

**KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT OPERATIONS BOARD OF DIRECTORS (OB) MEETING
MINUTES
June 12, 2008
EDC Office, Willmar**

Present: Gordon Behm, Betty Bollig, Ron Erpelding and Duane Hultgren

Ex Officio Members: Richard Falk and Bruce Peterson

Excused: Bev Dougherty, Oliver Hagen and Milan Schmiesing

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

Media: Anne Polta, West Central Tribune

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

President Betty Bollig called the meeting to order at approximately 11:10 a.m.

MINUTES—

IT WAS MOVED BY Duane Hultgren, SECONDED BY Gordon Behm, to approve the minutes of the May 8, 2008 meeting and May 22, 2008 special meeting as mailed and e-mailed. MOTION CARRIED.

TREASURER'S REPORT—Steve Renquist reviewed with the board the Statement of Activities as of May 31, 2008 and Disbursement Journal. Renquist believes the EDC will stay within its 2008 budget. Renquist reminded board members of the joint committee 2009 budget presentation on June 18.

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

BILLS—Renquist presented a bill to be paid for the 2009 Minnesota Travel Guide upon recommendation of the Tourism Committee. Renquist also shared two bills within his approval ability, which were \$776.25 from Bonnema Surveys for GIS mapping to be taken from budget line #27-716-115-0150-6335; and \$500 to Famous Davis under *Get Broadband* program for Mike's Dock & Yard's web site to be taken from budget line #27-716-115-0160-6295.

IT WAS MOVED BY Ron Erpelding, SECONDED BY Duane Hultgren, to approve payment of the 2009 Minnesota Travel Guide advertising contract of \$3,380 from Tourism Committee budget line #27-716-115-0130-6274. MOTION CARRIED.

UNFINISHED BUSINESS

Office location update. President Bollig reported the lease for the new office was signed June 11, 2008. The new office space is open for board members to view following this meeting. Jean Spaulding circulated a schematic drawing of the office layout (see copy attached to the original minutes). The plan is to move in by the end of July. Spaulding stated through the office search process, the EDC worked with a local company for estimates of furniture needs at each location. It has

been planned to replace the Executive Director's current office desk with a new work station and update his meeting table area and chairs so his office would have all new furniture, which is estimated to be about \$3,000. It is believed the front reception area would cost approximately \$2,000. Spaulding believes the existing work station in the front area of the new location can be used for the Ag and SCORE offices. Spaulding requested a dollar range for purchasing furniture and remodeling the new office.

IT WAS MOVED BY Ron Erpelding, SECONDED BY Gordon Behm, to allocate expenditures of up to \$10,000 of the \$13,000 current budget to be used for purchase of furniture and equipment and remodeling the new office space for decisions necessary to be made before the Kandiyohi County and City of Willmar Economic Development Commission's Joint Operations Board July 10 meeting. MOTION CARRIED.

The board discussed how to dispose of furniture and equipment that may not be used at the new location and suggested speaking with the Kandiyohi County Coordinator or Willmar City Administrator about the possibility of including the items with the next public auction. It was also suggested items be donated to a nonprofit entity, i.e., county group homes, shelter house. Richard Falk stated the county does use Ebay® to sell some of its items, including vehicles. **Spaulding** will work with Larry Kliendl to determine the best way for the EDC to dispose of these items.

Audit. Renquist reported Jim Ruff's office is working on the audit and stated any delays in the information necessary for the audit were legitimate.

There was no other unfinished business.

NEW BUSINESS

Committee member additions and removals. President Bollig appointed Gordon Behm to the EDC Agriculture and Renewable Energy Development (Ag) Committee.

There was no other new business.

COMMITTEE REPORTS

Ag. Ron Erpelding reported on Monday, June 16, a report identifying the distributive energy phase one (sweet spots) study commissioned by the Minnesota Legislature will be presented via a webinar, which can be registered for through the Southwest Initiative Foundation. A meteorological tower was put up this week in northwestern Kandiyohi County to gather wind resource information over a minimum of a one year period. Renquist reported through this committee, the EDC is applying to be the host site for the International Bioenergy Congress previously held in Sweden. Renquist also shared information about being a second tier host city for a bioenergy tour at an investment of \$25,000 and MinnWest Technology Campus (MWTC) would be a benefactor. The MWTC is being approached for \$12,500 and Renquist anticipates asking the EDC for the remaining \$12,500 possibly by a special meeting or email vote with ratification at a future meeting. **Renquist** will share further information as this develops and will send the EDCOB and EDC Joint Powers Board the web site for this bioenergy congress for review. Duane Hultgren requested Renquist include in his e-mail a short scenario about where Renquist relates the project to economic development for this area. Renquist also reported Wade Gustafson is now working with the EDC as its Agriculture Specialist. At the June 19 Ag meeting, Mike Reese will be a guest speaker about converting wind energy into anhydrous ammonia.

