

**KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)**  
**JOINT POWERS BOARD OF COMMISSIONERS MEETING**  
**MINUTES**  
**July 25, 2019**  
**EDC Office, Willmar, MN**

Present: Julie Asmus, Marv Calvin (as substitute for Kathy Schwantes), Roger Imdieke, Harlan Madsen, Roland (Rollie) Nissen

Excused: Fernando Alvarado and Kathy Schwantes

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

Guest: Donna Boonstra

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

Vice Chairperson Roger Imdieke called the meeting to order at approximately 11:36 a.m. and declared a quorum was present. Vice Chair Imdieke welcomed Julie Asmus, who the Willmar City Council is recommending replace Andrew Plowman on this board.

IT WAS MOVED BY Rollie Nissen, SECONDED BY Marv Calvin, to accept the resignation of Andrew Plowman and appoint Julie Asmus to replace Plowman on the Kandiyohi County and City of Willmar Economic Development Joint Powers Board. All present voted unanimously in favor by roll call.

**AGENDA**—Added under New Business was entering into an engineering contract for broadband.

IT WAS MOVED BY Marv Calvin, SECONDED BY Rollie Nissen, to approve the revised Agenda. All present voted unanimously in favor by roll call.

**MINUTES**

IT WAS MOVED BY Harlan Madsen, SECONDED BY Julie Asmus, to approve the Minutes of the April 25, 2019 meeting of the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board of Commissioners as e-mailed. All present voted unanimously in favor by roll call.

**TREASURER'S REPORT**—Aaron Backman presented the financial reports for periods ending April 30, May 31 and June 30, 2019 and reviewed the most recent Balance Sheet and Profit & Loss Statement. Backman provided updates on the EDC's loan receivables and steps taken for the few loans that defaulted some time ago noting none were collectible. One loan under the Willmar Area

Multicultural Business Center (WAMBC) loan program is in default and will be taken to Conciliation Court for collection. Backman noted the Highway 23 Coalition reimburses the EDC for staff's mileage related to membership recruitment and for administrative time. Overall, expenses are within 95% of the budget. Harlan Madsen recommended time expended on behalf of the Highway 23 Coalition be monitored and staff's time respected as to EDC activities taking priority. Donna Boonstra informed the board that the Coalition has designated individuals in the northern and southern areas of the state to assist with membership recruitment. Board members recommended resources and expenses be shared by other Coalition members. Marv Calvin recommended that Backman travel with the Coalition to Washington, D.C. in 2020 as his absence this year was noticed.

IT WAS MOVED BY Harlan Madsen, SECONDED BY Rollie Nissen, to accept the Kandiyohi County and City of Willmar Economic Development Commission financial reports for periods ending April 30, May 31 and June 30, 2019, subject to audit. All present voted unanimously in favor by roll call.

#### **UNFINISHED BUSINESS**

**Lease Renewal Proposal from Willmar Elks Lodge.** Backman reviewed the revised Lease Agreement from the Elks (see attached). The current rent is \$1,800 per month (\$14.40 per square foot) and the proposed new Lease increases rent to \$2,000 per month (\$16 per square foot) all inclusive for five years.

IT WAS MOVED BY Rollie Nissen, SECONDED BY Marv Calvin, to approve the five-year Lease Agreement with Willmar Elks Lodge #952 at a rate of \$2,000 per month, all inclusive, and authorize the Executive Director to sign the agreement. All present voted unanimously in favor by roll call.

**Bylaw Change to Allow Remote Attendance.** Backman indicated at the April meeting, discussion was held on board members being able to attend meetings remotely. An opinion was received from attorney Brad Schmidt (see attached) and as the EDC is considered a unit of government, it is subject to open meeting laws and notice. Thus, board members must attend meetings in person to be considered present. Calvin noted this is a new ruling and it may be good to review it again in the future.

#### **NEW BUSINESS**

**Executive Director's Annual Review.** Vice Chair Imdieke reported he, Kathy Schwantes and Donna Boonstra reviewed a compilation of the performance reviews completed by the two EDC boards. Eight out of 14 review forms were returned. The review committee determined that Backman's overall performance met or exceeded expectations and recommended a 3% salary increase for 2020, which the Joint Operations Board also recommended.

IT WAS MOVED BY Harlan Madsen, SECONDED BY Rollie Nissen, to accept the 2018 annual performance review report of Executive Director, Aaron Backman; file the report in

his personnel file and approve a 3% salary increase for Backman as Executive Director of the Kandiyohi County and City of Willmar Economic Development Commission in 2020. All present voted unanimously in favor by roll call.

**Business Development Specialist Review and Position.** Backman reported he met with Connie Schmoll and conducted her annual performance review, which was very favorable. Based on the good review, Backman recommended Schmoll's total salary be increased by \$1,000 in 2019. In addition, Backman recommended Schmoll's title and job description be changed to Business Development Manager to reflect her current duties as outlined in the new Position Description (see attached).

IT WAS MOVED BY Marv Calvin, SECONDED BY Harlan Madsen, to approve an increase of \$1,000 to Connie Schmoll's 2019 salary and to change her title and job description to Business Development Manager, all of which shall be effective July 1, 2019. All present voted unanimously in favor by roll call.

#### **RATIFY ACTIONS OF JOINT OPERATIONS BOARD**

**Renewal of Certificate of Deposit at United Prairie Bank.** Vice Chair Imdieke reported at the May 9, 2019 meeting of the Joint Operations Board, it approved renewing a Certificate of Deposit held at United Prairie Bank.

IT WAS MOVED BY Rollie Nissen, SECONDED BY Julie Asmus, to ratify renewal of Certificate of Deposit No. 50110014245 at United Prairie Bank in the original amount of \$75,000 for 12 months at 2.14% interest. All present voted unanimously in favor by roll call.

**\$10,000 Grant to Kandiyohi County Area Family YMCA for Spicer Early Learning Center.** Vice Chair Imdieke reported at the May 9, 2019 meeting of the Joint Operations Board, it approved a \$10,000 grant to the Kandiyohi County Area Family YMCA for its new childcare center at the Green Lake Mall in Spicer. Schmoll noted the EDC boards determined childcare was a priority for 2019. If approved, Schmoll recommended the grant be paid in one year. Schmoll reported the YMCA met its current fund-raising goal of \$575,000 to do the build-out plus additional unexpected costs.

IT WAS MOVED BY Harlan Madsen, SECONDED BY Roger Imdieke, to approve a \$10,000 grant to the Kandiyohi County Area Family YMCA to be used for renovations at the Green Lake Mall for the new Early Learning Center in Spicer. All present voted unanimously in favor by roll call.

**Revolving Loan Fund Loan to K-Traps.** Vice Chair Imdieke reported at the June 13, 2019 meeting of the Joint Operations Board it approved a \$20,000 loan to K-Traps, Inc. Schmoll provided information on Shawn and Joy Henkel and K-Traps, Inc. and noted all loans have closed.

IT WAS MOVED BY Rollie Nissen, SECONDED BY Marv Calvin, to ratify a \$20,000 loan from the Kandiyohi County and City of Willmar Economic Development Commission's (EDC) Revolving Loan Fund Program to K-Traps, Inc. for equipment with a seven-year

amortization, interest at 6% and a third security position after Heritage Bank and Mid-Minnesota Regional Development Commission (MMDC). This approval is subject to the MMDC approving its loan, assignment of life insurance policies to the EDC on the lives of Shawn Henkel and Joy Henkel and approval of a loan by Heritage Bank. All present voted unanimously in favor by roll call.

**Revolving Loan Fund Loan to VP Enterprises, L.L.C.** Vice Chair Imdieke reported at the June 13, 2019 meeting of the Joint Operations Board it approved a \$38,000 loan to VP Enterprises, L.L.C. Schmoll provided information on Kenneth Proctor and Ryan Vatnsdal, owners of VP Enterprises, L.L.C. to purchase the former Erickson Plumbing & Heating of Blomkest. Closing of the loan will be held tomorrow, if approved.

IT WAS MOVED BY Julie Asmus, SECONDED BY Harlan Madsen, to approve a \$38,000 loan from the Kandiyohi County and City of Willmar Economic Development Commission's (EDC) Revolving Loan Fund Program to VP Enterprises, L.L.C. with a seven-year amortization, interest at 6% and a third security position after Home State Bank and Southwest Initiative Foundation (SWIF). This approval is subject to SWIF approving its loan, assignment of life insurance policies to the EDC on the lives of Kenneth Proctor and Ryan Vatnsdal and approval of a loan by Home State Bank. All present voted unanimously in favor by roll call.

**Amend 2019 budget.** Vice Chair Imdieke reported at its June 13, 2019 meeting, the Joint Operations Board approved increasing the Business Retention and Expansion/Recruitment Committee's 2019 budget by \$3,000 from reserves to cover expenses related to the production of a community video. Backman noted that during the boards' strategic planning session, an objective included the production of a community video about what makes this area attractive to prospective businesses and employees. Schmoll indicated businesses have requested something to use when recruiting workforce. The video will be shared with businesses for placement on their websites.

IT WAS MOVED BY Rollie Nissen, SECONDED BY Julie Asmus, to increase the Kandiyohi County and City of Willmar Economic Development Commission Business Retention and Expansion/Recruitment Committee's 2019 budget by \$3,000 from reserves for the production of a community video. All present voted unanimously in favor by roll call.

**Auditor Proposals.** Backman informed the board that Jim Ruff notified the EDC that he will no longer do audits, but will still be available for accounting services. As a result, requests for proposals were sent to four Willmar accounting firms for auditing the EDC's financial records for three years. Two proposals were received (see attached) and those two firms were interviewed by Backman, Joint Operations Board Vice Chair Kerry Johnson and Nancy Birkeland. Backman stated the two bids are fairly comparable and the recommendation is to accept the quote of Westberg Eischens.

IT WAS MOVED BY Marv Calvin, SECONDED BY Harlan Madsen, to accept the audit proposal of Westberg Eischens for 2018, 2019 and 2020. All present voted unanimously in favor by roll call.

**2020 Proposed Budget.** Backman presented the proposed 2020 budget with previous years' comparisons (see attached). Backman addressed the Joint Operations Board's concern about continued membership in WORKUP and reducing the EDC's membership to \$3,600 plus \$1,800 for scholarships for entrepreneurs to attend Startup Bootcamp.

IT WAS MOVED BY Marv Calvin, SECONDED BY Harlan Madsen, to approve the Kandiyohi County and City of Willmar Economic Development Commission's 2020 budget as presented with revenues of \$606,588 (tax levy of \$534,000) and expenses of \$606,227. All present voted unanimously in favor by roll call.

**EDC Telephone System.** Backman informed the board the EDC's telephone system was purchased in 2004 and was no longer working correctly and could not be fixed. Two estimates for new systems were obtained from Backes Technology Services, Inc. Staff discussed the two estimates and because calls were being lost, Backman approved the purchase of a new phone system and four phones, which were installed this week.

IT WAS MOVED BY Rollie Nissen, SECONDED BY Marv Calvin, to ratify the purchase of an IP Office IP500 V2 phone system and four Avaya IPO 1408 digital phones at a cost of \$2,702.34. All present voted unanimously in favor by roll call.

**Golden Shovel Opportunity Zone Marketing Proposal.** Backman provided information on the Opportunity Zone program.

[Calvin was excused from the meeting.]

Because of staff time constraints, Backman recommended engaging the services of Golden Shovel to market the county's Opportunity Zone. The estimate to develop a prospectus by Golden Shovel is \$18,500 (see attached). Golden Shovel could also develop a micro website at an additional cost of \$3,500. Backman noted that after 2019, the program's value decreases and he recommended marketing begin immediately. The board discussed the Opportunity Zone program and the benefits to the entire county. Backman stated Twin Cities urban areas have had the most attention and it is a challenge in greater Minnesota.

IT WAS MOVED BY Harlan Madsen, SECONDED BY Julie Asmus, to approve entering into a contract with Golden Shovel for Opportunity Zone marketing at a cost of \$18,500 to be paid from unreserved funds. Voting by roll call, Asmus and Madsen voted in favor and Imdieke and Nissen voted against. MOTION FAILED.

Imdieke and Nissen indicated the decision to market the Opportunity Zone should be with the city of Willmar. Backman stated he may bring the proposal to Willmar Main Street for funding consideration.

**Engineering Contract.** Schmoll provided information on presentations made to the townships of Dovre, Mamre and St. Johns to advance broadband in their areas. Each of the townships and Kandiyohi County approved entering into an engineering study with each paying one-fourth of the total cost of \$18,740.

IT WAS MOVED BY Rollie Nissen, SECONDED BY Julie Asmus, to approve the Kandiyohi County and City of Willmar Economic Development Commission, on behalf of Dovre, Mamre and St. Johns Townships, entering into an Engineering Service Contract with CC&I Engineering, Inc. d/b/a Compass Consultants, Inc. All present voted unanimously in favor by roll call.

## **PROGRESS REPORTS**

**Willmar/Willmar Industrial Park.** Backman gave an update on the Herzog project and the amenities that will be added. The City of Willmar has received the building plans. The project affects county roads that will be done in conjunction with the Wye project. Backman has been working with Innovative Systems to find a different location in Willmar; assisting Backes Technology Services to have a natural gas line extended to its location in the Willmar Industrial Park 4<sup>th</sup> Addition and with EpiTopix about extending the Willmar sanitary sewer line to its location.

**Rural Child Care Innovation Project.** Schmoll gave an update on the Rural Child Care Innovation Project. First Children's Finance will be with the project for two years. Parent Care Aware is planning a second annual appreciation event for childcare providers. Local providers created a Successful Willmar Area Providers group. Jennie-O Turkey Store has undertaken childcare and housing as priorities for the company and is looking at starting an emergency fund. The EDC approved \$900 for the Early Childhood Career Exploration Class at Ridgewater College and \$900 for scholarships toward tuition for students in the childcare certification and early childhood education classes at Ridgewater College. The Willmar Child Care Center will be able to serve 60 children with a total of 120 over two shifts. Four local centers are being lost through retirement.

**Business Visits and Meetings.** Schmoll highlighted business meetings, events and visits from her written report (see attached). She recently visited Woodland Centers, which is investing \$220,000 to revamp its parking lot. Woodland Centers has 13 buildings and is in need of workforce; it is seeking 15 people to fill positions, including psychologists and an individual who works with Medicare. Broadband is an issue for Woodland Centers. Backman highlighted items from his written report (see attached). Backman gave a presentation to the Willmar Lakes Area Chamber of Commerce for its board of directors' mid-year review on the number of prospects and businesses the EDC works with annually. In the past 18 months, the EDC has worked with 18 prospects and 64 local businesses/entrepreneurs.

## **COMMITTEE HIGHLIGHTS**

**Agriculture and Renewable Energy Development.** Schmoll stated the Industrial Hemp Exploratory Subcommittee is very active and is researching what this area can do as a new market.

**Broadband and Advanced Technology.** Nissen reported he will not be at the August Broadband Committee meeting as he will be in Washington, D.C. He requested a letter he can take with him regarding the county's needs as to broadband or infrastructure.

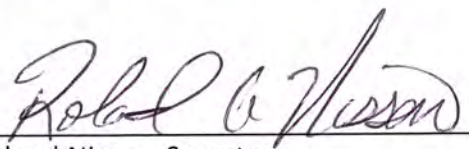
**Business Retention and Expansion/Recruitment.** Backman noted plans are underway for this year's Job Fair, which will again be held at Ridgewater College.

**Finance.** Backman reported the EDC was approached by the local United States Department of Agriculture (USDA) Rural Development Office regarding taking over the Kandiyohi County Housing and Redevelopment Authority's USDA Intermediary Relending Program (IRP). The IRP has \$600,000 available to lend to downtown Willmar businesses. If the EDC takes over the IRP, Backman recommends the EDC expand the area covered and change how the IRP is managed.

**Marketing and Public Relations.** Backman reported the committee is working on a new healthcare flyer.

**ADJOURNMENT**—There being no further business, the meeting was adjourned at approximately 1:34 p.m.

**NEXT MEETING**—The next regular board meeting is 11:30 a.m., Thursday, October 24, 2019, at the EDC office.

  
\_\_\_\_\_  
Roland Nissen, Secretary

APPROVED: 10/24/2019:

  
\_\_\_\_\_  
Kathy Schwantes, Chairperson

## LEASE AGREEMENT

**THIS LEASE AGREEMENT** ("Lease") is entered into this 1<sup>st</sup> day of **December**, 2019, by and between Willmar Elks Lodge #952 ("Landlord") and Kandiyohi County & City of Willmar Economic Development Commission of Willmar (Tenant).

**WHEREAS**, Landlord is the owner of certain real property and improvements as are hereinafter defined; and

**WHEREAS**, Tenant desires to lease the real property and improvements from Landlord.

**NOW, THEREFORE**, in consideration of the mutual covenants, conditions and promises set forth herein, Landlord and Tenant agree as follows:

1. **Premises.** Landlord hereby leases unto Tenant certain real property located at 222 – 20<sup>th</sup> Street SE in the city of Willmar, county of Kandiyohi, state of Minnesota which is more particularly described as approximately **1500** square feet shown hatched in Exhibit "A" attached hereto ("Premises"). The Premises is located within an office building known as 222 – 20<sup>th</sup> Street SE (together with the parking lot and other common areas surrounding the building, the "Building").

