

**KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT OPERATIONS BOARD OF DIRECTORS (OB) MEETING
MINUTES
May 9, 2013
EDC Office, Willmar**

Present: Rollie Boll, Robert Carlson, Beverly Dougherty, Gary Gilman, Rick Nordin and Milan Schmiesing

Absent: Robert Enos

Ex Officio: Jim Butterfield and Bruce Peterson

Staff: Steven Renquist, Executive Director, Jean Spaulding, Assistant Director and Leroy Petersen, Agriculture and Renewable Energy Development Specialist

Media: Anne Polta, West Central Tribune

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

President Bev Dougherty called the meeting to order at approximately 11:00 a.m.

AGENDA—Added to the agenda under New Business, item 2, was a vacation request by Steve Renquist. There were no other changes to the agenda.

IT WAS MOVED BY Rick Nordin, SECONDED BY Milan Schmiesing, to approve the Amended Agenda and Consent Agenda as emailed.

CONSENT AGENDA—

Approve: 1. Minutes of March 14, 2013 board meeting
 2. Financial reports as of March 31 and April 30, 2013, subject to audit

Accept: 1. Committee minutes:
 a. Agriculture and Renewable Energy Development 2/28 and 3/21/2013
 b. Business Retention and Expansion/Recruitment 3/6 and 4/10/2013
 c. Finance 2/12/2013
 d. Marketing and Public Relations 1/28 and 3/25/2013
 e. Leisure Travel 3/4/2013

PROGRESS REPORTS

Willmar Design Center (WDC). Dougherty reported the Willmar Area Food Shelf is donating half of its property to the WDC and Becker Market for the purpose of constructing two greenhouses under the grant from West Central Partnership.

[Bruce Peterson joined the meeting.]

Plans include the New London-Spicer and Montevideo school districts purchasing all of the food that will be grown in the greenhouses. The project also includes a storage/distribution hub facility in Willmar and a commercial teaching kitchen. Plans are underway for this summer's Becker Market.

Willmar. Bruce Peterson reported the Federal Aviation Administration tentatively approved an agreement with the city of Willmar on what it will do to recognize the former airport terminal site; release of the former airport property should be completed this summer; the city may sell approximately 200 farm acres this fall by public auction; \$14 million in construction projects came in this week; the city awarded bids for \$5 million of street projects; approved plans and specifications on the trail project—the engineer's estimate is considerably higher than what was submitted with the grant; and he continues to work on platting 100 acres on the west side of County Road 5.

EDC/MinnWest Technology Campus. Renquist reported they are working on using corn stover and distiller's grain for cattle feed; the NH₃ project is still viable; he and Jean Spaulding attended a Life Sciences Innovation Showcase May 7 presented by the University of Minnesota (U of M) and Mayo Clinic that discussed development of intellectual property; EDC staff has convinced the U of M to hold a conference this fall on agri-sciences and biosciences at the MinnWest Technology Campus (MWTC) possibly around the time of the Animal Science Conference & Venture Forum; Life Link III has announced it is moving its Hutchinson base to Willmar—Life Link is working on reconfiguring an existing hangar at the Willmar airport and possibly building a new hangar—this move may result in 25 employees; Peterson stated the city of Willmar has space available at the airport and is also assisting Life Link with a location for new construction and a heliport; Renquist and Spaulding have been invited by the New London Economic Development Association (EDA) to its June meeting to discuss how to work together, reduce redundancy and possibly market to attract a hotel to Highway 23; EDC staff is working with the Spicer EDA on the Highway 23 corridor and rejuvenation of downtown Spicer; provided information on the EDC's work to assist local individuals interested in purchasing Molenaar's, which was sold and will be moved to Edgerton; the EDC will try to find a new business to replace Molenaar's; Peterson noted that oftentimes companies do not consult with local economic development offices concerning a move or sale and they are not aware of these situations until it has happened. Renquist provided a summary of three tax abatements he presented to the Kandiyohi County Board of Commissioners (see attached), all of which the county approved. Renquist informed the board he spoke in favor of the city of Willmar passing the abatement for the Torgerson Properties project, but made it clear he was not speaking on behalf of the EDC as neither board had approved support of it. Renquist asked board members to notify him if they do not feel he should recommend projects that have not been approved by this board, even if he makes a public statement that he is not representing the EDC. Spaulding reported the EDC is also working with the city of Atwater on an abatement request by Peaceful Thymes. A public hearing will be held June 5. Jim Butterfield thanked Renquist for his work on the abatements presented to the County Board. Peterson noted that if Torgerson Properties does not meet employment figures, the city and county can recall their approvals. Spaulding reported she has contacted Kandi Power Cooperative regarding a meeting relative to financing programs and what can be done to be proactive in pursuing projects that arise and identifying properties that may be available for future development.

Willmar Area Multicultural Business Center (WAM-BC). Spaulding reported she and Dougherty attended a steering committee meeting led by two individuals from the National Association for Latino Community Asset Builders of San Antonio, TX. Dougherty indicated it

was one of the best learning sessions she has ever attended. WAM-BC is changing its focus from a marketplace to a business center and provides low-interest loans and cultural business assistance, i.e., formalize accounting practices, expand employment. WAM-BC received a EDA Community Economic Development grant of \$40,000 for a loan pool. It has created 26 jobs through this grant. Two loans have been repaid and the funds are available for relending. WAM-BC is looking at how to do business incubation in its current location; there is presently a Latino restaurant in the location. Diamond Builders, a locally-owned construction company that specializes in ag-related steel buildings, has its home office in the WAM-BC building and it received its startup funds from WAM-BC. Spaulding noted cultural businesses do not like carrying debt and tend to repay as soon as possible.

UNFINISHED BUSINESS

Employee Handbook. Spaulding informed the board that she, Milan Schmiesing and Nancy Birkeland reviewed and refined the proposed handbook.

IT WAS MOVED BY Milan Schmiesing, SECONDED BY Rick Nordin, to approve the Kandiyohi County and City of Willmar Economic Development Commission Employee Handbook as presented. MOTION CARRIED.

There was no other unfinished business.

NEW BUSINESS—

Downtown parking assessment invoices. Renquist presented two bills from SRF Consulting Group, Inc. to the Willmar Design Center totaling \$10,083.86 for charges related to the Willmar downtown parking assessment. Renquist referred to minutes of the June 9, July 14 and August 11, 2011 EDCOB meetings and the July 28, 2011 meeting of the Joint Powers Board, which refer to EDC support of a parking study or analysis, but none of which contain action on approving financial support of a parking assessment. Renquist mistakenly informed the city of Willmar this board had approved paying for half of the assessment with Rice Memorial Hospital paying the other half. Renquist requested the board approve up to \$15,000 to pay for the Willmar downtown parking assessment. Release of the assessment is anticipated for the end of June.

