

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)  
JOINT OPERATIONS BOARD OF DIRECTORS (OB) MEETING  
MINUTES  
November 9, 2017  
EDC Office, Willmar

Present: Art Benson, Rollie Boll, Donna Boonstra, Gary Gilman and Les Heitke (via phone)

Excused: Robert Carlson and Kelly TerWisscha

Ex Officio: Roger Imdieke and Bruce Peterson

Staff: Aaron Backman, Executive Director and Connie Schmoll, Business Development Specialist

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

President Donna Boonstra called the meeting to order at approximately 11:00 a.m. and declared a quorum was present.

AGENDA—Added to the Agenda was Correspondence and added to the Consent Agenda under Approve was item 6. Payment of a bill from REDstar Creative for \$2,970.01.

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

CONSENT AGENDA—

- Approve:
1. Minutes of October 12, 2017 meeting
  2. Financial reports as of October 31, 2017
  3. Entering into an Agreement for Professional Services with EsseX Capital, LLC for membership in the Community Venture Network and pay the membership fee of \$2,125 as budgeted
  4. Addition of Brittany VanDerBill to the Marketing and Public Relations Committee
  5. Payment of invoice from James M. Ruff, Inc. for \$3,790 for the 2016 audit as budgeted
  6. Payment of invoice from REDstar Creative in the amount of \$2,970.01

- Accept:
- Committee/Subcommittee Minutes
1. Ag Marketing Subcommittee 7/12, 8/16 and 9/13/2017
  2. Broadband and Advanced Technology 10/2/2017
  3. Business Retention and Expansion/Recruitment 10/6/2017
  4. Finance 10/10/2017
  5. Marketing and Public Relations 9/25/2017

Aaron Backman noted the charges related to the Highway 23 Coalition on the REDstar bill will be reimbursed by the Coalition in the amount of \$1,250.01.

Correspondence. Backman noted two board members' terms are ending at year end, Gary Gilman and Kelly TerWisscha. Backman has met with both board members and TerWisscha would like to be reappointed. Backman read a letter from Gilman that stated he is resigning from this board at the end of this term. Mayor Calvin has been notified and the City of Willmar will make a recommendation to the Joint Powers Board for his replacement.

IT WAS MOVED BY Rollie Boll, SECONDED BY Donna Boonstra, to accept with regrets the resignation of Gary Gilman and thank him for his service. MOTION CARRIED.

#### PROGRESS REPORTS

Willmar/Willmar Industrial Park. Bruce Peterson reported he is working with Buhler and ISCO, Inc. on acquisition of property in Willmar Industrial Park; a closing will be scheduled soon. Employment projections are being revised to meet the requirements of the Business Subsidy Agreement. The Legacy on First project was approved for a tax increment financing district. It was noted that substandard properties will be redeveloped to a professional level and will generate real estate taxes. A meeting has been set between the City of Willmar and MinnWest Technology Campus for the city to take over ownership of the building that houses Mid-Central Research and Outreach Center. The Wye project is moving ahead slowly. Backman stated the Joint Powers Board approved the EDC paying up to \$15,000 for surveying activities for the Wye project. The City of Willmar continues to move forward with Carris Health and approval of the leases has been recommended. Carris Health will take over the current debt from the City of Willmar. The City of Willmar is protected through the lease with Carris Health, which has a 30-year term. Carris Health has the right to pursue ownership of Rice Memorial Hospital after that term and if it pays the debt, but a public vote would be required. Carris Health is pledging a \$60 million investment over the next 30 years. An open house on the new master plan for the Willmar Airport will be held November 16, 2017 from 4:00-6:00 p.m.

[Art Benson joined the meeting.]

Roger Imdieke stated with the new master plan, County Road 116 would be closed when the runway would need to be extended. Backman reported the county continues to move forward with its portion of the Wye project. Imdieke stated both permits for the county and the Minnesota Department of Transportation (MnDOT) were approved. Peterson stated the city and county have been consistent on their approach and working together to protect each other's interests. Backman received updated financials from Preservation Alliance of Minnesota as to Historic 313 on Fourth Street. Backman gave an update on the renovations being done at Historic 313 on Fourth Street.

