

AGENDA

Mid-Minnesota Development Commission

Wednesday, December 5, 2018

7:00 p.m.

Kandiyohi County HHS Bldg
Multi-purpose Room (lower level)
2200 23rd Street NE
Willmar MN

- I. Call to Order: Chairperson Crowley
- II. Introductions with Introduction of New Staff Member Kyle Ten Napel
- III. Setting of Agenda
- IV. Approval of September 26, 2018, Minutes: Robert Moller
- V. Approval of Treasurer's Report: Doug Erickson
- VI. Consent Agenda – None
- VII. Correspondence and Announcements
- VIII. Staff Reports
- IX. Old Business – None
- X. New Business
 - A. Banking Master Services Agreement **(Sue Gimse) (Action)**
 - B. Personnel Committee Recommendations **(Donn Winckler, Sue Gimse, & Committee)**
 1. Cost of Living **(Action)**
 2. Health Insurance **(Action)**
 3. HSA Contribution **(Action)**
 4. Personnel Policy Changes **(Action)**

(over)

- C. RLF Report **(Les Nelson) (Inform)**
 - D. RTCC Update **(Matt Johnson) (Inform)**
 - E. Aging Update **(Maureen Melgaard-Schneider) (Inform)**
 - F. Transportation Update **(Donn Winckler) (Inform)**
 - G. Board Recruitment Needs **(Donn Winckler) (Inform)**
 - H. Thank You to Out-Going Members **(Donn Winckler)**
- XI. Other
- XII. Adjournment

MINUTES

Mid-Minnesota Development Commission

Wednesday, September 26, 2018
Hutchinson Event Center
Hutchinson, Minnesota

Members Present: Robert Anderson, Bob Becker, Kevin Crowley, Eric Day, Frank Eder, Doug Erickson, Sue Hilgert, Mike Housman, Doug Krueger, John Lofdahl, Robert Moller, Shawn Mueske, Rollie Nissen, Francis Schweiss, DuWayne Underthun,

Members Absent: Jeff Benson, Rick Fagerlie, Lorallen Schmeling

Ex-officio

Members Present: Maureen Melgaard-Schneider

Staff Present: Executive Director Donn Winckler, Economic Development Director Les Nelson, Financial Director/Office Manager Sue Gimse

Guests: McLeod County Commissioner Paul Wright

Call to Order

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

Introductions

Chairperson Crowley asked attendees to introduce themselves. New Commissioner Eric Day provided some information about himself.

Approval of Agenda

Add Item under new business after agenda item C, Highway 23 Coalition Banking Certificate of Authority. RLF Franklin Heating is changed from an action item to inform. Commissioner Nissen moved to approve the amended agenda. Commissioner Eder seconded the motion, which carried.

Approval of June 27, 2018 Commission Minutes

Commissioner Krueger was mistakenly shown as attending the June meeting. Moller moved to approve the minutes of the June 27, 2018 Commissioners meeting as amended. Commissioner Nissen seconded the motion, which carried.

Treasurer's Report

The checkbook balance as of September 15, 2018 was \$1,444.81. The bills approved totaled \$343,444.61 (payroll \$93,787.86; vendors \$51,273.93; transfer to savings \$198,382.82). The savings account balance was \$422,046.66; Long Term Savings were \$303,000.00; and the total 4M balance was \$253,537.99. Commissioner Erickson moved to accept the Treasurer's Report and bills to be paid. Commissioner Moller seconded the motion, which carried.

Consent Agenda

There was no Consent Agenda.

Correspondence and Announcements

Executive Director Winckler informed Commissioners that the auditors will be at the Commission Office for their audit field work on October 30 through November 2. He discussed the retirement of Minnesota River Area Agency on Aging's Executive Director, Linda Giersdorf. He provided information on the Southwest Minnesota Initiative Foundation's "Grow Our Own" Summit being held in November.

Staff Reports

Community Development Director Johnson's activity report was handed out at the meeting. 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

Investment Recommendation

Financial Director/Office Manager Gimse provided the following staff recommendation to reinvest the maturing CD along with the additional funds available in the General 4M account to a 3-month CD with the 4M Fund Term Series program. The maturing CD is approximately \$150,000. There is currently an additional amount of \$1,600 in our General 4M Fund account.

Commissioner Erickson moved to approve the recommendation to reinvest the maturing CD along with the additional funds available in the General 4M account to a 3-month CD with the 4M Fund Term Series program. Commissioner Hilgert seconded the motion, which carried.

