

05 - 0433

# ANNUAL REPORT

## Mid-Minnesota Development Commission

*Serving the people of Kandiyohi, McLeod, Meeker,  
and Renville Counties since 1974*



*Calendar Year 2004*

333 Sixth Street Southwest, Suite 2  
Willmar, MN 56201-5615  
E-mail: [mmrdc@mmrdc.org](mailto:mmrdc@mmrdc.org)  
Web site: [www.mmrdc.org](http://www.mmrdc.org)

Phone: (320) 235-8504  
Toll Free: 1-800-450-8608  
Fax: (320) 235-4329



# MID-MINNESOTA DEVELOPMENT COMMISSION

*Serving the People of Region Six East*

To Those We Serve:

We are pleased to provide you with the 2004 Annual Report of the Mid-Minnesota Development Commission (MMDC). This report describes achievements of the Commission and its staff in carrying out the Commission's mission. The report highlights the programs and projects of the MMDC during the calendar year of 2004. The enclosed year-end financial data is for the fiscal year of 2004 (July 1, 2003 to June 30, 2004).

2004 has been another year full of activities for all of the Commission's departments. Technical assistance has been given to many of the Region's local units of government as well as to some organizations and businesses.

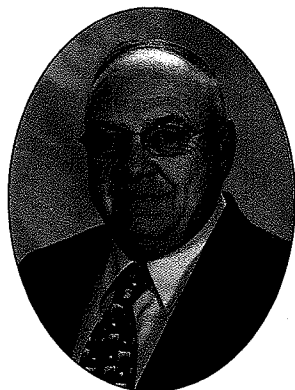
This year is significant in that it is the last year of operations for the Mid-Minnesota Area Agency on Aging (AAA). Beginning January 1, 2005, the four county AAA was replaced by a new 27 county AAA, made up of the four Regional Development Commissions (RDCs) located in Southwest Minnesota. The Minnesota Board of Aging has asked AAAs in the state to form such alliances to create larger and fewer service areas. The RDCs joined together to form a Joint Powers Board to provide the services of the AAA. The new name of the AAA is the Minnesota River Area Agency on Aging (MNRAAA), as the river is an identifiable major feature that all four of the Regions share. Many hours were spent in 2004 in preparation of this new direction.

This past year represents the Commission's 30th year in operation. To commemorate this anniversary, we have prepared a companion 30 Year Report for readers to look back over this 30 year period of Commission activity. We hope that the reader will find the time to also look over this report, that not only takes a nostalgic look back at the Commission's history, but also clearly demonstrates a strong performance throughout the Commission's existence for the benefit of all the Region's citizens.

Respectfully yours,

DuWayne Underthun  
Chair

Donn Winckler  
Executive Director



*DuWayne Underthun*



*Donn Winckler*

## State Certified Building Inspection Services

The Mid-Minnesota Development Commission (MMDC) has three, fully certified, state building officials on its staff who provide inspections and plan review services for communities that have adopted the State Building Code. (See box for more information regarding administering the Minnesota State Building Code.)

The State Building Code sets construction standards to assure the health, safety, comfort, and security of building occupants.

The Commission's Economic Development Director is also a fully licensed Certified Building Official. This gives the Department the added ability to use his assistance on occasions when work gets very busy.

MMDC has ongoing contracts with 19 local units of government in providing this service. MMDC serves the following jurisdictions, in Kandiyohi County: Atwater, Blomkest, Dovre Township, Kandiyohi, New London, Pennock, and Spicer; in McLeod County: Brownton and Stewart; in Meeker County: Cosmos, Darwin, Dassel, and Grove City; in Renville County: Bird Island and Fairfax; in Wright County: Cokato and Stockholm Township; and in Stearns County: Paynesville and Richmond.

The combined population for the jurisdictions served is over 20,000 persons.

During the past year the Department assisted the City of Hutchinson with inspection work during a time when they were short-handed. Staff assisted with inspections on a new duplex in the

City of Raymond; a new fire hall in Sacred Heart; and a new grocery store/bakery in Buffalo Lake.

Staff also assisted the City of Cold Spring with commercial plan reviews and inspections; provided accessibility inspections, on occasion, for Renville County; and provided housing rehabilitation inspection services for the Hutchinson and Willmar HRAs.