IT WAS MOVED BY Milan Schmiesing, SECONDED BY Gary Gilman, to approve payment of up to \$15,000 for the Willmar downtown parking assessment. MOTION CARRIED.

Vacation. Renquist informed the board he will be taking vacation May 16-24, 2013.

COMMITTEE REPORTS—

Agriculture and Renewable Energy Development. Renquist requested the board approve Leroy Petersen attending the 2013 AgStar National Conference in Indianapolis, Indiana, June 10-12, 2013 (see information attached). Petersen indicated the conference will include tours of Fair Oaks Farms, a dairy facility digesting manure for renewable natural gas, and the Caterpillar Engine Center. Renquist noted the Ag Committee is \$8,000 under budget.

IT WAS MOVED BY Milan Schmiesing, SECONDED BY Rollie Boll, to approve up to \$1,800 for Leroy Petersen to attend the 2013 AgStar National Conference in Indianapolis, Indiana, June 10-12, 2013. MOTION CARRIED.

Business Retention and Expansion/Recruitment (BRE/R). Renquist reported he and Spaulding have been working with the Spicer EDA on the Highway 23 corridor and reinvigoration of downtown Spicer. The Spicer EDA plans to contract or hire a specialist to work on a proposal on how the community might incorporate its desire to develop the Highway 23 corridor and set aside funds for a revolving loan fund for development use. The BRE/R Committee approved payment of \$2,000 to the Spicer EDA to help fund a Highway 23 corridor plan and downtown business attraction study.

IT WAS MOVED BY Milan Schmiesing, SECONDED BY Rick Nordin, to approve payment of \$2,000 to the Spicer Economic Development Authority to help fund a Highway 23 corridor plan and downtown business attraction study. MOTION CARRIED.

Technology Advisory Subcommittee. Spaulding reported the subcommittee has been inactive during the Minnesota Intelligent Rural Communities grant and has not met.

Finance. Spaulding reported the committee has not had any action and will not meet in May. The committee met in April and turned down a loan request that was presented.

Marketing and Public Relations. Spaulding reported the committee is working on the Bring Them Back concept and creating a website.


Leisure Travel. Jim Butterfield reported the committee met at County Park 7 on Games Lake; the County Board wore its tourism T-shirts at its last board meeting in support of National Tourism Week; the Iron Warriors motorcycle group is looking at a 2014 rally in Atwater at the Handlebar Restaurant; the Historical Society had its grand opening last Saturday for its new addition; the Aquatic Invasive Species task force had 225 people attend its informational meeting; and the Humane Society will hold Bark in the Park at a Stingers baseball game. Birkeland informed the board Beth Fischer was distributing thank you cards and a bag of chocolates this week to local businesses that support tourism.

Other. Nordin reported Citizens Alliance Bank razed the marketing data center end of its building and is expanding and, as a result, Nordin moved his business across the street. The Food Garage is doing well. The Big Al Trio is doing a 60s Sock Hop at Jazz 'n Java in June. Schmiesing and Gary Gilman voiced their support of Renquist for the tax abatement presentations. It was noted that tax abatement is one of the few ways government can support economic development. Spaulding announced the community's application was chosen for a Blandin Community Leadership Program in the fall of 2014; 24 individuals will be recruited to participate. Renquist noted the funds available through the Entrepreneurs' Loan Guarantee Program are low and it may be necessary to look at what needs to be done to change it and how to handle it. Renquist stated upcoming budget considerations will be done this summer; he is advising a budget increase of five percent in 2014. Rollie Boll informed the board the County Fair Board is turning over the log cabin to the Kandiyohi County Historical Society; state Legacy monies were received and the roof was repaired. Dougherty reported next Monday and Tuesday morning a historic preservation specialist will be in Willmar for conversation. The WDC has created a new committee, Historic Preservation Design Standards. The preliminary concept designs on the downtown Willmar gateways will be at the Willmar city offices for comments and viewing.

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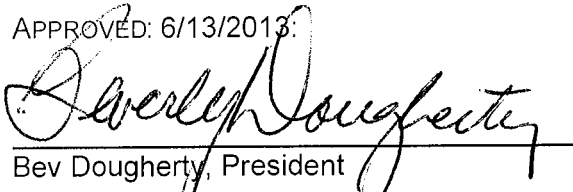
NEXT MEETING—The next regular board meeting is **11:00 a.m., Thursday, June 13, 2013**, at a location in Sunburg.

ADJOURNMENT—There being no further business, the meeting was adjourned at approximately 12:40 p.m.



Rick Nordin, Secretary

APPROVED: 6/13/2013:



Bev Dougherty, President

From: Steve Renquist
To: Kandiyohi County Board of Commissioners
CC: Larry Kleindl, County Administrator
Subject: Tax Abatement Requests – May 7th County Board Meeting

I have been asked to represent to the County Board the following three tax abatement requests:

1. Approved by City of Sunburg

- **10:45 a.m., Sondrol Service Station** – 115 Front Street, Sunburg – property ID # 90-100-1300. The owner requested public assistance in making physical repairs to the building that would ensure current and future operations. The City of Sunburg approved a 10 year, 100% tax abatement. The City portion of the property tax is \$261.45 per year or total Public Subsidy (City portion) - \$2,614.50
Request to Kandiyohi County – 5 year, 100% tax abatement. The County portion of the property tax is **\$128.03/year – the total County Subsidy would be \$640.15**

- **11:00 a.m., Sunburg Trading Post** - 320 Central Avenue, Sunburg – property ID # 90-100-1140. The owner has requested public assistance in making physical improvements to the building, to include creation of smaller retail spaces. The City of Sunburg approved a 10 year, 100% tax abatement. The City portion of the property tax is \$646.59 per year or a total Public Subsidy (city portion) - \$6,465.90
Request to Kandiyohi County – 5 year, 100% tax abatement. The County portion of the property tax is **\$310.49 per year – the total County Subsidy would be \$1,552.45**

- **11:15 a.m., Torgerson Legacy Project** – 2100 East Highway 12, Willmar – property ID # 95-913-1010. The owner has requested public assistance to:
 - a. Construct additions to the existing motel buildings
 - b. Renovate the existing lodging, restaurant and conference center

The abatement will apply to the increased portion of the County’s share of ad valorem property taxes. The City of Willmar approved a 10 year, declining percentage tax abatement with the following terms:
The Tax Abatement shall be for 10 years, beginning with taxes payable in 2016 and continuing through taxes payable in 2025 as follows:

 - b.1 For the first 5 years - 2016-2020, 100% (\$23,000/yr.)
 - b.2 For the subsequent 3 years - 2021-2023, 75% (\$17,250/ yr.)
 - b.3 For the final 2 years - 2024-2025. 50% (\$11,500/yr.)

c. Request to Kandiyohi County – 10 year, beginning in 2016, declining tax abatement of the increased property taxes received by the County with the following requested terms:

 - c.1 For the first 5 years, the lesser of 100% or \$39,700/yr*. (2016 – 2020)
 - c.2 For the subsequent 3 years, the lesser of 75% or \$29,775/yr.) (2021 – 2023)
 - c.3 For the final 2 years, the lesser of 50% or \$19,850/yr. (2024 – 2025)

The total maximum County Public Subsidy would be \$327,525

 - \$39,700 is the estimated increase in the County tax share based on developer assumptions and the payable 2013 tax rates

Kandiyohi County
& City of Willmar
Economic Development Commission



EMPLOYEE HANDBOOK

ADOPTED BY JOINT OPERATIONS BOARD 4/____/2013
RATIFIED BY JOINT POWERS BOARD 4/____/2013

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**RECEIPT AND ACKNOWLEDGMENT OF
KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION
EMPLOYEE HANDBOOK**

This Employee Handbook is an important document intended to help you become acquainted with the Kandiyohi County and City of Willmar Economic Development Commission (EDC). This Employee Handbook will serve as a guide; it is not the final word in all cases. The contents of this handbook may be changed at any time at the discretion of the EDC boards. Please read the following statements and sign below to indicate your receipt and acknowledgment of the handbook.

I have received and read a copy of the Employee Handbook. I understand the policies, rules and the benefits described in it are subject to change at the sole discretion of the EDC at any time. I understand that this handbook replaces all other previous manuals for the EDC.

I understand that should the content be changed in any way, the EDC may require an additional signature from me to indicate that I am aware of and understand any new policies.

Printed Name: _____

Signature _____ Date _____

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION
EMPLOYEE HANDBOOK

I.
PURPOSE AND INTENT

This handbook is presented as a matter of information only for all Kandiyohi County and City of Willmar Economic Development Commission (EDC) employees. The policies and procedures described in this handbook are not conditions of employment. The language in this handbook is not intended to create a contract (expressed or implied) between the EDC and its employees.

It shall be the responsibility of the EDC's Executive Director to administer the laws and policies set forth by the EDC's Joint Operations Board and Joint Powers Board, or as otherwise set forth in state and federal law. In cases of emergency, the Executive Director shall have the power to act outside the established procedures within the jurisdiction of his/her authority. The EDC's boards reserve the right to modify, revoke, suspend, terminate or change any or all such plans, policies or procedures, in whole or in part, at any time, with or without notice.

In general, all EDC employees are expected to perform their respective duties in a competent and efficient manner. Each employee shall be courteous, tactful and considerate in dealing with the public and co-workers. It shall be understood that each position within the EDC exists for the purpose of providing services to the public. In so doing, each employee shall respect that responsibility and present a neat and clean appearance in conformance with accepted job standards.

These policies shall not be construed to remove, limit or extend the rights and preferences of veterans as established by Minnesota Statutes 197.45 to 197.46. Nor shall these policies be construed to permit or encourage any action or conduct prohibited by the Minnesota Human Rights Act or any other state or federal law relating to equal employment opportunities and the provisions of these acts shall continue to apply to EDC employment generally. Nor shall these policies be construed to affect the rights and obligations of employees and employers under the provisions of the Public Employment Labor Relations Act of 1971, as amended, or the provisions of any contracts or agreements executed pursuant thereto.

II.
EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the EDC's policy to provide employment opportunities without regard for a person's race, color, religion, sex, age, national origin, ~~creed~~, disabilities, ~~veteran status~~, sexual orientation, marital status, ~~membership or activity in a local commission, or status with regard to public assistance~~ ~~military status~~ or any other characteristic protected by state or federal law. The EDC is strongly committed to this policy and believes in the concept and spirit of the law.

The EDC believes in and practices equal opportunity and affirmative action. The Executive Director or their designee serves as the Equal Opportunity Coordinator and has overall responsibility for ensuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and affirmative action and assisting the EDC in meeting its objectives.

This policy applies to all areas of employment. All personnel actions and programs, including compensation, benefits, EDC-sponsored training and education will be administered without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability, veteran's status, pregnancy, genetic information or membership in other protected groups.

III. EMPLOYER AUTHORITY

It is recognized that except as expressly stated herein, the EDC shall retain whatever rights and authority necessary to operate and direct the affairs of the EDC in all its various aspects including, but not limited to, the right to direct the working forces; to plan, direct and control all the operations and services of the EDC, to determine the methods, means, organization and number of personnel by which such operations and services are to be conducted; to assign and transfer employees; to schedule working hours and to assign overtime; to determine whether goods or services should be made or purchased or contracted for; to hire, promote, demote, suspend, discipline, discharge or relieve employees due to lack of work or other legitimate reasons; to make and enforce rules and regulations; and to change or eliminate existing methods, equipment or facilities. It is also recognized that the EDC shall retain the authority and prerogative to:

- operate and manage affairs in all respects in accordance with existing and future laws and regulations or appropriate authorities, including EDC personnel policies and work rules;
- maintain the efficiency of the government operations; and
- take whatever actions may be necessary to carry out the missions of the EDC in emergencies.

IV. PERSONNEL

A. DEFINITIONS.

1. **Executive Director.** The Executive Director administers the day-to-day operations of the EDC.
2. **Assistant Director.** The Assistant Director assists the Executive Director in administering the day-to-day operations of the EDC.
3. **Position** means a group of duties and responsibilities requiring full or part-time employment.
4. **Full-time Employee** means an employee who works at least 40 hours per week on a regular basis.
5. **Regular Part-time Employee** means an employee who works less than 29 hours per week and is regularly scheduled a minimum of 16 hours.

6. **Intermittent Part-time Employee** means an employee who works less than an average of 16 hours per week and whose scheduled number of hours to work vary from week to week, depending on work assignments, availability and client's need, or an employee who works on a seasonal basis.
7. **Probationary Period** means a 90-day working period during which the employee is required to demonstrate his/her fitness for the position.
 - a. Any employee with probationary status may be terminated at any time during the probationary period.
 - b. Vacation and sick leave shall be earned by the new employee during the probationary period.
8. **Hourly Rate of Pay** means an employee's annual salary divided by 2080 hours and rounded to the nearest whole cent.
9. **General Work Day** means a work period of time from 8:00 a.m. to 5:00 p.m. that includes a one-hour lunch period, Monday through Friday.
10. **Employer** means the Kandiyohi County and City of Willmar Economic Development Commission (EDC).
11. **Immediate Family.** The employee's immediate family is defined as father or father-in-law, grandfather, mother or mother-in-law, grandmother, sister or sister-in-law, brother or brother-in-law, spouse, children of either husband or wife, stepchildren or stepparents, or a member of the employee's own immediate household.
12. **Payroll Period** means a semimonthly schedule with paydays on the 15th and last working day of each month.