Fiscal Year End

Financial Director/Office Manager Gimse provided information on how the Commission financially ended Fiscal Year 2018.

Health Insurance Renewal

Financial Director/Office Manager Gimse provided information that insurance rates will increase by three percent in 2019. This was the same amount that was budgeted.

Bank Certificate of Authority

Financial Director/Office Manager Gimse discussed a motion needed for Banking Signature Authority and Account Maintenance Authorization for Executive Director Winckler, Financial Director/Office Manager Gimse, and the MMDC Chairperson at Harvest Bank, Kandiyohi Minnesota. Commissioner Moller moved to approve the Certificate of Authority. Commissioner Mueske seconded the motion, which carried.

RLF Operation Certification

Economic Development Director Nelson discussed the need to annually certify that RLF EDA Standards are currently, and will be, adhered to. Commissioner Nissen moved to approve the RLF Operation Certificate. Commissioner Becker seconded the motion, which carried.

RLF Plan Resolution

Economic Development Director Nelson discussed the updated RLF Plan that was included in the Commissioner's packets. He explained that EDA staff provided input into the document. He presented the following resolution for the updated plan's Board adoption:

WHEREAS, the Mid-Minnesota Development Commission is the recipient of a U.S. Department of Commerce/Economic Development Administration (EDA) Revolving Loan Fund Grant: and,

WHEREAS, the grant award number is 06-19-61079; and,

WHEREAS, the Mid-Minnesota Development Commission has identified various planning and economic development needs concerning economic development as outlined in the Region's Comprehensive Economic Development Strategy, and,

WHEREAS, the Mid-Minnesota Development Commission has updated the Commission's Revolving Loan Fund Re-Use Plan and,

NOW THEREFORE BE IT RESOLVED by the governing board of the Mid-Minnesota Development Commission on this 26th day of September 2018 that the RLF Plan is approved and the EDA-RLF is being operated in accordance with the policies and procedures in the plan and the EDA-RLF portfolio meets the standards and criteria contained therein.

Commissioner Schweiss moved to approve the resolution. Commissioner Nissen seconded the motion. The roll call vote was all ayes. The resolution was adopted.

RLF Franklin Heating

Economic Development Director Nelson updated Commissioners on what is happening with the Franklin Heating loan that is in default. A Sheriff Sale of the property is currently scheduled for October 9, 2018. Staff are being guided by an attorney in the process.

Community Development Planner Position

Executive Director Winckler informed Commissioners that interviews, and second interviews took place recently for the hiring for the position of Community Development Planner. An offer was made to Kyle Ten Napel. He is a recent graduate of Iowa State University with a degree in Community and Regional Planning. A firm starting date has not been set by this meeting time, but it will be in the first part of October.

Aging Update

Ex-officio Member Melgaard-Schneider discussed and handed out information on “Social Determinants of Health (SDH). She provided information on how good health for the elderly depends significantly on factors outside of the clinical space, and how some assisted living operations are providing their residents preventive lifestyle menu options.

RTCC Update

Executive Director Winckler provided Commissioners with an update on the Regional Transportation Coordinating Council Phase One project. A timeline for the project was handed out.

LYFT Career Pathways Project

Executive Director Winckler provided information about a career pathways project called “Lift Your Future Today” (LYFT). Information about the program, and some examples of funded projects was handed out.

2020 Census

Executive Director Winckler discussed the importance for local units of government to form “Complete Count Committees” to help get as many persons living in our Region as possible to answer the 2020 Census. Handouts were provided.

Adjournment

Having no other business, Chairperson Crowley asked for a motion to adjourn the meeting. Commissioner Moller moved to adjourn the meeting. Commissioner Housman seconded the motion, which carried. The meeting was adjourned at 8:42 p.m.