Business Retention and Expansion/Recruitment (BRE/R). Erpelding reported the BRE/R Committee recently held a health industry dialogue luncheon and it continues to move forward with its business visitation schedule.

Technology Task Force. Spaulding stated the EDC sent letters to the Technology Task Force members thanking them for their time and work and inviting those who wish to continue to meet on a quarterly basis with the BRE/R Committee. A proposal will be presented at the next BRE/R Committee meeting. The intent is to meet quarterly to talk about what new technology providers are doing, what is happening in the industry as far as providers and new technology, serve as an advocate similar to Kandilink and make recommendations to the BRE/R Committee for it to decide on an appropriate action. Spaulding also reported this task force is in the process of working with Ridgewater College's Continuing Education and Customized Education Department to continue bringing seminars to the business community in a cost-effective manner for small businesses in conjunction with EDC.

Finance. Bruce Peterson reported there was no meeting in May. Spaulding stated the committee is working on a November Finance Seminar.

Marketing and Public Relations. Spaulding reported this committee is working on its budget presentation and goals for its next meeting and updating the web site. It plans to redo the home page for better navigation. This committee will also work on the EDC's new location to help plan a reception in the new office, signage and design. The committee will be reviewing the EDC's marketing material and making updates as necessary for the new location. Committee members have been assigned Minnesota communities to contact and learn what type of economic development materials they use to help this committee in deciding on improvements for the EDC's economic development materials.

Tourism. Bollig reported Alan Carlson is resigning as chair of the committee at the end of 2008 and reflected on a few items from the recent minutes. Erpelding reported birding has been added to the trails website.

MISCELLANEOUS REPORTS

Economic development activities. Peterson reported the city of Willmar is the grant entity for MWTC and its proposed bioscience center and MWTC is close to an agreement with the University of Minnesota and MNSCU with the hope to get it going in 2008 with completion in 2009; continues to work toward the release of land with the FAA for the industrial park; signed a memorandum of understanding for the first sale in the new industrial park; County Road 47 will be open in July; Central Minnesota Fabrication broke ground for its expansion; Willmar Poultry is completing its expansion; Slumberland is on schedule and the new building should be occupied with product next week with a formal opening in mid-July; continues discussions with Rice Memorial Hospital for a new Rice Care Center and a freestanding rehab center is also being reviewed; downtown projects consist of office, retail and the mention of a parking ramp.

Renquist reported BRE/R Committee's aviation subcommittee started recruitment of businesses identified in a previous dialogue luncheon and the EDC is having current conversations with an avionics company; recommended Falk talk to Jeff Bredberg about renewable energy and a discussion that occurred earlier today; working through the Minnesota Department of Employment and Economic Development (DEED) and Lake Lillian on an inbound call center; shared information about wind energy units in southern area of the state that were not working at present.

Spaulding reported DEED is touring the state Wednesday with a company from Spain that is looking at a United States location for manufacturing and is touring several states to learn about potential markets in the United States; Creating A Value-Added Community (CVAC) developed by Northwest Area Foundation and its purpose to bring together a number of different entities to address poverty by

increasing economic development; the CVAC group has met a couple of times and meets again Monday. Renquist stated the EDC's involvement is predicated on the part of the working poor or lower end wage scale in Kandiyohi County and how to increase the number of jobs and wages for those jobs and move employees up the scale to handle better paying jobs. Spaulding stated during the process, board members will receive minutes so they are aware of what is going on. It was suggested employment should come before housing.

MWTC. Renquist reported there may be a significant press release in August about a project MWTC has been working on and about which he believes the EDC will be very pleased.

Willmar Design Center. Renquist reported the implementation phase of the downtown business recruitment program has begun by sending out 20 letters to businesses throughout the area asking their consideration of a business expansion to downtown Willmar. The next step will be to meet face-to-face with these businesses. A meeting is planned to discuss the next step forward. The Willmar Design Center is also pursuing a Small Cities Development Program comprehensive grant.

Other. President Bollig reminded board members of the joint committee 2009 budget presentation to the EDC boards at 5:30 p.m., Wednesday, June 18 at the MinnWest Commons Meeting Room. Following this presentation, **Renquist** will put a proposed budget together for the EDCOB's July meeting and make any recommended changes prior to the EDC Joint Powers Board meeting in August; noting it is possible it may be modified by the Joint Powers Board. President Bollig also reminded board members to mark their calendars for the joint board 2009 planning session scheduled for 9:00 a.m. to 3:00 p.m., Thursday, November 20, 2008 at the Tree House of Prairie Woods Environmental Learning Center, New London.

ADJOURNMENT—There being no further business,

IT WAS MOVED BY Duane Hultgren, SECONDED BY Gordon Behm, to adjourn the meeting.

The meeting was adjourned at approximately 12:38 p.m.

NEXT MEETING—The next board meeting is **11 a.m., Thursday, July 10, 2008**, at the EDC office, 312 Fourth Street SW, Suite 2, Willmar.

Bev Dougherty, Secretary

APPROVED 7/10/2008:

Betty Bollig, President