B. HOURS OF WORK. It is acknowledged that ~~the Executive Director and the Assistant Director~~ staff will occasionally be called upon to work more hours than the normal work day. It is therefore acknowledged and expected that they may reduce the hours worked on subsequent days at their discretion. This will not affect vacation or sick time.

C. VACATION TIME.

1. The Executive Director and Assistant Director's vacation time shall be set out in an Employment Agreement.
2. Full-time employees shall accumulate vacation on the following basis:
 - a. Employees with less than three years full-time employment shall earn vacation at the rate of 1.67 hours per pay period (semimonthly).

- b. Employees with more than three years, but less than five years of service, shall earn vacation at the rate of 2 hours per pay period.
- c. Employees with more than five years, but less than seven years of service, shall earn vacation at the rate of 3 hours per pay period.
- d. Employees with more than seven years, but less than ten years of service, shall earn vacation at the rate of 5 hours per pay period.

Changes in the rate of accumulation shall be effective on January 1 of each calendar year.

- 5. Accumulated vacation time for employees shall not exceed 160 hours.
- 6. Any employee who is separated from EDC employment by layoff, resignation, leave of absence or death shall be paid for the working hours of unused vacation leave accumulated to his/her credit. The payment shall be computed by multiplying the employee's current hourly rate of pay by the number of accumulated vacation hours. Payment of vacation time shall not exceed 160 hours.

D. SICK LEAVE.

- 1. The Executive Director and Assistant Director's sick pay shall be set out in an Employment Agreement.
- 2. Full-time employees shall be granted 1.67 hours of sick leave with pay for each pay period of service. Sick leave not used shall be carried forward from one year to the next year up to a maximum accumulation of 40 hours.
- 3. Employees may be allowed up to three working days with pay, per incident, as funeral leave for a death in the immediate family. Consideration shall be given by the Executive Director to closeness of kin and distance of travel. Vacation hours are to be used for attending funerals of persons other than immediate family.

E. HOLIDAYS. Full-time and regular part-time employees shall be entitled to the following holidays with pay. ~~The following days shall be paid holidays:~~

- | | |
|------------------------|----------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Day | Veteran's Day |
| President's Day | Columbus Day; |
| Memorial Day | Thanksgiving Day |
| Independence Day | Day after Thanksgiving Day |
| | Christmas Day |

Holidays falling on Saturday shall be celebrated on the preceding Friday and holidays falling on Sunday shall be celebrated on the following Monday. The last four hours of the Christmas Eve work day shall also be considered a holiday when Christmas Eve falls on a Monday, Tuesday, Wednesday or Thursday.

F. LEAVES.

1. **Military Leave.** Employees shall be entitled to a maximum of 120 working hours off with pay during the calendar year for reserves, National Guard or military duty as outlined in Minn. Stat. § 192.26 or applicable federal law. An employee who engages in active service in time of war or other emergency shall be granted a leave of absence without pay according to Minn. Stat. § 192.261 or applicable federal law.
2. **Jury Duty.** Employees shall be granted time off, with pay, to serve on a jury pursuant to Minnesota Statutes or applicable federal law. When not impaneled for actual service and only on call, the employee shall report to work. Any funds received by the employee for jury duty shall be turned over to the EDC.

G. EMPLOYMENT AGREEMENTS. The Executive Director and Assistant Director shall enter into an Employment Agreement that shall automatically be renewed from year to year unless modified by agreement of the Executive Director or Assistant Director, respectively, and the EDCJP/EDCOB.

H. REIMBURSEMENT OF TRAVEL AND RELATED EXPENSES POLICY. It is intended that this policy conform to all Minnesota Statutes, including §§ 471.38, 471.661, 471.96(1) and 471.97 and IRS rules governing expenses incurred by employees in the conduct of EDC business. The Executive Director shall be responsible for reviewing expense reports to assure accuracy.

1. Approval and Notification of Travel.

- a. In-State and Local Travel. The Executive Director must approve all in-state and/or local travel for EDC personnel. The Executive Director is responsible for assuring that funds are available to pay for the attendance of all conferences and seminars s/he approves. Out-of-state travel must be approved according to the policy below.
- b. Out-of-State Travel. This applies to all EDC employees and supercedes any other travel policy regarding out-of-state travel. All out-of-state travel requests must be presented to the Executive Director and then the EDCOB for consideration and approval prior to the planned date(s) of travel. The Executive Director shall consider each request and evaluate the appropriateness of out-of-state travel based on the following guidelines:
 - (1) The cost of the conference, institute, training program and related travel must be within the annual travel expense budget approved by the EDCOB. Exceptions may be made with the approval of the EDCOB.
 - (2) The conference/training topic and information obtained must be to the benefit of the EDC and Kandiyohi County. Benefits to the EDC/Kandiyohi County may include, but are not limited to, improvements to the operation of the EDC; communication with state and federal offices; cooperation or communication with other local government jurisdictions; meetings requiring the presence of

an EDC volunteer or employee; representation of the EDC on national, state or inter-jurisdictional committees; and professional development.

2. **Reimbursement Procedures.** EDC personnel traveling in the conduct of authorized EDC business shall adhere to the following:
 - a. Location of Conference. When a conference or seminar is scheduled at several locations, the location in or nearest Kandiyohi County should be selected.
 - b. Mileage. When a personal auto is used for official EDC business, mileage will be reimbursed at the IRS allowable rate. Odometer readings must be provided. In the event more than one employee shares the use of an automobile for such travel, only one employee shall be reimbursed at the approved rate. Mileage shall be paid on the most reasonable direct route.
 - c. Use of Air Transportation. Any EDC employee traveling on EDC business and utilizing air transportation shall be reimbursed for travel expense by coach airfare rates when such accommodations are available.
 - d. Lodging. Lodging will be paid for the single accommodation rate only when it is essential to attending an official economic development meeting or conference. If personnel goes early or stays following the conference for personal reasons, this is not a reimbursable expense. Provide receipts.
 - e. Meals. Meals not provided with a conference registration will be reimbursed for out-of-county meetings only at the actual cost or a maximum as follows: breakfast \$6, lunch \$8 and dinner \$12. Meals will be reimbursed **only** when they are associated with overnight travel trips or are part of a registration fee and are for EDC business. Receipts for all meals must be submitted with the reimbursement request. Expenses for alcoholic beverages are not reimbursable.
 - f. Parking or Ground Transportation. Employees using private automobiles shall be reimbursed on an actual expense basis for parking while on official EDC business. Provide receipts.
 - g. Taxi/Bus. Payment reimbursement will be authorized for taxi or bus service when on EDC business and no private vehicle is available.
 - h. Car Rental. Employees may only use a rental vehicle at the EDC's expense when authorized or in an emergency situation. When using rental vehicles, the lowest reasonable rate shall be used.
3. **Travel Expenses for Spouse, Other Members of Family or Non-EDC Employees.** If an employee's spouse, family member or any non-EDC employee accompanies an EDC employee on a business trip, any portion of the expenses attributable to the

spouse, family member or non-EDC employee's travel, meals, lodging, etc., are not reimbursable under any circumstances. If a spouse, family member or non-EDC employee accompanies an employee on a business trip, the reimbursable business expense for transportation and lodging is the single rate cost of accommodations for the employee.

