

**KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT OPERATIONS BOARD OF DIRECTORS (OB) MEETING
MINUTES
June 11, 2015
EDC Office, Willmar**

Present: Art Benson, Rollie Boll, Donna Boonstra, Robert Carlson ,Gary Gilman, Linda Kacher and Kelly TerWisscha

Ex Officio: Bruce Peterson and Doug Reese

Media: Anne Polta, West Central Tribune

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

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

President Robert Carlson called the meeting to order at approximately 11:00 a.m. Jean Spaulding added to the agenda under New Business, placement of an ad in a new publication.

IT WAS MOVED BY Gary Gilman, SECONDED BY Rollie Boll, to approve the revised Agenda and the following Consent Agenda. MOTION CARRIED.

CONSENT AGENDA—

Approve: 1. Minutes of May 14, 2015 meeting
2. Financial reports as of May 31, 2015, subject to audit

Accept: Committee Minutes
1. Broadband and Advanced Technology 5/4/2015
2. Marketing and Public Relations 4/27/2015
3. Leisure Travel 4/6/2015

PROGRESS REPORTS—

Willmar. Bruce Peterson reported the city of Willmar continues to work on finalizing the former airport property; a purchase agreement was finalized for the sale of the former terminal building and property for \$190,000; a realtor has received interest in the new Industrial Park; much of his time has been spent on the capital improvement process for the 2016 budget for all city departments; and the city has regular conversations with Mills, but he has not heard anything about the Mills property being for sale.

Willmar Downtown Development, Inc. Steve Renquist reported Becker Market has started for the summer and is held each Thursday in downtown Willmar and the HUB and brewery project appear to be moving forward. Peterson reported the Willmar City Council approved extension of water and a sprinkler line into the HUB building at a cost of approximately \$25,000 through a bonding project that will be repaid by the tenant over 25 years. Renquist reported on a possible new office building in the downtown area that is looking for the Minnesota Department of Transportation to open the Highway 12 bypass. Peterson believes the new owner of the former Erickson furniture building is looking for funding to rehabilitate the property and Rice Rehab will be razing the Jade Center and building a new rehab center.

EDC/MinnWest Technology Campus. Renquist reported the state bonding bill includes \$3.7 million for the BNSF Wye project, a start to what is hoped to be a total state contribution of \$15 million, and recognized Rep. Dave Baker's work in this regard. Renquist and Bruce Peterson are working on getting rail to the Willmar Industrial Park at a projected cost of \$1.5 million; it is hoped that bonding will cover half the cost and the other half raised locally. Renquist noted Spaulding has made contacts with BNSF's economic development office about the Willmar Industrial Park; it is hoped BNSF will market the Willmar Industrial Park to its contacts. Renquist previously informed both boards that the state's Job Opportunity Building Zones (JOBZ) program will retire at year end and he will make a presentation to the Kandiyohi County Commissioners next week as to what may happen with the businesses under the JOBZ program following that expiration. Renquist estimated there are 600 jobs directly related to JOBZ plus additional jobs due to related expansion. Spaulding reported the following businesses are affected by JOBZ: Buhler Industries, Bushmills Ethanol, Epitopix, Life-Science Innovations, Nova Tech and Willmar Fabrication. Peterson indicated it would be ideal to transition the property taxes for these businesses over several years so they do not go from paying no taxes to paying full taxes in one year; the city of Willmar is working on a plan that will be best for the businesses and the city. Spaulding reported the state developed a new program, the Job Creation Fund, which she feels has great potential as a business tool and was used for Rambow's expansion. It is a simple application and is available to qualifying businesses statewide. A business must have a minimum capital project of \$500,000 up to \$1 million and create at least 10 new full-time jobs. The fund is performance based over a three-year period. The downside to the business is that it must upfront the capital and create jobs before receiving reimbursement from the state. The other state program available to businesses is the Minnesota Investment Fund. Renquist reported the possible motel in the New London-Spicer area is considering two sites; the Lower Sioux Indian Community does not believe it can do a satellite casino in Kandiyohi County; a workforce housing project is being considered for the county and is awaiting the results of the study being done by the Housing and Redevelopment Authority; Pennock is concerned about the future of its city-owned convenience store; Renquist is pushing the University of Minnesota (U of M) to get its turkey research and development facility completed; Meadowstar Dairy is moving forward; it may be time to reinstate Discover Manufacturing at the MinnWest Technology Campus (MWTC); the Dairy Research Training and Consumer Education Facility was not funded by the state this year, but may be in next year's bonding bill; the status of Jennie-O's second facility is unknown at this time; companies from outside the county have asked to do a job fair in the county to

