

**KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT POWERS BOARD OF COMMISSIONERS MEETING
MINUTES
April 26, 2012
EDC Office, Willmar, MN**

Present: Denis Anderson, Jim Butterfield, Ron Christianson, Harlan Madsen and Frank Yanish

Staff: Steven Renquist, Executive Director

Excused: Dean Shuck

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

Media: Anne Polta, West Central Tribune

Chairperson Harlan Madsen called the meeting to order at approximately 11:30 a.m. The agenda was revised to add repealing Tourism Guidelines and Application under New Business.

IT WAS MOVED BY Ron Christianson, SECONDED BY Denis Anderson, to approve the agenda as amended. All present voted in favor by roll call.

MINUTES—

IT WAS MOVED BY Denis Anderson, SECONDED BY Jim Butterfield, to approve the minutes of the January 26, 2012 annual meeting of the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board of Commissioners as e-mailed. All present voted in favor by roll call.

TREASURER'S REPORT— Steve Renquist presented the financial reports for periods ending January 31, February 28 and March 31, 2012 and reviewed with the board the most recent Balance Sheet and Statement of Activities.

[Frank Yanish joined the meeting.]

Renquist informed the board the Joint Operations Board may adjust budgeted funds under line items as the year progresses and expenses increase. This year reserves may need to be used to meet the budget. **Renquist** will confirm for the board the reason the Balance Sheet shows the checking account balance being significantly less than one year ago.

IT WAS MOVED BY Ron Christianson, SECONDED BY Denis Anderson, to accept the Kandiyohi County and City of Willmar Economic Development Commission financial reports for periods ending January 31, February 28 and March 31, 2012, subject to audit. All present voted in favor by roll call.

UNFINISHED BUSINESS

Appointment of Joint Operations Board member. Chairman Madsen informed the board the Willmar City Council made a recommendation to appoint Jon Anderson of Willmar to the Joint Operations Board to replace Betty Bollig, who resigned. Renquist informed the board he met with Anderson, who is willing to serve on the board.

IT WAS MOVED BY Denis Anderson, SECONDED BY Jim Butterfield, to appoint Jon Anderson to the Kandiyohi County and City of Willmar Economic Development Commission Joint Operations Board for a three-year term. All present voted in favor by roll call.

NextGen bioenergy grant. Renquist gave an update on the NextGen bioenergy grant that was awarded to West Central Renewable Ammonia Development, LLC for \$450,000 with the intent to build an anhydrous ammonia plant in Kandiyohi County.

There was no other unfinished business.

NEW BUSINESS

Ag Bioenergy Office. Madsen informed the board that at its April 12 meeting the Joint Operations Board approved continuation of the ag bioenergy office for another six months, subject to review. Ron Christianson and Jim Butterfield recommended the ultimate goal be to move the entire EDC office to the MinnWest Technology Campus (MWTC). Madsen recommended the board be open minded and look at all options for the location of the EDC office in the future. Renquist assured the board the funds for the ag bioenergy office will be within the Agriculture and Renewable Energy Development (Ag) Committee's current budget.

IT WAS MOVED BY Ron Christianson, SECONDED BY Denis Anderson, to ratify renewal of the ag bioenergy office at the MinnWest Technology Campus for another six months and to review it again in six months and make a decision as to whether it will be an ongoing situation. All present voted in favor by roll call.

Funding Request Guidelines and Application and Tourism Funding Guidelines and Application. The board reviewed the Funding Request Guidelines and Application adopted by the Joint Operations Board (see attached) and the Tourism Funding Guidelines and application repealed by the Joint Operations Board (see attached).

IT WAS MOVED BY Ron Christianson, SECONDED BY Frank Yanish, to ratify adoption of the Funding Request Guidelines and application form as presented and repeal the Tourism Funding Guidelines and application. All present voted in favor by roll call.

Entrepreneurs' Loan Guarantee Program. Jean Spaulding stated the Joint Operations Board approved a recommendation by the Finance Committee to increase the maximum loan amount under the Entrepreneurs' Loan Guarantee Program to \$50,000 from \$25,000. Local lenders indicated the need for the higher maximum loan amount. Spaulding provided background on the successful Entrepreneurs' Loan Guarantee Program.

IT WAS MOVED BY Denis Anderson, SECONDED BY Jim Butterfield, to ratify increasing the maximum loan amount under the Kandiyohi County and City of Willmar Economic Development Commission's Entrepreneurs' Loan Guarantee Program from \$25,000 to \$50,000. All present voted in favor by roll call.