4. **Liability Insurance/Driver's License.** Employees shall not drive vehicles on EDC business without a valid Minnesota driver's license of the appropriate classification. Employees are required to have at least the legal minimum liability limits as set in effect on all vehicles used for EDC purposes or while performing EDC business. The EDC may at any time require proof of such insurance.
5. **Violations.** Any violation of this section shall subject the employee to disciplinary actions, up to and including discharge, as set forth in these policies.

I. EMPLOYEE INSURANCE.

1. Employees working 40 hours or more per week shall be provided group medical insurance. The EDC will pay the full premium for single coverage for the employee. An employee may at his/her option purchase additional or dependent coverage through payroll deductions. Temporary full-time employees shall not receive health coverage.
2. Employees who retire before age 65, or employees who retire at age 65 or older, may continue under the group health coverage by paying the total cost for the monthly coverage in advance. An employee on an approved leave of absence may continue his/her group health coverage by paying the total cost of insurance in advance.

J. RESIGNATION.

1. An employee may resign in good standing by tendering his/her resignation in writing. Employees are encouraged to give at least 30 calendar days prior to the effective date and at least three weeks is required. Failure to comply with the three-week notice requirement may result in the forfeiting of all accumulated fringe benefits due the employee and normally otherwise paid to the employee as severance pay, except in cases of emergency or unusual circumstances.
2. Absence from work for three consecutive days without notification may constitute a resignation.

K. WORKERS' COMPENSATION. If you become ill or are injured on the job, you must contact the Executive Director or Assistant Director immediately. Failure to report any accident, illness or injury could result in disciplinary action. The employee shall receive workers' compensation benefits as provided by law as it applies. The employee's regular pay shall be reduced by an equal number of hours. Under no circumstances shall the Executive Director or Assistant Director submit a "First Report of Injury" to the insurance company on his/her own behalf or sign the report on behalf of the EDC.

L. **HARASSMENT.**

1. **Policy.** It is the EDCJP/EDCOB's policy that all employees have a right to work in an environment free from harassment—whether that harassment is based on sex, age, race, national origin, religion, sexual orientation, marital status, **status with regard to public assistance**, disability or membership in other protected groups. The policy prohibits harassment of its employees in any form—by supervisors, coworkers, suppliers or customers.
2. **Sexual Harassment.** Sexual harassment, particularly, is a violation of Title VII of the Civil Rights Act of 1964. It is against our policy for any employee to sexually harass another employee by:
 - a. Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of the employee's employment;
 - b. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or
 - c. Creating an intimidating, hostile or offensive working environment by such conduct.

Sexual harassment refers to behavior which is not welcome, which is personally offensive, which fails to respect the rights of others and which interferes with an employee's work performance. Sexual harassment may take many forms including, but not limited to, the following:

- *Verbal:* sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions and threats.
- *Non-verbal:* sexual suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling or obscene gestures; or
- *Physical:* unwanted physical contact, including touching, pinching, brushing against the body, coerced sexual contact and assault.

Other harassing conduct in the workplace, whether physical or verbal, committed by supervisors or others is also prohibited. This includes slurs, jokes or degrading comments concerning sex, age, race, national origin, religion, sexual orientation, marital status, disability or membership in other protected groups; repeated offensive sexual flirtation, advances or propositions; continual or repeated abuse of a sexual nature; graphic verbal comments about an individual's body; and a display in the workplace of sexually suggestive object or pictures.

3. **Complaint Procedure.** Employees who believe they have been the **subject/victim of offensive conduct of a sexual nature, sexual harassment or harassment or bias based on race, creed, color, national origin, gender, religion, disability, age,**

marital status, status with regard to public assistance, or sexual orientation by an employee, agent, official, commissioner or other elected official of the EDC, or any person with knowledge or belief of conduct that may constitute such harassment or bias toward an employee, official or member of the public seeking or receiving services from the EDC, should report the matter alleged conduct immediately to the president of the EDCOB or any member of the EDCOB or EDCJP. All complaints will be handled in a timely and confidential manner. Information regarding the complaint will not be released to third parties or persons within the EDCJP/EDCOB who are not involved with the investigation. This is to protect the confidentiality of the employee who complains, to encourage the reporting of incidents of harassment, and to protect the reputation of any employee wrongfully charged with harassment. An investigation of the complaint will normally include an interview of the persons involved and any named or apparent witnesses. The employees involved in the investigation process are expected to fully cooperate or be subject to disciplinary action. Employees or other persons participating in the investigation will be free of coercion or retaliation. If the investigation reveals harassment, prompt and appropriate disciplinary action designed to stop the harassment and prevent its recurrence will be taken.

Whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on all the facts. We also recognize that false accusations of harassment can have serious effects on innocent individuals. We trust that all EDCJP/EDCOB employees will act responsibly to establish and maintain a working environment free of discrimination for all. We encourage employees to raise questions they may have regarding this policy to the board of directors.

M. **GRIEVANCES.** It shall be the policy of the boards, insofar as possible, to prevent the occurrence of grievances and to deal promptly with those which occur. When any employee has a grievance, it should be brought to the attention of the Executive Director, who will review all relevant circumstances with the employee, consider and examine the causes of the grievance, and attempt to resolve it. If the grievance is not dealt with satisfactorily at that level, the grievance may be carried to the board. All grievances shall be submitted in writing.

N. **DISCIPLINE.** An employee shall be subject to corrective disciplinary action for inadequate performance, as well as abuse or disregard of board rules and policies. Corrective disciplinary action may include an oral warning, a written warning which shall be placed in the employee's personnel file, suspension, demotion and dismissal. In most cases a written warning shall precede dismissal to correct inappropriate behavior; however, each case will be based on its own merits by the board.

When the violation calls for suspension and/or dismissal, such action will be taken only for just cause excluding a probationary dismissal. The established grievance procedure is available to those employees who feel that they have been unjustly disciplined.

O. **ALCOHOL AND DRUG POLICY.** The EDC is committed to a drug-free workplace. Employees with identified substance abuse problems will be required to seek treatment and rehabilitation. Employees suspected of possessing or distributing drugs will be reported to the proper law enforcement authorities.

Should an employee be in possession of any illegal, controlled substance, that employee will be subject to disciplinary action, up to and including discharge.