Backman reported Aspen Dental was to open this week. B40 Country Grill & Burger Joint will open this week in the Kandi Mall. RockStep Capital is still working on the former K-mart area in the mall and Book World will be closing. Midtown Plaza's renovations are 90% complete.

Glacial Ridge Hospitality. Backman reported Glacial Ridge Hospitality held a groundbreaking ceremony on October 25 with approximately 150 attending. Rollie Nissen attended on behalf of the EDC. The old clubhouse has been demolished and the project is moving forward with plans to open by the 2018 Governor's Fishing Opener.

Highway 23 Coalition. Backman reported approximately 85 attended the Transportation Rally. Commissioner Zelle was pleased with the Rally. The Coalition currently has 55 members with 15 units of government—4 counties, 9 cities and 2 townships. Imdieke stated he is impressed with the support of the communities in Stearns County. Imdieke attended the Minnesota Transportation Alliance meeting yesterday, which had a good turnout, and noted Highway 23 is on the radar. Les Heitke suggested membership be pursued with the company that transports the wind turbines. Backman has contacted Anderson Trucking. Imdieke suggested contacting Blatner Construction. The Highway 23 Coalition board met this morning and received a presentation by Patrick Wiedemann of MnDOT on the Corridors of Commerce selection process. Backman invited the board to attend a meeting December 15, 2017 from 9:00 a.m.-12:30 p.m. at the MnDOT District 8 office on the Corridors of Commerce.

Business Visits and Meetings. Connie Schmoll reported Happy Family Asian Grocery is enrolled in the STARTUP Boot Camp at WORKUP. Schmoll is also attending the Boot Camp this week with West Central Ag Sales. Schmoll, Backman and Boonstra reported on a bus tour they participated in with Vision 2040 to Mason City, Iowa. The purpose was to obtain information on its BlueZones designation and resulting activity. Several Mason City businesses are enrolled in the BlueZones program. The return trip included a tour of the SPAM Museum in Austin and a dinner with two speakers on Austin's Vision 2020 program and Human Rights Commission. Schmoll has met with several potential businesses and is assisting businesses looking for a location. Schmoll visited Rohner's Auto Parts and Minnesota Trapline Products concerning their broadband issues. Schmoll and Boonstra attended Blandin Foundation's Border-to-Border Conference where it was discussed that it will take community investment to obtain fiber. Schmoll and Boonstra are following up with two providers about possible broadband projects in Kandiyohi County. Schmoll is in contact with Community Venture Network on businesses locating to the area.

Backman reported he participated in the Chamber's Public Policy Committee meeting; had meetings with the Bush Foundation on possible projects in the area; and attended the Entrepreneurship Summit in Fergus Falls this week. He will attend the University of Minnesota Showcase this afternoon and a county hearing on the local options sales tax.

Peterson reported 15<sup>th</sup> Street Flats received approval for funding from Minnesota Housing Finance Agency. A kickoff meeting with Willmar city staff will be held November 30<sup>th</sup>.

#### UNFINISHED BUSINESS—

Partial use of tourism development funds approved by Joint Powers Board. Backman reported the Joint Powers Board approved cashing in the Certificate of Deposit when it matures and using a portion of the funds as follows: \$5,000 for a silver Walleye sponsorship in the 2018 Governor's Fishing Opener and \$ 3,750 for the Willmar Lakes Area Convention & Visitors Bureau to purchase and install three bike trail signs. Imdieke stated the Middle Crow Watershed District is looking at

the county's water trails, which was the reason for not doing the kayak launches or signage. Backman presented a quote of \$4,266 (see attached) to replace the county billboard at Raymond and suggested a maximum of \$2,250 from the Tourism Development Account be used. The billboards were initially purchased by the Kandiyohi County Rural Development Finance Authority's Tourism Committee. Board members questioned whether the Willmar Lakes Area Convention & Visitors Bureau (CVB) has a long-term maintenance plan for the billboards and asked that discussion continue after more information is obtained from the CVB.