recruit employees affected by layoffs resulting from the Avian flu; a project is underway to purchase a larger retail entity in Willmar; and there is still a possibility of a veterans home project being added as a wing onto a present nursing home.

Spaulding reported she has been meeting with MWTC and others, including AURI (Agricultural Utilization Research Institute) and Life Science Alley about a shortage of wet lab space in the state—AURI will tour MWTC next week and Life Science Alley will host an alley chat at the U of M on this topic. A company Spaulding initially introduced to WORKUP is looking at going into manufacturing mode and is looking to lease or build a 10,000 to 20,000 sq. ft. building in Kandiyohi or Meeker County. Spaulding also met with a company looking to construct a 10,000 to 20,000 sq. foot corporate office in a year or two and has had contact with an Alexandria company interested in the former Molenaar building. Peterson reported the destruction going on at MWTC is to construct a public road and building at an estimated cost of \$470,000 through a grant secured by the city of Willmar. Renquist encouraged those who have not toured WORKUP to do so; the EDC has two WORKUP passes, if board members are interested in using them.

UNFINISHED BUSINESS—There was no unfinished business.

NEW BUSINESS—

Site selector fall forum. Spaulding distributed a tentative agenda for The Site Selectors Guild Fall Forum (see attached) and provided information on The Site Selectors Guild. Site selectors do not consider Minnesota when looking at sites for businesses. Part of this year's goal is to create a relationship with site selectors to identify specific niche markets that match industries in other areas of the country. Southwest Initiative Foundation purchased a ticket for one member to attend the Fall Forum and offered it to the EDC; the only cost to the EDC would be travel-related expenses. Joanna Schrupp, who recently attended a similar event in Philadelphia with Lisa Hughes of the Minnesota Department of Employment and Economic Development (DEED), felt there was good leverage in attending the event. The county has real opportunities to stand out from other communities with having MWTC and the Willmar Industrial Park. This event would be a cost-effective method of evaluating the program. The Site Selectors Guild vets applicants who wish to attend its events. Spaulding would like to attend the event to develop a relationship with and establish a format to better sell Kandiyohi County to site selectors.

IT WAS MOVED BY Gary Gilman, SECONDED BY Rollie Boll, to approve travel expenses for Jean Spaulding, on behalf of the Kandiyohi County and City of Willmar Economic Development Commission, to attend The Site Selectors Guild Fall Forum October 26-28, 2015 in Philadelphia, PA. MOTION CARRIED.

Advertisement. Spaulding reported DEED is creating a statewide publication on economic development for distribution at events it attends. Spaulding believes it is important for the EDC to advertise in the new publication and asked for a budget allocation to do so. DEED anticipates distributing a minimum of 10,000 copies at approximately 12 tradeshows, such as Bio International and data center conferences and through sales calls in large market cities throughout the United States. Board members questioned how success of the publication will be tracked. The first publication may be ready by this fall. Examples of advertising prices are \$8,000 for two pages, \$10,000 for the two page centerfold, close to \$5,000 for a full-page ad and \$13,200 for the back interior page.

IT WAS MOVED BY Linda Kacher, SECONDED BY Rollie Boll, to advertise in the new Minnesota Department of Employment and Economic Development publication at a cost of up to \$5,000 with the Marketing and Public Relations Committee being allowed to determine the best size and location for the ad. MOTION CARRIED.