Respectfully Submitted,

Donn Winckler, Acting Secretary

Kevin Crowley, Chairperson

Robert Moller, Secretary

MID-MINNESOTA DEVELOPMENT COMMISSION
Account of Revenue & Expenditures
September 16, 2018 - November 15, 2018

Checkbook Balance September 15, 2018 \$ 1,444.81

Receipts:

09/17/18 Electronic Deposit, EDA	\$	17,500.00	
09/21/18 Kandiyohi County, Taxes		191.49	
10/11/18 Electronic Deposit, EDA		17,500.00	
10/15/18 Highway 23 Coalition, Fiscal Services		610.55	
10/29/18 Highway 23 Coalition, Fiscal Services		434.33	
10/29/18 MMSCHS - Meeker County Trails, Technical Assistance		2,500.00	
10/30/18 State of MN, Taxes		3,217.86	
11/01/18 Meeker County, Taxes		14,417.47	
11/05/18 League of MN Cities, W/C Audit, Return of excess premium		66.00	
11/05/18 Renville County, Taxes		11,160.84	
11/14/18 State of MN - MNDOT, RTCC		7,866.15	
11/15/18 Reimbursements		1,083.92	
11/15/18 Interest - US Bank Savings Acct - Aug/Sept/Oct		25.13	
11/15/18 Transfer from Savings		<u>95,500.00</u>	\$ 172,073.74

Expenditures:

Payroll - Sept/Oct	\$	65,592.06	
Vendors		4,677.80	
Transfer to Savings (Deposits and Interest)		76,573.74	
Electronic Payments, Payroll Taxes, Deferred Compensation, Bank Fees		<u>25,183.90</u>	\$ 172,027.50

Checkbook Balance November 15, 2018 \$ 1,491.05

US Bank Savings Account Balance November 15, 2018 \$ 403,120.40

Minnesota Municipal Money Market Fund (4M) - Interest Rates Vary Daily 10/31/2018 \$ 2.88

4M CD Rate 1.65% 12 Months Matures 01/30/2019 \$ 104,551.01

4M CD Rate 2.20% 3 Months Matures 01/31/2019 \$ 151,631.07

Long Term Savings

CD Rate 2.35% 2.5 Years Matures 07/11/2019 Needham Co-op Bank 54,000.00

CD Rate 2.40% 2.5 Years Matures 07/12/2019 Ameris Bank 249,000.00

Total \$ 303,000.00

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. - Ameris Bank, GA \$ 250,000.00

F.D.I.C. - Needham Co-ok Bank, MA \$ 250,000.00

Collateral Pledged - Bremer Bank, Willmar \$ 360,140.00

Collateral Pledged - US Bank, Willmar \$ 225,625.00

Board Payment Listing

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Check	Check	Vendor Name	Check Amount	Description
41026	09/17/2018	Burgett Law Firm, PLLC	833.50	Inv#1551 - Legal
41027	09/17/2018	Charter Communications	284.93	Phone/Fax/Internet
41028	09/17/2018	Grants Management System, Inc.	100.00	Billing #65082018
41029	09/17/2018	jobsHQ	331.50	Advertising - Acct #278653
41030	09/17/2018	League of Minnesota Cities	1,878.00	Membership Inv #276187
41031	09/17/2018	Loffler Companies, Inc	67.73	Copies made - 08/18 Inv #2898349
41032	09/17/2018	MN PEIP- C/O MMB Fiscal Services	2,744.88	Emp H Ins - 10/18
41033	09/17/2018	Public Employees Retirement Assoc.	2,158.14	PERA 09/01-09/15/18
41034	09/17/2018	Sterling Water - Minnesota, LLC	46.12	9/1-9/30 Inv#315X01967404
Check Total			8,444.80	

