's Joint Powers Board. MOTION CARRIED.

**2009 Budget.** Renquist will ask the Joint Powers Board at their next meeting if they have a figure in mind for the 2009 budget. Renquist suggests selecting a date in late June for a similar budget meeting as held in the past. Vice President Hagen would like to see a plan for the budget. Richard Falk stated it is up to the Joint Powers Board to set the budget and the Joint Operations Board to use the budget efficiently and effectively.

**Committee member additions and removals.** There were no committee member additions or removals at this time. It was noted that if Wade Gustafson is approved by the EDC Joint Powers Board as an Ag Committee part-time employee, he will need to be removed as a member of the Ag Committee.

There was no other new business.

## **COMMITTEE REPORTS**

**Ag.** Ron Erpelding provided a brief update.

**BRE/R.** Bev Dougherty provided an overview of the recent meeting, including working with the Atwater Economic Development Authority to bring it current with business retention and expansion activities in the Atwater area; Renquist noted the EDC will be working with the Willmar Lakes Area Chamber of Commerce GROW Minnesota! program in this process. Erpelding stated Tom Lindemann shared a report on the strength of the economy for this year, which was provided to the West Central Tribune for a future story.

**Technology Task Force.** Spaulding reported the *Get Broadband* grant is being finalized and **Spaulding** will be providing a report. The task force continues to work with Bonnema Surveys in adding an overlay to the county map containing information on which services are offered where. The task force awarded 21 grants, which are in various stages of launching and approving web sites.

**Finance.** Peterson reported the Finance Committee has not met. Spaulding shared information about an old Entrepreneurs' Revolving Loan Fund loan (see copy attached to the original minutes), which the EDC has a judgment against the debtors. The debtors offered to pay the EDC \$5,207.14 of the \$5,560.76 payoff amount, which is the amount of the original judgment. Spaulding stated the Finance Committee was e-mailed about this proposal and through e-mail correspondence, unanimously recommend the EDC accept the \$5,207.14 in full satisfaction of the EDC's judgment against the debtors.

IT WAS MOVED BY Bev Dougherty, SECONDED BY Ron Erpelding, to accept the offer from Karren and Mark Baggenstoss dba oneofakindandthings.com to pay the Kandiyohi County and City of Willmar Economic Development Commission (EDC) \$5,207.14 in full satisfaction of the EDC's judgment against Baggenstoss. MOTION CARRIED.

**Marketing and Public Relations.** Spaulding reported this committee met the day after the Appreciation & Awards Reception, which was the main topic of discussion. The committee reviewed the process and made recommendations for next year. They would like to see stronger committee participation and plan to visit each EDC committee prior to the next event. Overall, they were pleased with the attendance and format.

**Tourism.** Renquist stated the Minnesota Office of Tourism is looking at realigning its regions within the state.

## **MISCELLANEOUS REPORTS**

**Economic development activities.** Peterson reported the City of Willmar continues working on a housing project; airport redevelopment for industrial purposes continues and the Council approved a preliminary plat; total construction for last year was down 20%, he believes this year will be an improvement led by commercial and industrial projects.

Renquist reported he recently attended a meeting in Washington, DC, promoting Highway 23 and completion of 23 through Kandiyohi County and County 9 intersection by New London and also promoting the Veterans Home and looking for greater level of contribution by the federal government; possibly making an application for research funding under traumatic brain injury; plans to host a county-wide BRE event; and he is working on a couple of projects.

Spaulding reported the Spicer Economic Development Authority had an annual banquet recently and gave its citizen of the year award to Connie Filley (a Tourism Committee member) and the business of the year was Heritage Bank.

**MinnWest Technology Campus.** Renquist reported a proposal was submitted to the University of Minnesota and St. Cloud State proposing the MinnWest Technology Campus would donate a building to a public entity then apply for a technology grant through the Minnesota Department of Employment and Economic Development (DEED) for \$2,000,000 for it to become a manufacturing technology building with classes from University of Minnesota, St. Cloud State, Ridgewater and internships in bio manufacturing technology. The EDC may possibly be the public entity.

**Willmar Design Center.** Dougherty reported a survey of all existing downtown businesses and property owners started; they plan to use the surveys to apply for a comprehensive DEED grant for renovation of downtown; a database will be created and updated regularly. Under the direction of Renquist, a group was formed "downtown business attraction" (Willmar Lakes Area Chamber of Commerce, MainStreet Willmar, Willmar Area Multicultural Market, EDC and Willmar Design Center) have been attempting to recruit businesses from other communities to locate in Willmar.

**Other.** Renquist reported a checking account has been opened for the EDC at Heritage Bank and distributed a copy of a proposed standard corporate authorization resolution (see copy attached to the original minutes).

IT WAS MOVED BY Duane Hultgren, SECONDED BY Gordon Behm, to approve the corporate resolution as presented. MOTION CARRIED.

It was suggested the office search location committee regroup and put together a list of all the locations looked at thus far and send a copy to everyone (EDCOB and EDC) and ask that anyone who has location suggestions let Renquist know.

**ADJOURNMENT**—There being no further business,

IT WAS MOVED BY Duane Hultgren, SECONDED BY Bev Dougherty, to adjourn the meeting. MOTION CARRIED.

The meeting was adjourned at approximately 12:45 p.m.

The next board meeting is **11 a.m., Thursday, May 8, 2008**, at the EDC office, 312 Fourth Street SW, Suite 2, Willmar.

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Bev Dougherty, Secretary

APPROVED 5/8/2008:

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Oliver Hagen, Vice President