

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT POWERS BOARD OF COMMISSIONERS MEETING
MINUTES
July 28, 2022
Community Center, Raymond, Minnesota, and Via Zoom Video Conference

Present: Corky Berg (via Zoom), Marv Calvin, Steve Gardner and Roland (Rollie) Nissen

Excused: Julie Asmus and Vicki Davis

Guest: Larry Macht

Staff: Aaron Backman, Executive Director and Sarah Swedburg, Business Development Specialist and Kelsey Olson, Marketing & Communications Specialist (via Zoom)

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

Vice Chairperson Steve Gardner called the meeting to order at approximately 11:30 a.m. and declared a quorum was present.

AGENDA—Comments/Questions by the Raymond community was tabled until later in the Agenda.

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

MINUTES—

IT WAS MOVED BY Marv Calvin, SECONDED BY Corky Berg, to approve the Minutes of the April 28, 2022 meeting as emailed. All present voted unanimously in favor by roll call.

FINANCIAL REPORTS—Aaron Backman presented the financial reports as of April 30, May 31 and June 30, 2022. Backman reviewed with the board the most recent Balance Sheet noting the loans under the COVID-19 Business Assistance Loan (COBAL) Program are being paid off. Last year, there were 25 loans and there are currently 7 remaining. The board reviewed the most recent Profit & Loss Statement. Backman reported the first half of the county tax levy was received; revenues are above projections by a small margin. Backman noted there have been some expenditures related to the Willmar Industrial Park and a contribution was made to the Central Minnesota Jobs Youth Summit. Total expenses are less than the amount budgeted. The insurance premium through Minnesota Counties Intergovernmental Trust has increased by 50% so at the recommendation of the Joint Operations Board, coverage by the League of Minnesota Cities Insurance Trust is being investigated.

IT WAS MOVED BY Marv Calvin, SECONDED BY Rollie Nissen, to file the financial reports as of April 30, May 31 and June 30, 2022, subject to audit. All present voted unanimously in favor by roll call.

UNFINISHED BUSINESS

Replacement of Joint Operations Board Member. Backman reported the Willmar City Council recommended the appointment of Abdulcadir Gaal to complete the term of Abdullahi Awale on the Joint Operations Board.

IT WAS MOVED BY Rollie Nissen, SECONDED BY Steve Gardner, to appoint Abdulcadir Gaal to complete the term of Abdullahi Awale on Kandiyohi County and City of Willmar Economic Development Commission Joint Operations Board. All presented voted unanimously in favor by roll call.

2022-2023 Strategic Priorities, Goals and Objectives. The 2022-2023 Strategic Priorities, Goals and Objectives adopted by the Joint Operations Board were presented (see attached).

IT WAS MOVED BY Marv Calvin, SECONDED BY Rollie Nissen, to adopt the 2022-2023 Strategic Priorities, Goals and Objectives. All present voted unanimously in favor by roll call.

NEW BUSINESS

Executive Director's Annual Review. Vice Chair Gardner reported the Review Committee consisting of himself, Chair Julie Asmus, Joint Operations Board President Art Benson and Vice President Jesse Gislason reviewed a compilation of the responses completed by 9 out of 13 board members. Backman gave an update on the work done by EDC staff over the past year, including housing projects; receipt of a \$700,000 grant through Main Street Willmar, a \$76,000 grant for the Elevate Community Business Academy and a Contamination Cleanup Grant for the City of Willmar; working on an application for the state Border-to-Border Broadband Development Grant Program; held a first-ever virtual job fair; expansion of the award-winning Elevate Community Business Academy; and hiring two new staff. It has been a good year.

Gardner stated comments by board members included acknowledgement of Backman's great organizational skills, having a very positive attitude at all times, being always happy to give credit to staff for their efforts, his love of budgets and work plans and being easy to communicate with.

IT WAS MOVED BY Marv Calvin, SECONDED BY Rollie Nissen, to file the annual review of the Executive Director Aaron Backman in his personnel file and approve a 4% salary increase effective August 1, 2022 and to revise the 2022 budget accordingly. All present voted unanimously in favor by roll call.

Calvin would like to see the Joint Operations Board give direction to Backman to develop an incentive program for staff with the ability for the Executive Director to give up to a 5% increase to staff upon exemplary performance similar to a policy adopted by the City of Willmar.

Premier Virtual Service Agreement. Backman provided information on the Premier Virtual software used by the Minnesota Department of Employment and Economic Development (DEED) when it hosted the virtual job fair. DEED has elected to not renew its contract with Premier Virtual, but the EDC's Business Retention and Expansion/Recruitment (BRE) Committee would like to continue using the software platform to hold virtual job fairs (see 7/28/2022 memo by Sarah Swedburg). The agreement provided (see attached) is for unlimited use for one year at a cost of \$13,500. Staff is proposing that \$6,000 of this fee be used from the grant the EDC received from DEED for the Elevate program and to charge each employer or county that participates a minimum of \$350 per event. Swedburg reported the BRE Committee would like to hold two virtual job fairs each year with one this fall and one possibly in February 2023.

IT WAS MOVED BY Steve Gardner, SECONDED BY Corky Berg, to enter into the Software as a Service Agreement with Premier Virtual with the EDC paying \$6,000 of the \$13,500 fee from the Minnesota Department of Employment and Economic Development grant for the Elevate Community Business Academy and contingent upon securing partners to pay the remaining \$7,500. All present voted unanimously in favor by roll call.

Vision Insurance for Staff. Backman provided information on a vision policy through BlueCross BlueShield (see attached), which is being recommended by the Joint Operations Board. The premium is \$448 per year.

IT WAS MOVED BY Rollie Nissen, SECONDED BY Marv Calvin, that the Kandiyohi County and City of Willmar Economic Development Commission enroll in the Blue Cross Vision Plan, Value Standard, Option 2, effective August 1, 2022 at an approximate cost of \$448 per year and to add the premium to the 2022 and 2023 budgets. All present voted unanimously in favor by roll call.