#### NEW BUSINESS—

Policies and Procedures Manual amended by Joint Powers Board. Backman reported the Joint Powers Board revised the Policies and Procedures Manual (see copy attached). The most significant change was that members of this board whose terms are expiring will remain on the board until their replacement is appointed.

#### COMMITTEE REPORT

Agriculture and Renewable Energy Development. Schmoll reported the committee did not meet in October. The most recent *IMPACT* magazine featured local agriculture. Copies of the magazine are available for anyone who would like a copy. Schmoll wrote a letter to the editor on the magazine. Rollie Boll reported the Ag Marketing Subcommittee is working on an event for next year.

Broadband and Advanced Technology. Schmoll reported an invite is being extended to two companies to see if they have an interest in providing fiber to Kandiyohi County. The committee passed a motion to commit \$1,000 for a financial partnership in a coalition for broadband public policy efforts to raise public awareness of the importance of broadband in greater Minnesota. Imdieke suggested Glenn Otteson be asked to join this committee.

[Roger Imdieke was excused from the meeting.]

IT WAS MOVED BY Rollie Boll, SECONDED BY Art Benson, to ratify the Kandiyohi County and City of Willmar Economic Development Commission's Broadband and Advanced Technology Committee's contribution of \$1,000 toward a broadband coalition to be taken from the countywide business development line of the 2017 budget. MOTION CARRIED.

Business Retention and Expansion/Recruitment. Backman reported the committee heard a presentation by Cathy Baumgartner of Central Minnesota Jobs & Training Services at its November meeting. In particular, she spoke of a Career Pathway grant for youth and requested a letter of support from the EDC.


Finance. Construction is moving forward on Coffee & More's location in Spicer. The committee will not meet in November.

**Marketing and Public Relations.** The third banner on growing Industrial Development was shown and will be used at future tradeshows. The EDC has received compliments on the article in the *Business In Focus* magazine. Backman reported a landing page for the Highway 23 Coalition was created for the EDC's website.

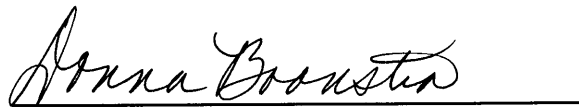
**Leisure Travel.** Art Benson reported the committee toured the Atwater Historical Society and the meeting was held at the Atwater City Offices. The committee discussed its marketing efforts. Willmar hosted a hockey tournament and the Elks' mid-state convention. Gilman noted the Willmar Elks is one of the oldest chapters of the organization in the state. Schmoll stated Willmar also hosted the American Legion's annual conference.

**NEXT MEETING**—The next board meeting is **11:00 a.m., Thursday, December 14, 2017**, at the EDC Office, Willmar.

**ADJOURNMENT**—There being no further business, the meeting was adjourned at approximately 1:00 p.m.

  
Art Benson, Secretary

APPROVED: 12/14/2017:

  
Donna Boonstra, President



919 First Street S • Willmar, MN 56201  
 Phone 320-235-8055 • Phone 320-235-7411  
 PrintMastersofWillmar.com • QuickSignsofWillmar.com



**Estimate**

DATE	ESTIMATE NO.
11/7/2017	1108

NAME / ADDRESS
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Willmar Lakes Area Conv. & Vis. Bureau 2104 Hwy 12 E Willmar, MN 56201
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DESCRIPTION	QTY	TOTAL
Replace 6' x 20' single-sided "Welcome To Kandiyohi County" billboard and structure in Raymond that was damaged by windstorm. Price includes new 6" x 6" green treated poles, 2" x 6" green treated boards, green treated plywood, aluminum substrate, printed graphics and installation. Does not include design charges, permit fees or sales tax if applicable.	1	4,266.00

