

AGENDA

**Mid-Minnesota Development Commission
Wednesday, January 24, 2018
7:00 p.m.
Meeker County Courthouse,
Community Room A, 325 North Sibley Avenue
Litchfield**

- I. Call to Order: Chairperson Crowley
- II. Introductions
- III. Setting of Agenda
- IV. Approval of December 6, 2017, Minutes: Robert Moller
- V. Approval of Treasurer's Report: Mike Housman
- VI. Consent Agenda
 - A. Personnel Committee Minutes – December 6, 2017
 - B. RLF Loan Committee Minutes – January 17, 2018
- VII. Correspondence and Announcements – Verbal
- VIII. Staff Reports
 - A. Written
- IX. Old Business – None
- X. New Business
 - A. State Pay Equity Report **(Sue Gimse) (Action)**
 - B. Maturing CD **(Sue Gimse) (Action)**
 - C. RLF Loan Request – Garret Schroeder **(Les Nelson) (Action)**
 - D. Existing NuCrane Loan **(Les Nelson) (Action)**
 - E. RTCC Application Resolution **(Matt Johnson & Donn Winckler) (Action)**
 - F. Aging Update **(Maureen Melgaard-Schneider) (Inform)**

(over)

G. GrantFinder Survey Results (**Donn Winckler**) (**Action**)

H. Regional Broadband Meeting (**Donn Winckler**) (**Inform**)

I. Transportation Update (**Donn Winckler**) (**Inform**)

XI. Other

XII. Adjournment

MINUTES

Mid-Minnesota Development Commission

Wednesday, December 6, 2017
Kandiyohi County Historical Society Building
Willmar, Minnesota

Members Present: Robert Anderson, Cathy Baumgartner, Jeff Benson, Kevin Crowley, Doug Erickson, Rick Fagerlie, Sue Hilgert, Doug Krueger, Robert Moller, Rollie Nissen, DuWayne Underthun,

Members Absent: Frank Eder, Greg Langmo, Mike Housman, John Lofdahl, Shawn Mueske, Helen Ruebel, Francis Schweiss

Ex-officio Members Present: Maureen Melgaard-Schneider

Staff Present: Executive Director Donn Winckler, Community Development Director Matt Johnson, Financial Director/Office Manager Sue Gimse

Guests: Patty Grube of Conway, Deuth & Schmiesing

Call to Order

Chairperson Crowley called the meeting to order at 7:00 p.m.

Introductions

Chairperson Crowley asked attendees to introduce themselves.

Approval of Agenda

Chairperson Crowley asked for any additions or corrections to the agenda. No changes were recommended. Commissioner Nissen moved to approve the agenda. Commissioner Moller seconded the motion, which carried.

Approval of October 25, 2017 Board of Directors Minutes

Commissioner Moller moved to approve the minutes of the October 25, 2017 Board of Directors meeting as presented. Commissioner Erickson seconded the motion, which carried.

Treasurer's Report

The checkbook balance as of November 15, 2017 was \$182.76. The bills approved totaled \$108,906.39 (payroll \$30,500.69; vendors \$11,354.20; transfer to savings \$67,051.50). The savings account balance was \$343,826.08; Long Term Savings were \$557,108.27; and the 4M balance was \$2,281.61. Commissioner Moller moved to accept the treasurer's report and bills to be paid. Commissioner Hilgert seconded the motion, which carried.

Audit Report

Patty Grube of Conway, Deuth & Schmiesing presented the Commission with the annual Auditor's Report for the year ending on June 30, 2017. There were no findings or questioned costs in the Financial Statements Audit. Handouts of the report were given out and discussed. Handouts of the Auditor's Management Letter were given out and discussed.

Commissioner Benson moved to accept the Auditor's Report. Commissioner Hilgert seconded the motion, which carried.

Consent Agenda

The consent agenda consisted of the following:

Personnel and Work Program/Budget Joint Committee Minutes – October 25, 2017

Commissioner Moller moved to approve the Consent Agenda. Commissioner Benson seconded the motion, which carried.

Correspondence and Announcements

Executive Director Winckler reported that MMDC's staff vehicle, a 2018 Chevy Equinox, was delivered on November 22. A Minneapolis Tribune article on the City of Olivia was circulated. Executive Director Winckler discussed an email he received from the Blandin Foundation asking if the Commission would like to assist putting on a regional broadband listening session for area legislators. The 2018 Commission meeting schedule was handed out.