Amendments to 2022 Budget. Backman reviewed with the board the proposed changes to the 2022 budget (see attached), the majority of which relate to the Elevate program. Total revenues in the amended budget are \$691,975 and total expenses are \$689,821.

IT WAS MOVED BY Rollie Nissen, SECONDED BY Marv Calvin, to amend the Kandiyohi County and City of Willmar Economic Development Commission 2022 budget as proposed. All present voted unanimously in favor by roll call.

2023 Proposed Budget. The board reviewed the proposed 2023 budget (see attached). Backman noted it includes a 3.96% increase to the county levy and the largest increase is to the Marketing and Public Relations Committee related to redesigning the EDC's website. Calvin noted that if a staff incentive is adopted, a new line item and amount will need to be included for that.

IT WAS MOVED BY Marv Calvin, SECONDED BY Rollie Nissen, to adopt the Kandiyohi County and City of Willmar Economic Development Commission 2023 budget as presented. All present voted unanimously in favor by roll call.

Amendment to Bylaws and Policies and Procedures Manual.

IT WAS MOVED BY Marv Calvin, SECONDED BY Steve Gardner, to adopt the amendments to the Kandiyohi County and City of Willmar Economic Development Commission Bylaws and Policies and Procedures Manual as presented. All present voted unanimously in favor by roll call.

RATIFY ACTIONS OF JOINT OPERATIONS BOARD

Loan deferral by Groom Zone.

IT WAS MOVED BY Steve Gardner, SECONDED BY Rollie Nissen, to ratify the approval of a three-month deferral (May, June and July 2022) of the principal loan payments by Groom Zone under the Kandiyohi County and City of Willmar Economic Development Commission's Revolving Loan Fund Program, requiring the interest to continue to be paid each month. Those voting in favor by roll call were Corky Berg, Steve Gardner and Rollie Nissen. Voting opposed was Marv Calvin.

Amortization schedule for Kandi Adult Care. Backman noted Kandi Adult Care was a COBAL loan recipient that did not make any payments on the loan. As a result, the EDC filed a claim in Conciliation Court and prevailed with a judgment.

IT WAS MOVED BY Marv Calvin, SECONDED BY Rollie Nissen, to ratify the approval the following amortization schedule to be paid by Kamaal Geele in payment of the judgment against himself and Kandi Adult Care: \$50 for three months beginning June 15, 2022, \$100 for three months and \$257.26 each month thereafter through May 15, 2024. All present voted unanimously in favor by roll call.

Housing Study. Backman informed the board the EDC would like to have an updated housing study done. The last one done was in the fall of 2015 and there have been many changes and housing projects in the last several years. Jill Bengtson of the Kandiyohi County Housing and Redevelopment Authority (HRA) reached out to 17 companies on the state-approved vendor list and none were available or interested. Backman reached out to Viewpoint Consulting Group, Inc., a company he has worked with in the past and which presented a proposal (see attached). It can complete the study in 120 days. One report will cover Willmar and one report will cover the remainder of the county. The EDC has used the 2015 report many times. The HRA Board will consider contributing \$24,000 to the total cost of \$48,000. The West Central Association of Realtors has applied for a grant to cover \$10,000, the City of Willmar will be asked to contribute \$12,000 and the EDC will pay \$2,000.

IT WAS MOVED BY Marv Calvin, SECONDED BY Corky Berg, to ratify the approval for the Kandiyohi County and City of Willmar Economic Development Commission (EDC) to enter into an agreement with Viewpoint Consulting Group, Inc. to complete a housing study at a cost of \$48,000, subject to having funding participation by other entities, such as the City of Willmar, Kandiyohi County or the Kandiyohi County Housing and Redevelopment Authority and the EDC paying \$2,000. All present voted unanimously in favor by roll call.

The study will be a public document when completed.

Transportation Economic Development Grant Application. Backman informed the board the EDC was invited to pre-apply for a Transportation Economic Development (TED) grant for the Nexyst 360 project in the Willmar Industrial Park. Five communities were approved to apply for the grant. A presentation will be given to the Willmar City Council on August 1st and the application is due September 2nd. The total cost of the improvements to County Road 40 is \$950,000 with the grant requesting being \$570,000.

IT WAS MOVED BY Steve Gardner, SECONDED BY Rollie Nissen, to ratify the approval of the Kandiyohi County and City of Willmar Economic Development Commission (EDC) applying for a Minnesota Transportation Economic Development grant for a proposed project in the Willmar Industrial Park; to be matched by funds from the sale of the City of Willmar's real estate and to approve payment of future bills from Bolton & Menk related to this project from the TIGER II grant line item of the budget. All present voted unanimously in favor by roll call.

[Marv Calvin was excused from the meeting.]

COMMENTS/QUESTIONS BY RAYMOND COMMUNITY. Vice Chair Gardner welcomed guest Larry Macht, who welcomed the board to Raymond. Macht reported that according to the Minnesota Department of Transportation, it will install a turn lane at the intersection of County Road 1 and Highway 23 in the next

year, which will be good for safety reasons. The City has had nine affordable homes built by Tom Amberg and a twin home, all of which have been sold. The community has seen young families move in and homes are being sold quickly. The community no longer has a grocery store, but does have a C-store and it appreciates the EDC's loan to Cheers. The locker plant was sold in the last couple of years and Swedburg is working with the new owner to obtain grants to open a retail market. The City is seeking to purchase the gym and four adjoining classrooms and restrooms in the former MACCRAY East Elementary to be used for community gatherings. Backman requested a tour of the school for possible housing. Macht noted a survey done by the community a couple of years ago showed a need for assisted living and some open lots have been designated for assisted living; the City has provided the infrastructure. The City moved its City Hall and the former city hall was turned into the community library. Vice Chair Gardner thanked Macht for attending and providing the information.