The Department has been conducting additional inspections in the communities of Buffalo Lake, Sacred Heart, Hector, and Lake Lillian under the State Hazardous Building Act.

Department staff have received training and are providing services for lead-based paint inspections and risk assessments. Regulations within the U.S. Department of Housing and Urban Development require these inspections in housing projects in which they participate. As few persons have both the training and the equipment to provide this service in Southwest Minnesota, MMDC provides this service within and outside of our four county region. The Department also provides services for the analysis of asbestos concerns.

### Administering the Minnesota State Building Code

Mid-Minnesota Development Commission provides inspection services and plan review services for communities that have adopted the State Building Code.

Administering the Minnesota State Building Code involves the following activities:

- Responding to questions, concerns, and other inquiries about building code requirements.
- Issuing permits, collecting fees, answering inquiries about particular projects, and related activities.
- Reviewing the building plans for compliance with applicable requirements of the Building Code.
- Carrying out the field inspections for each building project. The number of field inspections varies from a couple of field inspections to many, depending on the project. Most of the building inspectors' time is devoted to this activity. Associated activities include notifying builders of problems, arranging for corrective measures, and so on.
- Enforcement activities related to building without required permits and issues that arise when permits are not in compliance.
- Preparing reports required as part of the Building Code.

## Area Agency on Aging

The Mid-Minnesota Area Agency on Aging (AAA) is dedicated to helping older people in Kandiyohi, McLeod, Meeker, and Renville Counties lead comfortable, independent lives.

The goals of the AAA are to enhance service offerings and ensure that the needs of the senior population are met.

The 2004 AAA budget is \$749,929, which provides for program development, senior information and assistance through the Senior LinkAge Line®, and health insurance counseling, as well as financial assistance to service providers and senior centers.

The AAA has an advisory council composed of nine members, chaired by Richard Brooks of rural Darwin. The advisory council meets up to seven times per year and has a primary responsibility of establishing priorities and reviewing and recommending projects for funding.

Although priorities and projects change, the following list of priority areas and projects funded during the calendar year 2004 is representative of a typical year:

- **Transportation:** Meeker County, Kandiyohi County, and Renville County
- **Legal Services/Education:** Western Minnesota Legal Services
- **Congregate Dining and Home Delivered Meals:** Nutrition Services, Inc. (NSI) provides both congregate and home delivered meal service.
- **Respite Care/Adult Day Services/Living at Home Block Nurse Program:** Counties of Kandiyohi, McLeod, and Meeker
- **Senior LinkAge Line®:** Mid-Minnesota AAA direct service and Region Eight AAA

➤ **Health Insurance Counseling:** Mid-Minnesota AAA direct service

➤ **EDP-Elder Care Development Partnership, formerly known as SAIL (Seniors Agenda for Independent Living):** Mid-Minnesota AAA receives state funds from Region Nine AAA to address housing issues with service needs in the region.

Mid-Minnesota AAA contracts a portion of the funds to Schneider Consulting Services, Inc. to implement this strategy.

A primary activity of this funding is to provide technical assistance to agencies seeking Community Service Development Grants from the Minnesota Department of Human Services, or other funding sources.

(continued on page 10)

## Four Region Collaboration Activities

Plans continued throughout 2004 to address the changing Minnesota Board on Aging standards as they apply to AAAs.

RDC Chairpersons, Executive Directors, and Aging Directors devoted several planning meetings to identify the best process for addressing the new Minnesota Board on Aging standards and guidelines that were adopted in October, 2002.

Efforts culminated, in September 2004, with the signing of the Minnesota River Area Agency on Aging Joint Powers Board Interagency Agreement. The objective of this agreement was to serve as the legal entity, effective January 1, 2005, for the anticipated new AAA.



## ***Area Agency on Aging*** *continued*

### **Family Caregiver Support**

The Older Americans Act was reauthorized in November 1999, which resulted in new federal funding to states for the development of resources for family caregivers.

Mid-Minnesota AAA received \$80,000 from the National Caregiver Support Program. The successful bidder for this program was Lutheran Social Services (LSS) of Moorhead. LSS hired Jan Novotny from Willmar as the program director for this region.

The focus of the program is to develop support services for caregivers. Caregiver support groups and respite services are now available in all four counties as a result of this program.

