

**KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT OPERATIONS BOARD OF DIRECTORS (OB) MEETING
MINUTES
August 8, 2013
EDC Board Room, Willmar**

Present: Rollie Boll, Robert Carlson, Beverly Dougherty, Robert Enos and Gary Gilman

Ex Officio: Bruce Peterson

Guest: Steve Ahmann, Joint Powers Board member

Excused: Jim Butterfield, Rick Nordin and Jean Spaulding

Absent: Milan Schmiesing

Staff: Steven Renquist, Executive Director

Media: Anne Polta, West Central Tribune

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

President Bev Dougherty called the meeting to order at approximately 11:04 a.m.

AGENDA—President Dougherty added item 3, Annual Boards' Planning Session under New Business. The minutes of the July 11, 2013 board meeting were removed from the Consent Agenda.

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

CONSENT AGENDA

- Approve:
1. Financial reports as of July 31, 2013, subject to audit
 2. Appointment of Sarah Isdal to the Marketing and Public Relations Committee
 3. Payment of \$1,125 invoice for ½ page ad in the 2014 Willmar Lakes Area Guide from the Marketing and Public Relations Committee's budget
- Accept:
1. Committee minutes:
 - a. Agriculture and Renewable Energy Development 6/20/2013
 - b. Business Retention and Expansion/Recruitment 6/5/2013
 - c. Marketing and Public Relations 6/3/2013

Minutes. Robert Enos compared the board minutes of July 11, 2013 to the *West Central Tribune* article that included discussion of staff salaries, which was absent from the minutes. Renquist stated he has informed LAA that his preference is to have summary minutes and he approves the board minutes prior to their being emailed. Enos suggested the minutes should document everything that happens during the meeting. The minutes provided omit the entire conversation relative to staff salaries. Bruce Peterson suggested the minutes could include a statement that a majority of the board did not support salary increases.

IT WAS MOVED BY Robert Enos, SECONDED BY Gary Gilman, to correct the July 11, 2013 minutes to include the discussion of staff salaries. MOTION CARRIED.

PROGRESS REPORTS

Willmar Design Center. Dougherty reported they are working with a grant to develop Willmar as a local food hub. Renovations were started on the greenhouse at the MinnWest Technology Campus (MWTC) this week, which will be used to furnish greens to Willmar Public Schools.

Willmar. Peterson reported the city of Willmar has a plat for the fourth division in the industrial park, which will be constructed next year on the west side of county road 5; has had preconstruction meetings on the Willmar Avenue project; the trail project from Robbins Island to the First Street bridge will be done this summer—additional funding was received from the Minnesota Department of Transportation through a federal grant that will cover 80% of the project; the city has \$33 million in construction this year compared to \$9 million last year; there is an additional \$12 to \$15 million of construction anticipated; and the Holiday Inn Legacy Project and the Casey's plan are moving forward. Peterson informed the board there is no progress on the sale of the east side trailer park. Dead trees on the west side of the trailer park will be cleaned up, but there are drainage problems that are not being addressed. Steve Ahmann noted the city of Willmar has been dealing with trailer park issues and conditions for a number of years. Peterson stated there is little authority for the city to go into the parks to deal with issues. Park owners and managers have filed numerous evictions and removed tenants. The issues need to be addressed between the city of Willmar and Kandiyohi County.

EDC/MWTC. Renquist reported MWTC is at 400 jobs. The University of Minnesota (U of M) Office of Commercialization will host an agricultural and bioscience innovation showcase on September 30 featuring six concepts that will be made available to entrepreneurs and investors. A mixer will be held the evening of September 30 for that day's conference attendees and for the attendees of the October 1 Animal Science Conference & Venture Forum. Renquist reported meeting with Dr. Brian Herman, the new vice president of research at the U of M and recommended to him an agri-science innovation center be opened at the Mid-Central Research and Outreach Center modeled after its medical science innovation center.

UNFINISHED BUSINESS—

2014 budget. Renquist informed the board that the Joint Powers Board approved the recommendation to keep the 2014 levy at \$455,000, which he will submit to Kandiyohi County by September 1. Renquist recommended the \$5,000 that was proposed as an increase for the Assistant Director be moved to countywide business development to be used for a GIS planning program to be inserted in the EDC's website. Renquist read an email from Jean Spaulding regarding the request to approve up to \$5,000 for the program (see attached). The program allows interested parties to view and obtain site information. Peterson noted the city's GIS program does not have information on vacant property. Gary Gilman requested the GIS program be tabled until there is more research available. Enos commented there seems to be a build it and they will come attitude and questioned with whom and what companies staff has been talking. Renquist stated staff is reluctant to mention company names due to privacy issues until a company has made their intent public. Peterson indicated once specific requests by a company are reached it is made public, but until then it is not—staff can inform of general work being done. Enos asked how the EDC evaluates whether the software programs it uses brings businesses to the area? Peterson stated staff could ask individual companies what brought them to Willmar. Website hits on the various pages may provide some information.