It was suggested the Marketing and Public Relations Committee be informed of the board's discussions of a higher amount than what was approved.

Executive Director's retirement. Doug Reese reported on the special Joint Powers Board meeting held yesterday to determine the next steps due to Renquist's retirement. The Joint Powers Board determined the following: an interim director will not be hired; a search firm will be hired and a request for proposal will be prepared with submissions to be returned by July 1; established a hiring committee consisting of Joint Powers Board members Marv Calvin and Denis Anderson representing the city of Willmar and Roger Imdieke and Harlan Madsen representing Kandiyohi County and two members of the EDCOB; and requested the EDCOB review the Executive Director's Job Description (see attached) and provide any recommended changes to the Joint Powers Board by June 20.

IT WAS MOVED BY Linda Kacher, SECONDED BY Rollie Boll, to appoint Donna Boonstra and Gary Gilman to serve on the hiring committee for a new Executive Director. MOTION CARRIED.

The board voiced their concern as to the short timeline allowed by the Joint Powers Board to give comments on the Executive Director job description. Some members suggested holding a special meeting to review the job description and others thought it could be done individually by submitting their suggested changes direct to Nancy Birkeland by June 18 to comply with the June 20 deadline. Renquist noted a search firm will look at the job description carefully in determining whom to recruit.

IT WAS MOVED BY Gary Gilman, SECONDED BY Rollie Boll, to comply with the Joint Powers Board deadline of June 20 to submit comments on the Kandiyohi County and City of Willmar Economic Development Commission's Executive Director job description and request the Joint Powers Board allow the Joint Operations

Board the opportunity to come to a consensus on any changes recommended by its members at its July 9 board meeting. MOTION CARRIED.

At the board's request, Renquist will provide his input as to any changes that should be made to the current job description.

COMMITTEE REPORTS

Agriculture and Renewable Energy Development. The solar project by Atwater received its go ahead and the Ag Investment Subcommittee has been meeting.

Broadband and Advanced Technology. Spaulding reported a \$10,000 grant was received from the Blandin Foundation and requested the 2015 budget be amended to include the grant income and expenses. The hackfest will be called Hack₂0 and will be held September 18-20, 2015.

IT WAS MOVED BY Gary Gilman, SECONDED BY Kelly TerWisscha, to amend the 2015 budget to include receipt of the \$10,000 grant and the addition of expenses related thereto. MOTION CARRIED.

Spaulding reported the Jobs bill in the state's special session includes funds for the Broadband Development Office and \$10.5 million for the border-to-border broadband grants. The committee is submitting an application to the Blandin Foundation for a \$19,000 grant to create hotspots throughout Kandiyohi County, including at the Willmar Civic Center, United Way GROW mobile, two CCT buses, two Willmar school district buses and two New London-Spicer school district buses. The total project is expected to be approximately \$30,000.

Finance. Spaulding reported the Finance Committee met Tuesday, but did not have a quorum so an email vote was sent requesting interest-only payments be extended for Peaceful Thymes Gifts & Garden through December 2015. Highway 12 road construction is happening in front of the business and prohibiting entry into the business.

IT WAS MOVED BY Gary Gilman, SECONDED BY Art Benson, to ratify the Kandiyohi County and City of Willmar Economic Development Commission Finance Committee's approval to extend interest-only payments for Peaceful Thymes Gifts & Garden through December 2015. MOTION CARRIED.

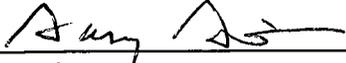
Business Retention and Expansion/Recruitment. Renquist reported Connie Schmoll has started working with other communities in the county to do their own BRE surveys.

Leisure Travel. Donna Boonstra reported she attended her first meeting of the Leisure Travel Committee at which they received the information presented by Beth Fischer at the last EDCOB meeting and decided on a logo for the new website. Spaulding requested Boonstra inform the

committee of Linda Kacher's suggestion to have the hackfest create an application to track the location of Willmar's yellow bikes.

