

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT POWERS BOARD OF COMMISSIONERS ANNUAL MEETING
MINUTES
January 27, 2022
EDC Board Room, Willmar and Via Zoom Video Conference

Present: Julie Asmus (via Zoom), Corky Berg, Marv Calvin (via phone), Vicki Davis, Steve Gardner and Roland (Rollie) Nissen

Staff: Aaron Backman, Executive Director; Sarah Swedburg, Business Development Manager; and Kelsey Olson, Marketing & Communications Specialist

Media: Shelby Lindrud, West Central Tribune

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

Chairperson Rollie Nissen called the meeting to order at approximately 11:36 a.m. and declared a quorum was present.

AGENDA—

IT WAS MOVED BY Corky Berg, SECONDED BY Vicki Davis, to approve the Agenda as emailed. All voted unanimously by roll call.

MINUTES—Nancy Birkeland noted the word special should be removed from the title of the October 28 Minutes.

IT WAS MOVED BY Steve Gardner, SECONDED BY Vicki Davis, to approve the Minutes of the October 28, 2021 meeting as corrected. All present voted unanimously in favor by roll call.

FINANCIAL REPORTS—Aaron Backman presented the financial reports as of October 31, November 30 and December 31, 2021. Backman noted as of year end the total funds in bank accounts was \$748,000 and total assets was \$1,130,228 compared to 2020 of \$1,118,000. Backman reported six loans under the COVID-19 Business Assistance Loan (COBAL) Program paid off early and 22 out of 23 loan recipients are making payments. A Conciliation Court Claim has been filed against the one loan in default, Kandi Adult Care, and a hearing will be held April 11, 2022. It was noted the loan to Willmar Child Care Center is a concern. Although loan payments to the EDC have been paid, it has not performed and has not opened. There are individuals interested in operating the location as a childcare center. Action for non-performance is being taken by Southwest Initiative Foundation (SWIF). Backman highlighted areas of the December 2021 Profit & Loss Statement noting the total income is within \$3,000 of what was budgeted. Backman reported SWIF reimbursed the EDC for most of its expenses related to the Elevate program and Kandiyohi County reimbursed the EDC \$11,000 for the broadband work done by Connie Schmoll. Total expenses were \$1,426,772 leaving a net income at year end of \$18,767.

IT WAS MOVED BY Vicki Davis, SECONDED BY Steve Gardner, to file the financial reports as of October 31, November 30 and December 31, 2021, subject to audit. All present voted unanimously in favor by roll call.

UNFINISHED BUSINESS—There was no unfinished business.

NEW BUSINESS

Annual Boards' Planning Session. Backman announced the boards' annual planning session will be held Thursday, April 7, 2022 at the Willmar Conference Center from 9:15 a.m. to approximately 3:00 p.m. Backman recommends engaging Cheryl Glaeser of Achieve TFC to again facilitate the planning session at a fee of \$2,800 (see attached). This year the boards may look at longer-term goals.

IT WAS MOVED BY Julie Asmus, SECONDED BY Corky Berg, to approve a contract with Achieve TFC (Cheryl Glaeser) at a cost of \$2,800 to facilitate the Kandiyohi County and City of Willmar Economic Development Commission's boards' planning session. All present voted unanimously in favor by roll call.

RATIFY ACTIONS OF JOINT OPERATIONS BOARD—

Revolving Loan Funds Loans. Sarah Swedburg stated a loan for Amin Grocery was approved last fall and payments were deferred for three months (November and December 2021 and January 2022). Abdiweli Yusuf, the owner, has encountered complications (ADA compliance, etc.) with completing the remodeling at the new location, the former Public Defender's building. He will have residential tenants and an archery range is in the basement. The Finance Committee will consider another three-month deferral of the loan payments at its next meeting and it would be helpful to have this board approve the first deferral and also the a second deferral, subject to the committee's review. The EDC is in a third security position.

IT WAS MOVED BY Steve Gardner, SECONDED BY Vicki Davis, to ratify a three-month deferral (November and December 2021 and January 2022) of payments by Amin Grocery on its Revolving Loan Fund loan by the Kandiyohi County and City of Willmar Economic Development Commission and approve a second three-month deferral of loan payments by Amin Grocery for February, March and April 2022, subject to review and approval by the Finance Committee. All present voted unanimously in favor by roll call.

Swedburg provided information on the original loan approved by the EDC to Cheers of Raymond and its owner, Trevor Johnson. Johnson passed away within weeks of the loan closing and his manager, Jessica Berghorst, has now purchased the business from his estate and assumed the loan with the EDC. The EDC has been working closely with United Prairie Bank, the lead lender. Berghorst reopened the business on January 13th. Backman recognized the Raymond community for their support of the business, as well as United Prairie Bank.

IT WAS MOVED BY Corky Berg, SECONDED BY Rollie Nissen, to ratify modification of the Mortgage with High Intensity Fitness of MN LLC, doing business as Cheers of Raymond, with the loan payments to begin April 15, 2022 and waiving any interest since the original loan closing through March 15, 2022. All present voted unanimously in favor by roll call.