Staff Reports

Chairperson Crowley asked if there were any questions on the written staff reports. There were no questions.

Old Business

There was no old Business.

New Business

Personnel Committee Recommendation on Cost of Living

On behalf of the Personnel Committee recommendation, Commissioner Moller moved to accept the Personnel Committees Recommendation for staff to receive an annual cost of living increase of 2.5 percent to be effective beginning January 1, 2018. Commissioner Hilgert seconded the motion, which carried.

Banking Master Services Agreement

Finance Director/Office Manager Gimse discussed the bank signatories' agreement that needs to be passed annually. Commissioner Fagerlie moved to approve the Banking Master Services Agreement. Commissioner Nissen seconded the motion, which carried.

Support Resolutions for Corridors of Commerce Applications

Executive Director Winckler presented 3 resolutions in support of planned application submittals for the transportation Corridors of Commerce program that have thus far come forward and impact the region. One project is for the two-lane gaps on TH 212 east of Region Six East, and two are the two-lane gaps on TH 23 between New London and Richmond. The resolutions are attached to the Minutes.

Commissioner Krueger moved to adopt the resolution in support of the Highway 212 Corridors of Commerce proposed project as presented. Commissioner Becker seconded the motion, which carried.

Commissioner Nissen moved to adopt the resolution in support of the Highway 23 Corridors of Commerce proposed project located between New London and Paynesville as presented. Commissioner Moller seconded the motion, which carried.

Commissioner Moller moved to adopt the resolution in support of the Highway 23 Corridors of Commerce proposed project located between Paynesville and Richmond as presented. Commissioner Underthun seconded the motion, which carried.

Regional Transportation Coordination Councils Update

Executive Director Winckler and Community Development Director Johnson updated Commissioners on plans to apply for phase one funding for the State Office of Transit's Regional Transportation Coordination Council application. Action to move forward with an application will be at the January Commission Meeting. A meeting is scheduled in December with the committee staff worked with in preparing the 2017 Local Human Services Transportation Plan. The meetings purpose is to discuss the application and generate support for moving forward.

Community Development Director Johnson's Report

Community Development Director Johnson provided information on a grant he is preparing for McLeod County to construct a household hazardous waste facility.

Adjournment

Having no other business, Chairperson Crowley asked for a motion to adjourn the meeting. Commissioner Baumgartner moved to adjourn the meeting. Commissioner Becker seconded the motion, which carried. The meeting was adjourned at 8:17 p.m.

Respectfully Submitted,

Donn Winckler, Acting Secretary

Kevin Crowley, Chairperson

Robert Moller, Secretary

MID-MINNESOTA DEVELOPMENT COMMISSION

Account of Revenue & Expenditures

November 16, 2017 - January 15, 2018

Checkbook Balance November 15, 2017 \$ 182.76

Receipts:

11/27/17	McLeod County, Technical Assistance	\$	3,156.32	
11/28/17	ACH, Economic Development Administration		35,000.00	
11/30/17	Buffalo Creek Watershed District, Technical Assistance		1,480.04	
12/04/17	Kandiyohi County, Taxes		47,233.76	
12/04/17	McLeod County, Taxes		31,638.55	
12/04/17	Meeker County, Taxes		8,727.00	
12/06/17	Renville County, Taxes		26,112.21	
12/07/17	ACH, Economic Development Administration		17,500.00	
12/11/17	Renville County, Taxes		69.59	
12/12/17	ACH, State of MN, Safe Routes to School		6,243.60	
12/15/17	City of Atwater, Technical Assistance		500.00	
12/15/17	City of Lester Prairie, Technical Assistance		2,500.00	
12/18/17	League of Minnesota Cities, Dividend		1,131.00	
12/23/17	ACH, State of MN, Taxes/PERA Aide		4,304.98	
01/02/18	Meeker County, Taxes		248.74	
01/02/18	McLeod County, Technical Assistance		927.82	
01/11/18	Highway 23 Coalition, Fiscal Agent Services		385.31	
01/15/18	Reimbursements		6.07	
01/15/18	Interest - US Bank Savings Acct - Nov/Dec		6.18	
01/15/18	Transfer from Savings		<u>129,000.00</u>	\$ 316,171.17

Expenditures:

Payroll - Nov/Dec	\$	60,803.01	
Vendors		46,287.45	
Transfer to Savings (Deposits and Interest)		187,171.17	
Electronic Payments, Payroll Taxes, Deferred Compensation, Bank Fees		<u>21,878.83</u>	\$ 316,140.46

Checkbook Balance January 15, 2018 \$ 213.47

US Bank Savings Account Balance January 15, 2018 \$ 401,814.49

Minnesota Municipal Money Market Fund (4M) - Interest Rates Vary Daily 12/31/2017 \$ 4,551.01

4M CD Rate 0.85% 12 Months Matures 01/30/2018 \$ 100,000.00

Long Term Savings

CD#94020	Rate .40%	19 Months	Matures 04/06/2018	Bremer Bank	\$ 146,108.27
CD	Rate 1.5%	2.5 Years	Matures 06/18/2018	Ally Bank	53,000.00
CD	Rate 1.5%	2.5 Years	Matures 06/18/2018	BMW Bank	<u>248,000.00</u>
				Total	\$ 447,108.27

Insurance

F.D.I.C. - US Bank, Willmar	\$ 250,000.00
F.D.I.C. - Bremer Bank, Willmar	\$ 250,000.00
F.D.I.C. - Ally Bank, Midvale Utah	\$ 250,000.00
F.D.I.C. - BMW Bank, Salt Lake City, Utah	\$ 250,000.00

Collateral Pledged - Bremer Bank, Willmar \$ 355,000.00

Collateral Pledged - US Bank, Willmar \$ 213,496.02

Board Payment Listing

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Check#	Check Date	Vendor Name	Check Amount	Description
40663	11/16/2017	Charter Communications	279.93	Phone/Fax/Internet
40664	11/16/2017	Dell Financial Services	1,192.44	PC - Acct#6879450204016832622
40665	11/16/2017	Grants Management System	145.00	Software Maintenance
40666	11/16/2017	Loffler Companies, Inc	152.48	Copies - 10-17 Inv #2658002
40667	11/16/2017	Public Employees Retirement Assoc.	2,133.30	PERA 11/1 - 11/15/17
40668	11/16/2017	Sterling Water - Minnesota, LLC	37.22	Water - Inv #315X01706208
40669	11/16/2017	US Able Life	84.40	Emp Life Ins - 11/17
40670	11/16/2017	West Central Tribune	178.98	Subscription Acct #177816939
Check Total			<u>4,203.75</u>	

Board Payment Listing

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Check#	Check Date	Vendor Name	Check Amount	Description
40671	11/22/2017	Erickson Chevrolet Inc	25,484.44	Vehicle Quote #F MN RDC 1XY26
40672	11/22/2017	SW/West Central Service Coop	3,779.00	Emp H Ins - 12/17
Check Total			<u>29,263.44</u>	

Board Payment Listing

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Check#	Check Date	Vendor Name	Check Amount	Description
40678	12/01/2017	American Family Life Assurance Co.	138.88	Emp Ins - 11/17
40679	12/01/2017	Jim Gimse	170.00	Janitorial Services - 11/17
40680	12/01/2017	Loffler Companies, Inc	336.65	Copier Lease - Inv#344291679
40681	12/01/2017	MN NCPERS Life Ins	16.00	Emp Ins - L Nelson ID#6131
40682	12/01/2017	Public Employees Retirement Assoc.	2,136.81	PERA 11/16 - 11/30/17
40683	12/01/2017	United Way of Willmar	10.00	Emp Contributions - 11/17
40684	12/01/2017	US Bank	16.02	CC Chgs - Gimse
			49.17	CC Chgs - Westerman
			45.86	CC Chgs - Johnson
40685	12/01/2017	City of Willmar	1,600.00	Rent - 12/17
Check Total			<u>4,519.39</u>	

Board Payment Listing

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Check#	Check Date	Vendor Name	Check Amount	Description
40691	12/18/2017	Charter Communications	279.93	Telephone/Fax/Internet
40692	12/18/2017	Grants Management System, Inc.	100.00	Billing #65112017 Software Maintenance
40693	12/18/2017	MN PEIP- C/O MMB Fiscal Services	2,629.98	Emp H Ins - 01/18
40694	12/18/2017	Loffler Companies, Inc	99.95	Copies - 11/17 Invoice #2682578
40695	12/18/2017	Public Employees Retirement Assoc.	2,133.28	PERA 12/1 - 12/15/17
40696	12/18/2017	Region 6W	263.16	Land Use Training - 11/15-16
40697	12/18/2017	Sterling Water - Minnesota, LLC	25.22	Water - Inv #315X01733103
Check Total			<u>5,531.52</u>	