In the fourth quarter of 2004, LSS received a grant from Bremer to add a component to this program that promotes a consumer-directed option, available to caregivers who are interested. An example of this option is that a family member may hire respite to be provided by a certified nursing assistant (CNA). In this case, the family acts as the employer and the CNA is a subcontractor.

### **Long-Term Care Activities**

Minnesota's goal to re-balance long-term care continues to be a primary focus for the Minnesota Board on Aging and the Area Agencies on Aging.

The development of services that support people who wish to remain in their own homes, if they choose, continues to be a priority for policymakers.

The Gaps Analysis, conducted in 2001, was updated by counties in 2003 and focused on housing.

Additionally, the Regional Analysis conducted in December 2002, identified overall aging population characteristics for the region. In general, it was found that services rated as high priority included transportation and services that foster independence for persons choosing to remain in their homes.

### **Other AAA Activities**

Staff also provides a wide variety of technical assistance to various aging organizations and causes.

Some of the activities of the past fiscal year include:

- Conducted a number of Medication Management/Rx Connect presentations throughout Regions 6E and 8
- Made numerous presentations about AAA services, including information on health insurance counseling topics such as Medicare Approved Drug Discount Cards, Senior LinkAge Line®
- Participated in the Life Connections Expo and other area Senior Health Fairs
- Member of a Cultural Diversity Committee and co-sponsored a Regional Cultural Diversity Conference held in Willmar
- Participated in the Medicare FYI Robert Wood Johnson Medicare Savings Programs
- Participated on the Advisory Committee of the West Central Integration Collaborative
- Co-sponsored the 3<sup>rd</sup> Annual Caregiver Event for Willmar, held October 2004
- Provided grant writing assistance for Community Service Development grants to various organizations
- Team recruitment chair for the Willmar Arthritis Walk
- Revised the AAA brochure
- Assisted with development of adult foster care homes in Prinsburg and Lake Lillian
- Assisted with the Small Cities Development Project Application for Prinsburg Opportunities Grant
- Provided technical assistance to City of Sunburg with survey process for assisted living project
- Secured Alzheimer's Demonstration Grant for region, focus on consumer directed model of service
- Assisted with application for AAA Provisional Designation to MBA
- Facilitated redesign of Eldercare Development Partnership Long-Term Care Coordinating Council
- Attended Chronic Disease Prevention Workshop representing AAAs

## Community Development and Planning

The Community Development Department is able to provide a wide array of community development, planning projects, and miscellaneous activities for local units of government.

Typically, this particular program area is not tied to any State or Federally funded program, but funded through service charges that are partially subsidized by the use of the Commission's general fund. Consequently, the Commission provides technical services where they are most needed.

Each year the Community Development staff offers assistance on a wide range of projects, including comprehensive land use plans, zoning and subdivision ordinances, ordinance codification, grant and loan writing, community surveys, public facilities planning, and housing studies.

As one of Minnesota's State Data Centers, the MMDC regularly provides data free of charge to businesses, non-profit agencies, local government, and citizens.

In 2004, the Commission continued to assist the Region's counties and other local units of government with various

important natural resources issues.

The Commission worked with the Buffalo Creek Watershed District on updating their Overall Plan. Like the County Water Plans, the document will guide the District in water resource management for the next ten years.

The District has already contracted MMDC to assist them in the implementation of several of the initiatives prescribed in the document, including writing a grant to assist with the development of a drainage inventory and management plan.

Hazard Mitigation plans were started for Meeker, Kandiyohi, and Renville Counties. These plans are required by the Disaster Mitigation Act of 2000 and consist of systematically addressing potential natural and man-made hazards.

Each plan will provide a comprehensive analysis of each hazard, ranging from flooding to chemical spills, and detail a number of "mitigation" steps that can be completed prior to them occurring.

Every city and township has been asked to pass a resolution, identify their critical facilities on a map (i.e., Township Hall, Fire Station, water tower, etc.) and complete a survey that ranks

hazards and mitigation steps. McLeod County is currently applying for a grant to also complete a Mitigation Plan.

Other principal accomplishments and activities that have been undertaken by the Community Planning/Development Department over the course of the past calendar year are highlighted below:

- Progress was made on updating the Meeker County Comprehensive Plan.
- The City of Dassel's Comprehensive Plan was successfully revised.
- The City of Plato's Zoning Ordinance was updated.
- Public facility projects were coordinated for the Cities of Blomkest and Lake Lillian.
- MMDC staff took the lead in organizing the 2005 State Aggregate Conference.
- The draft Kandiyohi County Roadway Jurisdictional Study was prepared.