2. **Term.** The renewal term of this Lease shall commence on the Effective Date (as hereinafter defined) and shall terminate sixty (60) full calendar months after the date that Tenant accepts possession of the Premises ("Renewal Term"). Within ninety (90) days prior to the expiration of the Contract, Tenant may provide notice to Landlord that Tenant elects to terminate this Lease. If such Contract extends beyond the Initial Term, Tenant shall have the right to renew this Lease for additional terms of Three (3) years each "Renewal Term(s)". During the Renewal Terms, this Lease shall continue upon the same terms, covenants and conditions as in the Initial Term except that the rental due Landlord during the Renewal Terms shall be based upon a market rent for similar space in the surrounding Willmar area.

3. **Rental.** Effective the 1<sup>st</sup> of December, ("Renewal Date"), Tenant shall pay to Landlord on the first day of each calendar month the sum of **Two Thousand Dollars** (\$ 2000 ) as rental for the Premises through the Renewal Term. The above rent schedule is inclusive of all charges including taxes, insurance, utilities, janitorial and Common Area Operating Costs and Tenant shall not be obligated to pay any other charges to Landlord except those described in this Lease. Tenant will be responsible for Cable, Telephone system and installation, Internet and Internet installation. Tenant has a Security deposit and last rental payment currently in the amount of One Thousand Eight Hundred Dollars each. Both of these will remain in place.

4. **Use of Premises.** Tenant shall have the right to use and occupy the Premises for office space. Tenant's employees, contractors and related parties will at all



times during its business hours have access to the restrooms and break room of the Building. Landlord and Tenant acknowledge that Tenant's Premises will be locked and secured at all times and that Landlord will not have any keys or access to the Premises (after completion of Landlord's Work).

5. **Quiet Enjoyment.** Landlord warrants to Tenant that Landlord has good title to the Premises free and clear of all liens and encumbrances, except as set forth in paragraph 22 of this Lease, and that Landlord may rightfully enter into this Lease. Landlord shall protect, defend and indemnify Tenant against any interference with Tenant's use and quiet enjoyment of the Premises.

6. **Landlord's Work.** Exterior trimming or removal of the overgrown landscaping is kept up by landlord. Any/all other improvements will be at the tenants expense.

7. **Intentionally Deleted.**

8. **Insurance.**

(a) **Tenant Insurance.** Tenant shall maintain at all times during the Renewal Term, commercial general liability insurance against claims for personal injury, death or property damage occurring in, on or about the Premises or sidewalks or areas adjacent to the Premises to afford protection to the limit of not less than \$2,000,000 combined single limit. Such insurance may be covered under a blanket policy covering the Premises and other locations of Tenant or its general partner or the general partner's parent or an affiliate corporation. Tenant shall deliver a certificate of insurance to Landlord upon written request.

(b) **Landlord Insurance.** Landlord shall maintain at all times during the Renewal Term, commercial general liability insurance of at least \$2,000,000; and statutory workers compensation insurance. Any improvements made by tenant after initial occupancy and initial landlords build out, will be insured at the sole cost of the tenant. Landlord shall deliver certificates of all policies of insurance to Tenant upon written request.

9. **Utilities.** Landlord shall provide to the Premises connections for all utilities necessary for Tenant's conducting of its business therein at Landlord's sole cost and expense. Landlord shall pay for all sewer, water, gas, electric utilities in or on the premises.

10. **Maintenance and Repairs.** Landlord shall be responsible for repairs and/or replacement of mechanical, electrical & plumbing systems and shall maintain the structural portions of the Premises and Building, including the roof, foundation, exterior walls, and loadbearing interior walls and columns, as well as the common areas including, without limitation, the parking areas, sidewalks, landscaping, snow removal exterior

entrance and from common areas including but not limited to parking lots and sidewalks. Landlord shall be responsible for cleaning, repairing and remediating all portions of the Premises and Building which may be contaminated or damaged by mold, mildew, fungus or other biohazardous materials.

11. **Common Area Maintenance**. Landlord shall repair and maintain and clean the common area of the Building.

12. **Improvements, Fixtures and Signage**. Tenant may install such tenant improvements, fixtures and finishes in the Premises, as Tenant may deem necessary or desirable, with consent from the Exalted Ruler or Chairperson of the board of directors of the Willmar Elks Lodge #952. Tenant shall not be required to remove any such improvements or fixtures and Tenant's failure to do so within thirty (30) days after the expiration of the term of this Lease shall be deemed to be an abandonment thereof whereby the same shall become part of the real estate with title thereto vesting in Landlord. Tenant may install signs in, on and about the Premises to the maximum extent permitted by local law, including signage on top portion of the monument sign adjacent to East Highway 12, in cooperation with landlord and any other tenants.

13. **Fire or Casualty**. In the event the Premises, or the Building in which it is located, are taken or destroyed in whole or in part by fire or other casualty, Tenant may in its sole discretion terminate this Lease. Within thirty (30) days after the date of a fire or other casualty, Landlord must inform Tenant if the Premises and the Building will be rebuilt. If the Premises and Building is to be rebuilt and Tenant elects not to terminate the Lease, the Premises and Building must be rebuilt and ready for occupancy within ninety (90) days of date of fire or other casualty.

14. **Eminent Domain**. If any portion of the Premises, or the Building in which it is located, shall be taken by right of eminent domain, Tenant shall have the right, at its discretion, to terminate this Lease and be relieved from further liability hereunder. Following such taking, Landlord shall, with all due diligence and at its own cost and expense, make all necessary repairs and alterations required to make the remaining portion of the Premises an architectural whole. All compensation awarded for such taking shall be allocated in accordance with the Landlord's and Tenant's respective interest therein.

15. **Intentionally Deleted.**

16. **Landlord's Default**. If Landlord shall be in default or shall fail or refuse to perform or comply with any of its obligations under this Lease and shall continue in default for a period of thirty (30) days after Tenant has given Landlord written notice of such default and demand of performance, Tenant may remedy the same and seek reimbursement from Landlord, pursue any other remedies available at law or in equity, or terminate the Lease and recover from Landlord any and all damages Tenant may have incurred due to such default or failure.

17. **Assignment and Subletting.** Tenant may not sublease the Premises or any portion thereof or assign the Lease without Landlord's consent. For purposes of the Lease, any sale or transfer of capital stock including redemption or issuance of additional stock of any class will not be deemed an assignment, subletting or any other transfer of the Lease or the Premises.

18. **Intentionally Deleted.**

19. **Hazardous Materials.** Landlord warrants and represents that the Premises and the Building (collectively referred to as the Property) are in compliance with environmental laws and regulations. Landlord will indemnify and hold Tenant harmless from loss relating to any hazardous materials. Tenant will hold Landlord harmless from loss for any hazardous materials present on the Property as a result of Tenant's negligence or willful misconduct.

As used herein, "hazardous material" means any substance that is toxic, ignitable, reactive, or corrosive and which is regulated by any local government, the state in which the Property is located, or the United States government or poses a threat to human health or the environment. "Hazardous material" includes any and all material and substances which are defined as "hazardous waste", "toxic substances" or a "hazardous substance" pursuant to state, federal or local governmental law. "Hazardous material" includes, but is not restricted to, asbestos, polychlorobiphenyls ("PCBs") and petroleum.

20. **Condition of Premises and Building.** Landlord warrants and represents that upon delivery and throughout the term of this Lease, the Premises and Building will be and Landlord will maintain the same in sound condition, in compliance with all applicable federal, state and local codes and that the structural elements, roof and building systems of the Building along with the Premises will be seismically and otherwise sound and will meet all applicable federal, state and local codes, including but not limited to the Americans with Disabilities Act.

21. **Attorney's Fees.** In connection with any litigation arising out of this Lease, the prevailing party, Tenant or Landlord, shall be entitled to recover all costs incurred, including reasonable attorney's fees.

22. **Liens.** Each party represents to the other that it has complete authority to enter into this transaction. Landlord further warrants to Tenant that Landlord owns the land and Building in fee simple, free and clear of all liens and encumbrances of every kind and nature, except for those listed below.

Name of Lienholder

Type of Lien

Concorde Bank

Mortgage

Landlord shall use reasonable efforts to obtain from the holder of any lien which is not discharged within ten (10) business days of the date of execution of this Lease, a Subordination, Attornment and Nondisturbance Agreement in form acceptable to Tenant.

23. **Notices.** Any notice, report, statement, approval, consent, designation, demand or request to be given under this Lease shall be effective when made in writing, deposited for mailing with the United States Postal Service or with a recognized overnight delivery service and addressed to Landlord or Tenant at the following addresses:

**LANDLORD:** Willmar Elks Lodge #952  
P.O. Box 816  
Willmar, MN 56201  
Phone 320-231-2188  
Paul Ryan 320-295-3121

**TENANT:** Kandiyohi County & City of Willmar Economic  
Development Commission  
P.O. Box 1783  
Willmar, MN 56201

24. **Continuous Operation.** Tenant shall have no obligation to operate continuously in the Premises during the Initial Term or any Renewal Term.

25. **Miscellaneous.**

(a) **Successors and Assigns.** This Lease shall be binding upon and shall inure to the benefit of Landlord, Tenant and their respective successors and assigns.

(b) **Governing Law.** This Lease shall be construed under the laws of the State of Minnesota.

(c) **Merger Clause.** This Lease contains the entire agreement between Landlord and Tenant regarding the Premises which are the subject of this Lease and may only be altered by a written agreement executed by both Landlord and Tenant.

(d) **Severability.** If any term or provision of this Lease or the application hereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease shall not be affected thereby.

(e) **Force Majeure.** In the event the performance by either party of any of its obligations hereunder, except with the respect of payment of money, is delayed by reason of the act or neglect of the other party, act of God, strike, governmental restrictions,

war, or any other cause, similar or dissimilar, beyond the reasonable control of the party from whom such performance is due, the period for the commencement of completion thereof shall be extended for a period equal to the period during which performance is so delayed.

(f) **Counterparts.** This Lease may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, but such counterparts together shall constitute but one and the same instrument.

(g) **No Partnership Created.** Landlord and Tenant are not and shall not be considered joint ventures, not partners, and neither shall have power to bind or obligate the other except as set forth herein.

(h) **Headings.** The titles to the paragraphs of this Lease are inserted only as a matter of convenience and for reference and in no way confine, limit or describe the scope or intent of any section of this Lease, nor in any way affect this Lease.

(i) **Modification.** No modifications, alterations, or amendments of this Lease or any agreements in connection therewith shall be binding or valid unless in writing and duly executed by both Landlord and Tenant.

(j) **Leasing Commissions and Agency Disclosure.** Landlord acknowledges that no real estate broker was involved in this Lease. Landlord and Tenant shall each indemnify, defend and hold the other harmless from and against, all damages (including reasonable attorneys' fees and costs) resulting from any claims that may be asserted against Landlord or Tenant by any broker, finder, or other person with whom the indemnifying party has or purportedly has dealt.

(k) **Intentionally Deleted**

(l) **Compliance.** Landlord and Tenant agree to comply with any and all Federal, State and Local ordinances or regulations regarding the Building.

(m) **Authority.** Each party hereby represents to the other that the person(s) who have executed this Lease are duly authorized to do so.

(n) **Effective Date.** The "Effective Date" of this Lease shall be the date upon which the latter of Tenant or Landlord shall so execute this Lease as evidenced by the date inserted below the signature of each party at the time of execution.

(o) **Parking.** Landlord shall provide all necessary parking for Tenant's employees and invitees and Landlord shall apply for and obtain all variances needed to meet all codes and permitting requirements for Tenant's anticipated use throughout the term of this Lease. The current parking ratio of the Building is 3 spaces per 1,000 square feet.

## ACKNOWLEDGMENT

STATE OF \_\_\_\_\_ )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me, a Notary Public in and for the State of \_\_\_\_\_, personally appeared \_\_\_\_\_ known to me to be the \_\_\_\_\_ of \_\_\_\_\_ who stated that the within and foregoing instrument was executed as the free and voluntary act and deed of said \_\_\_\_\_ for the uses and purposes therein mentioned, and on oath stated that he/she was authorized to execute said instrument on behalf of the \_\_\_\_\_.

WITNESS my hand and the official seal affixed the day and year first above written.

**Notary Public**

My Commission Expires:

(S E A L)

## ACKNOWLEDGMENT

STATE OF \_\_\_\_\_)  
 ) SS  
 COUNTY OF \_\_\_\_\_)

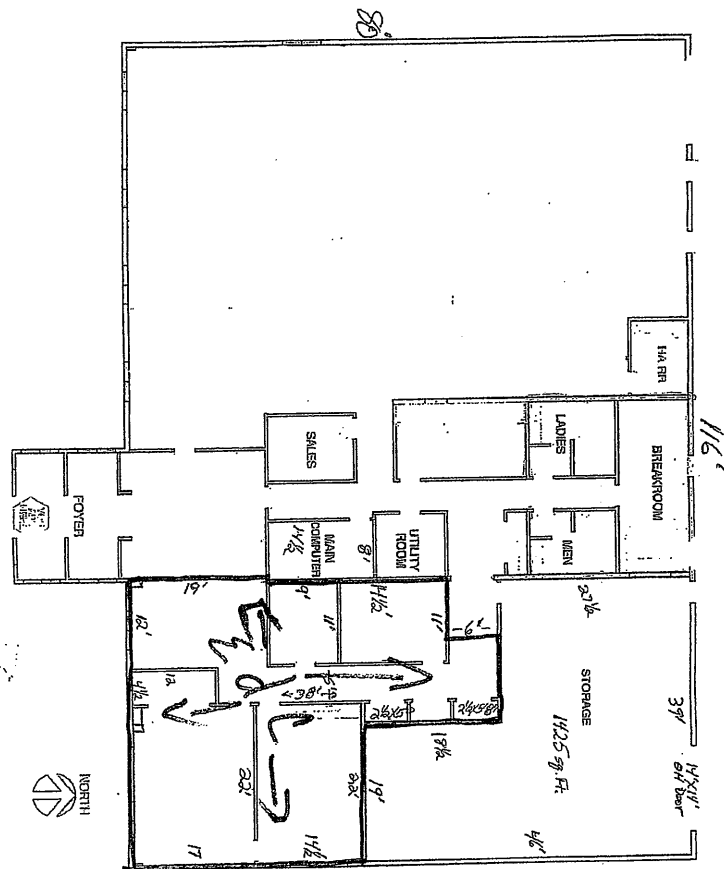
On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me, a Notary Public in and for the State of \_\_\_\_\_, personally appeared \_\_\_\_\_ known to me to be the \_\_\_\_\_ of \_\_\_\_\_ who stated that the within and foregoing instrument was executed as the free and voluntary act and deed of said \_\_\_\_\_ for the uses and purposes therein mentioned, and on oath stated that he/she was authorized to execute said instrument on behalf of the \_\_\_\_\_.

WITNESS my hand and the official seal affixed the day and year first above written.

**Notary Public**

My Commission Expires:

(SEAL)





**From:** Brad Schmidt [<mailto:BradSchmidt@jmsklaw.com>]

**Sent:** Wednesday, June 12, 2019 4:43 PM

**To:** Aaron Backman <[aaron@Kandiyohi.com](mailto:aaron@Kandiyohi.com)>

**Subject:** RE: EDC Questions

Aaron:

Because the EDC is considered a unit of government, it is subject to open meeting laws and notice, just as any government unit. Even though it has no taxing authority, the EDC needs to follow the same law as all units of government. The following information describes the requirements for electronic meetings, and notice requirements.

#### Meetings by interactive television

A public meeting may be conducted by interactive television if all four of the following requirements are met:

- At least one member is physically present at the regular meeting location.
- All members must be able to hear and see each other and all discussion and testimony presented at any location at which at least one member is present.
- All members of the public at the regular meeting location must be able to hear and see all discussion, testimony, and votes of all members.
- Each location at which a member is present must be open and accessible to the public.

If possible, a member of the public should be able to monitor the meeting electronically from a remote location.

If interactive television is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location and notice of any site where a member of the public body will be participating by interactive television. The timing and method of providing notice will depend on whether the meeting is a regular, special, or emergency meeting. The open meeting law does not define the term "interactive television." Therefore, it is not clear what technology is authorized to be used under this authority.

#### Telephone or electronic meetings

Meetings may be conducted by telephone or other electronic means if all of the following conditions are met:

- The presiding officer, chief legal counsel, or chief administrative officer for the affected governing body determines an in-person meeting or a meeting conducted through interactive television is not practical or prudent because of a health pandemic or an emergency declared under chapter 12 of the Minnesota Statutes.
- All members of the governing body participating in the meeting can hear each other and can hear all discussion and testimony.
- Members of the public present at the regular meeting location can hear all discussion, testimony, and votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration.
- At least one member of the governing body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration.
- All votes are conducted by roll call so that each member's vote on each issue can be identified and recorded.

Each member of the governing body participating in a meeting by telephone or other electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

If telephone or another electronic means is used to conduct a meeting, to the extent practical, the governing body shall allow a person to monitor the meeting electronically from a remote location. The governing body may require the person making a connection to pay for the documented additional cost incurred as a result of the additional connection.

If telephone or another electronic means is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location, of the fact that some members may participate by telephone or other electronic means, and, if practical, of the option of connecting to the meeting remotely. The timing and method of providing notice will depend on whether the meeting is a regular, special, or emergency meeting.

It appears that telephone or electronic meetings will not happen very often due to the requirement that they are only allowed because of a health pandemic or declared emergency.

#### Notice to public

##### Regular meetings:

A schedule of the regular meetings of a public body shall be kept on file at its primary offices. If a public body decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it shall give the same notice of the meeting that is provided in this section for a special meeting.