Approve Broadband Planning Agreement for 2022. Backman informed the board that the Joint Operations Board approved entering into a new agreement with Connie Schmoll for January 1 through March 31, 2022 (see attached) and to increase the budget to \$9,100. The original agreement with Schmoll was for three projects and she is currently working on approximately 10 broadband projects.

IT WAS MOVED BY Steve Gardner, SECONDED BY Vicki Davis, to ratify approval and signing of the Agreement for Services for Broadband Planning Agreement in Kandiyohi County with Constance J. Schmoll for January 1 through March 31, 2022 and to amend the 2022 budget under Professional Services/Broadband Consultant Agreement from \$2,500 to \$9,100. All present voted unanimously in favor by roll call.

Engage Westberg Eischens to Audit Financials. Backman stated it was the consensus of the Joint Operations Board to obtain a proposal from Westberg Eischens to audit the EDC's financials for the next three years. The following proposal was obtained from Westberg Eischens:

<u>Year</u>	<u>Financial Statement</u>	<u>State Reporting Form</u>	<u>Single Audit (if applicable)</u>
2021	\$ 9,200	\$350	\$3,000
2022	\$ 9,700	\$350	\$3,000
2023	\$10,250	\$350	\$3,000

IT WAS MOVED BY Steve Gardner, SECONDED BY Julie Asmus, to engage Westberg Eischens to audit the EDC's financials for 2021, 2022 and 2023 per the estimate provided. All present voted unanimously in favor by roll call.

Chamber Connection. Backman invited the board to attend the Chamber Connection at 7:30 a.m., February 4, 2022 at the Willmar Conference Center, which the EDC will host.

Following a brief recess, the meeting was called back to order at 12:27 p.m.

ANNUAL MEETING

Joint Operations Board Appointments. Chair Nissen informed the board that the Kandiyohi County Board has recommended appointing Mary Warszynski for a three-year term to replace Rollie Boll on the Joint Operations Board and to reappoint Jesse Gislason for three years and the City of Willmar has recommended Art Benson be reappointed for three years.

IT WAS MOVED BY Corky Berg, SECONDED BY Rollie Nissen, to appoint Mary Warszynski to a three-year term on the Kandiyohi County and City of Willmar Economic Development Commission's Joint Operations Board and to reappoint Art Benson and Jesse Gislason to three-year terms on the Joint Operations Board. All present voted unanimously in favor by roll call.

Approve 2022 standing committees/subcommittees and reappoint committee members. Chair Nissen noted a list of committees, subcommittees and their members was emailed to the board and is included in the board packets.

IT WAS MOVED BY Steve Gardner, SECONDED BY Vicki Davis, to approve the following standing committees and subcommittees for 2022:

- Agriculture and Renewable Energy Development Committee
- Ag Marketing and Event Planning Subcommittee
- Ag Industrial Hemp Exploratory Subcommittee
- Broadband and Advanced Technology Committee
- Business Retention and Expansion/Recruitment Committee (BRE)
- BRE Business Support Subcommittee
- BRE Workforce Development Subcommittee

Finance Committee; and
Marketing and Public Relations Committee
and to approve the committee members on the attached list with the addition of Steve Gardner to the BRE Committee and the addition of Ben Carlson to the Marketing and Public Relations Committee. All present voted unanimously in favor by roll call.

Selection of official newspaper. Chair Nissen noted the West Central Tribune has been the official newspaper.

IT WAS MOVED BY Corky Berg, SECONDED BY Vicki Davis, to select the West Central Tribune as the official newspaper for the Kandiyohi County and City of Willmar Economic Development Commission. All present voted unanimously in favor by roll call.

Regular meeting time, date and location. Chair Nissen informed the board the current meeting time, date and location are 11:30 a.m. quarterly on the fourth Thursday in January, April, July and October with the location to remain fluid during the pandemic.

IT WAS MOVED BY Julie Asmus, SECONDED BY Steve Gardner, to set the regular meeting time, date and location for meetings of the Kandiyohi County and City of Willmar Economic Development Commission (EDC) Joint Powers Board for 11:30 a.m. quarterly on the fourth Thursdays in January, April, July and October at the EDC office or other locations as deemed appropriate. All present voted unanimously in favor by roll call.

Election of 2022 Officers. Chair Nissen stated that historically the chair serves two years and the position has alternated every two years between the county and city of Willmar representatives and generally the vice chair has moved into the chair position.

IT WAS MOVED BY Steve Gardner, SECONDED BY Rollie Nissen, to elect Julie Asmus as chairperson of the Kandiyohi and City of Willmar Economic Development Commission Joint Powers Board. All present voted unanimously in favor by roll call.

IT WAS MOVED BY Corky Berg, SECONDED BY Vicki Davis, to elect Steve Gardner as vice chairperson of the Kandiyohi and City of Willmar Economic Development Commission Joint Powers Board. All present voted unanimously in favor by roll call.

IT WAS MOVED BY Rollie Nissen, SECONDED BY Steve Gardner, to elect George "Corky" Berg as secretary of the Kandiyohi and City of Willmar Economic Development Commission Joint Powers Board. All present voted unanimously in favor by roll call.

IT WAS MOVED BY Corky Berg, SECONDED BY Julie Asmus, to elect Vicki Davis as treasurer of the Kandiyohi and City of Willmar Economic Development Commission Joint Powers Board. All present voted unanimously in favor by roll call.