P. FAMILY AND MEDICAL LEAVE OF ABSENCE POLICY. The Family and Medical Leave Act (FMLA) of 1993, as amended, entitles eligible employees to take up to 26 weeks of unpaid, job-protected leave in a 12-month period for specified family, medical and military-related reasons.

Q. DRESS AND PERSONAL APPEARANCE.

1. Employees are expected to maintain an appropriate appearance that is businesslike, neat and clean.
 - a. Apparel. Generally, employees should wear appropriate, clean, pressed business attire.
 - b. Hair. Hair should be clean, combed and neatly trimmed or arranged. This pertains to sideburns, moustaches and beards. Shaggy, unkempt hair is not permissible.
 - c. Personal hygiene. Good personal hygiene habits must be maintained.
2. The Executive Director or Assistant Director will enforce this policy and address any violation on an individual basis. Employees who are sent home due to lack of adherence to this policy, will do so on their own time and repeated violations of this policy will be cause for disciplinary action.

R. CELL PHONE POLICY.

1. The Executive Director and the Assistant Director are each provided a ~~600-minute per-monthly~~ cell phone and data plan and if usage exceeds the ~~600-minute per-monthly~~ plan due to personal usage, the personal minutes will be reimbursed to the EDC.
2. SCORE will be provided a ~~200-minute per-monthly~~ plan and if usage exceeds the ~~200-minute per-monthly~~ plan due to personal usage, the personal minutes will be reimbursed to the EDC.
3. Other employees may be provided a monthly plan at the discretion of the Executive Director and if usage exceeds the monthly plan due to personal usage, the personal minutes will be reimbursed to the EDC.

S. COMPUTER AND ELECTRONIC COMMUNICATIONS USE. The EDC strives to provide accurate and timely information and access to internet, email and all other electronic methods of communication have been provided to employees for the benefit of the public. Using these methods of communication should be done so in a professional manner and in accordance with the laws regarding public information, data practices and per EDC policy.

Please note that any time, any use of fraudulent, harassing, obscene, pornographic or discriminatory messages, sites or other forms of electronic communication are strictly prohibited and may result in disciplinary action, up to and including termination.

No messages with derogatory or inflammatory remarks about an individual's or group's sex, age, race, color, national origin, religion, disability, veteran's status, pregnancy or membership in other protected groups will be tolerated.

To ensure that all EDC employees are responsible, productive computer and network users, who are protecting the EDC's public image, the EDC adopts and adheres to Kandiyohi County's established policies and guidelines for computer, network, email, password and other electronic communication use (see copy on file).

By using EDC-owned equipment, software and data, as well as using EDC e-mail addresses or representing themselves as an EDC employee through the means of electronic communications, each employee signifies that (s)he understands the policies and guidelines provided to them and agrees to abide by all parts of the policies. Further, each employee who uses EDC-owned equipment or EDC email addresses understands and agrees that violations of the policies and guidelines may result in disciplinary action, up to and including termination of employment.

T. **CONFLICTS OF INTEREST.** Employees shall avoid real or apparent organizational conflicts of interest. No employee shall be an officer, employee, director, shareholder or member of any corporation, firm or association with which the EDC has entered into any operating or lease agreement. This section shall not apply to the deposit of funds of the agency in any bank in which an employee shall have an interest, if the funds are deposited and protected in accordance with M.S.A. § 118A.

In instances other than those covered by the above paragraph, where a board member or employee has a real or apparent conflict of interest, that board member or employee shall declare the conflict of interest for the record and shall abstain from any vote or discussion of the matter.

1. **Outside Employment.** The EDC does not encourage outside employment. However, employees may be permitted to engage in such employment subject to the above conflict of interest policy and the following restrictions:
 - a. The outside employment shall not interfere with the employee's regular EDC duties;
 - b. Outside work is secondary to EDC employment;
 - c. Outside employment shall not require the use of EDC equipment, facilities, material or supplies.
 - d. Outside employment shall not be for any contractor, person or company that has a contract or agreement with the EDC.
2. **Acceptance of Gifts.** EDC employees, in the course of or in relation to their official duties, shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future

employment or other future benefit from any source. The acceptance of the following shall not be a violation of this section:

- a. Gifts of nominal value.
 - b. Plaques or similar mementos recognizing individual services in a field of specialty or to a charitable cause.
 - c. Payment of reimbursement expenses for travel or meals in accordance with the EDC's travel and meal policy.
 - d. Honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time for which they are not compensated by the EDC.
3. **Use of Confidential Information.** Employees shall not use confidential information to further the employee's private interest and shall not accept outside employment or involvement in a business or activity that may require the employee to disclose or use confidential information.
4. **Use of Property.** Employees shall not use or allow the use of EDC time, supplies or EDC owned or leased property and equipment for the employee's private interest or any other use not related to the business of the EDC, except as provided by law.
5. **Volunteer Organizations.** The EDC encourages its employees to become active members of the community by participating in volunteer organizations, such as fire departments, rescue squads, ambulance squads, service clubs and other nonprofit organizations that contribute to the overall good and quality of life in Kandiyohi County.
6. **Review of Potential Conflicts of Interest.** When an employee believes there is a potential for a conflict of interest, it is the employee's duty to have the situation reviewed. A conflict of interest shall be deemed to exist when a review of the situation by the employee and the EDC's Executive Director or Assistant Director results in a determination that any one of the following conditions are present:
- a. The use for private gain or advantage of EDC time, facilities, equipment, supplies, prestige or influence of the EDC employment.
 - b. Receipt by the employee of any money or other things of value, except as allowed by paragraph 2 above, from anyone other than the EDC for the performance of an act which the employee would be required or expected to perform in the regular course of business of EDC employment or as part of his or her duties as an employee.
 - c. Employment by a business that is subject to the direct or indirect control, inspection, review, audit or enforcement by the employee or by the EDC.

- d. The performance of an act in other than the employee's official capacity that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by the employee or by the EDC.

7. **Resolution of Conflict of Interest.**

- a. If the employee or the employee's supervisor determines that conflict of interest exists or that there is a potential conflict of interest, EDC policy must be followed and the employee must cease all activities in violation thereof.
- b. If the employee believes that there is an unfair determination of a conflict of interest, the grievance policy may be followed.

U. **CONFIDENTIALITY.** Confidentiality is essential to economic development work. Verbal and/or written information received by board members and employees concerning individuals and/or businesses working with the EDC must be kept confidential unless authorization is obtained from the businesses or individuals to release information for public dissemination.