##### Special meetings:

(a) For a special meeting, except an emergency meeting or a special meeting for which a notice requirement is otherwise expressly established by statute, the public body shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the public body, or if the public body has no principal bulletin board, on the door of its usual meeting room. The law does not require posting in any other remote locations.

(b) The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the public body. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.

(c) As an alternative to mailing or otherwise delivering notice to persons who have filed a written request for notice of special meetings, the public body may publish the notice once, at least three days before the meeting, in the official newspaper of the public body or, if there is none, in a qualified newspaper of general circulation within the area of the public body's authority.

(d) A person filing a request for notice of special meetings may limit the request to notification of meetings concerning particular subjects, in which case the public body is required to send notice to that person only concerning special meetings involving those subjects.

(e) A public body may establish an expiration date for requests for notices of special meetings pursuant to this subdivision and require refiling of the request once each year.

(f) Not more than 60 days before the expiration date of a request for notice, the public body shall send notice of the refiling requirement to each person who filed during the preceding year.

Once you review this information, please be in contact with further questions.

[Bradley J. Schmidt](#)

[Johnson, Moody, Schmidt & Kleinhuizen, P.A.](#)



## **Business Development Manager Position Description**

### **Job Summary**

The position is an active member of the EDC team. It upholds the mission and core objectives of the EDC by:

- Identifying development needs and opportunities in Kandiyohi County
- Developing and implementing plans to advance high-speed broadband in Kandiyohi County
- Recognizing and advancing agribusiness, bio-business, value-added agriculture and renewable resource development as economic drivers in the future success of Kandiyohi County
- Overseeing EDC loan applications
- Promoting, retaining and expanding existing businesses in Kandiyohi County
- Overseeing SCORE volunteers and their interactions with business clients
- Preparing and submitting reports as needed to the Minnesota Department of Employment and Economic Development, United States Department of Agriculture and other agencies pertaining to business subsidies and grant administration

### **Job Specifications and Requirements**

The applicant must demonstrate a trained or acquired ability to work with new and existing businesses in Kandiyohi County by:

- Serving on a team to design and implement effective economic development programs
- Providing communities with planning and visioning toward their goals
- Enhancing development by identification of and contacting business retention and growth opportunities
- Having highly-developed organizational, planning and communications skills
- Having the ability to process guidelines and objectives into effective action plans
- Being able to understand financial reports, business plans and budgetary guidelines

### **Job Relationships**

Responsible to: Executive Director

Work with: Office Manager

Agriculture and Renewable Energy Development Committee

Broadband and Advanced Technology Committee

Finance Committee

Marketing and Public Relations Committee

SCORE Volunteers

Proposed June 2019



## CPAS & ADVISORS

### Proposal for Professional Auditing Services

Kandiyohi County and  
City of Willmar Economic  
Development Commission  
Willmar, MN

## Your Audit Experts

FOR YEARS ENDING  
DECEMBER 31, 2018-2020

Date Submitted: June 26, 2019

#### Contact Person

Jim Gilman, CPA

Retired Partner

**Direct** (320) 214-2927

**Main** (320) 235-3311

**Fax** (320) 214-7071

**Toll-free** (888) 388-1040

[jgilman@cdscpa.com](mailto:jgilman@cdscpa.com)

#### Conway, Deuth & Schmiesing, PLLP

CPAS & CONSULTANTS

331 3<sup>rd</sup> St SW, Ste 2

PO Box 570

Willmar, Minnesota 56201

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June 26, 2019

Aaron Backman, Executive Director  
Kandiyohi County and City of Willmar Economic Development Commission  
222 20<sup>th</sup> St SE  
Willmar, MN 56201

Dear Mr. Backman:

In response to your request for a proposal for the Kandiyohi County and City of Willmar Economic Development Commission's annual audit, we are submitting the following proposal for the years ending December 31, 2018, 2019, and 2020. We appreciate the opportunity to bid these services, and your consideration of our firm.

The attached proposal addresses the information you requested, including the qualifications of our firm, the depth and breadth of the services we will provide the Commission, and our commitment to meet the deadlines while providing the highest quality work through a process that is both efficient and effective.

We are best qualified to perform the engagement for the Kandiyohi County and City of Willmar Economic Development Commission based on our core values which are at the foundation of our firm: integrity, quality, collaboration, innovation, and kindness.

If you have any questions regarding our proposal, please feel free to call me at (320) 214-2927.

Sincerely,

CONWAY, DEUTH & SCHMIESING, PLLP

Jim Gilman  
Certified Public Accountant  
Retired Partner

---

**Willmar Office**  
331 Third St SW, Ste 2  
PO Box 570  
Willmar, MN 56201  
(320) 235-3311  
(888) 388-1040

**Benson Office**  
1209 Pacific Ave, Ste 3  
Benson, MN 56215  
(320) 843-2302

**Morris Office**  
401 Atlantic Ave  
Morris, MN 56267  
(320) 589-2602

[www.cdscpa.com](http://www.cdscpa.com)

**Litchfield Office**  
820 Sibley Ave N  
Litchfield, MN 55355  
(320) 693-7975

**Sartell Office**  
Ste 110  
2351 Connecticut Ave  
Sartell, MN 56377  
(320) 252-7565  
(800) 862-1337

Members: American Institute of Certified Public Accountants, Minnesota Society of Certified Public Accountants

# INDEPENDENCE STATEMENT AND LICENSED TO PRACTICE

## **INDEPENDENCE STATEMENT**

We confirm that CDS is independent with regard to the Kandiyohi County and City of Willmar Economic Development Commission as defined by AICPA standards.

## **LICENSED TO PRACTICE IN STATE OF MINNESOTA**

All of our Certified Public Accountants are licensed to practice in Minnesota and meet the continuing education requirements. This is achieved by using various resources available, including conferences, continuing education classes and self-study continuing education.

# OUR SERVICES FOR KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION

Our services would include the following:

- » Performing an audit of your financial statements for the fiscal years ending December 31, 2018, 2019, and 2020, in accordance with generally accepted auditing standards; *Government Auditing Standards*; and the provisions of the Federal Single Audit Act and U.S. Office of Management and Budget (OMB) Uniform Guidance, and other federal, state, and local requirements, as applicable.
- » Issuing a report on the fair presentation of the financial statements and an “in-relation to” report on the supporting schedules in conformity with generally accepted accounting principles.
- » Providing separate reports required by *Government Auditing Standards*, the Single Audit Act (as applicable), and the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*.
- » Preparing and submitting the Federal Audit Clearinghouse Form, if applicable.
- » Providing information on upcoming GASB Statements.
- » Issuing a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
- » Ongoing access throughout the year to answer your questions.





## A Dedicated Team of Experts

### FIRM QUALIFICATIONS AND EXPERIENCE

CDS is a local, multi-office firm with offices in Willmar, Benson, Morris, Litchfield, and St. Cloud-Sartell, Minnesota. Our staff includes ten partners, fifty-five staff accountants (a total of thirty-three Certified Public Accountants), and thirteen support staff members.

We have a dedicated audit team that is aware of and committed to meeting your Organization's needs and the reporting deadlines. The proposed audit engagement for Kandiyohi County and City of Willmar Economic Development Commission would be served by staff from our Willmar and Litchfield offices. Jim Gilman, CPA, (retired partner) would be in charge of your engagement. Additionally, one Manager, one Senior Accountant, one Staff Accountant, and one Quality Technical Review Manager will also be assigned to the engagement.



## ENGAGEMENT TEAM MEMBERS

Our experienced team will provide you with the highest standard of excellence throughout your engagement. The following staff from our Willmar and Litchfield offices would be assigned to work on your engagement.



**In Charge of Engagement – Jim Gilman, CPA (retired partner)** – Jim established his own accounting practice in Willmar in September of 1981 after working for McGladrey and Pullen for four years. In 1995, he merged his practice with CDS and was admitted as a Partner. Jim graduated from Mankato State University in Mankato, MN with a Bachelor of Science degree in Mathematics and Physics, and later returned to receive a degree in Accounting. He received his CPA certification from the Minnesota Board of Accountancy in 1979. After Jim's retirement from the CDS partnership in 2017, he continues to remain a trusted advisor to our clients. We are excited to have his expertise and knowledge with our firm in the years to come. Jim practices in a variety of accounting and tax areas, but specializes in tax planning and preparation, and governmental and retirement plan auditing and consulting. Jim is current with his CPE requirements, including the governmental standards for auditors. Jim is a member of the AICPA and the MNCPA.



**Quality Technical Review Manager – Justin McGraw, CPA** – Justin joined CDS in 2014. Prior to CDS, he worked in auditing for over two years. He graduated from University of North Dakota in Grand Forks, ND with a Bachelor of Accountancy degree. Justin received his CPA certification from the Minnesota Board of Accountancy in 2014. In 2015, Justin was promoted to Senior Accountant and in 2017, he was promoted to Manager. His focus areas are governmental, non-profit, and retirement plan auditing. Justin is a member of the AICPA, the MNCPA, GFOA, and MASBO.



**Manager – Kari Steinbeisser, CPA, CFE** – Kari joined CDS in 2011. She graduated from St. Cloud State University in St. Cloud, MN, with a Bachelor of Science degree in Accounting. Kari received her CPA certification from the Minnesota Board of Accountancy in 2011 and her Certified Fraud Examiners (CFE) certification in 2014. In 2014, Kari was promoted to Senior Accountant and in 2015, she was promoted to Manager. Her focus areas are governmental auditing and forensic accounting. She is current with her CPE requirements, including the governmental standards for auditors. Kari is a member of the AICPA, the MNCPA, the AFCE, GFOA, and MASBO.



**Senior Accountant – Brenda Parsley, CPA** – Brenda joined CDS in 2016. She graduated from Southwest Minnesota State University in Marshall, MN with Bachelor of Science degrees in Accounting and Finance with a Corporate Finance Concentration. She received her CPA certification from the Minnesota Board of Accountancy in 2017. In 2018, Brenda was promoted to Senior Accountant. Her focus area is governmental auditing. Brenda is a member of the AICPA, the MNCPA, and MASBO.



**Staff Accountant – Shawn Hanson** – Shawn joined CDS in 2018. He graduated from Southwest Minnesota State University in Marshall, MN with Bachelor of Science degree in Accounting. His focus area is governmental auditing. Shawn is a member of MASBO.



## OUR COMPREHENSIVE TEAM OF EXPERTS

In addition to our audit team, the following additional CDS specialists will be available to the Kandiyohi County and City of Willmar Economic Development Commission. We offer a full range of business and advisory services to help small and medium sized clients increase their efficiency and financial performance. Our experts are easily accessible and able to respond promptly and effectively to your needs.

OTHER BUSINESS AND ADVISORY SERVICES	
Specialist(s)	Areas of Expertise
Richard (Rick) Conway, CPA and Retired Partner	Financial and Managerial Consulting and Mergers and Acquisitions
Roger Deuth, CPA, CVA, ABV, and Retired Partner	Business Valuations
Jim Rudnick, CPA, CVA, and Partner	Business Valuations and Sales and Use Tax
Dave Corneil, CPA, CVA, and Partner	Business Valuations
Kelly O'Farrell, CPA, CVA, and Partner	Business Valuations
Matt Itterman, CPA, CVA, and Senior Accountant	Business Valuations
Mark Olson, CPA, CSEP, and Retired Partner	Estates and Trusts
Mike Zager, CPA, CSEP, and Retired Partner	Estates and Trusts
Jill Hedman, CPA and Manager	Estates and Trusts
Annette Benson, CPA, CFE, and Partner	Forensic Accounting
Paul Harvego, CPA, CFE, and Retired Partner	Forensic Accounting
Kari Steinbeisser, CPA, CFE, and Manager	Forensic Accounting
Jennifer Lownsbury, CPA and Partner	International Tax
Val Amberg, CHRS and Retired Partner at affiliated company, CDS Administrative Services, LLC	Employee Benefits Administration and Health Care Reform
Michelle Hanson, CPP, CHRS, Partner, and Director of Payroll Services	Payroll and Health Care Reform
Lori Reich, CPP and Senior Payroll Specialist	Payroll
Lisa McLaughlin, CPP and Payroll Specialist	Payroll
Deb Ritter, CPP and Payroll Specialist	Payroll
Patrice Struthers, Network Administrator	Information Technology
Jean Geselius, Director of Marketing	Marketing Services
Chance Hooper, CPA, CFP, LPL Financial Advisor	Wealth Management
Alec Saunders, CFP, CRPC, EA, LPL Financial Advisor	Wealth Management
33 Certified Public Accountants	Financial Statements
33 Certified Public Accountants	Tax Planning and Preparation

# PROFESSIONAL FEE SCHEDULE FOR KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION

**Name of Firm:** Conway, Deuth & Schmiesing, PLLP

June 26, 2019

**Our All-Inclusive Fees for the Audit would be:**

Year Ended December 31, 2018	\$ 8,250
Year Ended December 31, 2019	\$ 8,600
Year Ended December 31, 2020	\$ 8,950

Upon initial review of the Commission's prior year financial statement, we feel it is necessary that certain additional services be completed prior to issuing an unmodified opinion in order to be in compliance with GASB Statements. These additional services include the following: modifications to statements within the report to be in compliance with GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments* and implementation of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*. These services will be billed at our normal hourly rates of \$50 - \$75.

The fees do not include any procedures necessary under the Single Audit Act. Discussions with executive director, Aaron Backman, have indicated the Commission will be under the threshold needed to perform a Single Audit. A Single Audit would be necessary only if the Commission were to receive and expend more than \$750,000 of Federal Funds. The fee for the Single Audit Act is based on the number of programs tested and billed at our normal hourly rates, which vary according to the degree of experience of the personnel assigned. The approximate cost for a Single Audit would be \$2,500 - \$3,000.

We would be available throughout the year for any additional accounting and consulting services. We are a full-service firm able to assist you with a wide variety of tasks. These services would be billed at our normal hourly rates of \$55 - \$245, depending on the level of expertise needed to provide assistance. We would not charge for brief inquiries that are outside the scope of the agreed upon procedures. Additional accounting and consulting services requested or required will be discussed with you prior to procedures performed.

I certify that I am entitled to represent Conway, Deuth & Schmiesing, PLLP (CDS), empowered to submit this bid, and authorized to sign a contract with the Kandiyohi County and City of Willmar Economic Development Commission.

  
\_\_\_\_\_  
Jim Gilman, CPA, and Retired Partner

**KANDIYOHI COUNTY & CITY OF WILLMAR  
ECONOMIC DEVELOPMENT COMMISSION**

**Proposal for Audit Services**

**For The Years Ending December 31, 2018,  
2019, and 2020**

Presented by: Westberg Eischens, PLLP  
Certified Public Accountants

Engagement Leaders: Scott Van Buren and  
Kasey Nelson  
2630 1<sup>st</sup> Street South  
Willmar, MN 56201  
(320) 235-3727  
svanburen@wecpas.net  
knelson@wecpas.net

Date: June 19, 2019





June 19, 2019

Kandiyohi County & City of Willmar Economic Development Commission  
Attn: Aaron Backman  
PO Box 1783  
Willmar, MN 56201

Dear Mr. Backman:

Thank you for the opportunity to quote our professional auditing services to your Commission. Westberg Eischens, PLLP has been auditing entities under governmental audit standards for over thirty years and will be committed to providing the Kandiyohi County & City of Willmar Economic Development Commission with quality audit services at a fixed, competitive cost.

The firm Westberg Eischens, PLLP (W-E) is the result of several local accounting firms and professionals uniting together to provide West Central Minnesota with a diversified Certified Public Accounting and Consulting Firm. The firm has locations in both Willmar and Montevideo, Minnesota, and provides accounting, auditing, tax and consulting services to a wide spectrum of entities in Minnesota. The partners are all Certified Public Accountants licensed by the State of Minnesota and are members of the American Institute of Certified Public Accountants (AICPA) and the Minnesota Society of Certified Public Accountants (MNCPA). Together they represent over seventy years of accounting experience.

In accordance with your request for proposals, we would like to highlight the scope of your audit.

#### **Audit Standards To Be Observed In Performing the Audit**

- **Audit Checklist** – In accordance with firm policy, W-E uses Practitioners Publishing Company's (PPC's) Governmental Audit Program to insure audit compliance with auditing standards. W-E also utilizes Generally Accepted Auditing Standards and Governmental Audit Standards as promulgated by the AICPA.
- **General Concerns** – In accordance with governmental auditing standards, W-E will provide the Commission with a report on internal control. This provides the management with helpful insight in determining the overall effectiveness of your accounting controls and procedures. In addition, we will provide the Board of Managers with the necessary information for the Commission's leadership team to make sound financial decisions.
- W-E is independent with respect to the Kandiyohi County & City of Willmar Economic Development Commission within the meaning of the AICPA Code of Professional Conduct Rule 101.

2630 1st Street S  
PO Box 362  
Willmar, MN 56201

phone 320.235.3727  
e-mail [info@wecpas.net](mailto:info@wecpas.net)  
fax 320.235.1641

515 Highway 7 E  
PO Box 407  
Montevideo, MN 56265

phone 320.269.7380  
e-mail [info@wecpas.net](mailto:info@wecpas.net)  
fax 320.269.8176

- We have successfully passed several "peer reviews", a reaccreditation of the auditing and accounting system of quality control we utilize. This is a mandatory standard to maintain membership in the AICPA and MNCPA as well as for licensure for auditing by the State Board of Accountancy. We have provided a copy of our most recent peer review with this proposal.

### **Comprehensive Annual Financial Report (CAFR)**

- Westberg Eischens, PLLP has assisted other governmental units with the submission of their CAFR to the Governmental Finance Officers Association (GFOA) for the Certificate of Achievement and is capable of providing your Commission with insight regarding the submission.