Appoint Liaison to Joint Operations Board. Chair Nissen stated Julie Asmus has been this board's liaison to the Joint Operations Board for the last two years.

IT WAS MOVED BY Rollie Nissen, SECONDED BY Corky Berg, to appoint Vicki Davis as the Joint Powers Board liaison to the Kandiyohi County and City of Willmar Economic Development Commission Joint Operations Board. All present voted unanimously in favor by roll call.

REPORTS AND COMMITTEE HIGHLIGHTS

Economic Development Activity. Backman reported FedEx was announced as the logistics company that is building in the Willmar Industrial Park. He provided information on his research of 23 similar FedEx distribution facilities around the country (see attached). Swedburg reported MinnWest Technology Campus (MWTC) purchased from the State of Minnesota its last three units at MWTC. EDC staff has been working on getting a tax abatement from the county for this project and will next approach the city of Willmar and the Willmar School District. The closing for Block 25 Lofts, a \$10 million project, will be held soon. Backman noted there are 352 housing units under construction or approved for construction in Willmar, 144 of which are being done by Herzog Properties on County Road 5 and 72 units by Kueppers Construction behind PetSmart.

Joint Operations Board Liaison. Asmus reported the Joint Operations Board recognized retiring director Rollie Boll with a plaque. Boll served on the board from 2013 to 2021 and as treasurer from 2014 to 2021. He also served on the EDC's Ag Committee the entire time and he will continue to serve on the Ag Committee on his own behalf. The officers elected for 2022 are Art Benson, president; Jesse Gislason, vice president; Donna Boonstra, secretary and Kelly TerWisscha, treasurer.

Elevate Business Academy. Swedburg reported the EDC was awarded a \$76,000 Small Business Development Grant by the Minnesota Department of Employment and Economic Development (DEED), a portion of which can be used to translate the Elevate Community Business Academy curriculum into Somali. She continues to build relationships with businesses, including accountants and attorneys. She is awaiting receipt of the DEED Grant Agreement, which will run through June 2023. The EDC's Elevate program received the Minnesota Association of Professional County Economic Developers Outstanding Economic Development (MAPCED) Award that was presented at the Annual Conference of the Association of Minnesota Counties. In addition to Swedburg, Schmoll and other local representatives, a representative from Rising Tide Capital and SWIF attended the ceremony. Plans are underway for the next co-hort, which will occur March 13-June 5. A fall graduate, who is bilingual in Spanish and English, will join the program as an instructor. Swedburg will highlight the program at the EDC's Chamber Connection on February 4.

Agriculture and Renewable Energy Development. Swedburg reported the Ag Committee continues to meet.

Industrial Hemp Exploratory Subcommittee. Swedburg reported three subcommittee members attended the Northern Hemp Summit in Fargo, North Dakota, in December and they are looking at sending others to the NoCo Hemp Expo in Denver, Colorado, in March.

Broadband and Advanced Technology. Chair Nissen reported Kandiyohi County has made a commitment to get its rural residents access to broadband. The committee is making good progress on several projects. Swedburg reported the EDC applied for a National Telecommunications and Information Administration (NTIA) grant for seven townships in northern Kandiyohi County. They continue to work with Federated Telephone Cooperative to do projects in the original four townships through the state's Border-to-Border Broadband Grant program, if the NTIA grant is not approved. Federal funds cannot be used as matching funds for federal programs, but they can be used as matching funds for the state's Border-to-Border Broadband Grant. Vibrant Broadband will be applying for a ReConnect Grant through the United States Department of Agriculture for a project along the eastern border of the county. Arvig is doing a project in the city of Prinsburg and Charter is upgrading equipment in the New London area. Chair Nissen noted the pandemic brought forth the great need for broadband.

Business Retention and Expansion/Recruitment. Backman reported the EDC participated in the West Central Minnesota Job Fair in October at Ridgewater College. There were 53 vendors and more than 300 people who attended. Last week the EDC partnered with seven other organizations to host a Workforce Solutions Summit with Mike Henke from Nebraska as the keynote speaker. Other speakers were Luke Greiner and Della Ludwig of DEED. This area has gained some workforce, including individuals with disabilities. The Summit was attended by 74 people from 20 communities throughout the region. Kelsey Olson marketed the Summit in a 90-mile radius; one attendee was from New York Mills. Olson stated the Summit was very good experience for her and she is now compiling the results of a survey that was emailed to the attendees. Swedburg stated there was a mix of businesses across several industries, most from the private sector, but also some from government agencies. The EDC's Business Support Subcommittee will be hosting the West Central Minnesota Virtual Job Fair on February 23 in partnership with CareerForce. Other partners are being sought to lessen the cost of the Virtual Job Fair and to advertise the event.

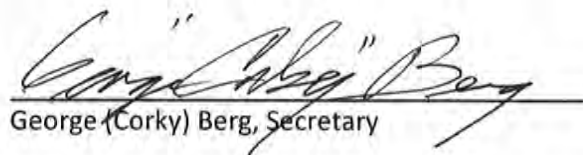
Marketing and Public Relations. Olson reported she is getting familiar with the EDC's software and will be working with others to market the Virtual Job Fair. She developed a newsletter for the EDC that was emailed in January. She will be creating a marketing plan to bring to the next committee meeting and will be strategizing on the EDC's social media posts. She is looking at doing some videos, including interviews of EDC loan recipients, and plans to create a YouTube channel for the EDC. She has connected with the townships and cities in the county and signed up for their newsletters. Olson is also making sure all EDC marketing material is available in accessible language. Olson recently participated in a two-day webinar hosted by the International Economic Development Council.