Board members questioned how the program will be upgraded, who will upgrade it and how to evaluate the merits of the program? Continued discussion on the GIS planning program will be held at the next board meeting.

Following discussions on the proposed 2014 budget, it was the board's consensus to continue discussion when the full board is present. The board directed staff to send a Meeting Wizard to both boards for an evening work session in September on the budget.

NEW BUSINESS—

Office lease. Renquist informed the board that the Joint Powers Board directed staff to get a lease rate from MWTC. Some board members commented in favor of remaining in downtown Willmar and others noted the EDC serves the entire county and not just MWTC, which should be considered in the decision making. Gilman recommended looking at the basement space at the Kandiyohi County Office Building. Renquist noted that after an exhaustive search last time, the EDC's current location or MWTC were the best options.

2013 goals update. Renquist gave an update to the 2013 goals. At the planning session the boards will review the goals and determine if the current goals should be continued. Staff will provide a written update on the goals prior to the planning session.

Annual boards' planning session. Renquist presented potential dates in October for a planning session. Potential dates and times were discussed and included suggestions of a half day as has normally been done or three three-hour sessions or two four-hour sessions. It was determined staff will send a Meeting Wizard to the boards with options. Renquist noted at the planning session the boards generally review the EDC's mission statement, refresh and redirect 5-year goals, determine annual goals and propose a work plan. It was the boards' consensus to have a facilitator for the planning session.

Gilman requested the status of the downtown Willmar parking study. Steve Ahmann stated a partial presentation was presented to the city with the initial study showing there are enough parking spaces, but they are in the wrong places and should be redistributed. A formal report has not yet been received.

[Bruce Peterson was excused from the meeting.]

COMMITTEE REPORTS—

Agriculture and Renewable Energy Development. Renquist reported reconstitution of corn stover into edible products is an opportunity that is being pursued.

Business Retention and Expansion/Recruitment (BRE/R). Renquist informed the board the BRE/R Committee continues to review questions to include in a business-to-business survey that would be followed by local communities deciding which businesses should be met with personally to do a more intensive survey. Committee members disagree on the extensiveness of the survey that will be emailed and created a subcommittee to further discuss the matter. The purpose of the survey is to get the opinions of local businesses. Renquist noted committees are for an advisory capacity and staff may make a recommendation to this board on further direction. Enos suggested obtaining an opinion from a University of Minnesota researcher or the St. Cloud business school.

Leisure Travel. Renquist indicated a report on the Leisure Travel Committee will be provided at the planning session.

Ahmann indicated he attended this meeting to meet the members of the Joint Operations Board and thanked them for their work. Ahmann requested the EDC come up with a plan of action to deal with issues of great magnitude, such as a plant closing, and track the financial impacts of such closings and how they affect the county. Renquist stated he and Peterson will work on such a plan and keep board members informed of efforts on behalf of the EDC.

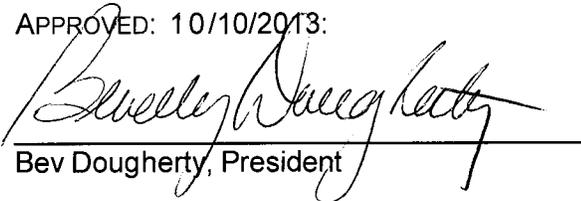
NEXT MEETING—The next regular board meeting is **11:00 a.m., Thursday, September 12, 2013**, at a location to be determined.

ADJOURNMENT—There being no further business, the meeting was adjourned at approximately 1:13 p.m.



Rick Nördin, Secretary

APPROVED: 10/10/2013:



Bev Dougherty, President

2014 Willmar Lakes Area Guide Advertising Order Form

Please Print: Kandiyohi County & City of Willmar
Economic Development Commission

Business Name: _____ Contact Person: J_e_a_n_S_p_a_u_l_d_i_n_g

Mailing Address: _____
P.O. Box 1783

City: Willmar State: M_N Zip: 56201

Phone: 3_2_0_-2_3_5_-7_3_7_0 Fax: 320-231-2320

Email: jean@kandiyohi.com

Notes: -----

Ad Description	Ad Dimensions	Ad Rate	Ad Size
1/8 Page	3.625 x 2.25 inches	\$295	○
1/4 Page	3.625 x 4.625 inches	\$565	○
3/8 Page	3.625 x 7 inches	\$860	○
1/2 Page	7.375 x 4.625 inches	\$1125	●
3/4 Page	7.375 x 7 inches	\$1650	○
Full Page*	7.375 x 9.375 inches	\$2200	○
			○

*Not available for Back Cover, or Inside Cover pages. Call for availability and pricing.

Total Amount Due: \$1,125.00

Please make payment within 30 days of this order.