### **Identification of Audit Approach**

- Interim Consultation – To provide overall operation efficiencies, our firm encourages open communications between clients and the firm. In addition, W-E conducts preliminary audit procedures, when applicable, prior to year-end to expedite the completion of the audit
- Specified Procedures – In addition to direct confirmation and testing of account balances, W-E samples payroll, disbursements, and receipts as a part of the overall test of internal controls. Internal control is studied by questionnaire and/or inquiry and testing to provide a basis of understanding for the audit approach.
- Additional Analysis – As part of our audit, W-E will provide the Kandiyohi County & City of Willmar Economic Development Commission with timely and accurate fund balance data. W-E brings significant understanding of non-profit and governmental audit requirements and specifically tests for grant compliance.

### **Report Schedule**

- Audit Reports – W-E will provide the Board of Directors with copies of the annual audit in advance of the board presentation to allow them to address any areas of concern at the board meeting.
- Audit Presentation – W-E appreciates the opportunity to present the audit information to the Commission's Board of Directors. Such a presentation allows for open discussion and the opportunity to address areas of concern or clarification.

### **Contact Information**

Scott Van Buren can answer any questions that you may have about the qualification statement. He can be reached at (320)-235-3727.

### **Identification of Principal Supervisory and Management Staff**

- The firm of Westberg Eischens, PLLP is comprised of eleven Certified Public Accountants, eight Accountants, three Paraprofessionals, and an Office Manager. We have experienced personnel to complete your audit timely and efficiently.
- The principle auditors of your audit will be Scott Van Buren, CPA and Kasey Nelson, CPA.

Scott Van Buren, CPA and partner, has over 30 years of accounting and auditing experience. He will serve as the principal for the engagement.

Mr. Van Buren's educational and audit experience has been extensive in the area of profit, non-profit, HUD, 401(k), and governmental entities. He also has completed over forty hours of Continuing Professional Education per year over the past three years which are directly related to accounting and auditing.

Mr. Van Buren is currently licensed by the State of Minnesota, as well as current member of the American Institute of Certified Public Accountants and the Minnesota Society of Certified Public Accountants.

Kasey Nelson, CPA, will serve as the in-charge accountant for the engagement.

Mrs. Nelson has a master's degree in professional accountancy and became a CPA in May 2014. She has been with Westberg Eischens, PLLP since July 2014. Since joining the firm, she has been a team member on audit engagements of various for-profit, non-profit, and governmental entities.

Mrs. Nelson is currently licensed by the State of Minnesota, as well as a current member of the American Institute of Certified Public Accountants and the Minnesota Society of Certified Public Accountants.

#### **Total Dollar Cost Bid**

- For cost effectiveness, Westberg Eischens, PLLP is requesting a three-year audit services engagement for the years ended December 31, 2018, 2019, and 2020.
- Westberg Eischens, PLLP will perform audit services for the Kandiyohi County & City of Willmar Economic Development Commission for the three years ended December 31 as follows:
  - 2018 Audit Services - \$7,500 plus \$1,000 to assist the EDC in complying with GASB No. 68 retroactively to the December 31, 2015 implementation date.
  - 2019 Audit Services - \$7,750
  - 2020 Audit Services - \$8,000
  - Other Audit Services - \$350 annually to submit the Special District Financial Reporting Form to the Minnesota State Auditor.
- Statement to exceptions to the audit service – Generally, W-E adheres to the fixed proposal as quoted at the time of the Request for Proposal. In limited circumstances, when additional bookkeeping procedures are dictated, firm policy requires Board approval prior to services rendered. W-E will not submit unapproved additional expenses to the Commission without this approval.



References are available upon request.

Again, we would like to thank you for this opportunity to quote professional services to the Kandiyohi County & City of Willmar Economic Development Commission. If additional information is needed, please do not hesitate to contact our firm.

Sincerely,

*Westberg Eischens, PLLP*

Westberg Eischens, PLLP

## Report on the Firm's System of Quality Control

October 3, 2017

To the Partners of Westberg Eischens, PLLP and the Peer Review Committee of the Minnesota Society of Certified Public Accountants.

We have reviewed the system of quality control for the accounting and auditing practice of Westberg Eischens, PLLP (the firm) in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, a compliance audit under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Westberg Eischens, PLLP in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Westberg Eischens, PLLP has received a peer review rating of *pass*.

*Olsen Thielen & Co., Ltd.*

Olsen Thielen & Co., Ltd.

	Proposed 2020	Rounded as of 6/30/2019	2019 Budget	2018 Actuals (rounded)	2017 Actuals (rounded)
<b>REVENUES</b>					
County Tax Levy	\$ 534,000	\$ 295,587	\$ 528,600	\$ 518,431	\$ 498,765
Ag Events Sponsorships/Fundraising/Fees (See Ag Committee)	\$ -	\$ -	\$ 7,000	\$ 7,028	\$ 750
Conference Income					
Creating Entrepreneurial Opportunities student loan program	\$ 28,000	\$ 24,817	\$ 28,000	\$ 24,200	\$ 32,861
Grants					
State of MN Grant for Hemp Study	\$ 5,000				
USDA Grant for Hemp Study	\$ 15,000				
USDA Grant for Simply Shrimp	\$ -	\$ 85,000	\$ 107,000		
Other Grants (e.g. SWIF for Diverse BRE Program)	\$ 6,500		\$ 10,000		\$ 15,000
Insurance dividends	\$ 1,000	\$ -	\$ 1,000	\$ 1,010	\$ 1,162
Interest on investments					
Bremer Bank - WAMBC	\$ 150	\$ 3		\$ 1	
Concorde Bank (Revolving Loan Fund savings account)	\$ 600	\$ 392	\$ 200	\$ 570	\$ 212
Concorde Bank CD matures at .76% matures 9/28/2018	\$ -	\$ -			\$ 1,572
North American State Bank CD at 1.06% matures 5/12/18	\$ -	\$ -		\$ 802	\$ 401
Heritage Bank savings account	\$ 1,500	\$ 1,097	\$ 141	\$ 1,198	\$ 96
United Prairie Bank \$104,592.73 CD @ 1.5% matures 10/12/2019	\$ 1,062	\$ -	\$ 780	\$ 1,409	
United Prairie Bank \$75,000 CD @ 1.75% matures 5/22/2020	\$ 1,300	\$ -	\$ 1,300		
US Bank CD (Tourism Dev. Account) matured 2/20/2018	\$ -	\$ -		\$ 379	
Loans					
ELGP loan application fees	\$ 200	\$ -	\$ 200	\$ -	\$ -
Microenterprise Loan Fund repayments interest (WAM-BC)	\$ 500	\$ 384	\$ 101	\$ 318	
Revolving Loan Fund application fees	\$ 600	\$ -	\$ 600	\$ 300	\$ 426
Revolving Loan Fund filing fee reimbursements	\$ 300	\$ 270	\$ 100	\$ 135	\$ 40
Revolving Loan Fund repayments interest	\$ 9,376	\$ 4,221	\$ 8,091	\$ 9,936	\$ 9,282
Retail Business Design Workshops	\$ -	\$ 13,625	\$ 14,000		
Other Income					
Refunds, reimbursements and in-kind contributions	\$ 1,500	\$ 295	\$ 1,500	\$ 1,127	\$ 13
WAM-BC rent		\$ -		\$ (375)	\$ 5,250
<b>Total Revenues</b>	<b>\$ 606,588</b>	<b>\$ 425,691</b>	<b>\$ 708,613</b>	<b>\$ 566,470</b>	<b>\$ 565,830</b>
<b>EXPENSES</b>					
Revolving Loan Fund Expenses					
Bank Fees	\$ -	\$ 18	\$ 48	\$ -	\$ 1
Recording Fees				\$ 46	\$ 40
Other		\$ 20		\$ 69	
<b>Total Revolving Loan Fund Expenses</b>		<b>\$ 38</b>	<b>\$ 48</b>	<b>\$ 115</b>	<b>\$ 41</b>
WAM-BC Loan Program Expenses - Asset Acquisition					
Accountant fees	\$ -			\$ 500	
Attorneys' fees and costs	\$ 400			\$ 1,776	
Court filing fees	\$ 200			\$ 160	
Filing fees		\$ (55)		\$ 190	
Liability insurance				\$ 656	
Postage				\$ 14	
Services				\$ 52	
<b>Total WAM-BC Loan Program Expenses - Asset Acquisition</b>	<b>\$ 600</b>	<b>\$ (55)</b>	<b>\$ -</b>	<b>\$ 3,348</b>	
Economic Development Community Contributions			\$ 1,000		
Sponsor Fees					
Ag & Animal Science Conference (See Ag Committee)	\$ -		\$ 1,500	\$ 1,500	\$ 1,500
U of M Technology Showcase	\$ 500		\$ 500	\$ -	\$ 147
Vision 2040	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,500	\$ 2,000
Other			\$ 1,500	\$ 500	\$ 750
<b>Total Contributions and Sponsor Fees</b>	<b>\$ 2,500</b>	<b>\$ 2,000</b>	<b>\$ 6,500</b>	<b>\$ 4,500</b>	<b>\$ 4,397</b>

	Proposed 2020	Rounded as of 6/30/2019	2019 Budget	2018 Actuals (rounded)	2017 Actuals (rounded)
<b>Other Expenses:</b>					
Joint Operations Board (includes meals/administrative time)	\$ 2,900	\$ 1,349	\$ 2,900	\$ 3,752	\$ 3,461
Joint Powers Board (includes meals/administrative time)	\$ 2,200	\$ 1,158	\$ 2,000	\$ 1,945	\$ 1,708
Loan writeoffs and allowance	\$ 750	\$ 2	\$ 750		
SCORE (cell phone and email account; moved to Finance Committee)					
<b>Total Other Expenses</b>	<b>\$ 5,850</b>	<b>\$ 2,509</b>	<b>\$ 5,650</b>	<b>\$ 5,697</b>	<b>\$ 5,169</b>
<b>Countywide Business Development</b>					
<b>Retail Business Development Workshops</b>			\$ 14,000		
Advertising		\$ -			
Marketing		\$ 1,195			
Meeting refreshments		\$ 472			
Mileage/Travel		\$ 3,040			
Supplies		\$ -			
Retail Business Design Workshops - Other		\$ -			
<b>Total Retail Business Development Workshops</b>	<b>\$ -</b>	<b>\$ 4,707</b>			
CEO Student Program Administration	\$ 500	\$ 110	\$ 800	\$ 481	\$ 375
Countywide business development	\$ 6,000	\$ 900	\$ 3,000	\$ 514	\$ 1,798
Scholarships for entrepreneurs to Startup Bootcamp	\$ 1,800				
BUILD (TIGER II) Grant - Willmar Industrial Park	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -
USDA Grant Simply Shrimp	\$ -	\$ 85,000	\$ 107,000		
<b>Total Countywide Business Development</b>	<b>\$ 43,300</b>	<b>\$ 90,717</b>	<b>\$ 145,800</b>	<b>\$ 995</b>	<b>\$ 2,173</b>
<b>COMMITTEE EXPENSES</b>					
<b>Agriculture and Renewable Energy Development</b>					
Ag Producer BRE Survey		\$ -		\$ -	\$ 5,622
Annual Ag Workshop (Partners in Ag Innovation)	\$ 1,500	\$ 1,500			
Event Center and Fees		\$ -	\$ 1,100	\$ 1,991	
Food		\$ -	\$ 900	\$ 10	
Marketing		\$ -	\$ 3,000	\$ 1,890	
Mileage/Travel		\$ -		\$ 15	
Speaker		\$ -	\$ 2,000	\$ 1,000	
<b>Total Annual Ag Workshop</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 7,000</b>	<b>\$ 4,906</b>	
Conferences/Seminars/Trainings (Ind. Hemp)	\$ 2,000	\$ 125	\$ 1,100	\$ 1,703	\$ 1,229
Industrial Hemp Value-Added Study	\$ 25,000	\$ -	\$ 5,000	\$ -	
Marketing		\$ 60		\$ 1,436	\$ 949
Meals/Meeting Refreshments	\$ 600	\$ 335	\$ 600	\$ 800	\$ 525
Mileage/Travel	\$ 1,200	\$ 479	\$ 1,200	\$ 684	\$ 1,181
Professional Services					
General Administrative Services	\$ 2,000	\$ 1,890	\$ 2,000	\$ 3,828	\$ 4,635
Professional Services - Other				\$ 548	\$ 380
Supplies (office or program)	\$ 250	\$ (65)	\$ 250		\$ 26
<b>Total Ag Committee Expenses</b>	<b>\$ 32,550</b>	<b>\$ 4,324</b>	<b>\$ 17,150</b>	<b>\$ 13,905</b>	<b>\$ 14,547</b>
<b>Broadband and Advanced Technology</b>					
Conferences/Seminars/Trainings	\$ 500	\$ -	\$ 500		\$ 255
Marketing	\$ 1,000	\$ -	\$ 200	\$ 565	\$ 2,587
Meals/Meeting Refreshments	\$ 1,000	\$ 687	\$ 1,000	\$ 1,265	\$ 1,452
Mileage/Travel	\$ 800	\$ 155	\$ 550	\$ 530	\$ 776
Postage	\$ 500	\$ 3	\$ 50	\$ -	\$ 52
Printing, copying & publishing	\$ 500	\$ -	\$ 350	\$ -	\$ 508
Professional Services					
General Administrative Services	\$ 1,000	\$ 720	\$ 1,030	\$ 1,619	\$ 2,932
<b>Total Broadband and Advanced Technology Committee Expenses</b>	<b>\$ 5,300</b>	<b>\$ 1,565</b>	<b>\$ 3,680</b>	<b>\$ 3,979</b>	<b>\$ 8,562</b>
<b>Business Retention and Expansion/Recruitment</b>					
Childcare Initiative	\$ 1,200	\$ 19	\$ 1,200		
Conferences/Seminars/Trainings	\$ 500	\$ -	\$ 800	\$ 12	\$ 155

	Proposed 2020	Rounded as of 6/30/2019	2019 Budget	2018 Actuals (rounded)	2017 Actuals (rounded)
Highway 23 Coalition					\$ 4,064
Conferences/Seminars/Trainings	\$ 200	\$ -	\$ 200	\$ 368	
General Administrative Services	\$ -	\$ 450	\$ 2,000	\$ 3,505	
Marketing				\$ 56	
Meals/Meeting Refreshments	\$ 200	\$ 68	\$ 200	\$ 392	
Mileage/Travel	\$ 1,000	\$ 643	\$ 500	\$ 1,388	
Supplies		\$ (70)		\$ 65	
Other			\$ 100	\$ -	
<b>Total Highway 23 Coalition</b>	<b>\$ 1,400</b>	<b>\$ 1,091</b>	<b>\$ 3,000</b>	<b>\$ 5,774</b>	<b>\$ 4,064</b>
Marketing	\$ 500	\$ -	\$ 150	\$ -	\$ 4
Meals/Meeting Refreshments	\$ 200	\$ -	\$ 200	\$ 201	\$ 220
Mileage/Travel	\$ 1,000	\$ 631	\$ 1,000	\$ 436	\$ 694
Printing, copying & publishing	\$ 150	\$ -	\$ 150	\$ -	\$ 52
Professional Services					
General administrative services	\$ 1,500	\$ 930	\$ 1,200	\$ 1,860	\$ 1,693
Professional services - Other	\$ 100	\$ -	\$ 200	\$ -	\$ 50
Supplies (office or program)	\$ 200	\$ -	\$ 200	\$ -	
Workforce Development (Job Fair, CLUES, etc.)	\$ 2,500	\$ 1,403	\$ 2,500		
Grants	\$ 6,500		\$ 5,000		\$ 713
<b>Total BRE/R Committee Expenses</b>	<b>\$ 15,750</b>	<b>\$ 4,073</b>	<b>\$ 15,600</b>	<b>\$ 8,283</b>	<b>\$ 11,709</b>
<b>Finance</b>					
Marketing	\$ 100	\$ -	\$ 100	\$ -	
Meals/Meeting Refreshments	\$ 500	\$ 83	\$ 500	\$ 518	\$ 345
Mileage/Travel	\$ 50	\$ 115	\$ 50	\$ 389	\$ 36
Professional services					
General administrative services	\$ 1,000	\$ 470	\$ 900	\$ 1,613	\$ 1,258
Legal services	\$ 400		\$ 400	\$ -	
SCORE (moved from Other Expenses)					
Telephone/Telecommunications (cell phone and email account)	\$ 850	\$ 397	\$ 750	\$ 968	\$ 728
Mileage/Travel	\$ 200				
Other				\$ 16	\$ -
<b>Total Finance Committee Expenses</b>	<b>\$ 3,100</b>	<b>\$ 1,065</b>	<b>\$ 2,700</b>	<b>\$ 3,504</b>	<b>\$ 2,367</b>
<b>Marketing and Public Relations</b>					
Meals/Meeting refreshments	\$ 800	\$ 370	\$ 800	\$ 837	\$ 718
Media	\$ 700	\$ 225	\$ 900	\$ 485	\$ 547
Mileage/Travel	\$ 100	\$ 22	\$ 100	\$ 48	\$ 102
Printing, copying & publishing					
Advertisements	\$ 800	\$ 335	\$ 800	\$ 2,923	\$ 3,297
Newsletters	\$ -		\$ -	\$ -	
<b>Total Printing services</b>	<b>\$ 800</b>	<b>\$ 335</b>	<b>\$ 800</b>	<b>\$ 2,923</b>	<b>\$ 3,297</b>
Professional Services					
General administrative services	\$ 1,800	\$ 704	\$ 1,800	\$ 1,786	\$ 1,698
REDstar Creative					
Design	\$ -			\$ 1,347	
General Project Management	\$ -			\$ 3,580	
Digital/Social Media	\$ 4,500	\$ 2,961	\$ 3,500	\$ 3,792	
Marketing Materials				\$ 3,376	
General Marketing	\$ 6,200	\$ 5,887	\$ 6,200		
West Central Angel Fund	\$ -	\$ -	\$ 100		
E-Newsletters	\$ 2,500		\$ 3,500	\$ 1,715	
Website	\$ 2,000		\$ 1,700	\$ 2,541	
Other	\$ 1,000	\$ 429	\$ 1,500	\$ -	
<b>Total REDstar Creative</b>	<b>\$ 16,200</b>	<b>\$ 9,277</b>	<b>\$ 16,500</b>	<b>\$ 16,350</b>	<b>\$ 10,741</b>
<b>Total Professional Services</b>	<b>\$ 18,000</b>	<b>\$ 9,981</b>	<b>\$ 18,300</b>	<b>\$ 18,136</b>	<b>\$ 12,439</b>
Special Projects		\$ 125	\$ 1,200	\$ 433	\$ 1,082
<b>Total Marketing and Public Relations Committee Expenses</b>	<b>\$ 20,400</b>	<b>\$ 11,058</b>	<b>\$ 22,100</b>	<b>\$ 22,861</b>	<b>\$ 18,185</b>