REPORTS AND COMMITTEE HIGHLIGHTS

Economic Development Activity. Swedburg reported on her attendance at the Site Selector Forum hosted by Area Development in June in Columbus, Ohio. At the Forum she met with an individual who works in logistics and distribution analytics for large companies. She will be meeting with him about Kandiyohi County in the future. She noted his first question was how close is the county to an interstate. Swedburg will be attending a Women in Economic Development Forum in Chicago in October. More information is provided in the report of July 28, 2022 she provided to the board (see attached).

Elevate Community Business Academy. Swedburg reported graduation was held June 28th for the recent class of eight. Swedburg provided information on the program. Jessica Berghorst of Cheers is on a waiting list for a future class. Southwest Initiative Foundation (SWIF) has continued to provide a financial partnership to make the program happen. Classes are held in English, Spanish and Somali. Translation of the curriculum into Somali should be completed by next week. The first alumni event will be held August 23rd at the new four-season shelter at Robbins Island Regional Park.

Agriculture and Renewable Energy Development. Swedburg reported there was great attendance at the Partners In Ag Innovation Conference and good feedback from those who attended. The Ag Committee has been going through strategic planning and determining its goals and items to work on. The committee identified 6- and 12-month goals and will be exploring partnerships. Swedburg was made aware of a Dutch company that is looking for an industrial hemp location and will be touring Minnesota. Swedburg has been supporting Happy Halal for the production of a Halal-certified meat processing facility. Happy Halal received a \$100,000 grant from the Minnesota Department of Agriculture and will be applying for a USDA Meat and Poultry Processing Expansion Program grant. At present, goat meat is shipped in frozen from Australia. Swedburg also attended an event hosted by the Agricultural Utilization Research Institute at Prairie PROducers in Olivia, which is working with the Lower Sioux Community to process hemp bales.

Broadband and Advanced Technology. Swedburg reported she is working on a state Border-to-Border Development Grant application for the townships of Dovre, Mamre and St. Johns for a total cost of \$9,827,011, just under the \$10 million grant maximum. The application is due August 1st and will request 50% of the project; 25% will come from Federated Telephone Cooperative and the remaining will come from Kandiyohi County and the individual townships. Five new providers have asked for letters of support for projects within the county. Mark Boesch, committee chair, is reviewing the projects and determining which projects may make sense for the committee to support. Swedburg will provide a full update on Tuesday to the Kandiyohi County Board of Commissioners.

Highway 23 Coalition. Backman reported Monday an open house was held at Peace Lutheran Church in New London for the south gap project. Over 70 people attended, including Highway 23 Coalition members and Mel Odens. Bids for the project should go out in December.

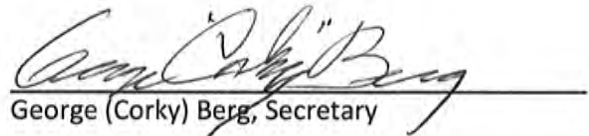
Finance. Swedburg reported if the EDC will be doing Sharia-compliant lending with sole proprietor businesses, its loan program policies would need to change. The EDC is partnering with SWIF to make changes to its programs. There are a couple of Somali business owners interested in a Sharia-compliant loan.

Marketing and Public Relations. Kelsey Olson gave an update on her work (see attached), including an evaluation of the EDC's website that she is gradually getting updated. She also updated the Elevate website. She has updated a majority of the EDC's printed marketing materials and created a new "What We Do" handout. A newsletter with an Ag focus was emailed in the beginning of July and board members should have received it. Backman noted the EDC's newsletter was not done during the pandemic, but Olson has restarted it and three have been prepared and emailed in 2022. The open rate of the latest newsletter was 41%, which is good.

Leisure Travel. Backman reported the next Leisure Travel meeting is at Sibley State Park on August 1, 2022.

ADJOURNMENT—There being no further business, the meeting was adjourned at approximately 1:02 p.m.

NEXT MEETING—The next regular meeting is **11:30 a.m., Thursday, October 27, 2022** at the EDC Office and via Zoom video conference.


George (Corky) Berg, Secretary

APPROVED: 10/27/2022:


Julie Asmus, Chairperson



2022-2023 Strategic Priorities, Goals and Objectives

Maximizing Human Potential

GOAL: Help individuals in Kandiyohi County reach their full potential through career awareness, training and development

Committee: BRE Subcommittee: Workforce Development

Key Partners: Ridgewater College, Central Minnesota Jobs & Training Services, Inc., CLUES, Mid-Minnesota Development Commission

Strategic Objectives:

Career Awareness/Marketing

- Create videos highlighting area careers and comments from people in those jobs
- Inform people of career opportunities through job fairs, social media
- Develop marketing materials/social media strategies to showcase Ridgewater College courses/Customized Training and Continuing Education and local careers

Youth/Adult Career Development

- Support development of secondary school initiatives to feed workforce pipeline
- Assist with creating information tailored for middle/high school teachers and principals
- Aid employer engagement with their future workforce

Alternative Career Pathways

- Guidance/training toward new career entrances/pathways
- Upskill/training for employees (retention/efficiency)
- Reentry into the workforce through new pathways

Housing Development

GOAL: Develop alternative housing options to increase the availability of affordable workforce housing stock countywide

Committee: Business Retention and Expansion/Recruitment (BRE) Committee

Key Partners: Vision 2040 Housing Committee, Kandiyohi County HRA, local City Council representatives, local realtors/developers

Strategic Objectives:

Develop NEW Housing Concepts/Opportunities

- Reimagine housing; explore alternative and affordable housing options (e.g., reinvent mobile home parks, incorporate bungalow courts)