Phone #	Fax #	E-mail	Web Site
320-235-7411	320-235-7149	signs@quicksignsofwillmar.c...	QuickSignsofWillmar.com



**Kandiyohi County & City of Willmar**  
**ECONOMIC DEVELOPMENT COMMISSION**

# **POLICIES AND PROCEDURES MANUAL**

## **PROPOSED CHANGES**

**ADOPTED BY JOINT OPERATIONS BOARD 2/14/2013**  
**RATIFIED BY JOINT POWERS BOARD 4/25/2013**

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**RECEIPT AND ACKNOWLEDGMENT OF  
KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION  
POLICIES AND PROCEDURES MANUAL**

This Policies and Procedures Manual is an important document intended to help you become acquainted with the Kandiyohi County and City of Willmar Economic Development Commission, (EDC). This Manual will serve as a guide; it is not the final word in all cases. In the case of a conflict, the Bylaws govern. The contents of this Manual may be changed at any time at the discretion of the EDC boards. Please read the following statements and sign below to indicate your receipt and acknowledgment of the Manual.

I have received and read a copy of the Manual. I understand the policies, rules and the benefits described in it are subject to change at the sole discretion of the EDC at any time. I understand that this Manual replaces all other previous manuals for the EDC.

I understand that should the content be changed in any way, the EDC may require an additional signature from me to indicate that I am aware of and understand any new policies.

Printed Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**I.**  
**GENERAL INFORMATION**

A. **INTENT.** The Kandiyohi County and City of Willmar Economic Development Commission (EDC), acting through its Joint Powers Board of Commissioners (Joint Powers Board) and its Joint Operations Board of Directors (EDCOB), recognizes the need for written policies and procedures that will assure continuity of function, both internal and external, and will serve to:

Give direction to officers, board members, committees and staff in carrying out the mission of the organization.

Policies shall be a declaration of intent and an adoption of a course of action by the EDC Joint Powers Board and the institution of policy shall be a function of the Board of Commissioners. Commissioners, directors, committees and staff personnel shall implement and execute the requirements of policy.

B. **MISSION STATEMENT.** To be a catalyst for economic growth of the greater Kandiyohi County area.

C. **VISION STATEMENT.** To provide visionary economic development leadership creating growth, prosperity, innovation, international competitiveness and enhanced quality of life.

D. **PURPOSE.**

1. Provide leadership for an effective volunteer network that will act as both liaison and enabler developer between industry and communities within the county.
2. Develop an effective and varied method of marketing the county and communities within.
3. Develop a means to retain existing industry, including an ongoing communication with industries.
4. Develop a means to assist existing industry to expand and new industry start up.
5. Develop target markets and contact industry outside of the county.
6. Set up long-term economic plan.
7. Facilitate educational opportunities in economic development for board members, volunteers, local community leaders and local industries.
8. Promote and administer the Revolving Loan Fund, the Industrial Initiatives Loan fund, the Entrepreneurs' Loan Guarantee Program and other finance vehicles.

E. **GOALS.**

1. **Five-Year.** Five-year goals shall be established or reviewed at a planning session of the EDC boards at least every five years. (see Appendix C)
2. **Annual.** Annual goals shall be established at a planning session each calendar year. (see Appendix D)

## II. BOARDS

A. **EDC JOINT POWERS BOARD MEMBER TERMS AND APPOINTMENTS.** The EDC Joint Powers Board of Commissioners shall consist of six members. Each member shall be appointed to serve for three years or until a successor is appointed and qualified. Kandiyohi County and the City of Willmar shall each appoint three elected representatives to serve on the EDC. Any vacancy must be filled for the unexpired term in the manner in which the original appointment was made. A vacancy shall occur when a member is no longer an elected member of the County Board of Commissioners or the Willmar City Council. **In the case of a conflict, the Joint Powers Agreement governs** (see Appendix B).