---

## Geographic Information Systems (GIS)

MMDC has been providing professional GIS mapping services since 1996. The Commission has made over 500 specialty maps for a variety of clients. Due to the increased demand for such services, MMDC added a full-time

GIS position in 2004.

A brochure was developed, detailing the role and services of MMDC in GIS, and is distributed to governmental agencies within our four county area. The brochure highlights many of the profession-

al projects MMDC has completed and the services MMDC has available for GIS.

A GIS Day took place in late May at the Mid-Minnesota

*(continued on page 7)*

## Community Development and Planning

The Community Development Department is able to provide a wide array of community development, planning projects, and miscellaneous activities for local units of government.

Typically, this particular program area is not tied to any State or Federally funded program, but funded through service charges that are partially subsidized by the use of the Commission's general fund. Consequently, the Commission provides technical services where they are most needed.

Each year the Community Development staff offers assistance on a wide range of projects, including comprehensive land use plans, zoning and subdivision ordinances, ordinance codification, grant and loan writing, community surveys, public facilities planning, and housing studies.

As one of Minnesota's State Data Centers, the MMDC regularly provides data free of charge to businesses, non-profit agencies, local government, and citizens.

In 2004, the Commission continued to assist the Region's counties and other local units of government with various

important natural resources issues.

The Commission worked with the Buffalo Creek Watershed District on updating their Overall Plan. Like the County Water Plans, the document will guide the District in water resource management for the next ten years.

The District has already contracted MMDC to assist them in the implementation of several of the initiatives prescribed in the document, including writing a grant to assist with the development of a drainage inventory and management plan.

Hazard Mitigation plans were started for Meeker, Kandiyohi, and Renville Counties. These plans are required by the Disaster Mitigation Act of 2000 and consist of systematically addressing potential natural and man-made hazards.

Each plan will provide a comprehensive analysis of each hazard, ranging from flooding to chemical spills, and detail a number of "mitigation" steps that can be completed prior to them occurring.

Every city and township has been asked to pass a resolution, identify their critical facilities on a map (i.e., Township Hall, Fire Station, water tower, etc.) and complete a survey that ranks

hazards and mitigation steps. McLeod County is currently applying for a grant to also complete a Mitigation Plan.

Other principal accomplishments and activities that have been undertaken by the Community Planning/Development Department over the course of the past calendar year are highlighted below:

- Progress was made on updating the Meeker County Comprehensive Plan.
- The City of Dassel's Comprehensive Plan was successfully revised.
- The City of Plato's Zoning Ordinance was updated.
- Public facility projects were coordinated for the Cities of Blomkest and Lake Lillian.
- MMDC staff took the lead in organizing the 2005 State Aggregate Conference.
- The draft Kandiyohi County Roadway Jurisdictional Study was prepared.

## Geographic Information Systems (GIS)

MMDC has been providing professional GIS mapping services since 1996. The Commission has made over 500 specialty maps for a variety of clients. Due to the increased demand for such services, MMDC added a full-time

GIS position in 2004.

A brochure was developed, detailing the role and services of MMDC in GIS, and is distributed to governmental agencies within our four county area. The brochure highlights many of the profession-

al projects MMDC has completed and the services MMDC has available for GIS.

A GIS Day took place in late May at the Mid-Minnesota

*(continued on page 7)*

## Geographic Information Systems (GIS) *continued*

Development Commission's office. Numerous representatives from counties and cities within the region attended the workshop. Experts from around the area presented information on topics such as Internet Mapping, drainage mapping, and how counties utilize GIS in their operations.

The workshop aimed at sharing ideas and knowledge concerning GIS and to further collaboration between different governmental agencies.

The Commission's staff also worked on implementing two Board of Soil and Water Resource grants for the development of drainage inventories for Kandiyohi and Meeker Counties. Both projects are progressing nicely, especially due to MMDC's increasing GIS capabilities.

The projects incorporate digitizing all surface and subsurface drainage systems and developing attributes tied to each of the individual sections of the system, such as ditch depth and tile size.

Staff is also involved in

creating a parcel map for Pipestone County, in southwestern Minnesota. An initial township was chosen and the creation of the parcel was 90 percent complete by December.