Board Payment Listing

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Check	Check Date	Vendor Name	Check Amount	Description
41040	10/01/2018	American Family Life Assurance Co.	238.32	Emp Ins - 09/18
41041	10/01/2018	Robert Anderson	50.00	Commission Exp Q3 CY2018
41042	10/01/2018	Bob Becker	61.99	Commission Exp Q3 CY2018
41043	10/01/2018	Crowley, Kevin J	97.96	Commission Exp Q3 CY2018
41044	10/01/2018	Eric Day	75.07	Commission Exp Q3 CY2018
41045	10/01/2018	East Central Regional Development Comr	34.21	MRDO Expenses Sept 2018
41046	10/01/2018	Frank Eder	91.42	Commission Expense Q3 CY2018
41047	10/01/2018	Doug Erickson	87.06	Commission Exp Q3 CY2018
41048	10/01/2018	Jim Gimse	170.00	Janitorial Services - 09/18
41049	10/01/2018	Sue Hilgert	99.05	Commission Exp Q3 CY2018
41050	10/01/2018	Mike Housman	72.89	Commission Exp Q3 CY2018
41051	10/01/2018	Doug Krueger	68.53	Commission Exp Q3 CY2018
41052	10/01/2018	John Lofdahl	50.00	Commission Exp Q3 CY2018
41053	10/01/2018	Loffler Companies, Inc	338.22	Copier Lease Inv#366713220
41054	10/01/2018	Melgaard-Schneider, Maureen	50.00	Commission Exp Q3 CY2018
41055	10/01/2018	MN NCPERS Life Ins	16.00	PERA Life Ins - L Nelson 09/18
41056	10/01/2018	Moller, Robert	115.40	Commission Exp Q3 CY2018
41057	10/01/2018	Mueske, Shawn	115.40	Commision Exp Q3 CY2018
41058	10/01/2018	Public Employees Retirement Assoc.	2,161.65	PERA 9/16-9/30/18
41059	10/01/2018	Renco Publishing Inc	179.28	FH-Inv #2629 Postponement Notice
41060	10/01/2018	Schweiss, Francis	93.60	Commission Exp Q3 CY2018
41061	10/01/2018	Underthun, DuWayne	104.50	Commission Exp Q3 CY2018
41062	10/01/2018	United Way of Willmar	10.00	Emp Contributions - 09/18
41063	10/01/2018	US Bank	95.87	CC Chgs - Johnson
			241.99	CC Chgs - Winckler
			32.20	CC Chgs - Westerman
			28.71	CC Chgs - Gimse
41064	10/01/2018	USAbLe Life	86.65	Emp L Ins - Inv #2658463
			86.65	Emp L Ins - Inv #2626329
41065	10/01/2018	City of Willmar	1,600.00	Rent - 10/18
Check Total			6,552.62	

Board Payment Listing

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Check	Check Date	Vendor Name	Check Amount
41066	10/09/2018	Renville County Sheriff's Office	100.00
Check Total			100.00

Description
Sheriffs sale 10/9/18

Board Payment Listing

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Check	Check Date	Vendor Name	Check Amount
41073	10/16/2018	Burgett Law Firm, PLLC	671.00
41074	10/16/2018	Charter Communications	284.93
41075	10/16/2018	Data Success, Inc	10.74
41076	10/16/2018	Grants Management System, Inc.	100.00
41077	10/16/2018	Loffler Companies, Inc	146.49
41078	10/16/2018	MN PEIP- C/O MMB Fiscal Services	2,744.88
41079	10/16/2018	Public Employees Retirement Assoc.	2,348.24
41080	10/16/2018	Sterling Water - Minnesota, LLC	46.12
41081	10/16/2018	West Central Printing	6.98
41082	10/16/2018	West Central Trophies	14.50
Check Total			6,373.88

Description
Legal Fees - Mortg Foreclosure
Phone/Fax/Internet
Inv #11956
Software Maintenance Billing #65092018
Copies - 09/18
Emp H Ins - 11/18
PERA 10/1-10/16/18
Water Cooler Rental
Paper - Inv#20747
Name Plate - Day Inv#4692

Board Payment Listing

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Check	Check Date	Vendor Name	Check Amount
41089	11/01/2018	American Family Life Assurance Co.	238.32
41090	11/01/2018	Ecumen RSVP	186.37
41091	11/01/2018	Jim Gimse	170.00
41092	11/01/2018	Hutchinson Event Center	22.64
41093	11/01/2018	Loffler Companies, Inc	338.22
41094	11/01/2018	MMDC - Hwy 23 Coalition	1,000.00
41095	11/01/2018	MN NCPERS Life Ins	16.00
41096	11/01/2018	Northern Business Products	57.07
41097	11/01/2018	Public Employees Retirement Assoc.	2,514.86
41098	11/01/2018	Region 9 Development Commission	45.62
41099	11/01/2018	United Way of Willmar	10.00
41100	11/01/2018	US Bank	147.44
			778.27
			511.27
			53.68
41101	11/01/2018	USAbLe Life	86.65
41102	11/01/2018	City of Willmar	1,600.00
Check Total			7,776.41

Description
Emp Ins - 10/18
SAIL 10/29
Janitorial Services - 10/18
SAIL - 10/29
Copier Lease Inv #368971347
Ck from SW Init Fnd s/b Hwy 23
PERA Life Ins - Emp Ins 10/18
Office Supplies Cust #12617
PERA 10/16-10/31/18
Inv #R9-465
Emp Cont - 10/18
CC Chgs - Winckler
CC Chge - Gimse
CC Chgs - Johnson
CC Chgs - Westerman
Emp Life Ins - Inv #4685575
Rent - 11/18

	<u>Vendors</u>	<u>Payroll</u>
Totals	\$ 29,247.71	\$ 40,466.35
Staff Reimbursements	555.80	-
Employee Taxes/Reimbursements	(25,125.71)	25,125.71
TOTALS	\$ 4,677.80	\$ 65,592.06

Correspondence and Announcements

December 5, 2018

Donn Winckler

The annual audit report to the Commission will take place at the January Commission meeting.