- Study the development of housing that can be expanded as families grow (home design includes the full-sized end product, but the home can be built in stages, as family size and incomes grow)
- Evaluate/improve zoning requirements to allow expanded opportunities including:
 - Allowances for the construction and incorporation of accessory dwelling units (backyard guest house for grandparents, adult children with disabilities, etc.)
 - Allowances for smaller lot sizes—more households per linear foot of street, sewer, etc.
 - Establish a tiny homes subdivision and research experience of St. Cloud tiny home park

Rehabilitation of Existing Housing Stock

- Maximize the use and quality of existing housing stock
- Encourage developers/property owners to fix existing housing stock

Cross-Agency Collaboration

- Work with multiple agencies/governmental units to increase affordable housing stock countywide over the next five years (set specific goals for # of units)

Countywide Engagement (Public Relations)

GOAL: Intentional outreach and engagement in communities across Kandiyohi County to determine needs and build connections to EDC support and services

Committee: Marketing and Public Relations

Key Partners: City Councils; local economic development groups; Chambers of Commerce, local businesses/community members

Strategic Objectives:

Intentional Outreach to Build Relationships, Awareness and to Gather Insights

- Connections with community banks and businesses across the County
- Town hall meetings to hear needs/priorities
- Identify community representatives for ongoing communication and diverse participation on EDC Joint Operations Board and EDC committees

Expand Meeting/Event Locations

- Host EDC Board/committee meetings, Elevate Community Business Academy and other events in a broad array of communities
- Invite city mayors to EDC Board meeting(s)

Share Countywide Success Stories

- Lift up success stories of businesses/communities all across Kandiyohi County to help promote opportunities and quality of life

Advancing EDC Branding and Marketing Efforts

GOAL: Position the EDC with updated branding to enhance its ability to reach target audiences and increase targeted outreach to Kandiyohi County and beyond

Committee: Marketing and Public Relations

Key Partners: Potential focus group participants: local marketing professionals, business professionals, Chambers of Commerce representatives

Strategic Objectives:

EDC Branding Refresh

- Updates to brand, logo, taglines to aid brand consistency and understanding of EDC (who we are/what we do/how we can help)
- Website updates and enhanced functionality

Develop Targeted Messaging/Outreach

- Identify key audiences and associated key messages
- Share relevant information of importance to key audiences
- (Note: Refer to marketing-related strategies within other goal areas)

Intentional Kandiyohi County Marketing

- Identify strategic opportunities to tout Kandiyohi County as a place to live, work, play
- Intentional marketing of the County as THE place for entrepreneurs (effort to attract entrepreneurs to Kandiyohi County)

Business Support

GOAL: Continued momentum of supporting existing businesses and fostering growth of new business opportunities through appreciation, awareness, technical support and access to funding

Committee: BRE Subcommittee: Business Support

Key Partners: Local lenders; lending partners

Strategic Objectives:

Relationships with Businesses

- Intentional outreach to businesses all across Kandiyohi County to identify needs/opportunities
- Focused support for emerging entrepreneurs and diverse businesses through technical assistance and programs such as Elevate Community Business Academy

Awareness/Education of EDC Services

- Align identified business needs/opportunities with EDC and partner support/services

Encourage Business Growth/Expansion

- Identify and work to support businesses struggling with workforce challenges (see Maximizing Human Potential Goal)
- Utilize Opportunity/Renaissance Zones to aid business growth/expansion

Additional Areas (Addressed by Existing Committees/Groups)

Broadband

Strategic Objectives: Continue objectives defined during 2021 planning session, including education, awareness and advocacy for countywide broadband.

Child Care

Strategic Objectives: Reinvigorate local Rural Child Care Innovation Program and assist in the reassessment of goals/strategies for 2022-2024.

Agriculture

Strategic Objectives: Continue targeted activities that leverage Kandiyohi County's agricultural assets and provide education of new opportunities, such as industrial hemp.

TO: EDC Joint Powers Board

FROM: Sarah Swedburg, Business Development Manager

DATE: July 28, 2022

RE: Premier Virtual Software

In February, 2022, the EDC held our first ever Virtual Job Fair. This event was an opportunity to partner with neighboring counties and the State of Minnesota to promote jobs available in our region to job seekers anywhere with internet access looking for a change.

The Department of Employment and Economic Development provided us with access to the Premier Virtual Software free of charge for this regional event. However, the State did not renew their contract with Premier Virtual. The EDC BRE/R committee would like to continue these virtual job fairs, but to do so, having access to the Premier Virtual Software is key for many reasons:

- Easy platform interface for job seekers and businesses
- Sorting of businesses into many different categories based on many different attributes, such as job types available, education required, location of business, etc.
- Resource booths for community information and platform assistance during events
- Data and analytics tracking during and after the event
- Instant messaging to all participants at any time during the event as the host
- Video conferencing capabilities to individuals or a larger group of people
- Made specifically for workforce development and job fair events
- Webinar capabilities for education and training events
- Tracking of attendees for future events
- Support from Premier Virtual Staff both before events to help train business and job seeker attendees as well as during events

While there is a cost to a contract with Premier Virtual, the value that this software provides for workforce development and job fair events provides an opportunity to partner with other public and private organizations to help us cover a portion of this cost. It is key that we use innovative tools, such as the Premier Virtual software, to assist the growth of workforce in our area.



Software as a Service Agreement

Customer: Kandiyohi County & City of Willmar Economic Development Commission
Contact: Aaron Backman
E-Mail: aaron@kandiyohi.com
Address: _____
Phone: _____
Email for Invoices: aaron@kandiyohi.com
Fees: \$ 13,500 **Annual Agreement -**
Initial Service Term: [7/18/22 to 7/31/23]

Implementation Services: *Waived per Steve*

Implementation Fee (one-time): *Waived per Steve*

SAAS SERVICES AGREEMENT

This SaaS Services Agreement ("Agreement") is entered into on _____ (the "Effective Date") between Premier Virtual, LLC, a Florida Limited Liability Company ("Premier Virtual"), and the Customer listed above ("Customer"). This Agreement includes and incorporates the above Order Form, Exhibits, as well as the attached Terms and Conditions and contains, among other things, warranty disclaimers, liability limitations and use limitations. This Agreement represents the entire understanding between the parties with respect to its subject matter.