Board Payment Listing

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Check#	Check Date	Vendor Name	Check Amount	Description
40703	12/29/2017	American Family Life Assurance Co.	138.88	Emp Ins - 12/17
40704	12/29/2017	Robert Anderson	125.68	Commissioner Exp - Qtr 4 CY 17
40705	12/29/2017	Baumgartner, Cathy J	185.60	Commissioner Exp - Qtr 4 CY 17
40706	12/29/2017	Bob Becker	220.91	Commissioner Exp - Qtr 4 CY 17
40707	12/29/2017	Jeff Benson	76.75	Commissioner Exp - Qtr 4 CY 17
40708	12/29/2017	Conway, Deuth & Schmiesing, PLLP	14,800.00	Audit 06/30/17 - Inv#243130
40709	12/29/2017	Crowley, Kevin J	190.66	Commissioner Exp - Qtr 4 CY 17
40710	12/29/2017	Frank Eder	69.26	Commissioner Exp - Qtr 4 CY 17
40711	12/29/2017	Doug Erickson	177.04	Commissioner Exp - Qtr 4 CY 17
40712	12/29/2017	Rick Fagerlie	179.96	Commissioner Exp - Qtr 4 CY 17
40713	12/29/2017	Jim Gimse	170.00	Janitorial Services - 12/17
40714	12/29/2017	Sue Hilgert	126.75	Commissioner Exp - Qtr 4 CY 17
40715	12/29/2017	Mike Housman	342.31	Commissioner Exp - Qtr 4 CY 17
40716	12/29/2017	Doug Krueger	217.70	Commissioner Exp - Qtr 4 CY 17
40717	12/29/2017	John Lofdahl	138.52	Commissioner Exp - Qtr 4 CY 17
40718	12/29/2017	Loffler Companies, Inc	336.65	Copier Lease Inv #346531049
40719	12/29/2017	Melgaard-Schneider, Maureen	81.03	Commissioner Exp - Qtr 4 CY 17
40720	12/29/2017	MN NCPERS Life Ins	16.00	PERA Life Ins - Emp Ins - 12/17
40721	12/29/2017	Moller, Robert	155.64	Commissioner Exp - Qtr 4 CY 17
40722	12/29/2017	Mueske, Shawn	129.96	Commissioner Exp - Qtr 4 CY 17
40723	12/29/2017	NADO	2,000.00	Annual Membership
40724	12/29/2017	Public Employees Retirement Assoc.	2,109.03	PERA 12/16 - 12/29/17
40725	12/29/2017	Schweiss, Francis	207.00	Commissioner Exp - Qtr 4 CY 17
40726	12/29/2017	Southwest Regional Development Com	80.00	MADO Booth at Conf - 12/4-5
40727	12/29/2017	Underthun, DuWayne	188.52	Commissioner Exp - Qtr 4 CY 17
40728	12/29/2017	United Way of Willmar	10.00	Emp Contributions - 12/17
40729	12/29/2017	US Bank	205.29	CC Chgs - Gimse
			124.63	CC Chgs - Winckler
			49.68	CC Chgs - Westerman
40730	12/29/2017	USAbLe Life	168.80	Emp Life Ins - Dec/Jan
40731	12/29/2017	City of Willmar	1,600.00	Rent - 01/18
Check Total			<u>24,622.25</u>	

	<u>VENDORS</u>	<u>PAYROLL</u>
Totals	\$ 68,140.35	\$ 36,357.26
Staff Reimbursements	2,592.85	-
Employee Taxes/Reimbursements	<u>(24,445.75)</u>	<u>24,445.75</u>
TOTALS	\$ 46,287.45	\$ 60,803.01

MINUTES

Personnel Committee

Wednesday, December 6, 2017
Kandiyohi County Historical Society Building
Willmar, Minnesota

Members in Attendance: Robert Moller, DuWayne Underthun, Sue Hilgert, Rick Fagerlie

Members Absent: None

Staff Present: Executive Director Donn Winckler, Financial Director/Office Manager
Sue Gimse

The meeting started at 6:30

Staff Cost of Living Increases

Staff provided data for Committee members to utilize for making a recommendation about cost of living increases for staff. Some of the information shared is as follows:

- The CPI from October to October was 2.0 percent.
- Staff are at their maximum steps.
- Three percent is the figure used as a place holder when creating the budget.
- With changes made, there only is a very small increase in health insurance cost to the Commission this upcoming year.
- Information was given on what the staff received in each of the past several years.

