

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

Present: Denis Anderson, Ron Christianson, Jim Butterfield and Dean Shuck
Excused: Harlan Madsen and Frank Yanish
Staff: Steven Renquist, Executive Director and Jean Spaulding Assistant Director
Secretarial: Nancy Birkeland, Legal & Administrative Assistants, Inc. (LAA)
Media: Anne Polta, West Central Tribune

Secretary Denis Anderson called the meeting to order at approximately 11:30 a.m.

MINUTES—

IT WAS MOVED BY Ron Christianson, SECONDED BY Dean Shuck, to approve the minutes of the July 28, 2011 meeting of the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board of Commissioners as e-mailed and presented. ALL PRESENT VOTED IN FAVOR BY ROLL CALL.

TREASURER'S REPORT— Steve Renquist presented the financial reports for periods ending July 31, August 31 and September 30, 2011 and reviewed with the board the most recent Balance Sheet and Statement of Activities. Renquist informed the board that for the first time in four years, the EDC may expend its entire budget in 2011. The board congratulated Jean Spaulding on becoming a certified Economic Development Finance Professional through The National Development Council.

IT WAS MOVED BY Jim Butterfield, SECONDED BY Ron Christianson, to accept the Kandiyohi County and City of Willmar Economic Development Commission financial reports for periods ending July 31, August 31 and September 30, 2011, subject to audit. ALL PRESENT VOTED IN FAVOR BY ROLL CALL.

UNFINISHED BUSINESS

Animal Science Venture Forum. Spaulding reported the first Animal Science Venture Forum was an exciting event and had approximately 84 attendees out of 96 who RSVPd. Feedback from those who attended was very positive, especially from the sponsors, who felt it was one of the best events of its type that they had sponsored. The goal was to bring new technologies and companies together with financing opportunities and to feature the MinnWest Technology Campus (MWTC). The EDC partnered with MWTC to plan and host the event. A New Jersey individual who attended wants to sponsor the event next year.

There was no other unfinished business.

NEW BUSINESS

Workers' compensation coverage. Renquist informed the board they are currently covered as an employee under the EDC's workers' compensation coverage with Minnesota Counties Intergovernmental Trust and presented resolutions to either continue or reject the coverage (see copy attached). **LAA** will email Larry Kleindl and Kevin Halliday as to board members being covered by either Kandiyohi County or the city of Willmar.

IT WAS MOVED BY Dean Shuck, SECONDED BY Ron Christianson, to adopt the following resolution contingent upon the board members being covered by either the city of Willmar or Kandiyohi County workers' compensation policies:

RESOLVED, the Joint Powers Board of Commissioners of the Kandiyohi County and City of Willmar Economic Development Commission does hereby resolve that, pursuant to the requirements of Minn. Stat. § 176.011, Subd. 9(6), that all officers of the Kandiyohi County and City of Willmar Economic Development Commission who are elected or appointed to a regular term of office, or to complete the unexpired portion of a regular term, shall not be included within the definition of "employee" as that term is defined in Minn. Stat. § 176.0121, Subd. 9, for purposes of coverage under the workers' compensation laws of the state of Minnesota.

ALL PRESENT VOTED IN FAVOR BY ROLL CALL.

Bioenergy and renewable materials office. Renquist presented a recommendation to have a bioenergy and renewable materials office at MWTC and informed the board the EDC Joint Operations Board (OB) unanimously passed a motion in favor of such an office by those who attended the October 13, 2011 EDCOB meeting (see copies attached). Results will determine whether the satellite office continues after six months. Renquist believes he can manage both offices. At present, Keuseman is not at MWTC for any EDC business, however, Renquist anticipates that will change with the opening of the Mid-Central Research and Outreach Center (MCROC) and believes it would be beneficial to be closer to MCROC and on MWTC.