SOURCES OF INFORMATION USED FOR DEVELOPMENT OF THE EMPLOYEE HANDBOOK

PURPOSE AND INTENT

Kandiyohi County Employee Handbook 7/3/2012

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Kandiyohi County Employee Handbook 7/3/2012 and developed

PERSONNEL

Definitions

Paragraphs 3-6, 7a, 7b, 8-10 and 12—Kandiyohi County Employee Handbook 7/3/2012;
paragraphs 1, 2, 7 and 11 developed

Hours of Work—Developed

Vacation Time—modified from the Kandiyohi County Employee Handbook 7/3/2012

Sick Leave—modified from the Kandiyohi County Employee Handbook 7/3/2012

Holidays—Developed

Leaves

Military Leave—Kandiyohi County Employee Handbook 7/3/2012

Jury Duty—Developed

Employment Agreements—Developed

Reimbursement of Travel and Related Expenses Policy

Paragraphs 1, 2a, 2c, 2f, 2g, 2h, 3-5—Kandiyohi County Employee Handbook 7/3/2012

Paragraphs 2a, 2b, 2d, 2e—Developed

Employee Insurance—Kandiyohi County Employee Handbook 7/3/2012

Resignation—Kandiyohi County Employee Handbook 7/3/2012

Workers' Compensation—Kandiyohi County Employee Handbook 7/3/2012

Harassment—Kandiyohi County Rural Development Finance Authority and Kandiyohi County Economic Development Partnership, Inc.'s Policies and Procedures Manual, which was originally from West Central Administrative Services, Inc., Willmar, Minnesota (3/98)

Complaint Procedure—Kandiyohi County Rural Development Finance Authority and Kandiyohi County Economic Development Partnership, Inc.'s Policies and Procedures Manual, which was originally in part from the *Kandiyohi County Employee Handbook* (4/15/92)

Grievances—Kandiyohi County Rural Development Finance Authority and Kandiyohi County Economic Development Partnership, Inc.'s Policies and Procedures Manual, which was originally in part from the *Kandiyohi County Employee Handbook* (4/15/92)

Discipline—Kandiyohi County Rural Development Finance Authority and Kandiyohi County Economic Development Partnership, Inc.'s Policies and Procedures Manual, which was originally in part from the Rice Memorial Hospital *Personnel Policies Handbook* 1993 (03/93)

Alcohol and Drug Policy—Developed

Family and Medical Leave of Absence Policy—Kandiyohi County Employee Handbook 7/3/2012

Dress and Personal Appearance—Kandiyohi County Employee Handbook 7/3/2012

Cell Phone Policy—Developed

Computer and Electronic Communications Use—Kandiyohi County Employee Handbook 7/3/2012

Conflicts of Interest—Kandiyohi County Rural Development Finance Authority and Kandiyohi County Economic Development Partnership, Inc.'s Policies and Procedures Manual, which was originally drafted by Ronald C. Anderson, Attorney at Law, Willmar, Minnesota

Outside Employment

Acceptance of Gifts—Kandiyohi County Employee Handbook 7/3/2012

Use of Confidential Information—Kandiyohi County Employee Handbook 7/3/2012

Use of Property—Kandiyohi County Employee Handbook 7/3/2012

Volunteer Organizations—Kandiyohi County Employee Handbook 7/3/2012

Review of Potential Conflicts of Interest—Kandiyohi County Employee Handbook 7/3/2012

Resolution of Conflict of Interest—Kandiyohi County Employee Handbook 7/3/2012

Confidentiality—Developed

INVOICE



CONSULTING GROUP, INC.

ONE CARLSON PARKWAY NORTH, SUITE 150, MINNEAPOLIS, MN 55447-4443

763.475.0010

763.475.2429 FAX

Invoice Date: February 28, 2013

Invoice No: 08000.00 - 2

Mr. Adam Arvidson
WILLMAR DESIGN CENTER
4348 Nokomis Avenue
Minneapolis, MN 55406

Re: Willmar Downtown Parking Assessment
Expiration Date: 06/28/2013

Professional Services for period ending February 28, 2013

Professional Personnel

	Hours	Rate	Amount	
Principal/Engineer				
Cote, Marie	.50	201.00	100.50	
Sr. Assoc./Engr.				
Vaughn, Craig	3.50	141.93	496.76	
Associate/Planner				
Bernard, Lance	15.00	94.81	1,422.15	
Engineer				
Sachi, Thomas	10.00	79.23	792.30	
Planner				
Tinklenberg, Dan	19.00	90.19	1,713.61	
Totals	48.00		4,525.32	
Total Labor				4,525.32

Reimbursable Expenses

Mileage			101.70	
Total Reimbursables			101.70	101.70

Budget Status	Budget	Current	Prior	To-Date
Total Billings	24,978.00	4,627.02	5,456.84	10,083.86
Remaining				14,894.14

Total Amount Due this Invoice **\$4,627.02**

INVOICE

SRF CONSULTING GROUP, INC.

ONE CARLSON PARKWAY NORTH, SUITE 150, MINNEAPOLIS, MN 55447-4443

763.475.0010
763.475.2429 FAX

Invoice Date: January 31, 2013

Invoice No: 08000.00 - 1

Mr. Adam Arvidson
WILLMAR DESIGN CENTER
4348 Nokomis Avenue
Minneapolis, MN 55406

Re: Willmar Downtown Parking Assessment
Expiration Date: 06/28/2013

Professional Services for period ending January 31, 2013

Professional Personnel

	Hours	Rate	Amount	
Associate/Planner				
Bernard, Lance	9.00	94.81	853.29	
Engineer				
Sachi, Thomas	32.50	79.23	2,574.98	
Planner				
Tinklenberg, Dan	19.50	90.19	1,758.71	
Clerical				
Bowlin, Shelly	1.00	63.26	63.26	
Totals	62.00		5,250.24	
Total Labor				5,250.24

Reimbursable Expenses

Mileage			113.00	
Data Research			93.60	
Total Reimbursables			206.60	206.60

Budget Status	Budget	Current	Prior	To-Date
Total Billings	24,978.00	5,456.84	0.00	5,456.84
Remaining				19,521.16

Total Amount Due this Invoice **\$5,456.84**

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT OPERATIONS BOARD OF DIRECTORS (OB) MEETING

EXCERPT OF MINUTES

July 14, 2011
EDC Office, Willmar

BRE/R. President Erpelding reported the BRE/R Committee discussed at length a downtown Willmar parking ramp study and presented the motion passed by the committee. Peterson reported the WDC also discussed the matter and Dougherty reported the WDC agreed with the BRE/R Committee's motion. The WDC would like to see long-range planning relative to long-term parking in downtown Willmar.

IT WAS MOVED BY Duane Hultgren, SECONDED BY Milan Schmiesing, to recommend to the Kandiyohi County and City of Willmar Economic Development Commission's Joint Powers Board that it support an analysis of current and projected parking needs in and adjacent to the Willmar central business district.
MOTION CARRIED.

The board directed Renquist to meet with the Willmar Community Development Committee and Rice Memorial Hospital representatives to discuss the significant change in the EDC's support. The cost of a needs analysis is unknown at this time.