There was a discussion about how much of a cost of living increase was offered at the Committee's governmental unit they represent. There was also a discussion that the Commission should be able to afford an increase.

Commissioner Hilgert moved to recommend the staff receive a 2.5 percent cost of living increase in 2018. Commissioner Moller seconded the motion, which carried.

Adjournment

With no further business, the meeting was adjourned at 6:45 p.m.

Respectfully Submitted,

Donn Winckler, Acting Secretary



MID-MINNESOTA DEVELOPMENT COMMISSION

Serving the People of Region Six East

MINUTES

Mid-Minnesota Development Commission

Revolving Loan Fund Review Committee

Wednesday, January 17th, 2017 10:30 am

Committee Members:

Scott Nissan

Tom Zins

Nick Dalton

Staff: Les Nelson

Prospective borrower: Gary Schroeder

The committee members were provided with a comprehensive business plan, financials and a project analysis. Mr. Nelson explained the project plans of the business. Mr. Schroeder also provided information on the project.

After financial analysis, due diligence and underwriting examination, it was the consensus of the committee for Mr. Schroeder to obtain an outside professional appraisal on the building. If the appraisal value is high enough it was the consensus of the loan committee to recommend the loan for approval. The loan committee will revisit the application after the appraisal is performed.

Les Nelson

Acting Secretary

MMDC ACTIVITIES

Staff: Donn Winckler, Executive Director

- I attended the Meeker County Broadband Committee meeting on December 7.
- As a committee member, I attended MnDOT's Planning Update Work Program Committee meeting in Arden Hills on December 8.
- On December 11 and on January 8 I attended Willmar 2040 Housing Committee meetings.
- I attended the Kandiyohi County Broadband Committee meetings on December 4 and January 8.
- Sent out a survey to governments and organizations using our GrantFinder subscription to see, during the first 9 months of this service, how well was it utilized.
- I reviewed and provided suggested improvements to a City of Dassel draft application they are submitting for Transportation Alternatives program funding. I have started reviewing the applications submitted to the ATP as I am part of the scoring committee for the ATP.
- On January 8 the MRDO Executive Directors held a telephone conference meeting.
- The Highway 23 Coalition Board met on January 11.
- Matt and I are working on submitting an application to fund the planning (phase 1) of a Regional Transportation Coordination Council. We met with the committee we worked with in submitting the 2017 Local Human Service Transit Coordination Plan on December 14 to discuss the RTCC. We also met with the Kandiyohi County Human Service Director and County Coordinator about the RTCC, as they were unable to attend the meeting. On January 12, I participated in a MnDOT teleconference call about the application.
- I attended the Willmar 2040 Economic Diversity Committee meeting on December 21.
- I attended the Willmar Bikes Committee meeting on January 17.
- I am planning a regional broadband meeting that will be co-sponsored with the Blandin Foundation. As of this writing, we are planning to hold the meeting on February 13.
- I prepared the six month MnDOT report on the Commission's transportation activities.

MMDC ACTIVITIES

Staff: Les Nelson, Economic Development Director

The Revolving Loan Fund has required some administration and management. I will be bringing a loan application to the January 2018 Commission meeting. There have also been some inquiries into applying to the Revolving Loan Fund. The Commission received a payoff on a large loan that was recently funded. I will be bringing the amounts available for relending to the Commission meeting in Litchfield. If any commissioner knows of a possible project in their respective jurisdictions let me know.

The Willmar Chamber of Commerce had a GROW Minnesota Seminar that I attended. The State Chamber staff made a presentation. GROW Minnesota is a program that does field interviews of business leaders in the state to examine the needs and wants of businesses.

Work has begun on the Comprehensive Economic Development Strategy Performance Report as required by the Federal EDA and the Commission's Grant guidelines. The report is due annually using the Grants Online Application Program.

There will be an Economic Development Administration conference call on January 24, 2018. The agenda is not out for the call as of this printing. I am hoping to hear information on the new Revolving Loan Fund guidelines on the call.

MMDC ACTIVITIES

Staff: Matthew Johnson, Community Development Director

No report at time of printing