A digital parcel map allows local governments to plan for growth and development, develop analysis with other spatial data, and increase the accuracy of property tax assessments. It also provides a base for mapping utilities, bus routes, signs, and many other features.

A parcel map for Meeker County is in the planning stages.

A collaboration between MMDC and Kandiyohi County has brought internet mapping to our four county Region. The ability to publish spatial data and maps to the internet allows MMDC and each county to create dynamic Web sites reflecting certain mapping purposes.

An internet mapping site that allows a user to search for a particular drainage ditch within Meeker County speeds up the process of

locating the ditch as well as having numerous information and documents available for that ditch.

Scanned ditch maps, aerial photos, pictures, and images can be instantly available to the consumer by clicking on the appropriate ditch, thus decreasing the time it takes staff to locate the information.

Internet mapping sites can be created for any purpose and spatial information can be easily accessed from any web browser.

Other completed mapping projects include:

- Land use maps for various cities were updated and redistributed to those cities.
- Hazard Mitigation maps were created and sent out to cities and townships for use in describing locations that are involved in Hazard Mitigation.
- Farm Service Agency aerial maps were customized for a variety of areas.

## Transportation Planning and Assistance

The Mid-Minnesota Development Commission (MMDC) receives an annual grant from the Minnesota Department of Transportation, matched with the local tax levy, to provide transportation planning services within the Region's four counties and to participate in the Southwest Minnesota Area Transportation Partnership (ATP) process.

The Transportation Advisory Committee (TAC) makes recommendations to the Commission on a variety of transportation activities.

The Commission annually participates in the Area Transportation Partnership's decision-making process of which projects receive Federal funding through the State's Transportation Im-

provement Program. MMDC's voting members on the ATP are Sheldon Nies and Ron Kutzke.

The TAC scores projects based on their "regional significance" as part of the ATP's project ranking process.

The Commission also holds an annual public informational meeting on the proposed Area

*(continued on page 8)*



## ***Geographic Information Systems (GIS)*** *continued*

Development Commission's office. Numerous representatives from counties and cities within the region attended the workshop. Experts from around the area presented information on topics such as Internet Mapping, drainage mapping, and how counties utilize GIS in their operations.

The workshop aimed at sharing ideas and knowledge concerning GIS and to further collaboration between different governmental agencies.

The Commission's staff also worked on implementing two Board of Soil and Water Resource grants for the development of drainage inventories for Kandiyohi and Meeker Counties. Both projects are progressing nicely, especially due to MMDC's increasing GIS capabilities.

The projects incorporate digitizing all surface and subsurface drainage systems and developing attributes tied to each of the individual sections of the system, such as ditch depth and tile size.

Staff is also involved in

creating a parcel map for Pipestone County, in southwestern Minnesota. An initial township was chosen and the creation of the parcel was 90 percent complete by December.

A digital parcel map allows local governments to plan for growth and development, develop analysis with other spatial data, and increase the accuracy of property tax assessments. It also provides a base for mapping utilities, bus routes, signs, and many other features.

A parcel map for Meeker County is in the planning stages.

A collaboration between MMDC and Kandiyohi County has brought internet mapping to our four county Region. The ability to publish spatial data and maps to the internet allows MMDC and each county to create dynamic Web sites reflecting certain mapping purposes.

An internet mapping site that allows a user to search for a particular drainage ditch within Meeker County speeds up the process of

locating the ditch as well as having numerous information and documents available for that ditch.

Scanned ditch maps, aerial photos, pictures, and images can be instantly available to the consumer by clicking on the appropriate ditch, thus decreasing the time it takes staff to locate the information.

Internet mapping sites can be created for any purpose and spatial information can be easily accessed from any web browser.

Other completed mapping projects include:

- Land use maps for various cities were updated and redistributed to those cities.
- Hazard Mitigation maps were created and sent out to cities and townships for use in describing locations that are involved in Hazard Mitigation.
- Farm Service Agency aerial maps were customized for a variety of areas.

---

## ***Transportation Planning and Assistance***

The Mid-Minnesota Development Commission (MMDC) receives an annual grant from the Minnesota Department of Transportation, matched with the local tax levy, to provide transportation planning services within the Region's four counties and to participate in the Southwest Minnesota Area Transportation Partnership (ATP) process.