ADJOURNMENT—There being no further business,

IT WAS MOVED AND SECONDED to adjourn the meeting.

The meeting was adjourned at approximately 1:21 p.m.

NEXT MEETING—The next regular meeting is **11:30 a.m., Thursday, April 28, 2022** at the Heritage Bank Community Room and via Zoom video conference.


George (Corky) Berg, Secretary

APPROVED: 4/28/2022:


Julie Asmus, Chairperson



**Proposal to Kandiyohi County and City of Willmar
Economic Development Commission - Strategic Planning**
Submitted by Cheryl K. Glaeser, January, 2022

Background Summary – Understanding of Needs

The mission of the **Kandiyohi County and City of Willmar Economic Development Commission** is to be a catalyst for economic growth of the greater Kandiyohi County Area. The Commission develops organizational priorities on an annual basis by engaging Staff, Board members, Committee Chairs, and other key stakeholders in fact-finding efforts to identify trends, challenges, opportunities. The Commission seeks a third-party consultant to review, revise, and develop strategies that will guide the work of the Commission throughout 2022 and into 2023. With new staff and heightened focus on key priorities such as broadband, reviewing the status of current goal accomplishments and considering priorities for the coming year will be essential in developing the best approaches to supporting businesses and advancing the region's economic opportunities. If desired, longer-term goals may be considered to achieve a greater vision for the future.

Goals and Outputs

Strategic planning for the Commission would be designed to empower and enable staff, Board, and key stakeholders to develop overarching strategies that will guide the work of the Commission for the benefit of Kandiyohi County and the City of Willmar. This approach includes a blend of consulting, facilitation, research and analysis of needs. Cheryl's highly participatory planning process regardless of whether held in person or virtually, allows for input from key decision makers and stakeholders.

The process used will ensure that:

- Key stakeholders are identified and engaged so that the plan benefits from a diverse set of viewpoints
- Participants identify the issues and opportunities they consider pressing and discuss them within the framework of the process
- The process stays on time and on track, unless leaders chose to change it
- The strategic outcomes are clearly understood and realistic.

Key Scope of Work:

- Develop and facilitate a planning process that engages and invests key stakeholders in revising/developing 12 to 18-month goals to guide the work of the Commission. (If desired, goals may be extended for up to 2 years)
- Facilitate a Strategic Planning Session to prioritize information gathered for the creation of goals and key objectives
- Define goals and objectives in a strategic plan and provide a summary of gathered insights following the retreat.

Timeframe

The specific dates and timeframes would be determined in partnership with Commission Staff and/or stakeholders, with a Strategic Planning session tentatively planned for March or April 2022. Cheryl initially envisions one advance meeting and a stakeholder survey as part of the participatory approach leading up to the planning session.

About Achieve Consulting (TFC), LLC/Cheryl K. Glaeser

Achieve Consulting (TFC) is an LLC formed in 2017 to support organizations and small businesses by providing solutions that move ideas to action, strengthen leaders and teams, and help groups achieve strong results. Since 2017, Achieve has helped nearly 30 organizations with strategic planning, community engagement, and other organizational consulting.

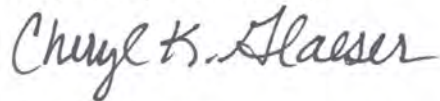
Cheryl K. Glaeser, Owner/President of Achieve Consulting, is an enthusiastic and results-oriented professional. She has exceptional facilitation skills and a unique ability to combine broad stakeholder insights into actionable outcomes. After years of seeing organizational planning documents sit on the shelf, Cheryl structures planning processes so that all those engaged feel a true connection to the work and a clear path to results. Cheryl's skills span over 20 years of advancing organizations and regional initiatives. Cheryl has strong business, economic, and workforce development acumen. Prior to owning Achieve TFC, LLC, Cheryl was a Senior Associate with a national firm providing consulting and planning services to organizations across the United States. She also has extensive knowledge of local and regional economic development through her work as a Program Officer with the Southwest Initiative Foundation. Cheryl holds a Bachelor's Degree in Organizational Development and Group Dynamics through Metropolitan State University as well as certificates in Economic Development and Finance, Business Credit and Analysis, Business Marketing & Attraction, Executive and Organizational Leadership, Asset-Based Community Development, and Principles/Techniques of Fundraising.

Cheryl's past experience and working knowledge of the EDC and its priorities as well as general workforce, community, and economic development in rural communities position her as an exemplary candidate for this work.