	Proposed 2020	Rounded as of 6/30/2019	2019 Budget	2018 Actuals (rounded)	2017 Actuals (rounded)
<b>Tourism/Leisure Travel</b>					
CVB Tourism Partnership Agreement	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000
Meals/Meeting refreshments	\$ 100	\$ 64	\$ 100	\$ 67	\$ 40
Mileage/Travel	\$ 100	\$ 74	\$ 100	\$ 52	\$ 60
Other				\$ 1	
<b>Total Tourism/Leisure Travel Committee</b>	<b>\$ 34,200</b>	<b>\$ 34,138</b>	<b>\$ 34,200</b>	<b>\$ 34,120</b>	<b>\$ 34,100</b>
<b>Total Committee Expenses</b>	<b>\$ 111,300</b>	<b>\$ 56,222</b>	<b>\$ 95,430</b>	<b>\$ 86,652</b>	<b>\$ 89,470</b>
<b>EMPLOYEE COMPENSATION</b>					
<b>Executive Director</b>					
Director's salary	\$ 116,700	\$ 56,650	\$ 113,300	\$ 110,000	\$ 100,000
Director's health insurance	\$ 14,000	\$ 6,198	\$ 13,000	\$ 12,099	\$ 10,239
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	\$ 8,930	\$ 4,241	\$ 8,670	\$ 8,395	\$ 7,663
Director's pension (PERA) employer rate is 7.5%	\$ 8,753	\$ 4,249	\$ 8,498	\$ 8,250	\$ 7,500
<b>Total Executive Director's Compensation</b>	<b>\$ 148,383</b>	<b>\$ 71,338</b>	<b>\$ 143,468</b>	<b>\$ 138,744</b>	<b>\$ 125,402</b>
<b>Business Development Manager's position</b>					
Business Development Manager's salary	\$ 76,000	\$ 36,250	\$ 72,500	\$ 70,000	\$ 62,815
Business Development Manager's health insurance	\$ 14,000	\$ 6,198	\$ 13,000	\$ 12,099	\$ 8,447
Business Development Manager's payroll taxes (7.65%)	\$ 5,814	\$ 2,773	\$ 5,546	\$ 5,329	\$ 4,589
Business Development Manager's PERA	\$ 5,700	\$ 2,719	\$ 5,438	\$ 5,250	\$ 4,711
<b>Total Business Development Manager's Compensation</b>	<b>\$ 101,514</b>	<b>\$ 47,940</b>	<b>\$ 96,484</b>	<b>\$ 92,678</b>	<b>\$ 80,562</b>
<b>Summer Intern</b>	\$ -			\$ 2,240	
<b>Accrued vacation and sick expense</b>					
Executive Director	\$ 8,000	\$ 488	\$ 8,000	\$ 9,676	\$ 9,243
Business Development Manager	\$ 4,000	\$ 1,537	\$ 3,000	\$ (69)	\$ (360)
<b>Total Accrued vacation and sick exp.</b>	<b>\$ 12,000</b>	<b>\$ 2,025</b>	<b>\$ 11,000</b>	<b>\$ 9,607</b>	<b>\$ 8,883</b>
Employer payroll tax expense	\$ -	\$ -	\$ -	\$ -	\$ 606
Employee workers' compensation insurance	\$ 1,000	\$ 522	\$ 1,000	\$ 505	\$ 433
<b>Total other employee compensation</b>	<b>\$ 13,000</b>	<b>\$ 2,547</b>	<b>\$ 12,000</b>	<b>\$ 10,112</b>	<b>\$ 9,922</b>
<b>Total Employee Compensation</b>	<b>\$ 262,897</b>	<b>\$ 121,824</b>	<b>\$ 251,952</b>	<b>\$ 243,773</b>	<b>\$ 215,886</b>
<b>ADMINISTRATIVE EXPENSES</b>					
MCIT property/casualty insurance	\$ 2,300	\$ 2,043	\$ 3,000	\$ 2,359	\$ 2,657
Meals not for a committee	\$ 900	\$ 876	\$ 900	\$ 711	\$ 478
<b>Memberships, dues, subscriptions</b>					
Subscriptions	\$ 600	\$ 612	\$ 500	\$ 541	\$ 483
Community Venture Network (CVN)	\$ 2,200	\$ -	\$ 2,200	\$ 2,125	\$ 2,125
EDAM membership	\$ 495	\$ 495	\$ 495	\$ 495	\$ 495
Highway 23 Coalition membership	\$ 500		\$ 500	\$ 500	
Local organizations	\$ 600	\$ 475	\$ 600	\$ 585	\$ 545
MAPCED membership	\$ 330	\$ 330	\$ 330	\$ 330	\$ 250
MN DEED Marketing Partnership dues	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625
WORKUP membership	\$ 3,600	\$ 1,350	\$ 5,400	\$ 4,050	\$ 2,250
Other	\$ 400	\$ 150	\$ 400	\$ 900	\$ 150
<b>Total Memberships, dues, subscription</b>	<b>\$ 9,350</b>	<b>\$ 4,037</b>	<b>\$ 11,050</b>	<b>\$ 10,151</b>	<b>\$ 6,923</b>
<b>Professional services:</b>					
Accountant fees	\$ 1,500	\$ 168	\$ 1,500	\$ 672	\$ 1,085
Auditor	\$ 7,000	\$ -	\$ 7,000	\$ 5,970	\$ 6,360
Bookkeeping fees	\$ 6,000	\$ 2,796	\$ 6,000	\$ 5,840	\$ 4,846
Legal fees	\$ 400	\$ -	\$ 1,800	\$ -	\$ 375
<b>Total Professional Services</b>	<b>\$ 14,900</b>	<b>\$ 2,964</b>	<b>\$ 16,300</b>	<b>\$ 12,482</b>	<b>\$ 12,666</b>
Seminars and promotions	\$ 2,200	\$ 100	\$ 2,450	\$ 2,115	\$ 1,176
Travel, conference, school	\$ 11,000	\$ 3,875	\$ 11,000	\$ 8,023	\$ 6,597
<b>Total Administrative Expenses</b>	<b>\$ 40,650</b>	<b>\$ 13,895</b>	<b>\$ 44,700</b>	<b>\$ 35,841</b>	<b>\$ 30,497</b>

	Proposed 2020	Rounded as of 6/30/2019	2019 Budget	2018 Actuals (rounded)	2017 Actuals (rounded)
<b>OFFICE EXPENSES</b>					
Bank Fees	\$ 100	\$ -	\$ 100		\$ 426
Cleaning person	\$ 2,700	\$ 1,127	\$ 2,700	\$ 2,734	\$ 2,351
Equipment maintenance and rental					
Software (Synchronist annual fee \$1,200)	\$ 2,200	\$ 1,245	\$ 2,000	\$ 2,198	\$ 2,250
Toshiba service contract w/Loffler Companies	\$ 2,400	\$ 1,791	\$ 2,000	\$ 3,017	\$ 2,514
Equipment maintenance and rental - other	\$ 700	\$ 726	\$ 750	\$ 411	\$ 323
<b>Total Equipment Maintenance and Rental</b>	<b>\$ 5,300</b>	<b>\$ 3,762</b>	<b>\$ 4,750</b>	<b>\$ 5,626</b>	<b>\$ 5,087</b>
Furniture and equipment					
Toshiba digital color copier lease (w/DeLage Financial \$139.59 mo.)	\$ 1,700	\$ 698	\$ 1,700	\$ 1,673	\$ 1,667
Furniture and equipment - Other	\$ 2,400	\$ -	\$ 1,300	\$ 1,037	\$ 898
<b>Total Furniture and Equipment</b>	<b>\$ 4,100</b>	<b>\$ 698</b>	<b>\$ 3,000</b>	<b>\$ 2,710</b>	<b>\$ 2,565</b>
Late Fees				\$ 68	
Office equipment and miscellaneous	\$ 1,800	\$ 920	\$ 2,000	\$ 227	\$ 1,012
Postage, mailing service	\$ 200	\$ 34	\$ 300	\$ 111	\$ 172
Printing, copying and publishing	\$ 1,000	\$ 1,252	\$ 300	\$ 16	\$ 470
Professional services:					
Engineering and other professional services	\$ 3,000	\$ -	\$ 3,000	\$ (3,828)	\$ 5,370
General administrative	\$ 52,000	\$ 19,521	\$ 62,850	\$ 48,221	\$ 47,388
Planning session facilitator	\$ 4,300	\$ 4,285	\$ 2,500	\$ 2,740	\$ 1,300
Website hosting and maintenance	\$ 250	\$ 210	\$ 450	\$ 180	\$ -
<b>Total Professional Services</b>	<b>\$ 59,550</b>	<b>\$ 24,016</b>	<b>\$ 68,800</b>	<b>\$ 47,313</b>	<b>\$ 54,058</b>
Rent and storage unit	\$ 24,720	\$ 11,110	\$ 23,400	\$ 22,900	\$ 23,300
Rent (water cooler, post office box)	\$ 260	\$ 148	\$ 220	\$ 282	\$ 148
Supplies	\$ 3,500	\$ 1,522	\$ 3,500	\$ 4,103	\$ 5,457
Telephone/Telecommunications (including cell phones)	\$ 7,900	\$ 2,890	\$ 5,700	\$ 5,872	\$ 5,384
<b>Total Office Expenses</b>	<b>\$ 111,130</b>	<b>\$ 47,479</b>	<b>\$ 114,770</b>	<b>\$ 91,963</b>	<b>\$ 100,430</b>
<b>CREATING ENTREPRENEURIAL OPPORTUNITIES STUDENT LOAN EXPENSES</b>					
Advertising/Promotions	\$ 150	\$ 56	\$ 200	\$ 420	\$ 829
Bank Fees	\$ 100	\$ 17		\$ 93	
Dinner Event and Silent Auction					
Advertising	\$ 1,400	\$ 417	\$ 1,500	\$ 1,659	\$ 731
Decorations	\$ 2,100	\$ 2,070	\$ 2,000	\$ 2,200	\$ 1,904
Entertainment	\$ 800	\$ 400	\$ 1,000	\$ -	\$ 1,200
Event Food and Beverages	\$ 11,000	\$ 12,897	\$ 7,400	\$ 5,806	\$ 9,422
Other	\$ 150	\$ 130			
Equipment	\$ 7,500		\$ 7,500	\$ -	\$ 8,570
Meals/Meeting refreshments	\$ 2,000	\$ 1,509	\$ 2,300	\$ 2,356	\$ 2,776
Memberships/Dues	\$ 300	\$ 650		\$ 450	
Miscellaneous	\$ 1,500	\$ 700	\$ 1,500	\$ 3,101	\$ 772
Registrations				\$ 325	
Scholarships	\$ 1,000		\$ 1,500	\$ -	\$ 1,000
Supplies	\$ -		\$ 100	\$ 988	
Tradeshaw			\$ 2,500	\$ 578	\$ 2,157
Transfer loan repayments				\$ -	\$ 2,258
Transportation/Travel				\$ 611	
Other	\$ -		\$ 500		
<b>Total CEO Loan Expenses</b>	<b>\$ 28,000</b>	<b>\$ 18,846</b>	<b>\$ 28,000</b>	<b>\$ 18,588</b>	<b>\$ 31,619</b>
<b>TOTAL PROGRAM EXPENSES</b>	<b>\$ 606,227</b>	<b>\$ 353,474</b>	<b>\$ 692,850</b>	<b>\$ 491,472</b>	<b>\$ 479,682</b>



An aerial photograph of a city street grid, showing buildings, roads, and parking lots. A yellow shovel icon is positioned to the right of the 'Golden Shovel' text.

**Golden Shovel**

GROUNDBREAKING  
ECONOMIC DEVELOPMENT  
COMMUNICATIONS

# **Kandiyohi County and City of Willmar Economic Development Commission**

# **Opportunity Zone Marketing Proposal**

**Aaron Backman**  
Executive Director

Proposal expiration: September 30, 2019



## EXECUTIVE SUMMARY

July 17, 2019

Dear Aaron,

Golden Shovel is pleased to present our proposal to the Kandiyohi County and City of Willmar Economic Development Commission for your Opportunity Zone marketing efforts.

- Golden Shovel is focused on economic development, and we understand the importance of effectively marketing your community's Opportunity Zone(s). This includes the creation of a prospectus highlighting Opportunity Zone(s) in the area as well as accumulating the most relevant data for potential investors and industry developers.
- We recognize that the Kandiyohi County and City of Willmar Economic Development Commission is a unique organization with specific goals. The broad experience and expertise gained from working with 185+ clients and communities assures that Golden Shovel will draw from a deep well of projects to make sure Kandiyohi County and City of Willmar stands out.

This proposal has strong support from myself and input from our entire executive team. We are committed to seeing your project succeed.

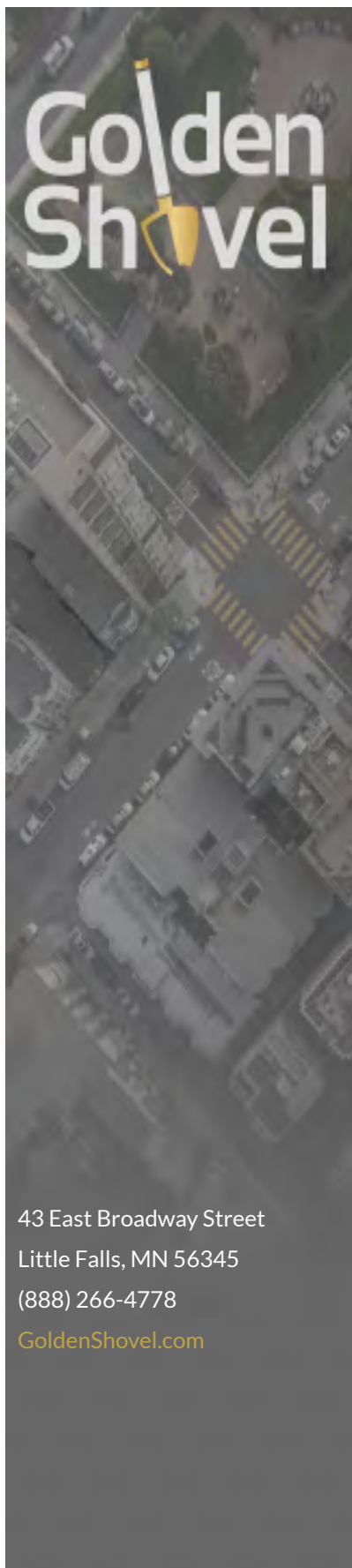
We look forward to working with you!

Sincerely,



Aaron Brossoit  
CEO

43 East Broadway Street  
Little Falls, MN 56345  
(888) 266-4778  
[GoldenShovel.com](http://GoldenShovel.com)



## 1. PROJECT GOALS

Golden Shovel Agency’s main project deliverable supports Kandiyohi County and City of Willmar Economic Development Commission's Opportunity Zones needs. The Kandiyohi County and City of Willmar Economic Development Commission has a goal of attracting interest from Opportunity Zone investors and private industry to their Opportunity Zones. Golden Shovel Agency will develop a world-class prospectus for the Kandiyohi County and City of Willmar Economic Development Commission to use for marketing and attracting various investments to the area. Key components will include the following:

- Develop a prospectus for the Kandiyohi County and City of Willmar Economic Development Commission with multiple uses for the Opportunity Zone(s)
- Promote awareness about the newly designated Opportunity Zone(s) in Kandiyohi County and City of Willmar Economic Development Commission
- Highlight the benefits of investing in and around Kandiyohi County and City of Willmar Economic Development Commission
- Specifically target key industry clusters

## 2. PROPOSED WORK

Below is the Opportunity Zone Market Strategy for the Kandiyohi County and City of Willmar Economic Development Commission. The proposal includes everything needed for a "go-to market" campaign for the Opp

<b>Initial Kick-off</b> This initial meeting will set the goals, expectations and the framework for the next 12 weeks.	<b>FEATURES</b>			
<b>Research &amp; Gather: Opportunity Zone</b>  A. Identify Opportunity Zones matrix mix. B. Cross-reference and identify targeted industries. C. Review studies and research related to industries, housing, labor, transportation, education, and other pertinent analysis.	Goals & Timelines			YES
	Research & Data Collection			YES
	Investment Review	Fund		YES
	Industry Focus			YES
	Prospectus			YES
	Marketing Strategy			YES
	Initial Report			YES
<b>Detailed Opportunity Zone Prospectus</b>  A. Collect relevant data for inclusion into the prospectus B. Provide detailed information for prospectus C. Inclusion of these elements: Growth, Capital Demand, Inclusion, Place Making, Capacity D. Final prospectus (branded and investment ready)	Final Prospectus	Report &		YES
<b>Opportunity Zone Strategy</b> Compiled data and analysis for Opportunity Zones market strategy with target market attraction, investment and funder attraction, and Opportunity Zone fund set up.				

