

**KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT OPERATIONS BOARD OF DIRECTORS (OB) MEETING
MINUTES
August 13, 2015
EDC Office, Willmar**

Present: Donna Boonstra, Robert Carlson, Gary Gilman and Linda Kacher

Ex Officio: Bruce Peterson

Excused: Art Benson, Rollie Boll, Doug Reese and Kelly TerWisscha

Media: Anne Polta, West Central Tribune

Staff: Steven Renquist, Executive Director and Connie Schmoll, Business Development Specialist

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

President Robert Carlson called the meeting to order at approximately 11:00 a.m. Steve Renquist added to the agenda under New Business Inter City Leadership Tour sponsorship and annual planning session.

IT WAS MOVED BY Donna Boonstra, SECONDED BY Linda Kacher, to approve the Agenda as amended and the following Consent Agenda. MOTION CARRIED.

CONSENT AGENDA—

- Approve:
1. Minutes of July 9, 2015 meeting
 2. Financial reports as of July 31, 2015, subject to audit
 3. Removal of Mitra Engan from the Marketing and Public Relations Committee
 4. Payment of invoices:
 - a. REDstar for \$1,393.75
 - b. James M. Ruff for \$1,200.00

- Accept: Committee Minutes
1. Agriculture and Renewable Energy Development 6/18/2015
 - a. Ag Investment Subcommittee 6/1/2015
 2. Broadband and Advanced Technology 7/6/2015
 3. Business Retention and Expansion/Recruitment 6/17/2015
 4. Finance 6/9, 7/7 and 8/5/2015
 5. Marketing and Public Relations 6/22 and 7/27/2015

PROGRESS REPORTS—

Willmar. Bruce Peterson reported the city of Willmar is making good progress on the new Industrial Park—the improvements are being funded by local sales tax funds; is in the process of completing its sale of nearly 5.5 acres at the Willmar Wastewater Treatment Facility to Willmar Poultry; Peterson is dealing with a retail consultant who is interested in building on property north of Slumberland; Rock Step Capital has a closing date of October 1 to purchase the Kandi Mall with approximately 15 local investors, who are equity partners; the city is selling a lot to Habitat for Humanity; the Planning Commission approved a planned unit development amendment for 16 cottage homes in southeast willmar; the city is wrapping up its capital improvements plan for the next five years; and there is an expected resolution to the airport easement issue. Linda Kacher reported the Champion Auto building was removed and a new Thrifty White Drug will be constructed.

Willmar Downtown Development, Inc. Renquist reported renovation of Historic 313 continues to move forward with Mid-Minnesota Development Corporation’s Finance Committee recommending its board approve a loan for \$100,000 and he is working on downtown housing possibilities.

EDC/MinnWest Technology Campus. Renquist reported the EDC is waiting to hear on the community’s \$15 million request for the Burlington Northern Santa Fe project; a spec project for the Willmar Industrial Park is being looked at; the Animal Science Conference will be held at the MinnWest Technology Campus (MWTC) in September with the EDC hosting a break; and in late September the University of Minnesota (U of M) Office for Technology Commercialization will hold a half day meeting on U of M opportunities in the areas of ag and ag biosciences and invite businesses to attend.

Connie Schmoll reported WORKUP will host a hackfest September 18-20, 2015 for programmers to develop applications that will be beneficial to the community; she is working on the U of M technology showcase; Agriculture Utilization Research Institute (AURI) has been requested to have a presence on MWTC with a possible wet lab; she will attend an August 20 Alley Chat hosted by LifeScience Alley on the AURI; Kandiyohi County will host a Site Selector Familiarization Tour September 15—the site selector who will come to this area will also tour the Windom area.

UNFINISHED BUSINESS

Executive Director search. Donna Boonstra reported members of the search committee will meet with Sharon Klumpp of Waters & Company this afternoon to begin the search process.