The Transportation Advisory Committee (TAC) makes recommendations to the Commission on a variety of transportation activities.

The Commission annually participates in the Area Transportation Partnership's decision-making process of which projects receive Federal funding through the State's Transportation Im-

provement Program. MMDC's voting members on the ATP are Sheldon Nies and Ron Kutzke.

The TAC scores projects based on their "regional significance" as part of the ATP's project ranking process.

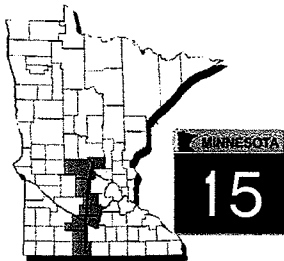
The Commission also holds an annual public informational meeting on the proposed Area  
*(continued on page 8)*



## Transportation Planning *continued*

Transportation Improvement Program. Staff provides assistance for these activities as well as serving on an ATP Committee that makes Enhancement Project funding recommendations.

Executive Director Winckler serves on an ATP committee that has been given the task of working on a new road and bridge project scoring system. The scoring system includes both a "technical score" and a "regional significance" score.



**HIGHWAY 15 COALITION**

During 2004, the Commission took a lead staff position for a committee that is working at establishing a Highway 15 Coalition along the highway's entire length. Organizational meetings as well as two public informational meetings have been held.

At one of these meetings, Mn/DOT presented information on the highway and gave information on the long-term goals for the roadway. By the end of 2004, the committee was on the verge of formalizing the Coalition.

Staff has also worked on assisting the City of New London with a State Highway 23 and State Highway 9 Intersection Official Mapping Project.

Mn/DOT is interested in

acquiring the right-of-way adjacent to this intersection in order to build an overpass after County State Aid Highway 40 is realigned in the future.

The Official Mapping Project creates a formal process to work with the residents affected by the future transportation process. Official Mapping Projects will most likely be increasingly used in the future as a means to inform landowners of anticipated transportation projects.

### Transportation Activities

Commission staff was also active in the following transportation activities during the 2004 calendar year:

- The intersection of U.S. Highway 12 and State Highway 15 was identified as a primary area of concern during this year's update to Dassel's Comprehensive Plan.
- MMDC staff participated in a U.S. Highway 71 and State Highway 23 corridor study north of Willmar. Land use patterns and increasing transportation growth ultimately led to the recommendation of developing two full intersections with bridges and closing some access points.
- By the end of 2004, MMDC staff had the first draft of the Kandiyohi County Roadway Jurisdictional Study completed. This project is being coordinated through the Kandiyohi County Highway

Department. The primary purpose of the project is to examine Kandiyohi County's roadway network and to make recommendations on where roadway jurisdictions should change control.

- MMDC served as a member of the Kandiyohi Area Transit (KAT) Operation Committee.
- MMDC worked with Mn/DOT to process functional classification changes on a case-by-case basis.
- MMDC prepared a number of comprehensive plans that included transportation goals and implementation steps.
- MMDC attended Transportation Planners meetings with other Regional Development Organizations throughout the year. These quarterly meetings allowed the planners to share information and coordinate planning efforts.
- MMDC participated in this past year's ATP Enhancement Committee project review process.
- MMDC staff worked with various citizens on answering a number of key transportation issues and concerns.

## Grant Administration Services

The Mid-Minnesota Development Commission has successfully administered a number of Small Cities Development Program (SCDP) grants through the years.

In the calendar year of 2004, there were five SCDP projects that were in all different stages of completion. These projects were for the cities of Cosmos, Sacred Heart, Renville, and two projects in Buffalo Lake.

Funding for the program comes from the U.S. Department of Housing and Urban Development (HUD) and is administered at the State level by the Minnesota Department of Trade and Economic Development.

The cities of Grove City, Cosmos, Sacred Heart, and Renville have all received SCDP funds for providing housing rehabilitation to low- and moderate-income households.

The cities of Stewart and Buffalo Lake have received SCDP funds for both housing rehabilitation and public facilities improvements.

In addition to Buffalo Lakes own SCDP grant program, the MMDC is also assisting Renville County with administering SCDP funds that will assist commercial businesses with tornado recovery efforts in the community.

The MMDC provides this SCDP grant administration service to provide funded communities with experienced grant administrators and rehabilitation specialists. The contracted assistance relieves the local units of government of the staggering amount of required paperwork.