B. **EDC JOINT OPERATIONS BOARD MEMBER TERMS AND APPOINTMENTS.** The EDCOB shall consist of seven members. The EDCOB shall be appointed by the EDC Joint Powers Board of Commissioners and shall include representation from communities throughout the county, education providers, business and consumer groups. The terms of the EDCOB shall be for three years **or until their replacement is appointed**, ~~it being provided however, that in the first year of appointment a sufficient number of members shall be appointed to one- and two-year terms to assure that no more than five members' terms expire in any given year.~~ The EDCOB members shall be limited to three full three-year terms. **In the case of a conflict, the Bylaws Joint Powers Agreement governs** (see Appendix B ~~E~~).

C. **REMOVAL.** Board members may be removed by the appointing board(s) for inefficiency or neglect of duty, or misconduct in office, a board member may be removed by the governing body of the municipality. The board member must be given a copy of the charges at least 10 days prior to a hearing at which the board member has the opportunity to be heard in person or by counsel. When charges in writing have been preferred against a board member, pending final action thereon the governing body may temporarily suspend the board member. If it is found that those charges have not been substantiated, the board member shall immediately be reinstated to the board. When any board member is removed, a record of the proceedings, together with the charges and findings thereon, shall be filed.

D. **LIABILITY.** Board members shall have no personal liability for corporate obligations of the EDC Joint Powers Board or EDCOB or the methods of enforcement and collection thereof. **In the case of a conflict, the Bylaws govern** (see Appendix E).

E. **CONFLICTS OF INTEREST.** Board members shall avoid real or apparent organizational conflicts of interest. No board member shall be an officer, employee, director, shareholder or member of any corporation, firm or association with which the EDC has entered into any operating or lease agreement. This section shall not apply to the deposit of funds of the agency in any bank in which a board member shall have an interest, if the funds are deposited and protected in accordance with M.S.A. § 118A (see Appendices F and G).

In instances other than those covered by the above paragraph, where a board member has a real or apparent conflict of interest, that board member shall declare the conflict of interest for the record and shall abstain from any vote or discussion of the matter.

F. **CONFIDENTIALITY.** Confidentiality is essential to economic development work. Verbal and/or written information received by board members concerning individuals and/or businesses working with the EDC must be kept confidential unless authorization is obtained from the businesses or individuals to release information for public dissemination.

### III. COMMITTEES

A. **STANDING COMMITTEES.** The following standing committees are set forth by the EDCOB and reviewed annually:

Agriculture and Renewable Energy Development  
Broadband and Advanced Technology  
Business Retention and Expansion/Recruitment  
Finance  
Marketing and Public Relations

Each standing committee shall include an EDCOB member, who shall report to the EDCOB. A chairperson shall be appointed annually.

B. **SUBCOMMITTEES AND SPECIAL COMMITTEES.** Subcommittees and special committees may be determined by the boards of directors as they deem fit. Each subcommittee and special committee shall be composed of a chairperson and members who shall report to the EDC Joint Powers Board and/or EDCOB.

C. **MEMBER TERMS AND APPOINTMENTS.** Committee members shall be appointed by the EDCOB to serve for a term of one year or for as long as they agree to serve. The appointment of committee members shall be made to reflect representation of the entire county by population.

D. **REGULAR MEETINGS.** Committee chairpersons shall call regular meetings of the committees at least quarterly or more often as needed. Written notice stating the place, day and hour of the meeting shall be sent to the members.

E. **ANNUAL MEETINGS.** Committee chairpersons shall call annual meetings within a reasonable time following January 1 of each year. At this meeting, committees shall set their goals and plan for the calendar year.

F. **QUORUM.** At all committee meetings a majority of the members shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of a majority of the members present at any meeting in which there is a quorum shall be the act of the committee.

G. **REMOVAL.** Committee members may be removed by the appointing board(s) for inefficiency, neglect of duty or misconduct. Members who are absent three meetings in a row may be eliminated from the committee by EDCOB action.