Premier Virtual, LLC

By: DocuSigned by:
STEVE EDWARDS
EB7FA36C130B49A
Name: Steve Edwards
Title: CEO

[Customer]

By: _____
Name: Aaron Backman
Title: Executive Director

TERMS AND CONDITIONS

1. SAAS SERVICES AND SUPPORT

1.1 Subject to the terms of this Agreement, Premier Virtual will use commercially reasonable efforts to provide Customer the Services set forth herein. As part of the registration process, Customer will identify an administrative username and password for Customer's Premier Virtual account. Premier Virtual reserves the right to refuse registration of, or cancel, usernames or passwords it deems inappropriate.

1.2 The Services included herein include access to Virtual Recruitment Software ("Service" or "Services") but not any services related to implementation of the Virtual Recruitment Software. The Services shall be available 99.5%, measured monthly, excluding holidays and weekends and scheduled maintenance. If Customer requests maintenance during these hours, any uptime or downtime calculation will exclude periods affected by such maintenance. Further, any downtime resulting from outages of third-party connections or utilities or other reasons beyond Premier Virtual's control will also be excluded from any such calculation. Customer's sole and exclusive remedy, and Premier Virtual's entire liability, in connection with Service availability shall be that for each period of downtime lasting longer than one hour, Premier Virtual will credit Customer 5% of Service fees for each period of 30 or more consecutive minutes of downtime; provided that no more than one such credit will accrue per day. Downtime shall begin to accrue as soon as Customer (with notice to Premier Virtual) recognizes that downtime is taking place and continues until the availability of the Services is restored. In order to receive downtime credit, Customer must notify Premier Virtual by emailing support@premiervirtual.com within 24 hours from the time of downtime, and failure to provide such notice will forfeit the right to receive downtime credit. Such credits may not be redeemed for cash and shall not be cumulative beyond a total of credits for one (1) week of Service fees in any one (1) calendar month in any event. Premier Virtual will only apply a credit to the month in which the incident occurred. Premier Virtual's blocking of data communications or other service in accordance with its policies shall not be deemed to be a failure of Premier Virtual to provide adequate service levels under this Agreement.

1.3 Premier Virtual will provide technical support to Customer via both telephone and electronic mail (the "Help Desk") on weekdays during the hours of 9:00 am through 9:00 pm Eastern time, with the exclusion of Federal Holidays ("Support Hours"). Customer may initiate a Help Desk ticket during Support Hours by calling [561-717-9717] or any time by emailing [support@Premiervirtual.com]. Premier Virtual will use commercially reasonable efforts to respond to all Help Desk tickets within one (1) business day.

2. RESTRICTIONS AND RESPONSIBILITIES

2.1 Customer will not, directly or indirectly: violate the terms of this Agreement or the terms of the Premier Virtual Terms of Use ("Terms of Use") found at <http://premiervirtual.com/notices>; misappropriate, reverse engineer, decompile, disassemble or otherwise attempt to discover the source code, object code or underlying structure,

ideas, know-how or algorithms relevant to the Services or any software including but not limited to the Virtual Recruitment Software, documentation or data related to the Services ("Software"); modify, translate, or create derivative works based on the Services or any Software (except to the extent expressly permitted by Premier Virtual or authorized within the Services); use the Services or any Software for timesharing or service bureau purposes or otherwise for the benefit of a third party; or remove any proprietary notices or labels. With respect to any Software that is distributed or provided to Customer for use on Customer premises or devices, Premier Virtual hereby grants Customer a non-exclusive, non-transferable, non-sublicensable license to use such Software during the Term only in connection with the Services.

2.2 Customer may not remove or export from the United States or allow the export or re-export of the Services, Software or anything related thereto, or any direct product thereof in violation of any restrictions, laws or regulations of the United States Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, or any other United States or foreign agency or authority. As defined in FAR section 2.101, the Software and documentation are "commercial items" and according to DFAR section 252.2277014(a)(1) and (5) are deemed to be "commercial computer software" and "commercial computer software documentation." Consistent with DFAR section 227.7202 and FAR section 12.212, any use modification, reproduction, release, performance, display, or disclosure of such commercial software or commercial software documentation by the U.S. Government will be governed solely by the terms of this Agreement and will be prohibited except to the extent expressly permitted by the terms of this Agreement.

2.3 Customer represents, covenants, and warrants that Customer will use the Services only in compliance with Premier Virtual's Terms of Use then in effect and all applicable laws and regulations. Customer hereby agrees to indemnify and hold harmless Premier Virtual against any damages, losses, liabilities, settlements and expenses (including without limitation costs and attorneys' fees) in connection with any claim or action that arises from an alleged violation of the foregoing or otherwise from Customer's use of Services. Although Premier Virtual has no obligation to monitor Customer's use of the Services, Premier Virtual may do so and may prohibit any use of the Services it believes may be (or alleged to be) in violation of the foregoing.

2.4 Customer shall be responsible for obtaining and maintaining any equipment and ancillary services needed to connect to, access or otherwise use the Services, including, without limitation, internet connectivity, cellular/mobile connectivity, modems, hardware, servers, software, operating systems, networking, web servers and the like (collectively, "Equipment"). Customer shall also be responsible for maintaining the security of the Equipment, Customer account, passwords (including but not limited to administrative and user passwords) and files, and for all uses of Customer account or the Equipment with or without Customer's knowledge or consent.