MADO (Minnesota Association of Development Organizations) Executive Directors and Economic Development Directors will meet together in December to discuss updating the DevelopMN Plan. As you will recall DevelopMN is an economic plan to align strategic economic development efforts throughout Greater Minnesota, and leverage resources at all levels for a greater overall development impact. The plan's "SMART" goals will be discussed to see if changes are needed. The Minnesota Growth and Justice organization has agreed to help fund a creation of a dashboard with the assistance of Minnesota Compass. This DevelopMN Dashboard shall also be a topic of the meeting.

I continue to serve on the committee for the Launch Your Future Today (LYFT) Program. The LYFT pathways initiative is a rural career and technical education (CTE) grant program available to southwest and west central Minnesota school districts. These grants are available if two or more high schools cooperate in a collaboration with business partners for hands-on learning opportunities for students. The program will be holding workshops in the Spring to encourage more participation in the program. I will be handing out a flyer about the program at the Commission meeting.

December 5, 2018

MMDC ACTIVITIES
Staff: Donn Winckler, Executive Director

- I attended a meeting MnDOT held with the City of Olivia on October 1 that discussed an upcoming project on Highway 71 in the City.
- I attended Kandiyohi County Broadband Committee meetings on Oct 1, Nov. 5, and will meet on December 3.
- I attended a meeting on October 5 at the MinnWest Campus on an Entrepreneur program.
- I attended Willmar Area 2040 Housing Committee meetings on October 8 and on November 5. I did some research work for the committee.
- Les and I attended the Renville County Sheriff Sale on October 9 for our RLF Plumbing business building in Morton.
- I attended the ATP meeting on October 12 at MnDOT's office in Willmar.
- I was one of 3 MADO members to be part of a conference call meeting on a DevelopMN dashboard development proposal. MADO Executive Director conference calls occurred on October 29 and November 19.
- I attended Willmar Bikes Committee meetings on October 17 and on November 14. The City will be working towards an application to get to Silver Level as being designated a "Bicycle Friendly Community."
- Les and I are part of a Kandiyohi County Child Care Needs Study Committee that met a few of times during the past couple of months. We have been on a survey sub-committee, and MMDC is one of the co-sponsors for a Child Care Community Conversation meeting that is being held on November 29.
- I have attended meetings of the Highway 23 Coalition Board, a general membership meeting on October 26, a couple of meetings of the Coalition's Freight Sub-Committee during October and November.
- On October 30 I attended a meeting on Meeker County Housing needs that had guest speakers to discuss possible action steps the County could work on for improving housing. A Committee on Housing will likely be formed.
- I held five meetings with those who submitted "Letters of Intent" to apply for an ATP Transportation Alternative grant. I sent in write-ups on these meetings to MnDOT.
- I attended SWIF's "Grow Our Own" Summit in Marshall on November 8. I volunteered to be a table host.
- Myself, and Executive Directors from Regions 6W and 8 met with SWIF's Executive Director on November 26.

- I attended a LYFT committee meeting on November 20 at Redwood Falls.
- I have been working on drafts for Bylaws and a Communications Plan for the RTCC project.
- I also have been working on website updates. The Transportation page on the website was completely re-written.
- Recruitment of new Board members to replace vacancies is underway.
- I did some research for some opportunities for a closed Assisted Living facility in Cosmos.

MMDC ACTIVITIES

Staff: Les Nelson, Economic Development Director

I spent some time interacting and answering questions of auditors regarding the Revolving Loan Fund during the annual audit and site visit held October 30 through November 2. The audit seemed to go well and I don't believe there will be any significant findings.

The building in Morton is now in the foreclosure time period. The Sheriff's Sale was held on October 9, 2018. The Commission was the only bidder at the sale. The Commission placed the winning bid at \$81,415.11. The Expiration of Redemption Period will expire on or about April 9, 2019. At that time the Commission will be able to take control of the building, change the locks and place the real property for sale.