Business Retention & Expansion/Recruitment (BRE/R) Committee planning session with boards. Madsen informed the board the BRE/R Committee would like to hold a planning session with the EDC boards. Renquist stated the BRE/R Committee would like the planning session to be led by a facilitator to analyze Cameron Macht's demographic data so it can be used by the committee and the EDC to direct their focus and goals. The committee would like the meeting in June. It was the board's consensus to do two half days (morning preferred and avoid Tuesdays and second and third Fridays) with the first half day including a presentation by Macht of his data prior to the planning session with the

BRE/R Committee and the second half day being the boards' annual planning session. **Staff** was directed to schedule the sessions.

There was no other new business.

Economic development activities. Renquist gave an update on Ag Committee projects, including fuel cells. Renquist has made presentations on the EDC to the communities of New London and Prinsburg and has one scheduled with Lake Lillian. The Lake Lillian presentation will include discussion vacancy of the former coupon redemption center and former school/winery.

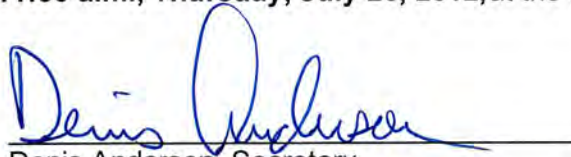
Mayor Yanish invited the board to attend the 6:30 a.m., May 1, Mayor's Prayer Breakfast, to be held in the fellowship hall of St. Mary's Catholic Church.

Spaulding presented the board with the notebooks and pens done by the Marketing and Public Relations Committee. Spaulding informed the board that in August, the Marketing and Public Relations Committee will publish a newspaper insert to inform and educate the public on the EDC. The EDC's loan recipients will be included in the newspaper tab. The EDC has started to assist its loan recipients with marketing their open houses and businesses. The EDC will look at promoting the EDC in the businesses of its loan recipients. Spaulding reported on a tour she gave to a Beresford, South Dakota, company whose representative indicated the MWTC may be a good fit and commented the area undersells itself. Attendance at \hat{r} @MTC was very well attended and was a good promotion of the MWTC and the sciences. The second Animal Science Venture Forum will be held in September with Dr. Temple Grandin as its luncheon keynote speaker and Glen Leech as its opening keynote speaker. The EDC's boards will be invited to this invite only forum. Spaulding continues to be actively involved in the Minnesota Angel Network and appreciates being involved in the developing the process of getting an angel network set up, which will be helpful in organizing the Kandiyohi County Angel Network. Spaulding and the Marketing and Public Relations Committee are working on a data management process to assist with information gathering on local businesses and produce reports. The EDC will hire an intern under a grant received through the Minnesota Intelligent Rural Communities program and the University of Minnesota Extension Economic & Community Development to develop the EDC's database for the data management program.

Mayor Yanish encouraged the board to review the draft city plan posted on the city of Willmar's website.

ADJOURNMENT—There being no further business, Chairperson Madsen adjourned the meeting at approximately 1:06 p.m.

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


Denis Anderson, Secretary

APPROVED 7/26/2012:


Harlan Madsen, Chairperson



FUNDING REQUEST GUIDELINES

1. All requests for funding through the Kandiyohi County and City of Willmar Economic Development Commission (EDC) must be by written application in a form that can be obtained from the EDC Office, 333 Litchfield Avenue SW, Suite 100, P.O. Box 1783, Willmar, MN 56201, telephone 320-235-7370, edc@kandiyohi.com, along with a proposal and project budget.
2. Once a funding application is received by the EDC, an EDC staff member will review the application with the applicant and, if appropriate, forward the request to an EDC standing committee for consideration.
3. Funds contributed by the EDC must be matched dollar-for-dollar by funds from the requesting organization making the application, which funds may be raised through other organizations.
4. Applications, if approved, may receive the full funding requested or a portion thereof as determined by an EDC standing committee or the EDC Joint Operations Board.
5. An organization may request funding twice in a five-year period, except in the case of an emergency, which will be determined by the EDC Joint Operations Board. The second time a funding request is made, half of the original financial support may be offered and must be matched.
6. For profit corporations are ineligible for funding from the EDC.
7. Applications will be assessed on the following basis:
 - a. Does the application relate to an EDC standing committee's goals and the EDC's goals and overall mission?
 - b. Does the application detail the use of the funds requested?
 - c. Does the request duplicate efforts and work already being done by another entity?
 - d. Does the request show significant evidence of cooperation and collaboration with other entities?
 - e. Is the request within the reviewing committee's budget limits or the EDC's community contribution line item?
8. If the above criteria can be positively answered and an EDC standing committee approves the funding request by a majority vote, the committee's recommendation will be presented to the EDC Joint Operations Board for consideration at its next monthly meeting.
9. If the request is for more than an EDC standing committee's budget allows and the committee approves the request, the committee may request the EDC Joint Operations Board to allocate additional funds.
10. All funding requests for tourism-related activities will be forwarded to the Willmar Lakes Area Convention & Visitors Bureau (CVB) for consideration and determination.