H. **COMPENSATION.** Committee members shall receive no compensation for serving on a committee.

I. **BUDGET PREPARATION.** The annual budget expenditures for each committee shall be prepared by the chairperson and Executive Director upon receipt of the annual committee budget set by the EDCOB and submitted to the EDCOB for approval.

J. **EXPENSE REIMBURSEMENT.** Committee members can be reimbursed for their expenses per the Expense Reimbursement Guidelines adopted by the EDCOB. (see Appendix H)

#### IV. OTHER POLICIES

A. **ANNUAL LEVY.** The EDC Joint Powers Board will submit a proposed levy amount to the Kandiyohi County Auditor/Treasurer by September 15 of each year.

B. **BUDGET PREPARATION.** An annual budget shall be prepared by the Executive Director with assistance from the President and the Treasurer using the following time lines:

1. Submit single preliminary levy amount to the EDC Joint Powers Board no later than September 1.
2. Final budget approved by EDCOB at its October board meeting.
3. Present final budget to the EDC Joint Powers Board after it is approved by the EDCOB, but no later than the EDC Joint Powers Board's October board meeting.

C. **APPROVAL OF BUDGETED EXPENDITURES.** Budgeted expenditures that do not exceed \$1,000 accumulative in one month may be paid without prior approval of the board, but a list of these bills paid will be presented to the board at each meeting.

D. **REPORTS TO EDC JOINT POWERS BOARD.** Oral and/or written reports on EDCOB activities shall be presented to the EDC Joint Powers Board at least ~~monthly~~ **quarterly**.

E. **JOB DESCRIPTIONS.** A current job description shall be on file for every staff member. Job descriptions shall be reviewed annually.

F. **FEDERAL TRADE COMMISSION RED FLAG RULES.** The EDC will comply with the Federal Trade Commission's Red Flag Rules, which require businesses and organizations to implement a written identity theft prevention program. The EDC has identified itself at low risk for identity theft because there is little confidential data retained at the EDC and files containing confidential information are kept within easy sight of employees and are locked in a secure location when the office is unattended. Additionally, the EDC infrequently is requested to supply confidential information nor does it regularly request and retain such information. Also, the EDC is generally familiar with its customers and rarely receives or provides confidential information to those unfamiliar with the organization. The EDC has identified the following items that could contain confidential information, such as names, address, birthdays, social security numbers, federal ID numbers: corporate books, loan program binders and personnel binder. This information is not released without specific written authority of the individual and/or business. The policy of identification protection states that all files containing the confidential information identified above will be locked in a secured location when the office is unattended. The Executive Director and Assistant Director are designated to administer the program and train other employees on the policy. This policy will be reviewed and tested annually. Should a red flag or other identification of theft occur, the staff member involved will make a written documentation of the occurrence and supply the documentation to the designated staff person responsible for responding to Red Flags (the executive in charge of administration). The policies and procedures under this section are required to be modified if any indication of identity theft or other Red Flag Rule violation occurs.

G. **DATA PRIVACY POLICY.** The EDC adopts the Government Data Practices Act, Minnesota Statutes, Chapter 13, as amended.

H. **FINANCIAL POLICIES.** The EDC adopts the most recent Financial Policies of Kandiyohi County (see Appendix I).

I. **CREDIT CARD POLICY.** The EDC adopts the most recent Credit Card Policy of Kandiyohi County (see Appendix J).

J. **POLICY ADOPTION, AMENDMENT OR REPEAL.** Policies may be adopted, amended or repealed by the EDCOB at any regular meeting. The date a policy is adopted, amended or repealed shall be included for each policy.

**V.**  
**PROGRAMS**

A. **FUNDING REQUESTS AND GUIDELINES.** Funding requests shall be processed by a Committee and the EDCOB in accordance with the guidelines adopted by the EDC boards (see Appendix K).