**Opportunity Zone Fund**

Where needed help identify Opportunity Zone funds to create communication pathways for prospectus distribution.

**Opportunity Zone Marketing Implementation Recommendations**

Complete Opportunity Zone Marketing strategy with implementation recommendations - marketing the Opportunity Zones for potential industry.

**Final Report**

The final report will include:

- Finished prospectus
- Marketing Strategy for prospectus disbursement
- Opportunity Zone Fund information (if available)
- All other data and information collected

**Recommended Uses**

- A. Generate investment opportunity
- B. Agreed upon implementation & action plan
- C. Increase opportunity zone attraction & increase outside investment interest

**Prospectus Components**

Intro to area	YES
Executive Summary	YES
Geographic areas	YES
Population demographics	& YES
Growth matrix	YES
Placemaking	YES
Capital demand	YES
Workforce availability	YES
Sector focus	YES
Forecasting	YES
Sources	YES
Notes & appendices	YES

## ***a) Research & Analysis***

The most crucial component of developing a prospectus is the research and analysis to ensure the most up to date data is presented within the final product. Data collection methods vary from information that already exists and shared with the team at Golden Shovel as well as analysis that has to be done through a variety of research methods. The prospectus must include information such as growth expectations, workforce availability, infrastructure, and demographics. The prospectus includes everything from industry representation to quality of life - research is the most valuable component to developing a prospectus. Some basic information is also gathered to create a strategy document during the research phase including:

- **Organizational Analysis:** We will identify key messages, target industries, geographical boundaries and specific goals of your organization for inclusion in the strategy.
- **Marketing Assessment:** With the collaboration with the Kandiyohi County and City of Willmar Economic Development Commission's personnel, we will review the current brand implementation, marketing materials, website, social media assets, communications and Search Engine Optimization (SEO).
- **Competitive Analysis:** We will Identify competitive communities and research their online presence and approach.

### ***a.1 Strategy Development***

We will utilize the research analysis and direct meetings with your designated staff members to identify the goals, strategies and key areas of focus to be applied throughout the messaging. Overall the strategy development process will be used by the Kandiyohi County and City of Willmar Economic Development Commission's internal staff to distribute the prospectus and relevant Opportunity Zone information to the correct groups and targets, this is a high-level document that supports the city staff when communicating the city's Opportunity Zones. The process will include the following:

- **Define Goals:** Golden Shovel will define marketing goals to serve as the foundation for the selection of the communication channels and strategies to be implemented.
- **Target Audiences:** We will determine target audience profiles and their communication preferences.
- **Communication Channels:** Appropriate communication channels for the target audience (including funders and investors)
- **Implementation Strategy:** After we have defined the goals, audiences, and communication channels, the strategy will be implemented. A variety of implementation methods may be utilized to increase engagement with the various target audiences.
- **Prospectus disbursement:** Golden Shovel will identify any areas that the prospectus should be sent, for example, any state or national sites that are posting Opportunity Zone information.

### *b) Development of Opportunity Zone Prospectus*

The most important aspect of marketing your Opportunity Zones is the prospectus; the prospectus acts as the information clearing house for investors and industry. Information found in the prospectus includes the following pieces:

- Opportunity zone sites
- Workforce availability (and labor shed)
- Demographics
- Culture
- Industry clusters and advantages
- Current large employers (small focus)
- Cost of living and housing statistics
- Incentives
- Education and training
- Rankings
- Quality of life activities

The prospectus is a snapshot of the entire area providing clear and relevant information for new investment. The prospectus will be designed to have the Opportunity Zone(s) noted with its own individual pages which can be used to share the entire document or to remove certain information to share individually. The prospectus can also be used as a general marketing tool for unrelated Opportunity Zone projects by removing the zone inserts entirely. The Opportunity Zone(s) page can also be shared as an individual “sell sheet” and posted to various media platforms such as the city website.

### 3. SCHEDULE ESTIMATE

This aggressive timeline ensures that a product will be delivered in 3 months so that your Opportunity Zone(s) can be marketed to investors sooner. Below is the estimated scheduled based on the timely information gathering:

	W. 1-3	W. 4-7	W. 8-9	Weekly
Research & Analysis	X			
Prospectus Development		X	X	
Marketing Strategy			X	
Communications Updates				X

### 4. INVESTMENT OVERVIEW

Description	Price	Qty	Subtotal
<b>Opportunity Zone Prospectus</b>			\$17,500
Development of Opportunity Zone Prospectus			
<ul style="list-style-type: none"><li>• Research and development</li><li>• Prospectus content creation</li><li>• Design and presentation</li><li>• Final prospectus</li></ul>			
<b>Travel</b>			\$1,000
Four days travel to gather research data and opportunity zone information			
<b>Total</b>			\$18,500



SIGNATURE  
Aaron Backman

## 5. CASE STUDY

### NORTHEAST KENTUCKY DEVELOPMENT



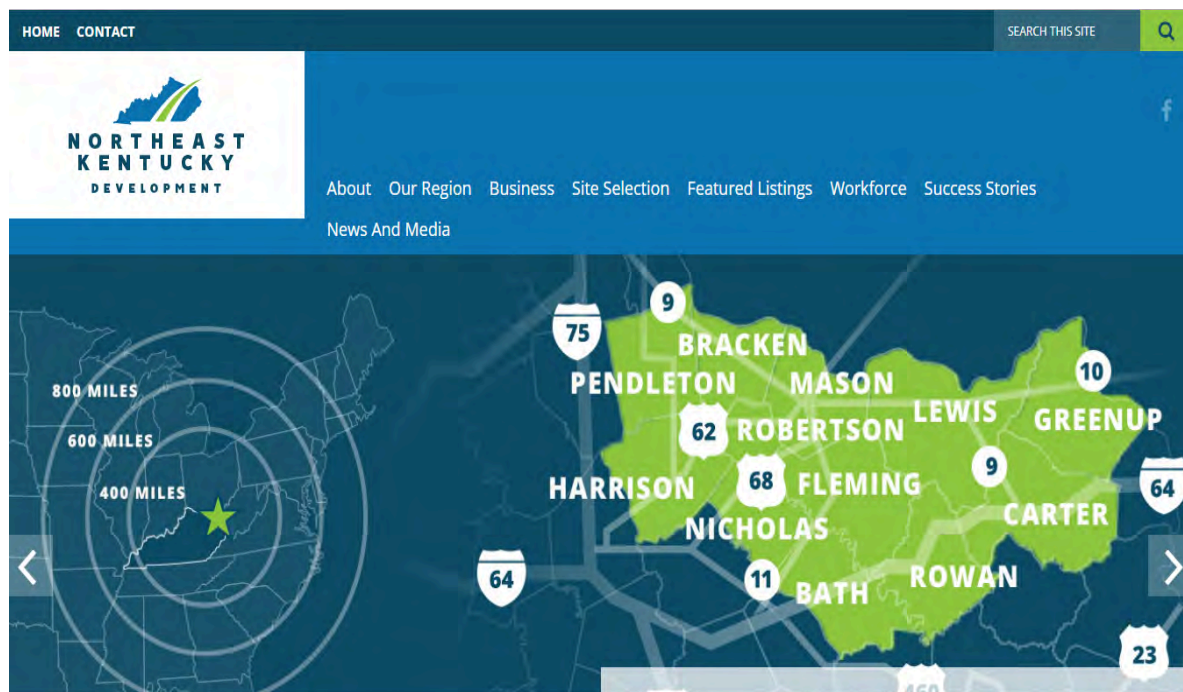
- Local developer Sam Howard was represented by a Golden Shovel Agency team consisting of Kirstie McPherson, Darren Varley and Bethany Quinn.
- Golden Shovel Agency acted as an advisory and marketing team to create a development organization in NorthEast Kentucky that focused on marketing Opportunity Fund properties and investment. The team also developed a robust workforce attraction strategy.

Northeast Kentucky Development (KY) - Golden Shovel created a regional brand and strategy to build a targeted communications plan to gain leads and attract new business growth across 12 counties. Project included brand and communication, targeted industry plan, website development, coordinated social media, trade show strategy, VR familiarization tour, marketing support. (<http://www.nekyd.com>).

Northeast Kentucky Opportunity Zone - Golden Shovel developed NEKYD's Opportunity Zone marketing by completing prospectus, opportunity zone landing pages for the website, and targeted industry content pieces. Within the first quarter of development, announcements have been made for investment, development-ready sites, and new industry moving to the area.

Opportunity Zone Funds must be targeted in their investments and ready to deploy quickly because of the 31-month development period between the first and last dollar put into the project. Golden Shovel Agency understands the urgency of these projects and has assembled a team that is ready to build your project's awareness.

Contact Information: Sam Howard, Director of NorthEast Kentucky Development, [samhoward@tracecreek.net](mailto:samhoward@tracecreek.net)  
Ph: 606.796.3867



## 6. CHOOSING GOLDEN SHOVEL

Golden Shovel Agency has the experience and qualifications to meet the specific promotional goals of Kandiyohi County and City of Willmar Economic Development Commission. At Golden Shovel, we bring a team of professionals with diverse experience to combine strategy, marketing, technology and communications to present our clients' communities in their best light. Our key assets are creativity, industry knowledge and foresight. We evaluate the latest technologies and trends in economic development and provide them as marketing solutions to our clients. We employ the latest trends to keep our clients ahead of the curve. Golden Shovel provides groundbreaking economic development communications strategies. Our Economic Gateway solution is the engine behind our first-in-class economic development websites, which combine our award-winning custom designs with all the tools needed for successful online economic development.



### a) Golden Shovel Agency Overview

Since the company's inception in 2009, Golden Shovel Agency has earned the trust of 185+ clients, with customers ranging from small rural communities to large communities with international aspirations. Our number one goal is customer satisfaction leading to long-term relationships. Golden Shovel Agency proudly has retained over 95% of our customers who have signed up for our tools and services. This is an industry leading indicator of our growth and stability in the community development arena and a predictor of strong growth in years to come. We truly believe in our client's satisfaction and provide all clients with a 30 day prorated out clause on all of our contracts. Golden Shovel is the leader in community development marketing, websites and communications with over 185 websites launched in 30 states and Canada. Our work has won state, regional and international design awards. We are solely focused on the community development industry with a strong understanding of the needs of municipalities from perspectives all across North America.

### b) Why Golden Shovel?

Golden Shovel is not an ordinary marketing firm. In addition to providing websites, strategy and branding, we bring to the table the following unique and valuable assets:

#### **We have industry experience.**

Golden Shovel executives regularly attend and are asked to present at economic development conferences. We have a close relationship with the site selection community and collaborate with them on preferred communication methods. Site Selection Firms that are currently working with us are:

- Newmark Knight Frank
- Global Location Strategies
- McGuireWoods Consulting
- Barber Business Advisors



#### **We are a communications firm.**

Great marketing happens when great content finds the right audience. Whether attracting a business in a target industry, or a type of worker, we create custom content tailored for the economic development audiences. We accurately target and measure results through online communication channels.



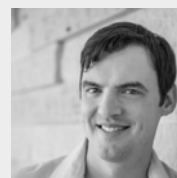
## *YOUR GOLDEN SHOVEL EXPERT TEAM*

Our team consists of 32 members covering a wide array of expertise. We will have our top staff assigned to this project to ensure the best possible results. The following key team members will be assigned to the project with assistance from other appropriate staff members as needed:

**John Marshall, President:** John is a partner with Golden Shovel and has 15 years of experience in financial analysis, sales and business development in the privately owned business market and is a well-respected economic development advisor and strategist. He is a member of the Mid-America EDC, NREDA, SEDC, IEDC, Vice President of the Weston County Development Board, President of the Upton Economic Development Board, member of the Wyoming Workforce Advisory Group and Board Member of the Wyoming Economic Development Association.



**Aaron Brossoit, CEO:** Aaron Brossoit is a founder and partner of Golden Shovel Agency. He has worked with hundreds of communities all across the country focusing on their business attraction, retention and workforce marketing and strategies. Brossoit is a board member for the Mid-America Economic Development Council (MAEDC) and a frequent presenter at state and regional economic development conferences.



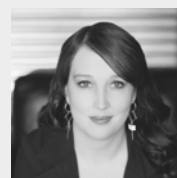
**Ron Kresha, COO/CFO:** Ron Kresha's career spans COO, CFO, Business/ Financial Manager and Technology Coordinator for technology, small business and education markets. Kresha is an accomplished economic development adviser helping communities create successful brands to expand their economic gardening and outward facing economic development efforts. His financial executive experience includes the ability to oversee, develop, and organize complex financial control policies and analytics for software-based companies.



**Darren Varley, Project & Client Manager/Lead Designer:** Darren manages the project and coordinates with the client throughout the entire development process. Darren also provides ongoing assistance for marketing strategy development, training, social media, quarterly report reviews and ongoing maintenance. He has been working with the team for 6 years, creating a wide array of designs with a high level of customization to ensure we fulfill the client's expectations.



**Kirstie McPherson, Director of Marketing:** Kirstie comes from a well-rounded background in marketing and economic development with projects focusing on business recruitment, workforce attraction, and strategic marketing. Kirstie began working in Economic Development over 7 years ago and has been in an economic development marketing role throughout that time. She began working with Golden Shovel in 2017 and focuses on many marketing projects, including community marketing strategies and connecting with communities around the nation.



**Bethany Quinn, Director of Content:** Bethany has been with Golden Shovel 3 years as Director of Content, and she leads a talented content and publishing team. With a passion for creating and sharing our client's stories, Quinn is pioneering new ways to promote our clients and their local and regional successes. Economic development has the power to change an entire community and the lives of each family who lives there. Bethany and her team share the success stories of economic developers, local businesses, and organizations that are fighting to make their community a better place – and winning.



**Laura Christie, Director of Business Development:** Prior to getting her Bachelor's degree in Logistics from Auburn University, Laura graduated from high school with an emphasis in Graphic Arts. She has over 10 years of logistics experience, having worked with major companies such as Toyota, Denso, Target, and Google. At Golden Shovel, Laura is responsible for business development support activities including lead management, customer relationship management, regional research, scheduling and generation of proposals and presentations.



## 7. CLIENT REFERENCES

**Steve Jahn**

[steve@momentumwest.org](mailto:steve@momentumwest.org)

Executive Director  
Momentum West  
Eau Claire, WI  
Ph. 715.874.4673

Customer since September 2014

<http://www.momentumwest.org>

Services provided: Website Development, Website Copywriting, Content Management Service, Business Attraction Marketing Strategy, Digital Marketing Campaign, and Advanced SEO

**Linda DiMario, CEcD**

[ldimario@irvinechamber.com](mailto:ldimario@irvinechamber.com)

VP Economic Development & Tourism  
Irvine Chamber Economic Development  
Irvine, California  
Ph: 949.502.4124

Customer since April 2015

<http://www.irvinechambereconomicdevelopment.com>

Services provided: Website Development, Website Copywriting, Content Management, Advanced Website Lead Generation & Tracking

**Lisa Hurley, CEcD**

[lhurley@yorkdevco.com](mailto:lhurley@yorkdevco.com)

Executive Director  
York County Development Corporation  
York, Nebraska  
Ph: 402.362.3333

Customer since March 2014

<http://www.yorkdevco.com/york>

Services provided: Website Development, Website Copywriting, Content Management Service, Advanced Website Lead Generation/Tracking, Virtual Reality FAM Tour Video

**Erik Collins**

[collinse@mcoho.org](mailto:collinse@mcoho.org)

Executive Director Montgomery County Ohio  
Dayton, Ohio  
Ph. 937 225 4642

Customer since January 2016

<http://www.mcoho.org/>

Services Provided: Website Development, Website Copywriting, Content Management Service, Website Hosting & Maintenance, Virtual Reality FAM Tour

*“Selecting Golden Shovel was not a risk. Their work with other communities across the country garnered immediate consideration. Golden Shovel delivered, making this the most seamless, stress-less development project with which I have ever been engaged.”*

*-Linda DeMario, Irvine Chamber Economic Development*

**ENGINEERING SERVICE CONTRACT  
SPECIAL SERVICES - TELEPHONE**

AGREEMENT made as of July 19, 2019 between, Kandiyohi County & City of Willmar

Economic Development Commission (EDC) on behalf of Dovre, Mamre, and St. John's Townships (hereinafter called the "Owner") and CC&I Engineering, Inc. d/b/a Compass Consultants Inc. at 155 Second St SW, Perham, MN 56573 (hereinafter called the "Engineer"). NOW, THEREFORE, in consideration of the mutual understanding herein contained, the parties hereto agree as follows:

**ARTICLE I**

*General*

*The Engineer shall render diligently and competently the engineering services described in Article II, upon the terms and conditions herein stated.*

**ARTICLE II**

*Services*

*The Engineer will perform the following services in an expeditious manner: The services described in this contract include a broadband study for the Kandiyohi County & City of Willmar Economic Development Commission and the geographic area encompassing the Kandiyohi County Townships of Dovre, Mamre, and St. John's. The scope of work for this project is shown in Addendum A, indicating a market analysis and engineering analysis. The analyses and report will be specific to a Fiber to the Home(FTTH) broadband partnership with Arvig Enterprises Inc. The milestones, deliverables, and a schedule for deliverables are described in Addendum A (Scope of Work and Deliverables) and Addendum B (Compensation and Milestone Schedule). Deliverables will include routine progress reports by conference call and/or email and a final report.*

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*It is agreed, without limiting the generality of the foregoing, that all drawings, designs, specifications and other incidental engineering work or materials, furnished by the Engineer hereunder shall be and remain the property of the Owner.*

*All services to be rendered hereunder shall be subject to the direction and approval of the Owner.*

**ARTICLE III**

*Compensation*

*The owner shall pay the Engineer for services performed hereunder for the deliverables that complete milestones under terms and amounts specified in Addendum B.*

ARTICLE IV

Miscellaneous

**Section 1. License:** *The Engineer shall comply with all applicable statutes pertaining to engineering and warrants that he possesses License Number 47697 issued to him by the State of Minnesota on the fifth day of August, 2009 PRD.*

**Section 2. Insurance:** *The Engineer shall take out and maintain workmen's compensation insurance, public liability insurance, and automobile liability insurance as prescribed by the latest revision of RUS Bulletin 340-5. Compliance with future revisions of Bulletin 340-5 will be made within 90 days after date of issuance of the revision.*

**Section 3. Qualified Personnel:** *The obligations and duties to be performed by the Engineer under this Agreement shall be performed by persons qualified to, perform such duties efficiently. The Engineer, if the Owner shall so direct, shall replace any engineer or other person employed by the Engineer in connection with the work.*

**Section 4. Terms of Agreement:** *This Agreement shall become effective as of the date hereof and shall remain in effect until terminated by either party giving thirty days notice to the other party of its intention to terminate.*

**Section 5. Assignment:** *The obligations of the Engineer under the Agreement shall not be assigned without the approval in writing of the Owner.*

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed.