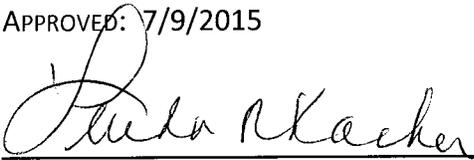
NEXT MEETING—The next board meeting is **11:00 a.m., Thursday, July 9, 2015**, in the EDC's board room.

ADJOURNMENT—There being no further business, the meeting was adjourned at approximately 12:52 p.m.



Gary Gilman, Secretary

APPROVED: 7/9/2015



~~Robert Carlson, President~~

Fall Forum Agenda

2015 SITE SELECTORS GUILD FALL FORUM TENTATIVE AGENDA

Philadelphia, PA

October 26th – 28th, 2015

Note: All forum activities will be held at the Sheraton
Society Hill Hotel

MONDAY, OCTOBER 26TH

6:30 PM – 9:30 PM :: Host Sponsors Dinner - **BY SPECIAL
INVITATION ONLY** :: Union League

TUESDAY, OCTOBER 27TH

7:00 AM – 8:15 AM :: Registration and Networking Breakfast
with Wake Up Breakfast Sponsor :: Ballroom Foyer CD

8:30 AM – 9:00 AM :: Opening remarks by SSG President,
Phil Schneider and Jay Garner, 2015 Fall Forum Chair as

well as Brief Comments by Host Committee Representative
:: Ballroom CD

9:00 AM – 10:15 AM :: Keynote Address :: Ballroom CD

10:15 AM – 10:45 AM :: Networking Break :: Ballroom Foyer
CD

10:45 AM – 12:00 PM :: Site Selectors Guild Member Panel
:: Ballroom CD

12:00 PM – 1:30 PM :: Networking Lunch :: Hamilton

1:45 PM – 3:00 PM :: Breakout Sessions

Breakout Session 1-Advanced Manufacturing/Automotive ::
Ballroom E1

Breakout Session 2 - Energy :: Ballroom E2

Breakout Session 3 – Food & Beverage :: Flower

Breakout Session 4 – Distribution/Logistics :: Reynolds

Breakout Session 5 – Aviation/Aerospace :: Shippen

3:00 PM – 3:30 PM :: Networking Break :: Ballroom Foyer
CD

3:30 PM – 4:45 PM :: Breakout Sessions - Concurrent

Breakout Session 1 – Advanced Manufacturing/Automotive
:: Ballroom E1

Breakout Session 2 - Energy :: Ballroom E2

Breakout Session 3 – Food & Beverage :: Flower

Breakout Session 4 – Distribution/Logistics :: Reynolds

Breakout Session 5 – Aviation/Aerospace :: Shippen

5:30 PM – 7:00 PM :: Networking Cocktail Reception :: “Sing Along with Dr. Jazz” (open to all who wants to sing a song that Dr Jazz can play) :: Hamilton

7:00 PM – 9:00 PM :: Consultant Dinners – 5 sponsored dinners with three consultants at each dinner :: Off-site

WEDNESDAY, OCTOBER 28TH

7:00 AM – 8:15 AM :: Networking Breakfast :: Wake Up
Breakfast Sponsor :: Ballroom Foyer CD

8:30 AM – 9:45 AM :: Breakout Sessions – Repeat from previous day

Breakout Session 1 – Advanced Manufacturing/Automotive
:: Ballroom E1

Breakout Session 2 - Energy :: Ballroom E2

Breakout Session 3 – Food & Beverage :: Flower

Breakout Session 4 – Distribution /Logistics :: Reynolds

Breakout Session 5 – Aviation/Aerospace :: Shippen

9:45 AM – 10:15 AM :: Networking Break :: Take a Break with Sponsor Ballroom Foyer CD

10:15 AM – 11:45 AM :: Corporate Panel w/Guild

Moderator; Corporate Representatives to include:

Advanced Manufacturing, Food Processing, Others sectors

TBD, Guild Members to assist with rapid fire questions ::
Ballroom CD

11:45 AM – 12:00 PM :: Wrap Up and Conclusion



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