



Kandiyohi County & City of Willmar  
ECONOMIC DEVELOPMENT COMMISSION

**JOINT POWERS BOARD OF COMMISSIONERS MEETING  
AGENDA**

**11:30 a.m., July 22, 2021**

**Community Room, Heritage Bank, 310 First Street South, Willmar, and Via ZOOM Video Conference**

**CALL TO ORDER** ..... Chairperson Rollie Nissen

**APPROVAL OF AGENDA** ..... Chairperson Nissen

**APPROVE MINUTES** (April 22, 2021 meeting) ..... Chairperson Nissen

**FINANCIAL REPORTS** (as of April 30, May 31 and June 30, 2021) ..... Aaron Backman

**UNFINISHED BUSINESS**

1. Ridgewater College Surplus Property ..... Aaron Backman

**NEW BUSINESS**

1. Executive Director’s Annual Review ..... Chairperson Nissen/Julie Asmus

2. 2022 Proposed Budget ..... Aaron Backman

3. Ratify Actions of Joint Operations Board (see separate handouts)

a. Loan approvals ..... Sarah Swedburg

i. Microenterprise Loan Fund loan to Chaw’s Asian Market

ii. Revolving Loan Fund loan to Amin Grocery

b. Changes to the EDC’s COVID-19 Pandemic Plan ..... Aaron Backman

c. Marketing and Communications Specialist Position ..... Aaron Backman

d. Changes to the Employee Handbook ..... Aaron Backman

e. Amend 2021 Budget ..... Aaron Backman

i. Add a Technology Maintenance Contract

ii. Add Executive Director’s bonus and adjust payroll taxes and PERA

**REPORTS**

- 1. Economic Development Activity . . . . . Aaron Backman/Sarah Swedburg
  - a. Site Selector Forum in Detroit, MI. . . . . Sarah Swedburg
  
- 2. Elevate Business Academy . . . . . Sarah Swedburg
  
- 3. Committee Highlights (as time allows)
  - a. Agriculture and Renewable Energy Development . . . . . Sarah Swedburg
    - i. Partners in Ag Innovation Conference July 29 from 7:30 a.m. to 12:45 p.m.
    - ii. Industrial Hemp Exploratory Subcommittee
  - b. Broadband and Advanced Technology . . . . . Chairperson Nissen/Sarah Swedburg
  - c. Business Retention and Expansion/Recruitment. . . . . Aaron Backman
  - d. Finance. . . . . Aaron Backman
  - e. Marketing and Public Relations. . . . . Aaron Backman
  - f. Leisure Travel . . . . . Aaron Backman

**ADJOURNMENT**—Next regular meeting is **11:30 a.m., Thursday, October 28, 2021** at the EDC Office and via Zoom video conference