B. **INDUSTRIAL INITIATIVES LOAN PROGRAM OPERATION**

1. **Operation.** The Industrial Initiatives Loan Program should be operated in accordance with the Manual adopted March 10, 1998 and amended December 14, 1999, May 14, 2001 and June 11, 2001 (see Appendix L).
2. **Transfer From Willmar Opportunities, Inc.** The Kandiyohi County Economic Development Partnership, Inc. (KCEDP), at its January 9, 1990 meeting, officially accepted the transfer of the Industrial Initiatives I and II programs as of January 1, 1990.

C. **ENTREPRENEURS' LOAN GUARANTEE PROGRAM OPERATION.**

1. **Operation.** The Entrepreneurs' Loan Guarantee Program should be operated in accordance with the Manual adopted October 14, 2004 (see Appendix M).

D. **REVOLVING LOAN FUND.**

1. **Operation.** The Revolving Loan Fund program should be operated in accordance with the Manual adopted by the Kandiyohi County Economic Development Partnership, Inc. Board November 10, 1998 and adopted by the EDC Joint Operations Board on 5/13/2010 and ratified by the EDC Joint Powers Board on October 28, 2010 (see Appendix N).

E. **BOND POLICY.** The EDC will act as a conduit bond issuer in accordance with the Bond Policy adopted May 10, 2007 (see Appendix O).





## **APPENDIX**

The following pages contain copies of the  
original documents for the establishment of the EDC

**A MASTER COPY OF THE POLICIES AND PROCEDURES MANUAL, INCLUDING ORIGINALS OF THE APPENDICES  
WILL BE MAINTAINED AT THE EDC OFFICE**

Appendix

Minnesota Senate Bill, S.F No. 1505, 3<sup>rd</sup> Engrossment: 83<sup>rd</sup> Legislative Session  
(2003-2004), Article 12, Section 30..... A

Joint Powers Agreement, Kandiyohi County and City of Willmar Economic Development Commission  
Dated: July 1, 2003. .... B

Five-Year Goals (2011-2015). .... C

Annual Goals. .... D

Amended Bylaws  
Dated: ~~January 23, 2014~~ **July 23, 2015**. .... E

Chapter 118A, Section 118A.02. Depositories; investing; sales, proceeds, immunity  
[Relative to section V, paragraph I, Conflicts of Interest]. .... F

Minnesota Statutes, Section 469.113. Conflict of interest  
[Relative to section V, paragraph I, Conflict of Interest]. .... G

Expense Reimbursement Guidelines. .... H  
Adopted March 8, 2012 by EDCOB and ratified April 26, 2012 by Joint Powers Board

Financial Policies of Kandiyohi County  
Adopted: April 2010. .... I

Kandiyohi County Credit Card Policy..... J  
Adopted: 3-03-09

Funding Request Guidelines and Application..... K  
Adopted: March 8, 2012 by EDCOB and ratified April 26, 2012 by Joint Powers Board  
**Revised: 8/14/2014 by EDCOB**

Industrial Initiatives Loan Program Manual  
Amended: November 12, 2009 by EDCOB. .... L

Entrepreneurs’ Loan Guarantee Program Manual  
Adopted: October 14, 2004 by EDCOB and 4/28/2005 by Joint Powers Board  
Revised: August 13, 2009 **and April 12, 2012** by EDCOB **and ratified 4/26/2012 by Joint Powers Board**. .... M

Revolving Loan Fund Manual  
Adopted May 13, 2010 by EDCOB and ratified October 28, 2010 by EDC Joint Powers Board  
**Revised: 2/13/2014 and 1/12/2016 by EDCOB and ratified 2/11/2016 by Joint Powers Board**. .... N  
[Kandiyohi County Economic Development Partnership, Inc. Board Adopted November 10, 1998]

Bond Policy. .... O  
**Adopted: 5/10/2007 by EDCOB and 7/26/2007 by Joint Powers Board**

Current EDC Joint Powers Board Member List..... P

Current EDCOB Member List. . . . . Q  
Past EDC Joint Powers Board Member List. . . . . R  
Past EDCOB Member List. . . . . S  
Sources of Information Used for Development of Policies and Procedures Manual. . . . . T