The MMDC has four persons who are state certified building inspectors and are trained in the necessary rehabilitation standards that are used for the program. Other MMDC personnel are involved in the financial and project administration of the program.

## MMDC Receives National Award

The Mid-Minnesota Development Commission received a National Association of Development Organizations (NADO) Innovation Award in 2004.

The NADO Innovation Award Program annually recognizes NADO members for their work in community, economic, and human development. The award program began in 1986 with the goal of sharing information about innovative programs and projects in rural America.

The award MMDC received was part of the 62 Innovation Awards that NADO awarded this past year through an application process.

MMDC submitted the award application on behalf of Kandiyohi County and itself for the work of the Aggregate Task Force.

Recent development pressures

have often created tension between the public and the aggregate community. To formally examine this issue, the Kandiyohi County Board created an Aggregate Task Force and had MMDC facilitate the conflict resolution process.

Over a six-month period, task force members were provided

reading material, guest lectures, and site visits. They were then asked to create a balanced aggregate ordinance.

The completed ordinance was adopted by the County Board with minimal disapproval from the public or the industry.



Kandiyohi County Aggregate Task Force members take a bus tour of area mining operations.

## Economic Development Assistance and Revolving Loan Fund

The Mid-Minnesota Development Commission's economic development program is designed to assist local units of government and businesses in the Region with activities that create or support the creation of jobs and investment.

Program activities are funded by a grant from the U.S. Department of Commerce, Economic Development Administration, and the local tax levy. The Commission operates a \$1.4 million Revolving Loan Fund program within the Region's four counties.

Two separate advisory committees assist the Commission with the economic development activities. The first committee provides recommendations to the Commission on the priorities and goals of economic development in the Region. The second advisory committee reviews and makes recommendations on the Commission's Revolving Loan Fund program.

A major portion of the staff time in economic development is devoted to technical assistance and administering the Revolving Loan Fund.

Businesses, individuals, and governmental units can request and receive economic, development technical assistance. Requests range from business assistance information to business finance analysis, infrastructure improvements, tax increment financing, and grant and loan writing.

The Revolving Loan Fund was established to assist businesses within the Region with gap financing. Businesses must be deemed viable and involve job creation or retention.

Loans are made for working capital, land, buildings and equipment. Loan amounts range from \$5,000 to a maximum of \$100,000.

The Revolving Loan Fund was originally capitalized primarily through Economic Development Administration funds, but also includes funds from the four counties, the State of Minnesota, the Southwest Minnesota Foundation and from the Mid-Minnesota Development Commission.

### Economic Development Activities

Economic development activities during the past fiscal year include:

- Provided technical assistance on the State of Minnesota Job Opportunity Building Zone (JOBZ) Initiative.
- Continued to serve as the fiscal agency, and provided technical assistance, to the West Central Growth Alliance.
- Authored annual update of the



Comprehensive Economic Development Strategy as required by the federal Economic Development Administration (EDA).

- Received invitation and authored Economic Development Planning Grant Application. The application was approved and funded.
- Attended EDA training conference in Washington D.C. to be informed on new developments.
- Provided ongoing technical assistance to Buffalo Lake regarding its tornado recovery efforts through the use of State of Minnesota funds.
- Staff served as a co-chair of a Kandiyohi County Economic Development Partnership Revolving Loan Fund Committee.
- Staff gave a presentation to a business capital seminar for Kandiyohi County.
- Staff served on Ridgewater College's Small Business Advisory Committee.
- Approval was given to two Commission Revolving Loan Fund loans and the RLF received ongoing management.
- Staff provided technical assistance to the City of

(continued on page 11)

# Fiscal Report

## Revenue and Expenditure Summary Fiscal Year 2004

### Revenues

FEDERAL		\$ 970,940
Economic Development Administration	\$ 54,701	
HHS – Area Agency on Aging	637,286	
Department of Employment & Economic Development	<u>278,953</u>	
STATE		\$ 175,933
Agricultural Credit	\$ 23,192	
Department of Transportation	50,000	
State Nutrition	84,713	
State LTC/SLL I&A	<u>18,028</u>	
LOCAL		\$ 660,813
Property Taxes	\$ 197,023	
Interest Earnings	5,666	
In-kind	14,821	
Building Inspections	175,019	
Revolving Loan Fund – Administration	30,000	
Small Cities Repayment Monies	15,611	
Technical Assistance Contracts/ Miscellaneous	68,785	
Other	<u>153,888</u>	
TOTAL REVENUES		<u>\$1,807,686</u>