3. CONFIDENTIALITY; PROPRIETARY RIGHTS

3.1 Each party (the "Receiving Party") understands that the other party (the "Disclosing Party") has disclosed or may disclose

business, technical or financial information relating to the Disclosing Party's business (hereinafter referred to as "Proprietary Information" of the Disclosing Party). Proprietary Information of Premier Virtual includes non-public information regarding features, functionality, and performance of the Service. Proprietary Information of Customer includes non-public data provided by Customer to Premier Virtual to enable the provision of the Services ("Customer Data"). The Receiving Party agrees: (i) to take commercially reasonable precautions to protect such Proprietary Information, and (ii) not to use (except in performance of the Services or as otherwise permitted herein) or divulge to any third person any such Proprietary Information. The Disclosing Party agrees that the foregoing shall not apply with respect to any information after five (5) years following the disclosure thereof or any information that the Receiving Party can document (a) is or becomes generally available to the public, or (b) was in its possession or known by it prior to receipt from the Disclosing Party, or (c) was rightfully disclosed to it without restriction by a third party, or (d) was independently developed without use of any Proprietary Information of the Disclosing Party or (e) is required to be disclosed by law.

3.2 Customer shall own all right, title and interest in and to the Customer Data, as well as any data that is based on or derived from the Customer Data and provided to Premier Virtual as part of the Services. Premier Virtual shall own and retain all right, title and interest in and to (a) the Services and Software, and all improvements, enhancements or modifications thereto, (b) any software, applications, inventions or other technology developed in connection with Services or support, and (c) all intellectual property rights related to any of the foregoing.

3.3 Notwithstanding anything to the contrary, Premier Virtual shall have the right to collect and analyze data and other information relating to the provision, use and performance of various aspects of the Services and related systems and technologies (including, without limitation, information concerning Customer Data and data derived therefrom), and Premier Virtual will be free (during and after the term hereof) to (i) use any and all such information and data to improve and enhance the Services and for other development, diagnostic and corrective purposes in connection with the Services and other Premier Virtual offerings, and (ii) disclose such data solely in aggregate or other de-identified form in connection with its business. Premier Virtual shall have the right to collect and analyze data and other information relating to the provision, use and performance of various aspects of the Services and related systems solely to use such information to improve and enhance Services and for other development, diagnostic and corrective purposes. No rights or licenses are granted except as expressly set forth herein.

4. PAYMENT OF FEES

4.1 Customer will pay Premier Virtual the then applicable fees described in the Order Form for the Services and Implementation Services in accordance with the terms therein (the "Fees"). Premier Virtual reserves the right to change the Fees or applicable charges and to institute new charges and Fees at the end of the Initial Service Term or then current renewal term, upon thirty (30) days prior notice to Customer (which may be sent by email). If Customer believes that Premier Virtual has billed Customer incorrectly, Customer must contact Premier Virtual by

email at support@premiervirtual.com no later than 60 days after the closing date on the first billing statement in which the error or problem appeared, in order to receive an adjustment or credit. Inquiries should be directed to Premier Virtual's customer support department.

4.2 Premier Virtual may choose to bill through an invoice, in which case, full payment for invoices issued in any given month must be received by Premier Virtual fifteen (15) days after the mailing date of the invoice or prior to the event. Unpaid amounts are subject to a finance charge of 1.5% per month on any outstanding balance, or the maximum permitted by law, whichever is lower, plus all expenses of collection and may result in immediate termination of Service. Customer shall be responsible for all taxes associated with Services other than U.S. taxes based on Premier Virtual's net income.

5. TERM AND TERMINATION

5.1 Subject to earlier termination as provided below, this Agreement is for the period as specified in the Order Form (the "Initial Service Term"), and, in the case of an annual or multi-year subscription, shall be automatically renewed for additional periods of the same duration as the Initial Service Term (collectively, the "Term"), unless either party requests termination, in writing, at least thirty (30) days prior to the end of the then-current term.

5.2 In addition to any other remedies it may have, either party may also terminate this Agreement upon thirty (30) days' prior written notice (or without notice by Premier Virtual in the case of nonpayment), if the other party materially breaches any of the terms or conditions of this Agreement. Customer will pay in full for the Services up to and including the last day on which the Services are provided. Upon any termination, Premier Virtual will make all Customer Data available to Customer for electronic retrieval for a period of thirty (30) days following the termination of this Agreement, but thereafter Premier Virtual may, but is not obligated to, delete stored Customer Data. All sections of this Agreement which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, confidentiality obligations, warranty disclaimers, and limitations of liability.

6. WARRANTY AND DISCLAIMER

Premier Virtual shall use commercially reasonable efforts consistent with prevailing industry standards to maintain the Services in a manner which minimizes errors and interruptions in the Services and shall perform the Implementation Services in a professional and workmanlike manner. Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by Premier Virtual or by third-party providers, or because of other causes beyond Premier Virtual's reasonable control, but Premier Virtual shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption. HOWEVER, PREMIER VIRTUAL DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE, NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SERVICES. EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION, THE SERVICES AND IMPLEMENTATION SERVICES ARE PROVIDED "AS IS" AND Premier Virtual DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT

LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT.

7. INDEMNITY BY PREMIER VIRTUAL

Premier Virtual shall hold Customer harmless from liability to third parties resulting from infringement by the Service of any United States patent or any copyright or misappropriation of any trade secret, provided Premier Virtual is promptly notified of any and all threats, claims and proceedings related thereto and given reasonable assistance and the opportunity to assume sole control over defense and settlement; Premier Virtual will not be responsible for any settlement it does not approve in writing. The foregoing obligations do not apply with respect to portions or components of the Service (i) not supplied by Premier Virtual, (ii) made in whole or in part in accordance with Customer specifications, (iii) that are modified after delivery by Premier Virtual, (iv) combined with other products, processes or materials where the alleged infringement relates to such combination, (v) where Customer continues allegedly infringing activity after being notified thereof or after being informed of modifications that would have avoided the alleged infringement, or (vi) where Customer's use of the Service is not strictly in accordance with this Agreement or Terms of Use. If, due to a claim of infringement, the Services are held by a court of competent jurisdiction to be or are believed by Premier Virtual to be infringing, Premier Virtual may, at its option and expense (a) replace or modify the Service to be non-infringing provided that such modification or replacement contains substantially similar features and functionality, (b) obtain for Customer a license to continue using the Service, or (c) if neither of the foregoing is commercially practicable, terminate this Agreement and Customer's rights hereunder and provide Customer a refund of any prepaid, unused fees for the Service.