Recent projects of note include the following:

- City of Wabasso Community Engagement/Planning
- City of Willmar Council Planning Retreat & Working Session
- Strategic Planning for the Minnesota Rural Broadband Coalition (2020/2021)
- Strategic Planning for Kandiyohi County and the City of Willmar Economic Development Commission (EDC); (2019, 2020, 2021)

Respectfully submitted by:



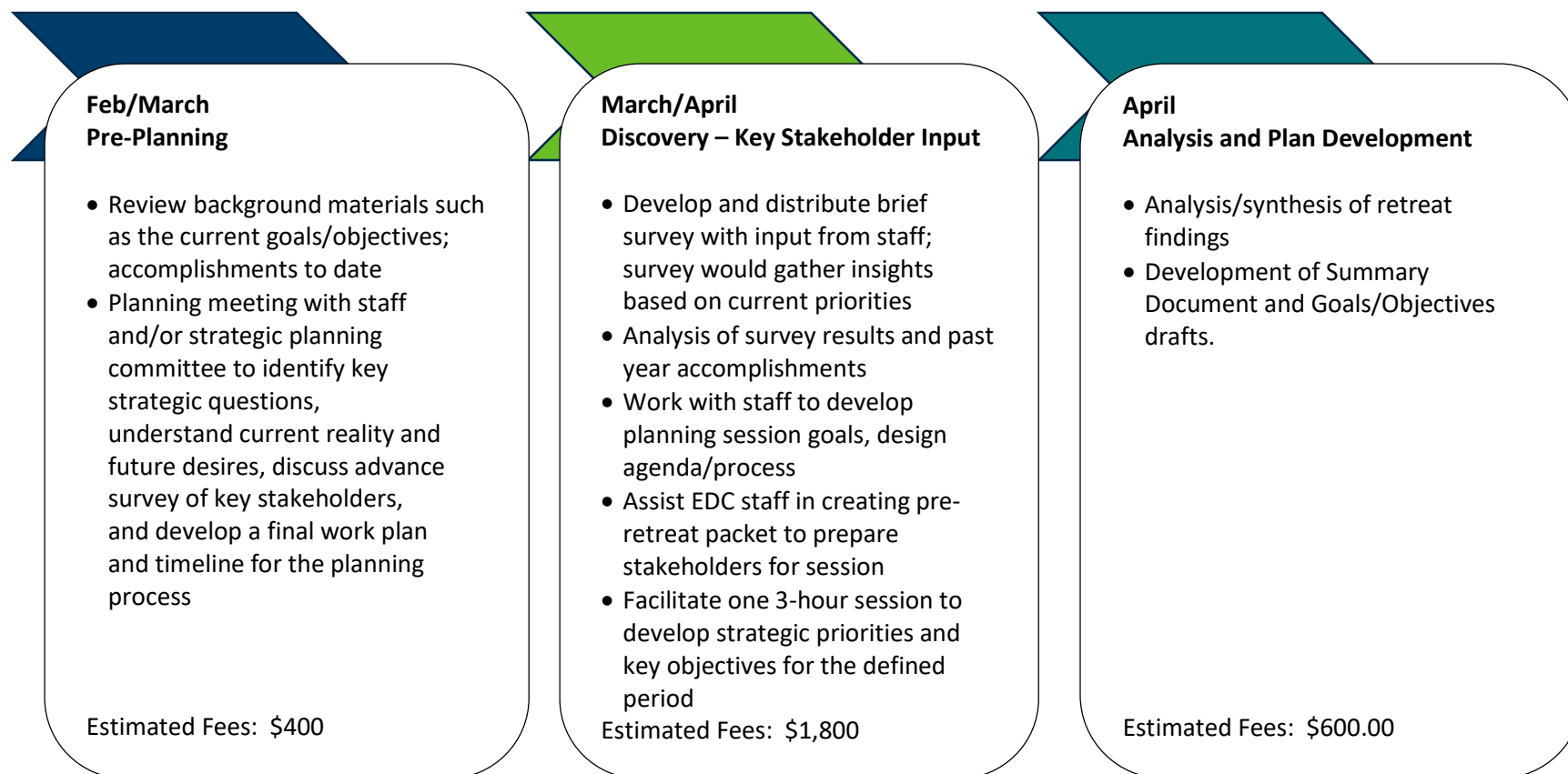
Cheryl K. Glaeser
President/Owner of Achieve TFC, LLC
820 Ash St NE
Hutchinson, MN 55350
320-582-7526
cheryl@achieveresultstogether.com

"I believe we are more unified and have greater clarity than we have ever had."

*Executive Committee member; MN Rural
Broadband Coalition*

References available upon request.

The following chart outlines draft concepts for proposed activities, timeline, and estimated consulting costs required to complete them. This outline should be considered a starting point for discussion about the preferred process and timeframe to best meet the desired outcome of this project. A full scope of work will be developed based on further discussion and understanding of needs. Final estimated costs may be adjusted to reflect the work required.



Estimated Fees: Consulting/Facilitation - \$2,800 (Includes all supplies, materials, and mileage)

Deliverables: Designed and implemented Survey; Developed and Facilitated Planning Session; Analysis/Summary of Findings; Annual Plan

Kandiyohi County and City of Willmar Economic Development Commission
AGREEMENT FOR SERVICES for
Broadband Planning in Kandiyohi County
January 1, 2022 – March 31, 2022

THIS AGREEMENT is made and entered into this 13th day of January, 2022 between Kandiyohi County and City of Willmar Economic Development Commission (hereafter EDC), P.O. Box 1783, Willmar, MN 56201 and Constance J. Schmoll (hereafter Contractor), 7001 12th Street NW, Willmar, MN 56201. EDC and Contractor agree to the following terms and conditions:

- A. Duties, Terms and Services: Subject to the terms and conditions of this Agreement, EDC hereby engages Contractor to perform the services set forth herein for the EDC's Broadband and Advanced Technology Committee and for broadband planning and outreach activities in Kandiyohi County (hereafter "the Project"), and Contractor hereby accepts such engagement.