A Financial Summit was held in Litchfield in early November. A presentation was made by myself regarding the Commission's Revolving Loan Fund. Also presenting were:

Minnesota Business Finance – regarding SBA lending.

Southwest Initiative Foundation – loan programs.

Meeker County Development – regarding lending and economic development programs.

Many Meeker County bank staff were in attendance, as well as Meeker County EDC Board Members.

I have had several inquiries into applying for the Revolving Loan Fund. Hopefully they will result in applications and funding.

I am assisting the Planning Committee for the Child Care Forum to be held November 29 in Willmar. Discussion will include increasing child care slots in the county and removing some of the barriers regarding daycare slot expansion. An appreciation dinner was held October 30 to thank all existing daycare operators in the county. There were many operators in attendance at the appreciation dinner. A survey was sent out to parents, providers, and others to find out more about the shortage and there have been over 1000 responses.

I have also provided technical assistance to the Kandiyohi County/City of Willmar Economic Development Commission regarding starting a Neighborhood Development Center (NDC) Program in the County. The NDC would provide funding and technical assistance to low income

workers to envision their dream as entrepreneurs and start a business. This program has worked in other areas and seems to be a good fit for the Willmar area.

I used vacation time after Thanksgiving to visit my daughter in Arizona over the holiday.

MMDC ACTIVITIES

Staff: Matthew Johnson, Community Development Director

Meeker County Trails Plan

Local residents and key stakeholders have strongly participated in the process used to develop the Meeker County Trails Plan. There have been four 'task force' meetings (everyone is welcome to attend) and an online Meeker County Trails Survey. The results of the planning process and survey will soon be ranked into local priorities. The plan will help Meeker County know which projects to pursue and support over the next 10-20 years.

Litchfield Safe Routes to School (SRTS) Plan

Kyle and I have held two meetings and one walk audit with the Litchfield SRTS plan task force. I have also attended a Litchfield City Council Meeting to discuss the project. They will be appointing council and staff members to serve on the task force beginning in January.

Regional Transportation Coordination Council (RTCC)

MMDC received a Phase 1 Organization Planning Grant from MnDOT beginning on July 1, 2018. I will be giving a presentation on the Mid-Minnesota Regional Transportation Coordination Council (MMRTCC) at the December 5, 2018, MMDC Board Meeting. Please contact me if you are interested in more information.

Buffalo Creek Watershed District (BCWD)

I was recently contacted by BCWD to see if MMDC would be interested in assisting with developing a One Watershed One Plan. As the name suggests, these types of plans combine watershed and county water plans into one plan, rather than having all jurisdictions have separate water plans. The project is anticipated to begin in summer/fall 2019.

**Meeker County
Trails Plan Meeting
And Online Trails Survey**

When? Wednesday,
December 5, 2018,
10:00 a.m.

Where? Meeker County
Courthouse,
Community Room A (lower level)

Why? Meeker County is currently updating its Trails Plan. The purpose of the plan will be to identify trail priorities over the next 10-20 years. Your input is welcomed!

Survey! The Meeker County Trails Survey is available online until November 30, 2018, at:
www.surveymonkey.com/r/MeekerTrailsSurvey

For more information on the meeting, survey, or trails plan, please contact
Matthew Johnson, Community Development
Director at the Mid-Minnesota Development Commission
Email: communityplanning@mmrdc.org



Darwin-Dassel Park

MMDC ACTIVITIES

Staff: Kyle Ten Napel, Community Development Planner

My name is Kyle Ten Napel and I started with the MMDC as a Community Planner on October 8, 2018. I'm a recent graduate from Iowa State University with a bachelor's degree in Community and Regional Planning with an emphasis in Geographic Information Systems. After these first two months, I can say that I am genuinely happy with this position, my coworkers, and this area to work and live. I'm very excited for my future with the MMDC and have enjoyed working on various projects including:

Litchfield Safe Routes to School Plan

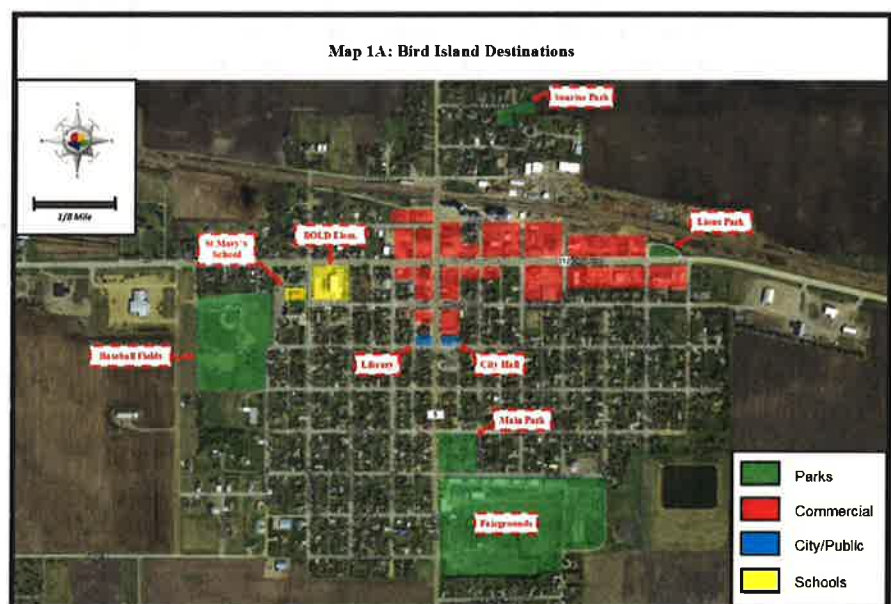
I have participated in the first two SRTS meetings and have met with the Litchfield task force. It has been interesting to see the planning process and how to prepare for these types of meetings. I have also helped conduct a walk audit and have identified some hazardous areas that can be improved through this plan. Along with the meetings, I have helped write the first two chapters of the SRTS plan, which focuses on introductory SRTS information and city demographics. Currently I am looking at online survey results regarding how Litchfield students get to and from school and will present this information in Chapter 3 of the SRTS plan.

Meeker County Trails Plan

For the Meeker County Trails Plan, I have participated in one public meeting. In this meeting Matt and I discussed the possible projects and have identified the public's opinions. We conducted an activity where participants wrote down their most desired trail and placed the piece of paper on a map. I then wrote a summary of the public's opinion and desired trails. The next meeting will be held on December 5th.

Bird Island Active Living Plan

Matt and I have been writing the plan for active living in the city of Bird Island. He has assigned me the job of writing the first two chapters, which gives a brief overview of an active living plan and gives demographic statistics. These statistics include population trends, household projections, age demographics, and major employers. All of these statistics help with understanding the community and what areas to focus on. I have also created a key destinations map that shows areas of interest in Bird Island, which is shown in the image.



2019 MMDC Meeting Schedule

Date	Time	Location
Wednesday January 23, 2019 FULL COMMISSION	7:00 p.m.	Kandiyohi County HHS Bldg Multi-Purpose Room (lower level) 2200 23rd Street NE Willmar
Wednesday March 27, 2019 FULL COMMISSION	7:00 p.m.	Renville County Courthouse Annex Room 116 105 South 5 th Street Olivia MN
Wednesday April 24, 2019 (if needed) BOARD OF DIRECTORS	7:00 p.m.	McLeod County Hutchinson Event Center Americ Inn Room 1005 Hwy 15 S, Plaza 15 Hutchinson MN
Wednesday June 26, 2019 FULL COMMISSION	4:00 p.m.	ANNUAL MEETING 2019 Meeker County TBD
Wednesday August 28, 2019 (if needed) BOARD OF DIRECTORS	7:00 p.m.	Renville County Courthouse Annex Room 116 105 South 5th Street Olivia MN
Wednesday September 25, 2019 FULL COMMISSION	7:00 p.m.	McLeod County Hutchinson Event Center Americ Inn Room 1005 Hwy 15 S, Plaza 15 Hutchinson MN
Wednesday October 23, 2019 (IF NEEDED) BOARD OF DIRECTORS	7:00 p.m.	Meeker County Courthouse Community Room A 325 North Sibley Avenue Litchfield MN
Wednesday December 4, 2019 (POSSIBLE AUDITOR'S REPORT) FULL COMMISSION	7:00 p.m.	Kandiyohi County HHS Building Multi-Purpose Room (Lower Level) 2200 23 rd Street NE Willmar MN

Note: Specific meeting locations have not been reserved as of yet, but at this point, you can at least get the 2019 meeting dates on your calendar. **PLEASE BE SURE TO WATCH YOUR AGENDA FOR SPECIFIC MEETING LOCATIONS AND POSSIBLE TIME OR DATE CHANGES.** If you have any questions, please feel free to contact me 320.235.8504 ext 222. Thank You!! Terresa