NEW BUSINESS

Board planning session. Renquist noted he understands the importance of including new staff with future planning, but he feels the board should move forward and schedule its annual planning session and possibly appoint a couple of board members to move forward. Peterson

recommended waiting to hold a planning session until new staff is hired as there is enough work for staff to currently do. Renquist reported the Joint Powers Board authorized him to submit the EDC's levy with a slight increase, which is due by September 15. He will include a five percent increase to the levy and include a five percent increase to staff wages.

IT WAS MOVED BY Linda Kacher, SECONDED BY Gary Gilman, to direct Steve Renquist to submit a levy to Kandiyohi County with a five percent increase and prepare a proposed budget for 2016.

Willmar Area Community Foundation request. Renquist informed the board the Willmar Area Community Foundation requested the EDC sponsor its Awards in Philanthropy Celebration on October 8. Renquist suggested the \$400 sponsorship level, if the board deems appropriate.

IT WAS MOVED BY Gary Gilman, SECONDED BY Linda Kacher, to contribute \$400 to the Willmar Area Community Foundation's Awards in Philanthropy Celebration.
MOTION FAILED.

InterCity Leadership Tour. Renquist distributed information on an InterCity Leadership Trip sponsored by Vision 2040 at a cost of \$415 per attendee to tour Fargo/West Fargo/Moorhead areas. Renquist has approved Schmoll's attendance. Vision 2040 has asked the EDC and Willmar Area Development Corporation to each make a \$1,000 contribution to reduce the cost to the attendees. Board members believe it is a good networking opportunity for Schmoll to attend. Schmoll stated there will be important connections for her to make with local individuals who will be traveling and also with the Fargo economic development agency and she will also connect with an angel network recently started in that area. Discussion was held on a contribution by the EDC. A motion made by Donna Boonstra failed for lack of a second.

Other. President Carlson recognized Renquist and presented him with a framed article, "Renquist retires after 11 years," that appeared in the July 28, 2015 *West Central Tribune*.

[Connie Schmoll was excused from the meeting.]

COMMITTEE REPORTS

Finance. Gary Gilman reported the Finance Committee approved a five-year \$50,000 loan to Historic 313 on Fourth Street, LLC with conditions. Gilman noted Les Nelson of Mid-Minnesota Development Corporation abstained from voting.

IT WAS MOVED BY Linda Kacher, SECONDED BY Donna Boonstra, to approve a five-year \$50,000 loan through the Kandiyohi County and City of Willmar Economic Development Commission's Revolving Loan Fund Program to Historic 313 on Fourth Street, LLC at 5.25% interest, subject to approval of Mid-Minnesota Development Commission's loan and a shared second security position with Mid-Minnesota Development Commission and subject to a third party controlling disbursement of the loan funds. MOTION CARRIED.

Gilman noted Christianson & Associates has been asked to monitor disbursement of the loan funds.

[Bruce Peterson was excused from the meeting.]

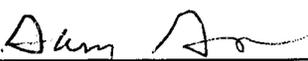
Agriculture and Renewable Energy Development. Renquist reported he is working with the New London/Spicer School District on a renewable energy project and is still attempting to secure the Dairy Research, Training and Consumer Education Facility for the county.

Broadband and Advanced Technology. Renquist reported Schmoll is working with Senator Klobuchar's office to hold a listening session on broadband next Tuesday morning in Willmar. Linda Kacher reported Dean Bouta agreed to chair the committee and Schmoll and Bruce Peterson left this meeting to attend a broadband meeting hosted by the House DFL Caucus. Boonstra reported the local contingency was heard at Farmfest's Rural Broadband Day. One issue raised was who should pay for broadband development. Boonstra will provide a written report to the board on her attendance at Farmfest. Boonstra was impressed with the individuals appointed by the Governor to serve in the Minnesota Office of Broadband Development.

Marketing and Public Relations. Boonstra reported the EDC's new website is still progressing, but there is no date set to go live. The committee will select a chair and vice chair at its next meeting.