Under this Agreement, Contractor will provide the services as described in the Scope of Work (attached as Exhibit A) which outlines key work pertaining to the Project including, but not limited to, project planning, coordination of efforts, grant writing, marketing, outreach to businesses and nonprofits, technical assistance and reporting documentation with the Project. The Project scope of work may be modified through electronic and/or written agreement by EDC and Contractor.

This Agreement shall commence on January 1, 2022 and be completed on or before March 31, 2022. Services will be provided as agreed upon and generally described in the Scope of Work (attached as Exhibit A).

- B. Written Reports and Materials: The contract will require that all written documentation compiled within the scope of work be provided on or before April 15, 2022. All documents prepared by Contractor in connection with services rendered under this Agreement, are and shall remain the exclusive property of EDC.
- C. Compensation: EDC agrees to pay Contractor a fee of up to \$8,500 (approximately 130 hours) at a rate of \$65/hour for each hour completed toward the Project. In addition, Contractor may request reimbursement of up to \$500 for travel/mileage and \$100 for supplies and materials. The total compensation shall not exceed \$9,100 unless all parties agree to additional compensation, in writing, within the timeframe of this contract. The EDC or Contractor may request additional compensation should the scope of work be expanded and associated costs be agreed upon by all parties.
- D. Billing/Payments: Contractor shall submit an invoice one time per month beginning on January 31, 2022. A final invoice covering remaining costs shall be submitted by Contractor within 15 days of the contract end date of March 31, 2022. Compensation shall be payable by EDC within 15 days of receipt of the Contractor's invoices. Contractor shall bill and EDC shall reimburse the Contractor for all reasonable expenses that are incurred in connection with the performance of duties. All expenses must be submitted with receipts for specific itemized expenses.
- E. Use of Personal Automobile: Contractor will be reimbursed for mileage at the rate established by the Internal Revenue Service (currently .56 cents/mile) when using her own automobile for travel on authorized activity related to contract completion. Transportation expenses between Contractor's home and the EDC shall be considered personal commuting expenses and not reimbursable under this

agreement. Transportation expense for planning meetings from Contractor's home or from the EDC office shall be reimbursed. The maximum reimbursement for mileage must fall within the compensation limit noted in paragraph C. Contractor shall carry, at her own expense, the minimum insurance coverage for property damage and public liability relating to the operation of her personal vehicle.

- F. Liability and Indemnification: Contractor represents that the services to be provided under this Agreement are reasonable in scope and she has the experience and ability to provide the services. Contractor agrees to indemnify and hold harmless EDC against all claims, suits or judgments made or recovered by any and all persons which are the result of acts or omissions of Contractor, Contractor's agents or employees during performance of services under this Agreement.
- G. Confidentiality: Contractor acknowledges that during the engagement she may have access to and become acquainted with information about the Project and EDC. Contractor agrees she will not disclose any information, directly or indirectly, about the Project or EDC, either during the term of this Agreement or at any other time thereafter, except as required in the course of this engagement or with the approval of EDC. All files, records, documents, letters, notes and similar items relating to the Project, whether prepared by Contractor or otherwise coming into her possession, shall remain the exclusive property of EDC.
- H. Termination: Either party may terminate this Agreement by giving 30 days prior written notice to the other. In the event of any such termination, Contractor shall be compensated for professional fees and expenses incurred with respect to services performed through the effective date of termination, but will not be entitled to any additional compensation. In addition, if Contractor is convicted of any crime or offense, fails or refuses to comply with written policies or reasonable directive of EDC, is guilty of serious misconduct in connection with performance, or materially breaches provisions of this Agreement, EDC at any time may terminate the engagement of Contractor immediately and without prior written notice to Contractor.
- I. Independent Contractor: This Agreement shall not render Contractor an employee of EDC. Contractor is and will remain an independent contractor in her relationship to EDC. EDC shall not be responsible for withholding taxes with respect to Contractor's compensation hereunder. Contractor shall have no claim against EDC hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits or employee benefits of any kind.
- J. EDC Non-Discrimination Policy: Contractor shall adhere to EDC's non-discrimination policy. The policy states EDC does not discriminate on the basis of race, color, sex, national origin, sexual orientation, disability, age or religion in its employment, or the provision of programs and services.

KANDIYOHI COUNTY & CITY OF WILLMAR
ECONOMIC DEVELOPMENT COMMISSION

By: Aaron A. Backman

Aaron Backman
Executive Director

Date: Jan. 17, 2022

Constance J. Schmoll

Constance J. Schmoll
Independent Contractor

Date: 1-13-, 2022

Exhibit A
Scope of Work for Contracted
Broadband Planning and Deployment Assistance in Kandiyohi County

The following outline proposes tasks and the proposed estimated timeframe for the contract. This outline should be considered a starting point for discussion about the preferred process and timeframe to best meet the desired outcome of this project. The full scope of work will be determined by several factors, including:

1. Final decisions made by potential broadband service providers and Kandiyohi County/Township leaders who choose to move forward with broadband planning and potential project implementation.
2. Funds allocated for broadband deployment during the 2021 and 2022 State of Minnesota Legislative Session and other possible funding sources.
3. Direction provided by EDC for advancing the current deployment project and beginning or continuing future projects.