Kandiyohi County and City of Willmar  
Economic Development Commission

CLIENT

By

  
Roger Indieke  
Vice Chairperson

~~PRESIDENT~~

ATTEST

  
Roland Nissen  
SECRETARY

ENGINEER

By

PRESIDENT OR PARTNER\*

(Strike out inapplicable designation)

ATTEST:

SECRETARY

\* If partnership, all partners shall sign.

## **ADDENDUM A**

### **SCOPE OF WORK AND DELIVERABLES**

#### **Scope of Work**

- 1) Market Survey
  - a. Market Survey
  - b. Analysis of Survey Results
- 2) Engineering Analysis
  - a. Outside Pant Design
  - b. Identify Permitting Requirements
  - c. Network Equipment
- 3) Cost Analysis
  - a. Tab Structures by Service Level
  - b. Tab Construction Units
  - c. Engineering Costs

#### **Deliverables**

- 1) Biweekly progress reports by telephone conference or email as agreed by the Engineer and Client
- 2) Report of the Market Analysis
- 3) Report on the Engineering Analysis

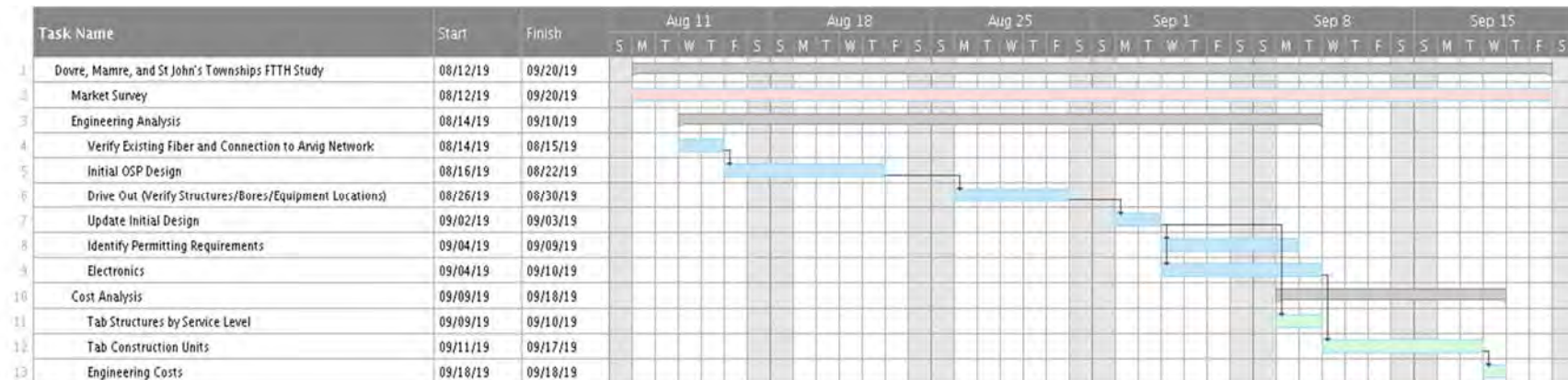
## ADDENDUM B

### Compensation and Milestone Schedule

#### Compensation

Kandiyohi County & City of Willmar Economic Development Commission FTTH study of Dovre, Mamre, and St. John's Townships					
Item	Description	Total Hours	Total Cost	Milestone Cost	Schedule Week
1	Market Survey	60	\$ 4,500	\$ 4,500	6
2	Engineering Analysis			\$ 10,740	5
	Verify Existing Fiber and Connection to Arvig Network	12	\$ 1,400		
	Initial OSP Design	16	\$ 2,160		
	Drive Out (Verify Structures/Bores/Equipment Locations)	40	\$ 3,440		
	Update Initial Design	8	\$ 1,080		
	Identify Permitting Requirements	8	\$ 500		
	Electronics	16	\$ 2,160		
3	Cost Analysis			\$ 3,500	6
	Tab Structures by Service Level	8	\$ 800		
	Tab Construction Units	16	\$ 2,160		
	Engineering Costs	4	\$ 540		
	<b>TOTAL</b>	<b>188</b>	<b>\$ 18,740</b>	<b>\$ 18,740</b>	

#### Milestone Schedule





**Joint Powers Board Meeting  
Connie Schmoll Report  
July 25, 2019**

## **Child Care**

The Kandiyohi County and City of Willmar Economic Development Commission (EDC) has participated in the Kandiyohi County Rural Child Care Innovation Project with leadership in securing team members, partnership with United Community Action Partnership (UCAP) to secure technical assistance for creating local solutions, and participation in planning and implementing childcare-related events. The EDC has engaged in specific childcare business planning and financing. In addition, the EDC has approved funding for projects that have potential to bring resolution to the existing shortage of childcare centers and childcare providers.

EDC has approved funding as follows:

- ✓ \$10,000 for the capital campaign for the YMCA Childcare Center in Spicer.
- ✓ \$900 for the Early Childhood Career Exploration Class to entice and engage potential students for childcare certification and/or early childhood education degrees.
- ✓ \$900 for scholarships toward tuition for students in the childcare certification and early childhood education classes at Ridgewater College.

Local childcare options in process:

- The Willmar Childcare Center facility is currently under construction for the necessary build-out to be licensed for childcare services.
- The YMCA capital campaign for the childcare facility in Spicer has secured the first goal of raising \$575,000 for construction. It hopes to have the facility constructed and in full operation later this year.

## **Broadband**

### **Township Meetings.**

The EDC's Broadband and Advanced Technology Committee is facilitating discussions with township boards to encourage township level investment and planning for a high-speed broadband deployment project. Arvig remains committed to studying the possibility for a buildout, if we have funding partners that cover more than 30% of the project costs and a state Border-to-Border grant for up to 45% of the costs. Arvig will fund the remainder of the costs.

The three invested townships, Dovre, Mamre and St. Johns have passed resolutions to each pay one-quarter of the costs of an engineering study (bid at \$18,740) to determine the process and cost to deploy high-speed broadband in their townships. Kandiyohi County has agreed to pay the other one-quarter of the cost. According to Arvig, it will take two to three weeks to schedule the engineering study and four to six weeks to complete the study. Compass Consultant's Inc. has submitted a contract to be considered with the EDC on behalf of Dovre, Mamre and St. Johns Townships as the "owner" and Compass as the "engineer."





Border-to-Border grant applications are due to the Minnesota Broadband Development Office by September 13, 2019. This timeframe is stringent with many steps to complete between now and September 13<sup>th</sup>. The engineering study needs to be completed and reported to the townships. In addition, we will need to conduct education to the constituents, assess interest in subscribing, if the project were to be done, decide on the township bonding process, assist with a Border-to-Border grant application, secure letters of support and more. We are likely looking at a 2020 application rather than completing one this year.

### **Meetings and Events**

1. Town hall meeting with Rep. Baker and Sen. Lang
2. Joint Ag Conference with MWTC – Planning
3. Meetings with new Willmar City Planner, Dave Ramstad
4. Township meetings on broadband
5. Minnesota Marketing Partnership meeting, St. Louis Park
6. Roundtable on workforce with staff of Sen. Amy Klobuchar
7. Chamber agri-business planning meeting
8. Tour of 2 churches as potential childcare center space
9. Energy savings workshop for businesses at MCROC
10. Preliminary meetings with videographers for community video project
11. SIAL Canada – Trade show for global food and beverage processors
12. Willmar City Council meeting
13. Meet & Greet for new HR Director at Jennie-O, Melanie Faust
14. Chaperone for 5<sup>th</sup> grade Dairy Tours at Lauriston Dairy
15. Industrial Hemp Exploration Subcommittee Meetings
16. Chamber Connection at Procore Technologies
17. Southwest Business Development Meeting in Spicer
18. Presentation to Willmar Noon Lions
19. Presentation to Sertoma
20. Budget planning with Ag and Broadband Committees
21. Consultant's Forum in Charlotte, NC
22. Childcare Core Leadership Team meeting
23. Economic Development Association of Minnesota Summer Conference
24. Dairy Days at Carlson Dairy
25. Partners in Ag Innovation Workshop planning meetings
26. Kandiyohi County Board Meeting on township broadband study
27. Agriculture discussion with Senator Tina Smith's Staff
28. Job Fair Planning Meeting
29. Aggie Open for Chamber Agri-Business Committee
30. MAPCED quarterly meeting in Morris
31. Dovre Township meeting
32. Discussions with Mamre and St. Johns Townships

### **Business Visits**

1. Tour and visit with management at K-traps of Pennock
2. EpiTopix visit with managers – sewer, water and broadband options for the business
3. Retail Business Design Workshop follow-up with 4 businesses
4. Diamond Trailers
5. VP Enterprises, business plan and loan application
6. K-traps, business plan and loan application
7. New restaurant start-up
8. Willmar Childcare Center
9. YMCA Childcare Center
10. Carlson Dairy
11. Lunch meeting with Renee Nolting of West Central Industries
12. Ashley Thompson/Healthy Fusion
13. Brian Burwell/Universal Athletics
14. Kim Madsen consulting assistance with coaching businesses on workforce retention
15. Zach at Farm Bureau Financial Planning Services
16. Loan closing with K-Traps LLC – Shawn and Joy Henkel, follow-up visit
17. Business planning to sell and discussion with two people on interest to buy a local business
18. Kandi Mall
19. Beauty Box Boutique
20. Glow by J Boutique
21. Woodland Centers
22. Salon MarahKhee Expansion – mobile salon concept



## **Joint Powers Board Meeting**

### **Aaron Backman Report**

**July 25, 2019**

#### **Highway 23 Coalition**

On April 11<sup>th</sup> MnDOT announced that construction of the South Gap would move up by one year. At the April 24<sup>th</sup> Board meeting MnDOT representatives provided an update on activities related to the North and South Gaps, the Willmar Wye project, and authorized a reception in Washington, D.C. for the MN Congressional Delegation and Staff.

Steve Voss, MnDOT District 3 Planning Director confirmed on April 29<sup>th</sup> the construction bidletting for the half clover project at I-94 and Hwy 23 is scheduled for June 7, 2019. That means the project, which the Coalition supports, has moved up a year. So, now, Hwy 23 has two projects that have moved up one year—the South Gap construction and the Interchange construction project at I-94 and Hwy 23. Also, Mr. Voss agreed to add a Hwy 23 Coalition update at the upcoming Central MN ATP Meeting for District 3. I presented on behalf of the Hwy 23 Coalition at that meeting that was held on Thursday, June 20<sup>th</sup> at MnDOT in St. Cloud. (Jake Bauerly is the chair of that ATP.)

Donna Boonstra, Chair of the Highway 23 Coalition, led a delegation of 16 Coalition members to Washington, D.C. from June 18<sup>th</sup> through 20<sup>th</sup>. They held meetings with Minnesota's Congressional delegation and at the Federal Highway Administration. The FHWA staff advised the attendees to work with MnDOT to obtain the Critical Rural Freight Corridor Designation so that the Coalition can apply for federal grant funding.

Particularly meaningful were discussions with Congressman Peterson, Congressman Stauber, U.S. Senator Smith, and U.S. Senator Klobuchar staff. Congressman Stauber indicated that the Trump Administration is ready to invest in rural infrastructure. He also advised speaking with the folks in Superior, WI, and Sioux Falls, SD. If the Coalition can cross into the adjacent states for additional membership that could garner more support for the Coalition.

The Coalition is also exploring the possibility of partnering on transportation studies that could generate additional information, assist the District 8 Freight Plan and potentially garner additional funding for the Corridor. The Board is planning its Fall General Membership meeting in the latter part of October. That meeting is likely to be held in the Granite Falls area.

#### **Proposed Bethesda New London Campus**

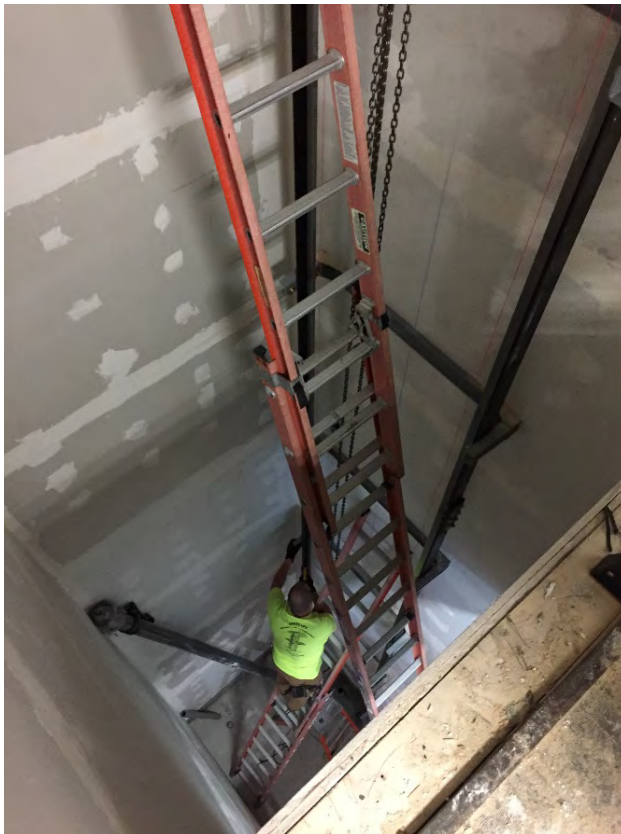
Over the past 18 months Bethesda has been considering and planning for a new senior housing project in the New London/Spicer market area. A market study indicated there was sufficient demand for more senior housing. Bethesda Board of Directors considered various locations and ultimately selected an 11-acre site along Peterson Parkway north of the ACMC Clinic in New London (they have a signed purchase agreement). For the past six months the EDC has been interacting with Bethesda

management, Marcus Construction, City of New London, and others regarding the new Bethesda campus, a \$16 million senior and assisted living complex that will feature 36 senior apartments, 18 assisted living units and 18 memory care units. Phase I of the campus would include a town centre with chapel, community areas, dining spaces, a spa, Club Bethesda wellness center, and potentially a child care center.

On April 3<sup>rd</sup> the New London City Council unanimously called for setting a TIF public hearing for the Bethesda project. At that public hearing on May 22, 2019 the New London City Council approved the Bethesda Senior Housing TIF District and the Development Agreement.

### **Midtown Plaza Elevator Project**

The new elevator is now being installed in the Midtown Plaza in downtown Willmar! On July 9<sup>th</sup> the Owner Zack Mahboub showed me the new rails that are being installed in the elevator shaft by the contractors. The EDC helped line up the financing for the \$129,000 project from the Southwest Initiative Foundation, Mid-Minnesota Development Commission, and Home State Bank.





## **USDA Intermediary Relending Program (IRP)**

Over the past year the local USDA Rural Development Office has encouraged the EDC to take over the administration of the Willmar Downtown Intermediary Relending Program (IRP). On April 9<sup>th</sup>, Jill Bengtson, HRA, Kevin Friesen, USDA Rural Development, Connie and I met at USDA in Willmar to discuss this opportunity. The IRP was discussed at the EDC's Joint Powers Board meeting on April 27<sup>th</sup> and with the Joint Operations Board. Board members were open to exploring the concept.

The IRP Program in Willmar was established in 1998 and was capitalized at \$600,000. The IRP is a 1% loan from the USDA that is in turn lent to local businesses (at a higher interest rate). Approximately 20 business loans were approved for business acquisition, construction, and working capital, however, no loans have been issued or approved by the HRA in 9 years. Currently there are three active loans with a loan value of approximately \$100,000 and roughly there is \$500,000 in cash. The maturity date for the USDA loan is June of 2028 (and there was about \$158,233 left to pay on the note in May).