### Expenditures

PERSONAL SERVICES	\$ 461,344
SUPPLIES & PRINTING	15,894
COMMUNICATIONS	16,536
DIRECT CONTRACTS	918,262
SERVICES	37,693
TRAVEL & TRAINING	49,593
COMMISSION	16,494
INDIRECT	198,819
IN-KIND	17,425
TOTAL EXPENDITURES	<u>\$1,732,060</u>

## Current Budget Summary Fiscal Year 2005

### Revenues

FEDERAL		\$ 756,710
Economic Development Administration	\$ 52,628	
HHS – Area Agency on Aging	568,850	
Department of Employment & Economic Development	<u>135,232</u>	
STATE		\$ 158,578
Agricultural Credit	\$ 21,032	
Department of Transportation	50,000	
State Nutrition	76,008	
State LTC/SLL I&A	<u>11,538</u>	
LOCAL		\$ 689,028
Property Taxes	\$ 202,968	
Interest Earnings	2,000	
In-kind	1,669	
Building Inspections	291,520	
Revolving Loan Fund – Administration	30,000	
Technical Assistance Contracts	142,770	
Other	<u>18,101</u>	
TOTAL REVENUES		<u>\$1,604,316</u>

### Expenditures

PERSONAL SERVICES	\$ 564,831
SUPPLIES & PRINTING	15,376
COMMUNICATIONS	19,150
DIRECT CONTRACTS	596,471
SERVICES	82,337
TRAVEL & TRAINING	64,705
COMMISSION	14,917
INDIRECT	207,881
IN-KIND	1,669
CAPITAL OUTLAY	9,000
VOLUNTEERS AND OTHER USES	4,810
TOTAL EXPENDITURES	<u>\$1,581,147</u>

## Economic Development *continued*

Hutchinson-Housing Redevelopment Authority for home rehabilitation efforts.

- Staff assisted with a multi-cultural marketplace survey for

the City of Willmar.

- Staff attended a two day Economic Development Forum in Bemidji sponsored by the federal EDA on current devel-

opments.

- Staff served as an ex-officio member of Kandiyohi County Economic Development Partnership Operations Board.

## Commission Members

### **Kandiyohi County Representatives**

DuWayne Underthun, Chairperson .....Townships  
Gene Anderson .....Municipalities  
Les Heitke .....City of Willmar  
Dennis Peterson .....County

### **McLeod County Representatives**

Roger Schmidt .....Townships  
Charles Warner .....Municipalities  
Bill Arndt .....City of Hutchinson  
Sheldon Nies .....County

### **Meeker County Representatives**

Archie Peters .....Townships  
Vernon Madson .....Municipalities  
Ron Kutzke .....County  
Sherron Reilly .....Public Interest  
Richard Brooks, Vice-Chairperson .....Public Interest  
Dorothy Lindstrom, Treasurer .....Public Interest

### **Renville County Representatives**

Delbert Wetzel .....Townships  
Ronald Degner, Secretary .....Municipalities  
John Stahl .....County  
Richard Loftness .....Public Interest  
James Schafer .....Public Interest  
Francis Schweiss .....Public Interest

## Commission Staff

Executive Director .....Donn Winckler  
Office Manager .....Kristen Rosenboom  
Financial Director .....Sue Gimse  
Aging Program Director .....Kate Selseth  
Senior Outreach Specialist .....Taryn Sietsema  
Economic Development Director .....Les Nelson  
Community Development Director ...Matthew Johnson  
GIS Planner .....Rick Moore  
Planning & Administrative Assistant ...Kim Hawkenson  
SCDP Grants Administrator/  
Building Inspector .....Bernard "Butch" Schulte  
Building Inspector .....Jim Solheid  
Building Inspector .....Mike Jacobson

RETURN SERVICE REQUESTED

Mid-Minnesota Development Commission  
333 Sixth Street Southwest, Suite 2  
Willmar, MN 56201-5615

PRESORT STANDARD  
U.S. POSTAGE PAID  
PERMIT NO. 478  
WILLMAR, MN 56201