Make checks payable to: Lakeside Press and return with your order form. Mail Checks to:

Willmar Lakes Area Guide
c/o Lakeside Press
PO Box 1075
Willmar MN 56201

Ad Size: 1/2 Page Total: \$1,125.00 Check #: _____

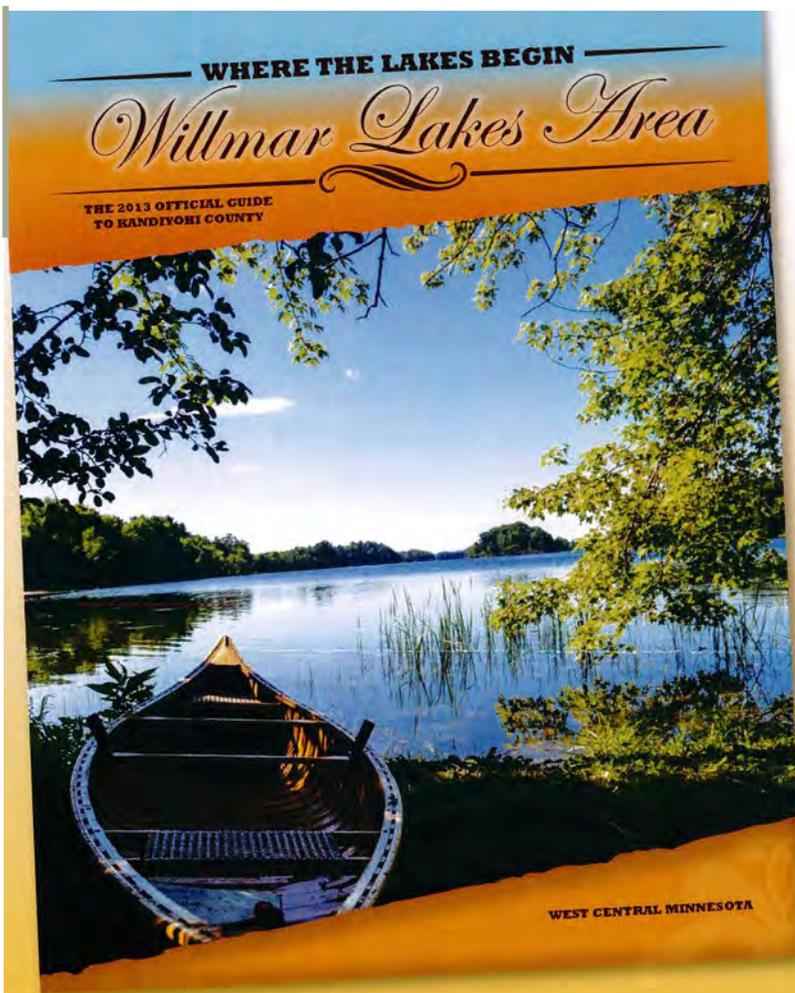
Signature: _____ Date: _____

Sales Rep: Laura Peterson 1320-235-5849 / laura@lakesideprintingandadvertising.com

Research Shows

That when visitors to an area, such as Kandiyohi County, look through a Guidebook, they first look at pictures and picture captions, then they look through the advertising to find what's available in the area before they take the time to read any lengthy articles.

Become part of what visitors and locals are looking for by advertising in the Willmar Lakes Area Guide



Why Advertise in the 2014 Willmar Lakes Area Guide?

- 30,000 guides produced annually
- Affordable rates for full color advertising
- Used by residents and visitors to the county
- Your ad stays in front of potential customers for a full year
- Support your Community by promoting Area Tourism
- Official guide of the Willmar Lakes Area Convention and Visitors Bureau, the Willmar Lakes Area Chamber of Commerce, and the Kandiyohi County and City of Willmar Economic Development Commission. This publication is used by all of these organizations to promote Kandiyohi County at shows, in mailings, and for countywide distribution.

Use the order form on the back of this flier to place your order today!

For more information contact Laura Peterson at Lakeside Press

Call: 320-235-5849 Fax: 320-235-6418

Email: laura@lakesideprintingandadvertising.com

Ads can be placed by calling, faxing, mailing or emailing

EDC Administrative Support

From: Jean
Sent: Thursday, August 08, 2013 10:01 AM
To: Steve Renquist; EDC Administrative Support
Subject: Property search

Good morning Steve,

Thank you for proving the board with the information regarding the marketing committees recommendation to keep the property search function in our website and the subsequent request to contract with a contractor for this function.

We are still in the evaluation process and will be making the decision between 2 providers: GIS Planning and Location One Information Systems (LOIS).

We know that the estimated maximum annual cost is between \$4600 and \$5000. We would ask for approval for up to \$5000 for a contract year of August 2013-July 2014. There is a possibility that the cost could be lower depending on which contractor the state (DEED) may choose.

Thank you again for consideration of this budget request.

Jean

Sent from my iPhone