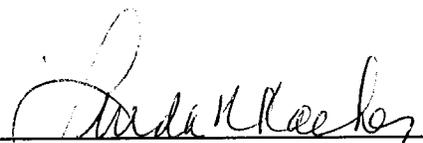
NEXT MEETING—The next board meeting is **11:00 a.m., Thursday, September 10, 2015**, in the EDC's board room.

ADJOURNMENT—There being no further business, the meeting was adjourned at approximately 12:18 p.m.



Gary Gilman, Secretary

APPROVED: 9/10/2015



Linda Kacher
Vice President

Willmar Area
Community Foundation

Engaging People, Building Community

July 29, 2015

Steve Renquist
Kandiyohi County and City of Willmar Economic Development Commission
333 Litchfield Avenue SW STE 100
PO Box 1783
Willmar, MN 56201

Dear Steve,

The Willmar Area Community Foundation's Awards in Philanthropy Celebration is Thursday, October 8th at the Willmar Conference Center. We cordially invite your organization to sponsor the Celebration honoring deserving local award recipients, showcasing the good work of local non-profits, and enjoy a wonderful meal complete with Mr. B's Chocolates!

This year's *Award in Philanthropy* recognizes Bob and Patti Dols for their significant contributions through personal philanthropy, volunteer involvement and engaging others to the benefit of our Kandiyohi County communities. *The Community Builder Award* will be given to APMC for its extensive support to our community vitality through corporate grants, partnerships, and employee engagement. In addition, we will honor the charitable legacy left by Elaine Adams with our *Marv Otto Award*.

Returning as an event highlight this year is our *Grantee Showcase*. Select grantee organizations will be spotlighted with a creative media project that depicts a program funded by Willmar Area Community Foundation. Our guests again will cast their ballot for the "Best In Show" media project and the winning grantee will receive a \$1,000 grant live that evening!

There are two levels of Sponsorships: Gold sponsors receive eight tickets to the event and the cost is \$800. Silver sponsors receive four tickets and the cost is \$400. Additional tickets may be purchased for \$60 each. All sponsors will be recognized and receive preferred, reserved seating at the event. We kindly request sponsorship forms be returned by Friday, September 1st.

Thank You for helping your community foundation recognize some of the people and organizations that make Kandiyohi County area so special. We look forward to your sponsorship and seeing you at the Celebration!

Sincerely,


Sarah Klaassen
Foundation Board Vice Chair

*We'd love to see the EDC there
in 2015 -
Jane*

Enclosure: Sponsor Form

AN AFFILIATE OF
Central Minnesota Community Foundation

SUPPORTING ORGANIZATION
Minnesota Real Estate Foundation

101 South 7th Avenue, Suite 100, St. Cloud, Minnesota 56301
phone (320) 253-4380 ♦ toll free (877) 253-4380 ♦ fax (320) 240-9215 ♦ CommunityGiving.org



**Willmar Area Community Foundation
Award in Philanthropy Celebration**

October 8, 2015

Willmar Conference Center

5:30 pm – 8:00 pm Cocktail/Appetizer Reception, Dinner & Program

8:00 pm – 9:00 Mr. B's Chocolates, Dessert Wine, and Mingle with Honorees

Sponsorship

_____ We would like to be a Sponsor at the \$800 Gold Level (8 attendees)

_____ We would like to be a Sponsor at the \$400 Silver Level (4 attendees)

Name of the Sponsor _____
Please print as you would like to be recognized

Name of contact person _____

Email _____ Phone _____

To be recognized for your Sponsorship, it must be **received by Tuesday, September 1, 2015**. Names of your table guests are needed by September 19. Please contact WACF (320-235-4380) if you would like to invite a grantee to join you at your sponsored table!