EXCERPT OF MINUTES

July 28, 2011

Downtown parking needs analysis. Renquist informed the board the Joint Operations Board approved supporting an analysis of current and projected parking needs in and adjacent to the Willmar central business district.

EXCERPT OF MINUTES

August 11, 2011

Willmar Design Center (WDC). Renquist announced the WDC is holding its Bounty of the County dinner this evening. Renquist reported he made a presentation to the Willmar Community Development Committee on a proposed parking needs analysis for the central business district of Willmar and recommended the city make plans for the next 20 years rather than the next 20 months. Rice Memorial Hospital management is in favor of the needs analysis. The EDC's original focus of the parking needs analysis was to address parking needs for Rice Memorial Hospital. **No decision has been made on a needs analysis as the cost is yet unknown.** Peterson reported Bev Dougherty and Richard Engan will return to the city in a couple of weeks to address the issue.

Petersen, Leroy; EPA AgStar National Conference; June 10 to 12, 2013

Who: Leroy Petersen, Agriculture and Renewable Resources Specialist

What: AgStar National Conference

When: June 10 to 12, 2013

Where: Wyndham Indianapolis West Hotel, Indianapolis, IN; Fair Oaks Farms, Fair Oaks, IN; and Caterpillar Engine Center, Lafayette, IN.

Overview: The conference begins with tours of Caterpillar's Lafayette Engine Center and Fair Oaks Farms. Fair Oaks uses biogas from anaerobic digestion of cow manure to fuel their milk delivery trucks, as well as electrical generators to power the entire farm and tourist operation.

The tour is followed by two days of conference sessions exploring some of the top issues affecting anaerobic digestion in the agriculture sector. Those session titles include: Biogas Beyond Electricity, International AD (anaerobic digestion) Applications, Swine Farm Approaches, CA Carbon Market, Emerging Applications for Value-Added Byproducts, Co-digestion of Organic Materials, Expanding the Horizons for AD Systems, Nutrient Recovery for AD Systems, and Innovative Financing.

There is also an exhibit hall of project developers, manufacturers, and other entities promoting biogas recovery. Those features, along with networking time will help me get greater knowledge on agriculture AD trends and how we can maximize our local resources in biogas recovery projects.

According to the conference website, "...The AgSTAR National Conference is geared toward industry members and project influencers/advisors. Past attendees include agribusiness professionals, extension educators, distributors, financial advisors and lenders, manufacturers, policymakers, project developers, and regulatory agencies."

Why: This conference is very timely and is an important part of due diligence for EDC initiatives underway which have a great potential to add value to each other. The following is an overview of those activities for which a conference such as the AgStar can add much value:

- 1) There is strong interest among local businesses to utilize compressed or liquid natural gas (CNG or LNG) to power high-fuel-use trucks and equipment.
 - a) This is proven, available technology
 - b) CNG prices are low now, which makes it an opportune time to establish delivery infrastructure and engine technology that is ready for renewable natural gas (RNG) production.
 - c) Conversion kits and engine modification, as well as other development, are opportunities for new local businesses.
 - d) Provides diversity to local business and adds value to the local economy by exporting value added good and services.
 - e) Caterpillar Lafayette Engine Center visit will provide insight into CNG technology.
- 2) The Economic Development Commission is working to establish a Minnesota Statute authorized Dairy Research, Teaching, and Consumer Education Facility in Kandiyohi County

- a) This facility will house a modern, large dairy that will have an aerobic digestion (AD) to generate RNG from the constant stream of manure.
 - b) A previously planned visit to the Fair Oaks Farm will not be necessary. The farm is widely recognized as a model upon which to build consumer interest and training in dairy, AD of cow manure, and energy self-sufficiency.
 - c) The RNG can be used to generate electricity, as well as adding into the delivery infrastructure established in local agriculture by activities in item "1" above.
 - d) There is a large dairy planned for Kandiyohi County that may be considered suitable.
- 3) Proof of concept work in "1" and "2" will make it more feasible to move forward on other alternative energy production from
- a) Waste water
 - b) Landfill gas recovery
 - c) Other waste-stream
- 4) As mentioned, machinery, tooling, design, and manufacturing businesses will be needed to provide the components for these interconnected elements
- a) Turn-key AD units for other users to simplify RNG generation and help meet demand.
 - b) Engine conversion or modification for CNG, LNG, and RNG.
 - c) Fueling station establishment
 - d) The conference visit to Caterpillar Lafayette could not come at a more opportune time to more fully understand the challenges inherent in what is being proposed.
- 5) A Renewable Resources Zone is moving from the concept stage of the last several years to activities with Minnesota Legislature and will soon be promoted to Western Minnesota counties.
- a) This will enable businesses to eliminate taxes related to new business for a period of five years—perhaps renewable for a second five-year period.
 - b) If established this will encourage AD related business to grow in Kandiyohi County and surrounding area.
 - c) A continuous stream of entrepreneurs comes into EDC looking for reasons to use Kandiyohi County's tremendous agriculture and renewable resources as a base of operations.
- 6) **How much**—estimated
- a) Mileage—1370 miles * .565 = \$774
 - b) Lodging—\$110 per night times 4 nights = \$440
 - c) Conference—no charge
 - d) Meal package at conference—\$190
 - e) Other travel food—\$30
 - f) Total, estimated—\$1434 for one person
 - g) Note: The trip to Fair Oaks was being planned, so it can be said that this trip to the AgStar conference is a combination of at least two.

In summary, I believe the above gives an overview of the synergistic potential giving me the strong impetus to take advantage of the conference and enhance the value that I can add to my work in this area. Thus, I respectfully request that the Operations Board allow the expense of traveling to this conference. Thank you.

**KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT OPERATIONS BOARD (OB)
BUSINESS RETENTION & EXPANSION/RECRUITMENT (BRE/R) COMMITTEE
EXCERPTS OF MINUTES
April 10, 2013**

Renquist presented funding requests from the Willmar Airport Marketing Subcommittee and the Spicer Economic Development Authority (EDA) (see attached). The Spicer EDA has set aside \$120,000 for its project and will ask for a match from the city of Spicer.

IT WAS MOVED BY Tom Lindemann, SECONDED by Beverly Dougherty, to approve \$500 for supplies to install a 'compass rose' at the Willmar Municipal Airport. MOTION CARRIED.

IT WAS MOVED BY Tom Lindemann, SECONDED by Beverly Dougherty, to approve \$500 to fund a group to tour regional airports. MOTION CARRIED.

IT WAS MOVED BY Beverly Dougherty, SECONDED by Tom Lindemann, to approve \$250 to add "John Rice Field" to the sign at the Willmar Municipal Airport. MOTION CARRIED.

IT WAS MOVED BY Art Norby, SECONDED by Tom Lindemann to approve \$2,000 to the Spicer Economic Development Authority to help fund a Highway 23 corridor plan and downtown business attraction study. MOTION CARRIED.