8. LIMITATION OF LIABILITY

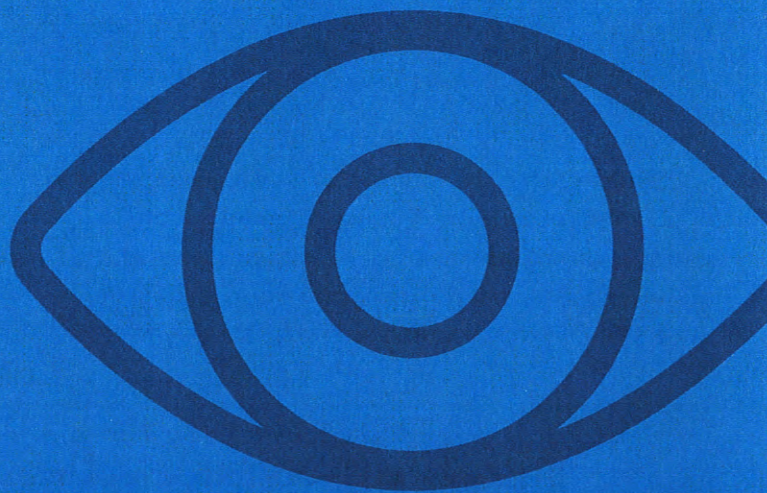
NOTWITHSTANDING ANYTHING TO THE CONTRARY, EXCEPT FOR BODILY INJURY OF A PERSON, PREMIER VIRTUAL AND ITS SUPPLIERS (INCLUDING BUT NOT LIMITED TO ALL EQUIPMENT AND TECHNOLOGY SUPPLIERS), OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES SHALL NOT BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR TERMS AND CONDITIONS RELATED THERETO UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OR CORRUPTION OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS, SERVICES OR TECHNOLOGY OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES; (C) FOR ANY MATTER BEYOND PREMIER VIRTUAL'S REASONABLE CONTROL; OR (D) FOR ANY AMOUNTS THAT, TOGETHER WITH AMOUNTS ASSOCIATED WITH ALL OTHER CLAIMS, EXCEED THE FEES PAID BY CUSTOMER TO PREMIER VIRTUAL FOR THE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY, IN EACH CASE, WHETHER OR NOT PREMIER VIRTUAL HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

9. MISCELLANEOUS

If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. This Agreement is not assignable, transferable or sublicensable by Customer except with Premier Virtual's prior written consent. Premier Virtual may transfer and assign any of its rights and obligations under this Agreement without consent. This Agreement is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications and other understandings relating to the subject matter of this Agreement, and that all waivers and modifications must be in a writing signed by both parties, except as otherwise provided herein. No agency, partnership, joint venture, or employment is created as a result of this Agreement and Customer does not have any authority of any kind to bind Premier Virtual in any respect whatsoever. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover their reasonable costs and attorneys' fees. All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or e-mail; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt requested. This Agreement shall be governed by the laws of the State of Florida without regard to its conflict of laws provisions. The Customer hereby authorizes Premier Virtual to list Customer's name as well as Customer's logo (trademarked or otherwise) on Premier Virtual's website disclosing that Premier Virtual has provided the Services to Customer, and to use Customer's name in any standard customer/client listing (or partial listing) published by Premier Virtual. Subject to the foregoing, neither party may use the other party's name, logo, service or trademark in any advertising, press release, or express or implied endorsement without the other party's prior written consent which shall not be unreasonably conditioned, withheld or delayed.

ACKNOWLEDGED AND AGREED TO

Customer:	Kandiyohi Co. & City of Willmar E
By:	
Print Name:	Aaron Backman
E-mail:	aaron@kandiyohi.com
Date:	



2022

VISION PLAN DECISION GUIDE

Blue Cross Vision

Small Group

Blue Cross Vision: A clear choice

Help keep your employees healthy with a vision plan from Blue Cross and Blue Shield of Minnesota.

FOCUS ON PREVENTION

Offering a vision plan that includes an eye exam helps promote good overall health to your employees. Regular preventive exams can lead to early detection of chronic conditions like high blood pressure, diabetes, multiple sclerosis, thyroid disease and diabetic retinopathy. And when these issues are caught early, they're easier and less costly to treat.



1 OF EVERY 12

ADULTS

has at least one chronic health issue that an eye exam can help detect.¹

WHAT'S INCLUDED?

Blue Cross offers a variety of vision plans with benefit levels that best meet your employees' needs and your budget. All plans offer:

- No waiting periods
- Traditional LASIK discounts of up to 50 percent²
- Blue light lens coverage
- Coverage for scratch-resistant coating and tinting of plastic lenses
- Enhanced benefits at all Visionworks stores
- Discounts on the Davis Vision Exclusive Collection (private practice providers)

THE BLUE CROSS DIFFERENCE

When you choose Blue Cross, members get these exclusive benefits:

- Fixed lens pricing on all plans — members pay the same on all lens options no matter where they go in network
 - An average retail savings of 61 percent on all lens options³
- Free one-year breakage warranty
- Discounts on a second pair of eyewear with in-network providers

EXAMPLE MEMBER SAVINGS OF \$351

Exam and eyewear	Retail cost (average)	Member cost
Eye examination	\$103	\$10
Davis Vision Exclusive Collection frame (Designer tier)	\$160	\$0
Single vision lenses	\$78	\$10
One-year breakage warranty	\$30	\$0
Total:	\$371	\$20

¹Centers for Disease Control and Prevention, 2015.

