

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)

FINANCE COMMITTEE

SPECIAL MEETING MINUTES

July 28, 2020

Via Teleconference

Present: Matt Behm, Nick Dalton, Kerry Johnson, Les Nelson, Justin Schnichels, Jeff Welker and Randy Zinda

Excused: Travis Jones

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

Secretarial: Nancy Birkeland, Legal & Administrative Assistants, Inc.

Chairperson Matt Behm called the meeting to order at approximately 11:00 p.m. followed by roll call.

NEW BUSINESS

COBAL Program. Aaron Backman stated there were no loan applications received. The EDC Joint Operations Board approved a two-month extension of the program to September 1, 2020.

Immigrant Business Disaster Relief Grant Reviews. The committee reviewed the following grant applications:

- **Elegant Massage.** Connie Schmoll reported the owner speaks Mandarin Chinese and an interpreter was used to communicate. The business has two employees and has been in business 3 years and 10 months. A completed application was received. The grant would be used for rent. EDC staff is recommending a grant of \$750.

IT WAS MOVED BY Jeff Welker, SECONDED BY Les Nelson, to approve a \$750 grant under the Immigrant Business Disaster Relief Grant program to Shuhua Li doing business as Elegant Massage. MOTION CARRIED.

- **West Central Home Health Care LLC.** Backman provided information on West Central Home Health, a business located in downtown Willmar. It has had reduced business. The business has two employees and would use grant funds for rent and utilities. Staff is recommending a grant of \$750.

IT WAS MOVED BY Randy Zinda, SECONDED BY Kerry Johnson, to approve a \$750 grant under the Immigrant Business Disaster Relief Grant program to West Central Home Health LLC. MOTION CARRIED.

CARES Act Reimbursement. Backman stated the CARES Pandemic Relief (CPR) Program went live this morning and the grant information is posted on the EDC's website with a link from the home page. A press release was sent to local media yesterday. The planning team approved the final versions of the application forms. This committee will review and recommend approval of the grant applications and the Kandiyohi County Board of Commissioners will make the final approvals. Backman reviewed the final application forms with the committee. The committee recommended the number of employees from both time periods be obtained. The County has transferred \$1,308,900 to the EDC. The Willmar City Administrator is making a recommendation that \$1 million be transferred from the City of Willmar, but a decision has not yet been made. Schmoll reviewed the format of the spreadsheet the committee will review for the grant applications. If committee members wish additional information, it can be provided. The EDC has subscribed to the GuideStar Charity Check program to verify whether or not a nonprofit organization is active. The EDC has hired Cheryl Glaeser of Achieve TFC to assist with program development and marketing and Kandiyohi County has hired Jean Spaulding as coordinator of the county's program. Schmoll stated funding can come from other teams the county has developed, if a business falls under another category. Backman stated there is not a certain set aside of funds for small businesses versus nonprofit organizations. The EDC must encumber the funds by November 15, 2020.

Les Nelson reported Mid-Minnesota Development Commission (MMDC) received unofficial notice that it will receive \$870,000 for four counties and 40 cities in its region with two years to disburse the funds. Loans of \$7,000 to \$100,000 will be given at zero percent interest for two years followed by four percent interest after two years; criteria must be approved by the Chicago Economic Development Administration office. MMDC has hired two individuals to be economic development resiliency staff. MMDC is moving its office to the third floor of the Administration Building at MinnWest Technology Campus.

NEXT MEETING—The next committee meeting is **11 a.m., Tuesday, August 4, 2020** via teleconference. Chair Behm noted he will not be available for next week's meeting. Nick Dalton as vice chair will lead the meeting.

ADJOURNMENT—There being no other business, the meeting was adjourned at approximately 11:33 a.m.