JANUARY 2022—March 31, 2022. 130 hours

- Work with Federated Telephone Cooperative to finalize broadband deployment plans, including determining number of residential sites, businesses, anchor institutions and other potential consumers of broadband in the proposed project area and market the project to constituents to determine commitment. The current proposed project areas include the townships of Arctander, Dovre, Mamre and St. Johns for a 2022 Border-to-Border grant and the townships of Colfax, Lake Andrew and Norway Lake for a 2023 Border-to-Border grant application.
- Coordinate work of the EDC Broadband and Advanced Technology Committee to inform and educate township constituents and promote approval to invest in the projects.
- Coordinate planning sessions with representatives of Colfax, Lake Andrew, and Norway Lake Townships in their current pursuit of a broadband deployment project with Federated Telephone Cooperative. Decisions will need to be made about bonding, assessing constituents, creating a subordinated service district, service agreements with the broadband providers and paying for or bonding to secure funds to pay for the project.
- Continue to seek funding from various sources, in addition to county funds and township resources and bonding, to bring the cost down for individuals and businesses in the project area. Additional funds may come from Kandiyohi County from American Rescue Plan Act funds and businesses in the project area or that serve the project area.
- Continue discussion with Charter, Arvig, Hanson Communications and other possible providers about completing high speed broadband deployment for all of rural Kandiyohi County. Broadband deployment is an eligible expense for use of American Rescue Plan Act funds and the timeframe for that use aligns with broadband deployment projects that can be planned during the year 2022 and finished by December 2024.
- Provide continued communication with providers, EDC, the EDC Broadband and Advanced Technology Committee, townships and Kandiyohi County.

ReConnect Grant tasks to be completed.

- Continue discussions with Vibrant Broadband on a fiber broadband deployment project in the rural areas of Kandiyohi County.
- Assist Vibrant Broadband in the preparation of a USDA ReConnect grant application to be submitted by February 22, 2022, to meet the grant application deadline.
- Secure letters of support and stories about impact for the broadband projects to be submitted by Vibrant Broadband on behalf of a fiber broadband deployment project. Letters are needed from constituents, as well as those serving the people in the project area (schools, healthcare, parks, farm services, technology and more).
- Continue securing letters of support, refinement of the competitive grant application, and coordination of planning with providers, EDC, the EDC Broadband and Advanced Technology Committee, townships, Kandiyohi County and other funders.

Other tasks

- Remain in contact with the Minnesota Office of Broadband Development, NTIA and USDA to provide additional information and materials as requested.
- Provide continued communication with providers, EDC, the EDC Broadband and Advanced Technology Committee, Townships and Kandiyohi County.
- Spend time coaching and training the EDC's Business Development Manager in the area of broadband development.



2022 COMMITTEES AND MEMBERS

Agriculture and Renewable Energy Development

Rollie Boll
Kevin Halvorson
Larry Konsterlie
Dustin Kotrba

Kim Larson
Dan Lippert
Keith Poier

Chris Radel
Nate Reuss
Dan Tepfer

Ag Marketing and Event Planning Subcommittee

Dan Tepfer

Dustin Kotrba

Ag Industrial Hemp Exploratory Subcommittee

Laura Arne
Kevin Halvorson
Kim Larson

Larry Konsterlie
Keith Poier

Harold Stegeman
Mark Thiesse

Janette Wertish
Jordan Zeller

Broadband and Advanced Technology

Mark Boeschon
Donna Boonstra*
Dean Bouta
Bruce DeBlieck

Jason Hulstein
Roger Imdieke
Tony Kirby

Larry Kleindl
Michelle Marotzke
Ryan Nelson

Rollie Nissen**
David Sisser
Goldie Smith

Business Retention and Expansion/Recruitment

Corky Berg**
Sam Bowen
Samantha Crow

Jim Ellingson
Les Heitke*
Roger Imdieke

Jennifer Mendoza
Bridget Paulson

Dean Steinwand
Kelly TerWisscha*

BRE Business Support Subcommittee

Bridget Paulson
Dean Steinwand

Kelly TerWisscha*
Roger Imdieke

Samantha Crow

BRE Workforce Development Subcommittee

Corky Berg**
Jennifer Mendoza

Jim Ellingson
Les Heitke*

Sam Bowen

Finance

Abdullahi Awale*
Matt Behm
Nick Dalton

Allen Huselid
Kerry Johnson
Travis Jones

Michelle Marotzke
Justin Schnichels

Marketing and Public Relations

Donna Boonstra*
Elizabeth Dyrdal

Jesse Gislason
Emily Lien

Pam Rosenau
Ann Winge Johnson

*indicates EDC Joint Operations Board member

** indicates EDC Joint Powers Board member

ANNOUNCED FEDEX GROUND DISTRIBUTION CENTERS IN U.S. (2021-2022)