Back in 2014 and 2015 EDC staff (Steve Renquist and Jean Spaulding) put in a fair amount of time trying to get the IRP fund transferred to the EDC. The Finance Committee reviewed the loans and adopted a motion supporting it; and the Joint Operations Board adopted resolutions supporting it. Ultimately the transfer did not occur. The merger of the Willmar HRA and the Kandiyohi Co. HRA could have slowed the process down. If the HRA does not do something with the program, I'm concerned we would not be effectively using an economic development tool in Kandiyohi County.

As I mentioned to the EDC Joint Operations Board in June, if the EDC were to assume administration of the IRP I would recommend three changes to the program. First, expand the eligible program area from Downtown Willmar to citywide or countywide. Second, consider expanding the eligible business uses (businesses have evolved in the last 20 years). Third, consider bringing administration of the loan program "in house". Instead of having Heritage Bank prepare and administer the loans, have the EDC do so. We can do it (and keep the administrative fees).

On June 12<sup>th</sup> Aaron and Connie discussed this matter with the Kandiyohi County HRA Board of Directors. Because there was not a quorum of the Willmar HRA at the County HRA Board meeting, the members decided to have further discussions at the July HRA Board meeting. Subsequently, I talked with Denis Anderson, an HRA Board member (and Willmar HRA Board member). He was supportive of transferring administration of the program to the EDC and of expanding the geographic area eligible for the IRP program.

On July 10<sup>th</sup> I attended the HRA Board meeting to further discuss the IRP Program transfer to the EDC. At that meeting Jill Bengtson, Executive Director of the HRA, indicated that she has identified an HRA staffer that could oversee the Willmar IRP program and that now she would like to bring administration of the IRP Loan Program "in house" and not have Heritage Bank administer it.



### **15<sup>th</sup> Street Flats—Construction Update**

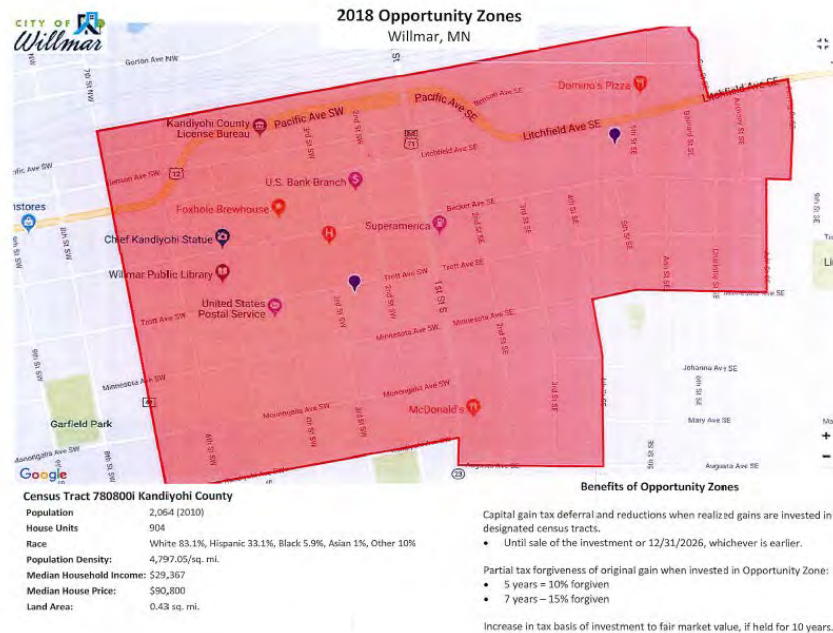


Construction on 15<sup>th</sup> Street Flats is wrapping up. Contractors are installing appliances and finishing interior touches. According to Erin Anderson, VP of Development for Commonwealth, there are a lot of household applications for these units, but processing them on the HRA-side has been slow. Overall, the development looks good and move-in should be in September of 2019.

### **Marketing Proposal for Willmar Downtown Opportunity Zone**

In June of 2018 Governor Dayton selected 128 census tracts to be Qualified Opportunity Zones (QOZs). These are low-income communities that the federal government is encouraging investment by deferring taxation on capital gains until December 31, 2026, reducing gain that is taxed by up to 15%, and no tax on additional gain if property held for 10 years. So, there can be direct tax benefits to developers, developers can raise equity capital from investors who can use the tax benefit, and property owners can attract tenants who can use the tax benefits for capital costs.

In Willmar, Census Tract 780800, is the QOZ. It covers the Downtown and a residential area to the east of 1<sup>st</sup> Street. To take full advantage of the program, investments should be undertaken in 2019. However, this requires a significant marketing effort (a prospectus and other materials provided to potential investors). Given current workloads of Connie and myself, I am suggesting that we partner with an agency that has experience marketing Opportunity Zones. The Golden Shovel Agency, based in Little Falls, MN, specializes in marketing for economic development organizations around the country. (They have about 185 clients around the country.) They have worked with a number of cities to promote their QOZs.



Ken Warner, Sarah Swedburg, and I met with Steve Gottwalt to discuss Golden Shovel's approach. Subsequently, Golden Shovel provided a proposal to the EDC for Opportunity Zone services. The key components are: Develop a prospectus for the EDC to use in different ways, promote awareness of the Opportunity Zone in Willmar, highlight the benefits of investing, and targeting key industry clusters. The work is expected to take 12 weeks. The cost of the contract is \$18,500. I would propose that the funds come from the EDC's unreserved funds.

### **Business Meetings (April 25<sup>th</sup> – July 25<sup>th</sup>)**

1. Attended Life Connection and met with local businesses
2. Meeting with Epitopix reps, Dave Ramstad, and Connie re wastewater issue (4/29/19); follow-up meeting with Dave and Sean C. at City Hall.
3. Attended Retail & Restaurant Summit at Golden Valle Country Club (4/30/19)
4. Attended Empire Builders Event (Hill Capital) in Eden Prairie (5/2/19)
5. Presentation to Leadership Perspectives Class at MWTC (5/3/19)
6. Presentation to Not Done Yet (Senior Group) at Calvary Lutheran (5/3/19)
7. Monthly Meeting w/Dr. Craig Johnson (5/3/19, 6/5/19, 7/3/19)
8. As part of the EDC's 2019 Workforce Development goal, participated in interviews w/videographers for community video (5/9/19)
9. Hwy 23 Coalition Membership presentation to Sauk Rapids City Council (5/13/19)
10. Weekly development meetings w/Dave Ramstad, Director Planning & Development, City of Willmar (5/14, 5/21, 5/28, 6/4, 6/11)
11. Participated in Child Care Core Team meeting at Bethesda (5/14/19)



12. Provided tour of Willmar, Spicer & New London communities to Doug Griffiths, 13 Ways to Kill Your Community presenter (5/15/19) & attended his presentation at Willmar Conference Center (5/16/19)
13. Participated in Open Mic at KWLM Radio w/Sarah Swedburg (5/16/19)
14. Attended Southwest Business Development Network Mtg. at O'Neil's in Spicer (5/17/19)
15. Participated in EDC Finance Committee where K-Traps and VP Enterprises loan requests were considered (5/21/19)
16. Attended Hwy 23 Coalition Board of Directors meeting at Dooley's Petroleum (5/22/19, 6/26/19, 7/24/19)
17. Participated in meeting w/Dave R., Mayor Calvin, Ike H. regarding potential business project at Kandi Mall (5/24/19)
18. Attended Central MN Freight Forum at River's Edge Convention Center in St. Cloud (5/31/19)
19. Attended meeting re Suite Liv'n Tax Abatement request w/Gabe Olson, Larry Kleindl, and two county commissioners (6/3/19)
20. Meetings w/Lindsey Donner & Mike Bregel, REDstar re EDC/Hwy 23 marketing pieces
21. Participated in follow-up meeting of the Retail Business Design Workshop participants in conjunction with the Social Media Breakfast at WORKUP (6/5/19)
22. Reviewed recent aerial photos of Willmar projects w/Melissa Knott (6/6/19)
23. Attended Willmar Chamber Public Policy Committee Mtg. (6/7/19)
24. Attended V2040 Steering Committee Mtg and V2040 Housing Subcommittee meetings (6/10/19)
25. Participated in meeting w/David Turch and Donna Boonstra, Mayor Calvin, Commissioner Nissen (6/10/19) (6/10/19)
26. Attended MnDOT TED Program Solicitation Mtg. at MnDOT District 8 and discussed potential project in Willmar Industrial Park (6/11/19)
27. Presented to Kandiyohi County HRA re IRP Program (6/12/19)
28. Presented on behalf of the Hwy 23 Coalition to the Region 7W Transportation Policy Board at MnDOT District 3 offices in St. Cloud (6/14/19)
29. 2020 EDC Budget meeting with Kathy Schwantes (6/17/19)
30. Weekly development meetings w/Dave Ramstad, Director Planning & Development, City of Willmar (6/24, 7/2, 7/9, 7/16, 7/23)
31. Attended State of Manufacturing Event at Ridgewater College (6/18/19)
32. Attended Kandiyohi County Commission meeting regarding setting the public hearing for the Suite Liv'n Tax Abatement request for Sunwood 24-unit facility (6/18/19)
33. Participated in meeting w/U.S. Senator Tina Smith staff re agriculture issues at EDC
34. Attended Social Media Breakfast event at WORKUP (6/19/19)
35. Participated in Job Fair Partners meeting at Ridgewater College preparing for September 2019 Job Fair
36. Presented on behalf of the Hwy 23 Coalition to the Central MN ATP Organization at MnDOT District 3 offices in St. Cloud (6/20/19)
37. Attended U.S. Senator Tina Smith staff-led Housing Listening Session at Willmar Public Library (6/24/19)
38. Presented to the Willmar Chamber Board of Directors at its Mid-Year Review Event held at the MinnWest Technology Campus (6/27/19)

39. Video meeting with Ned Zimmerman of GogyUp and Connie regarding a pilot project in Willmar (7/8/19)
40. Meeting w/Jacqueline Samayoa, Glow by J Boutique (7/8/19)
41. Spoke at Willmar Wye Groundbreaking Ceremony at former Willmar Airport (7/9/19); Participated in BNSF Train Ride
42. Presented to Kandiyohi County HRA re IRP Program (7/10/19)
43. Attended Chancellor Devinder Malhotra's Scholarship Program Announcement at Ridgewater College (7/10/19)
44. Mtg. & tour w/Scott Wallner, Community Education Director (7/15/19)
45. Presented at Suite Liv'n Tax Abatement Public Hearing at Kandiyohi County Commission Meeting (7/16/19)
46. Participated in Opportunity Zone Meeting w/Golden Shovel Agency and Willmar Lakes Area Chamber of Commerce (7/17/19)
47. Participated in Open Mic at KWLM Radio w/Dave Ramstad (7/18/19)
48. Mtg. w/representative of family entertainment business interested in former Herberger's location at Kandi Mall
49. Participated in Willmar Community Development Committee Mtg. w/Natural Gas line extension to serve Willmar Ind. Park 4<sup>th</sup> Addition and Backes Technology (7/22/19)
50. Meeting w/party interested in Mexican seafood restaurant
51. Participated in meeting w/City Staff at Willmar City Hall regarding utility extensions to Epitopix and annexation plans (7/24/19)

### **Business Visits**

1. Mtg. w/Joanna Schrupp re business development at MWTC; and later a tour of new building and recently renovated buildings on campus (4/25/19)
2. Mtg. & tour of K-Traps, a business located between Willmar and Pennock (4/26/19)
3. Various tours of the renovation area for the elevator project at Midtown Plaza with Zack Mahboub
4. Attended CVB Leisure Travel Committee Mtg. at Island Pine Golf Course in Atwater (5/6/19)
5. Meet & Greet w/Melanie Faust, new HR Director for Jennie-O Turkey Store (5/8/19)
6. Attended Willmar Chamber Connection at Youth for Christ building
7. Participated in follow-up meeting w/Dave Ramstad & Connie Schmoll at Epitopix production facility re extending City sanitary sewer to site near Willmar Railroad Wye (5/20/19)
8. Disc. w/Sergio Fuentes re potential business improvements and WAM loan for Royal Barbershop
9. Meeting & tour w/Larry Walter of Innovative Systems printing facility north of Willmar
10. Attended CVB Leisure Travel Committee Mtg. at Little Crow Resort
11. Tour of Willmar Child Care Center renovation at building on Industrial Drive in Willmar
12. Attended Willmar Chamber Connection at SBC Woodwork north of Willmar
13. Attended CABHS Groundbreaking Ceremony near Civic Center Drive (6/7/19)
14. Visit & tour w/Mary Solbrekken, Rustic Designs Flower Farm rural Belgrade (6/7/19)
15. Participated in follow-up meeting w/Mitch Schuler and others from Epitopix & Connie Schmoll at Epitopix production facility re extending City sanitary sewer; Also discussions with Jared Voge, Bolton & Menk re cost estimates for the project.



16. As President of MAPCED, led Quarterly meeting held at Superior Industries in Morris, MN; inc. tour of component manufacturing facility (6/27 – 6/28/19)
17. Participated in meeting with Jeff Bleess, Owner of Tires Plus and Connie regarding possible sale of business
18. Meeting w/Joanna, GM of MWTC, regarding prospect for the campus
19. Meeting w/Jacqueline Samayoa, Glow by J Boutique located in Kandi Mall
20. Meeting & tour of sterilization equipment manufacturer prospect in Minneapolis
21. Meeting w/specialty protein bioscience manufacturer prospect in Minnetonka

### **Other Client Info**

Recently, I was invited to present at the Willmar Lakes Area Chamber of Commerce's Mid-Year Review (6/27/19) for its Board of Directors.

Among the questions they wanted me to address was how many businesses and prospects does the EDC (Connie and myself) work with on a yearly basis. Below is a list of 13 prospects and 64 local businesses/entrepreneurs that we have worked with in the last one and one-half years that I provided to them. Some of the businesses involved limited technical assistance and others involved significant TA.

### **EDC prospects in the past 18 months:**

All-Natural Frozen Treats Company in the Twin Cities  
Animal Feed Company in France  
Bioscience Company in the Twin Cities  
Contract Manufacturer in Greater MN  
Logistics Company based in Memphis  
Medical Products Company in Twin Cities  
Metal Coatings Company in the Twin Cities  
Pasteurization Facility in Greater MN  
Fargo Housing Developers (2)  
Sioux Falls Housing Developer  
Willmar Housing Developers (2)

### **Local/Existing companies the EDC has worked with in the past 18 months:**

Accessories 4 Trucks, Willmar  
Ain-U-Shams (Diverse Grocery), Willmar  
Amin Grocery (Diverse Grocery), Willmar  
Appliance & Home Center of Willmar  
Beauty Box (Relocation from Alexandria), Willmar  
Bethesda Senior Housing Campus, New London  
Black Bear Fish Houses, Rural Willmar  
Coffee & More, Spicer

DI Labs, Spicer  
Doherty Staffing Solutions, Willmar  
Domino's/Legacy Commons, Willmar  
Double J Concrete & Masonry (Relocated to Rural New London)  
El Guerrerito Taqueria (Diverse Business), Willmar  
Epitopix, Willmar  
Escape Willmar, Willmar  
Family Roots Chiropractic, Spicer  
15th Street Flats (Commonwealth Housing Project), Willmar  
Giovanni's Pizza, Willmar  
Happy Family Asian Grocery (Diverse Business), Willmar  
Healthy Fusion, Willmar  
Historic 313 Building/Preservation Alliance of MN, Willmar  
Huerta Auto Repair (Diverse Business), Willmar  
Innovative Systems, Rural Willmar  
Kandi Mall, Willmar  
Knock-out Family Enterprises, Willmar  
K-Traps, Pennock  
Lake Lillian Food Garage/Restaurant , Lake Lillian  
Lakeland Apartments (SWMHP Housing Project), Willmar  
Lettuce Abound, New London  
Little Crow Resort, Spicer/New London  
Luci's Bling (Diverse Business), Willmar  
Marketing Concepts (Relocation from Spicer to Willmar)  
Midtown Plaza (Diverse Business), Willmar  
Mill Pond Salon, New London  
Model Citizen, New London  
New London Food Coop, New London  
Patina Marquet, Willmar  
Peaceful Thymes, Atwater  
Royal Cutz Barber (Diverse Business), Willmar  
Simply Shrimp, Svea  
Sunburg Café, Sunburg  
Spicer Early Learning Center, Spicer  
Spurs Grille (Diverse Business), Willmar  
Sunwood Apartments (Suite Liv'n Housing Development), Willmar  
Unique Opportunities (Herzog Housing Project), Willmar  
Universal Athletics (Diverse Business), Willmar  
Universal Kutz Barbershop (Diverse Business), Willmar  
Unnamed Ag Business  
Unnamed Blading Business, Rural Raymond  
Unnamed Catering Business, Raymond



Unnamed Child Care Centers in 2 Churches, Willmar  
Unnamed Downtown Business, Willmar  
Unnamed Family Entertainment Business at Kandi Mall, Willmar  
Unnamed Food Sales & Distribution Business, Willmar  
Unnamed Home Care Business  
Unnamed Light Manufacturing Businesses (3)  
Unnamed Massage Business, Atwater  
Unnamed Taxi Business (Diverse Business), Willmar  
Urban Escape Boutique, Spicer  
VP Enterprises / Erickson Plumbing & Heating, Blomkest  
Willmar Child Care Center (Diverse Business), Willmar