Mail your Sponsorship to Willmar Area Community Foundation, 1601 Hwy 12 E, Suite 9, Willmar, MN 56201; FAX to 320-240-9215; or online at www.communitygiving.org/Willmar. If you have questions about your payment, contact Greta Stark at our organization partner, CommunityGiving, with our toll free number 877-253-4380.

_____ A Sponsorship check is enclosed made out to the Willmar Area Community Foundation

_____ We (I) would like to be billed for the amount

_____ Please charge our (my) Sponsorship charged to ___ Visa ___ MasterCard ___ Discover

This card is a ___ Business Card ___ Personal Card

Name on Card _____

Address _____ City _____ State _____ Zip _____

Card Number _____

Exp. Date _____ CVC Code _____ Signature _____

The Willmar Area Community Foundation's Mission is to attract and distribute charitable funds in efforts that enhance the quality of life of residents in our community. We are a \$15+ million Foundation governed by a 15 member volunteer Board representing communities throughout Kandiyohi County.

Our partnership with CommunityGiving allows us to provide a wider variety of services to donors, their professional advisors, and non-profit organizations in the region.



InterCity Leadership Tour October 6 – 7, 2015

Day 1: October 6

10:00am Registration/Gathering Time @ Chamber office

10:20am Board the motor coach/Leave for Fargo/Moorhead

11:30pm Break enroute if needed- Box lunches distributed and eat on bus. Great Conversation and networking. Hugs if you want one! - Lunch included in price

1:00pm Arrive Fargo/West Fargo/Moorhead -

- Carol Widman's Candy Company for an after lunch "dessert" option or gift buying - Purchases on your own.
- Ecce Art Gallery - stop in if time allows.
- Unglued - stop in if time allows.

2:15pm Arrive Fargo/Moorhead/West Fargo Convention and Visitor's Bureau for tour of the CVB and City - Charley Johnson - CVB

- Tour both Fargo and Moorhead main areas with emphasis on differences and why? MN versus ND business climate?

4:30pm Check-in at hotel and freshen for dinner - Included in price

5:30pm Leave for restaurant #1 for dinner with speaker - Included in price.

- Bill Marcil Jr. - President, CEO and Publisher of Forum Communications.

8:30pm Return to hotel for relax time/networking time/free time around the fire pit area with cash bar

Day 2: October 7

7:00am –

8:15am Breakfast at hotel – **Included in Price**

8:30am Board motor coach for One Million Cup and conversation with Emerging Prairie - Greg Tehven following 1MC

9:00am 1MC

10:30am – Meet with Greg Tehven

11:15am Board motor coach for Greater Fargo/Moorhead EDC Meeting

12:15pm Board motor coach for lunch at restaurant #2 **Lunch Included**

1:15pm Fargo Moorhead West Fargo Chamber Meeting

2:00pm Board motor coach to head back to Willmar
• Stop at Drekkers Brewing Company in Fargo before leaving town.

6:00pm Arrive Back to Willmar

Cost: **\$379** per person (assumes underwritten by a sponsor for a \$1000 and lunch as well as brewery tour included)



Inter-City Leadership Tour

October 6 – 7, 2015

Join us for an opportunity to network with other local leaders with two days of touring, learning and interacting with leaders in the Fargo/West Fargo/Moorhead area. The tour includes **luxury motor coach transportation** from R&J Tours (with built in Wi-Fi), **hotel accommodations and meals**. It is **ALL INCLUSIVE!**

TRAVELER INFORMATION

Name _____
Street address _____ City _____
State _____ Zip _____ Home phone _____ Cell phone _____
Email address: _____

ROOM ACCOMMODATIONS

Single (King) Special instructions (if any): _____

PAYMENT INFORMATION

Deposit amount is full payment of \$399 per person, due by August 31, 2015. Price may change due to sponsorship.

Check # _____ or

Credit card (VISA, MasterCard, Discover or American Express)

Expiration Date _____ / _____ / _____

Signature: _____