RANK	DATE	CITY	POPULATION	BUILDING SIZE/SQ. FT.	ACREAGE	# OF EMPLOYEES	BUILDING VALUE	INDUSTRIAL PARK NAME	INTERSTATE ACCESS & PROXIMITY	ECONOMIC DEVELOPMENT/WEBSITE	Miles From AIRPORT
1	10/29/2021	Rosemount, MN	26,000*	548,000	86	400-600	(Land)> \$10,000,000	Rosemount Business Park	No - Highways 42/52/3	ci.rosemount.mn.us	16
2	6/18/2021	Cedar Rapids, IA	138,000	479,000	42.5?	434	\$109,000,000	Midwest Commerce Park	I-380, Highway E70	Cedar Rapids Metro Economic Alliance	2
3	11/4/2021	Kirkwood, NY	5,000*	458,000	?	200-300	(Land) \$5,600,000	Kirkwood Industrial Park	I-81, I-86, Highway 11	theagency-ny.com	20
4	11/16/2021	Orlando, FL	308,000	433,000	?	320	?	Southpark Industrial Park	I-4, Highways 528, Turnpike	Orlando.org	20
5	6/29/2021	Sioux Falls, SD	193,000	330,000	36	100+?	\$27,100,000	Foundation Park	I-29, I-90	siouxfallsdevelopment.com	6
6	9/21/2021	Humboldt, TN	8,000*	330,000	60	400	?	Gibson County Industrial Park	No - Highways 45W/79	gibsoncountyttn.com	15
7	6/22/2021	Portage, MI	50,000	318,000	37	200+	\$27,000,000	N/A-Brownfield Site	I-94, Highway 131	southwestmichiganfirst.com	2
8	11/16/2021	Dothan, AL	71,000	317,000	70	200+	\$57,000,000	Sam Houston Industrial Park	No - Highways 52/84	dothan.com	10
9	1/4/2022	Panama City, FL	33,000	251,000	33	208	\$55,000,000	Intermodal Distribution Center	No - Hwy 231	bayeda.com	24
10	8/18/2021	Punta Gorda, FL	19,000	250,950	56	?	\$28,187,000	Punta Gorda Interstate Airport Ind. Park	I-75, Highways 41/17	cleared4takeoff.com	1
11	1/13/2022	Temple, TX	78,000	250,000	52	180-200	\$40,000,000	Temple Industrial Park	I-35, Highway 306	templeedc.com	6
12	12/27/2021	Parkersburg, WV	29,000	250,000	55	?	\$41,300,000	Bosley Industrial Park	I-77, Highway 14	developwoodcountywv.com	15
13	4/22/2021	Port St. Lucie, FL	205,000	245,000	22	475	\$30,000,000	Southern Grove Jobs Corridor	I-95, Turnpike	youredc.com	12
14	9/20/2021	Logan, UT	53,000	217,323*	23	?	\$25,000,000	Blue Springs Business Park	No - Highways 91/252	loganutah.org	2
15	1/6/2022	Willmar, MN	21,000	217,291*	27	200	\$30,000,000	Willmar Industrial Park - 4th Addition	No - Highways 12/23/71	kandiyohi.com	2
16	1/13/2022	Hattiesburg, MS	49,000	217,000	?	200	\$20,000,000	I-59 Supply Chain Park	I-59	theadp.com	1
17	12/17/2021	Danville, IL	29,000	217,000	?	150-180	?	Southgate Industrial Park	I-74, Highways 136/150	vermillionadvantage.com	10
18	10/28/2021	Columbus, MS	24,000	217,000	41	100	> \$25,000,000	Golden Triangle Aerospace Industrial Park	No - Highways 82/45	gtrlink.org	2
19	9/6/2021	Grand Island, NE	53,000	215,000	33	?	\$23,500,000	Platte Valley Industrial Park	I-80, Highways 281/30	grandisland.org	12
20	12/23/2021	Kingman, AZ	33,000	200,000	30	?	(Land) \$2,000,000	Kingman Industrial Park	I-40, Highways 66/93	choosekingman.com	1
21	11/19/2021	Cumberland, MD	19,000	193,000	40	3X Existing	?	North Branch Industrial Pak	I-68, Highways 51/220	choossecumberland.org; alleganyworks.org	6
22	1/3/2022	Independence, KS	9,000	192,500	40	?	\$24,000,000	West Laurel Industrial Park	No - Highways 160/75	independence.gov	8
23	9/27/2021	San Jose, CA	1,013,000	179,600	11	?	> \$36,000,000?	N/A	I-880, I-680, Highway 101	sjeconomy.com	2
24	10/15/2021	Cheektowaga, NY	90,000	125,583	16	150	Retrofit	N/A	I-90, Highways 33/78	cheektowagadevelopment.com	2
		AVERAGE CITY POPULATION EXCLUDING SAN JOSE, CA 67,000	AVERAGE CITY POPULATION 106,500	AVERAGE BUILDING SIZE 277,000 SQ. FT.	AVERAGE SITE ACREAGE 40.5				16/24 OR 67% ARE CLOSE TO INTERSTATE HIGHWAYS		AVERAGE DISTANCE 8.2 MILES 10 (42%) 2 MILES OR LESS