11. If the CVB deems the funding request appropriate, the CVB may make an additional request for funding from the EDC to fund unique tourism-related events. If approved by the EDC Joint Operations Board, additional funds will be transferred to the CVB and the CVB will be responsible for how those monies are spent.
12. If a funding request is not appropriate to be referred to an EDC standing committee, EDC staff will review the funding request and, if deemed appropriate, present it to the EDC Joint Operations Board for consideration at its next monthly meeting.
13. In no event, will an approved funding request be used to fund personnel unless the request is for a feasibility study.
14. If a request is for a one-time unique request, the EDC Joint Operations Board may consider using its reserve funds.

Adopted by EDC Joint Operations Board 3/8/2012
Ratified by EDC Joint Powers Board ___/___/2012



Name of applicant _____ Name of contact person _____

Telephone _____ Cell _____ Email _____

Describe your organization, its mission and goals:

Is your organization a nonprofit corporation or governmental entity?

Amount requested \$_____. Will the funds be matched? Yes No . If yes, how will they be matched?

For what purpose will the requested funds be used? Provide a copy of your budget.

If your request is for an event and is "seed money," can the event be profitable and self-supporting in future years?

Please explain:

Does the request fit within the EDC's mission (To be a catalyst for economic growth of the greater Kandiyohi County area.) and goals?

Please explain:

If funded, your federal tax ID number must be provided.

Return this application to: Kandiyohi County and City of Willmar Economic Development Commission
333 Litchfield Avenue SW, Suite 100 | P.O. Box 1783 | Willmar, MN 56201
edc@kandiyohi.com

TOURISM FUNDING GUIDELINES

1. Dollars contributed from the EDC tourism budget must be matched dollar-for-dollar by funds from the requesting organization making the application. These funds may be raised through other sponsors, etc. A majority vote of the Tourism Committee supporting issuances of resources is necessary prior to submitting the proposal to the EDC Operations Board (EDCOB) for action.
2. Full financial support may be offered and must be matched the first time the organization applies (based on dollars, requests and budget limitations). The second time an organization applies for the same event, half of the original financial support may be offered and must be matched.
3. Organizations may apply two times per event in a five-year period, except in the case of an emergency, which will be determined by the EDCOB.
4. All organizations and events must be in Kandiyohi County.
5. All events must attract tourists from outside the county to qualify. All approved advertising projects must prominently display the EDC county tourism logo. A proposed advertising draft for print media and radio copy must be submitted and approved by the Tourism Committee prior to production.
6. All applicants must submit a completed application form to the Tourism Committee. If the application is incomplete, the applicant will have 60 days from receipt of the original application to provide complete information. If complete information is not received within 60 days, the application will be denied.
7. All requests must be made in a timely fashion to allow two months for the Tourism Committee's and the EDCOB's decisions.
8. All applications are subject to approval by the Tourism Committee and the EDCOB.
9. A post-event report/evaluation must be provided with a tracking process to determine if the guidelines were followed.

Adopted by EDCOB 1/15/04
Amended by EDCOB 10/14/04
Ratified by EDC Board 1/22/04
Amendment ratified by EDC Board 10/28/04

KANDIYOHI COUNTY TOURISM FUNDING APPLICATION:

Name of event/organization _____

Sponsor, if different from above _____

Location of event _____

Date of event _____ Length of event _____

Chairperson/contact person _____

Address _____

Phone _____ Fax _____ E-Mail _____

Please describe your event:

How does your event draw in people from outside Kandiyohi County?

If your event is given "seed money," can it be profitable in future years?

Please explain:

Amount of Request \$ _____ Will the funds be matched? Yes or No (circle one)

For what purpose will the money be used?

Provide a copy of your budget.

Return this form to: Executive Director
Kandiyohi County and City of Willmar Economic Development Commission
P.O. Box 1783
Willmar, MN 56201

Adopted by EDCOB 1/15/04
Ratified by EDC Board 1/22/04