IT WAS MOVED BY Jim Butterfield, SECONDED BY Dean Shuck, to ratify approval of a bioenergy and renewable materials office at the MinnWest Technology Campus for a six-month trial period at a cost of \$450 per month to include rent, common area maintenance, utilities, telephone and data line and to adjust the Kandiyohi County and City of Willmar Economic Development Commission's budgets for 2011 and 2012 to remove health insurance as a line item under the Ag Committee's budget and to add rent for the satellite office as a line item under the Ag Committee's budget. ALL PRESENT VOTED IN FAVOR BY ROLL CALL.

Discover Manufacturing Innovation Showcase. Spaulding informed the board of the Discover Manufacturing Innovation Showcase that will be held tomorrow at MWTC and is open to the public (see copy attached). Spaulding acknowledged Jim Rieth for bringing the showcase idea to the EDC. As a part of the showcase, students from area high schools and Ridgewater College will tour local manufacturers.

Auditor for 2011-2013. Spaulding informed the board a request for proposal was sent to area accounting firms for auditing services and the EDCOB made a recommendation to accept the bid of James M. Ruff, Inc. (see copy attached).

IT WAS MOVED BY Dean Shuck, SECONDED BY Jim Butterfield, to ratify accepting the proposal submitted by James M. Ruff, Inc. to provide audit services to the Kandiyohi County and City of Willmar Economic Development Commission for 2011 at a fee of \$5,600; 2012 at a fee of \$5,800 and 2013 at a fee of \$6,000. ALL PRESENT VOTED IN FAVOR BY ROLL CALL. Ron Christianson abstained as Ruff is his personal accountant.

Other. Renquist suggested the board look at the average adjustment by the city of Willmar and Kandiyohi County in their salary negotiations and the EDC use an average between the two for 2012 salary increases for the EDC's Executive Director and Assistant Director and make it a retroactive change. No action was taken.

There was no other new business.

Economic development activities. Renquist informed the board a \$500,000 grant application is being submitted for an anhydrous ammonia project and gave an update on the project. Spaulding announced an electronic marketing campaign is being launched in November for the EDC's redesigned website, including a contest for area businesses to submit facts and statistics on their businesses with weekly prizes to be given during November and a grand prize being an iPad2. Spaulding informed the board of loan approvals made by the EDCOB and a tax abatement application in the city of Kandiyohi. Spaulding informed the board staff is working on changes to the EDC's Policies and Procedures manual to comply with federal grant requirements under the Minnesota Intelligent Rural Communities (MIRC) program. Spaulding informed the board the EDC's MIRC grant was successfully audited last week and the auditor was very complimentary of Willmar's downtown and felt it was very vibrant.

Other. The board readdressed the EDC auditor motion acknowledging Ruff is Ron Christianson's personal accountant and acknowledging an affirmative vote of four board members is required to pass a motion.

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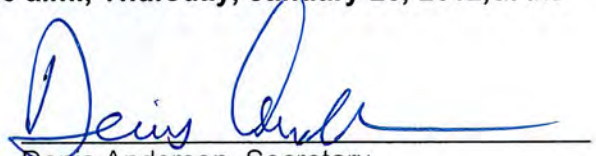
Status of goals. Renquist and Spaulding gave an update on the status of the 5-Year Goals (see copy attached to original minutes). Renquist informed the board the University of Minnesota Extension Service moved its regional office to Kandiyohi County. Spaulding reported the EDC assisted Bruce Peterson with a marketing plan to submit to the Federal Aviation Administration per its conditions on reuse of the former airport terminal. The board recommended **staff**: 1) attempt to contact Warren Buffet relative to obtaining rail access to Willmar's new industrial park; and 2) contact Ridgewater College about offering classes in aviation mechanics.

ADJOURNMENT—

IT WAS MOVED BY Dean Shuck, SECONDED BY Jim Butterfield, to adjourn the meeting.

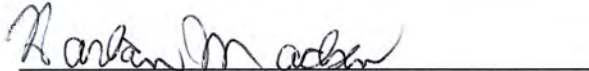
There being no further business, the meeting was adjourned at approximately 1:01 p.m.

NEXT MEETING—The annual board meeting is **11:30 a.m., Thursday, January 26, 2012**, at the EDC office.



Denis Anderson, Secretary

APPROVED 1/26/2012:



Harlan Madsen, Chairperson