²Laser vision correction services administered by QualSight, LLC®. Terms and savings are subject to change. QualSight is an independent company that does not offer Blue Cross products or services. QualSight is solely responsible for its products and services.

³Blue Cross Internal Data, Utilization Report, May 2021 (Based on Jan. – Dec. 2020 data).

Each vision provider is an independent contractor and not our agent. It is up to the member to confirm provider participation in their network prior to receiving services.



EASY ACCESS TO A NATIONAL NETWORK

Blue Cross Vision plans use the Davis Vision network, a national network of private practices and retail locations that include ophthalmologists and optometrists.¹ Members have more than 1,700 access points in Minnesota and more than 115,000 access points nationally.³ Some of the retail locations and online providers include:

RETAIL LOCATIONS

- Target Optical, *Menticele*
- Pearle Vision, *Willmar*
- America's Best
- JCPenney Optical, *St. Cloud*
- Shopko Optical, *St. Cloud + Marshall*

ONLINE PROVIDERS

- 1800Contacts.com
- glasses.com
- befitting.com

MEMBER SUPPORT

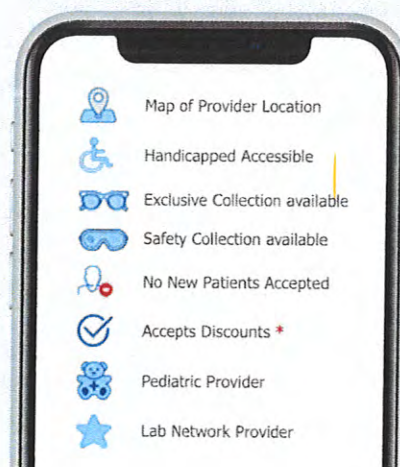
- Call centers staffed seven days a week with voice response system support 24 hours a day
- 100 percent of calls and claims are administered in the U.S.

4 OUT OF 5 

TOP OPTICAL RETAILERS PARTICIPATE

including Visionworks, Costco, Walmart and Sam's Club²

Members can find an in-network provider when they visit bluecrossmn.com/findaneyedoctor. When searching for a provider, members can filter the search based on specialty, where the provider is located, what collections they offer and types of discounts.



¹Davis Vision is an independent company providing vision benefit management services and access to their network.

²Retail partners of Davis Vision.

³Davis Vision, 2021.

EXAM AND EYEWEAR

Value Standard

Premier Enhanced

MOST POPULAR

Option 1

Option 2

Option 1

Option 2

In-network benefit

Out-of-network reimbursements

EYE EXAM – One exam every 12 months

Eye exam

- Includes dilation when recommended by eye care professional

100% after \$10 copay

100% after \$10 copay

Eye exam: \$40, if applicable

Frames: \$50

Lenses:

- Single vision: \$40
- Bifocal/progressive: \$60
- Trifocal: \$80
- Lenticular: \$100

Contact lenses:

- Elective: \$105
- Visually required: \$225

PRESCRIPTION GLASSES – Benefit available for eyeglass lenses or contact lenses once every 12 months

Lenses

- Single vision, lined bifocal, trifocal, lenticular

100% after \$25 copay

100% after \$10 copay

Frames

Two frame frequency options available under each plan

1 every 12 months

1 every 24 months

1 every 12 months

1 every 24 months

Davis Vision Exclusive Collection*

- Fashion level
- Designer level
- Premier level

100%; no copay
100%; no copay
100%; \$25 copay

100%; no copay
100%; no copay
100%; no copay

Non-Davis Vision Exclusive Collection

- Visionworks stores
- Frames available from other participating retailers

No copay; plan pays up to \$180 plus 20% discount on remaining costs**
No copay; plan pays up to \$130 plus 20% discount on remaining costs**

No copay; plan pays up to \$200 plus 20% discount on remaining costs**
No copay; plan pays up to \$150 plus 20% discount on remaining costs**

EYEGLASS ENHANCEMENTS

- Tinting of plastic lenses
- Scratch-resistant coating
- Polycarbonate lenses
- Dependent children, monocular patients and those with a prescription of +/- 6.00 diopters or greater
- Adults
- Ultraviolet coating
- Antireflective coating
- Blue light filtering
- Progressive lenses
- High-index lenses
- Polarized lenses
- Plastic photochromic lenses
- Scratch protection plan

Member pays \$0
Standard: \$0 / Premium: \$30

Member pays \$0

Member pays \$30
Member pays \$12
Standard: \$35 / Premium: \$48 /
Ultra: \$60 / Ultimate: \$85
Member pays \$15
Standard: \$50 / Premium: \$90 /
Ultra: \$140 / Ultimate: \$175
Member pays \$55 / \$120
Member pays \$75
Member pays \$65
Single vision: \$20 /
Multifocus vision: \$40

*Davis Vision Exclusive Collection available at most independent providers and private practice locations. Collection is subject to change.

**Additional discount not available at Costco, Walmart, Sam's Club or participating online vision providers.

†Available at most participating independent provider offices.

††Available in participating retail locations.

These plans provide vision coverage only. The vision plan's benefit booklet will contain more details on standard plan exclusions and frequency limitations. In the event of a discrepancy, the benefit booklet will supersede this summary.

CONTACT LENS – Benefit available for eyeglass lenses or contact lenses once every 12 months

Collection contact lenses†

- Disposable
- Non-disposable
- Evaluation, fitting and follow-up care

up to 4 boxes
up to 2 boxes

up to 8 boxes
up to 4 boxes

100% after \$25 copay

100% after \$10 copay

Non-collection contact lens allowance††

- Evaluation, fitting and follow-up care for standard lenses
- Evaluation, fitting and follow-up care for specialty lenses

Plan pays up to \$130 plus 15% discount on remaining costs**

Plan pays up to \$150 plus 15% discount on remaining costs**

100% after \$25 copay

100% after \$10 copay

\$25 copay; after copay, plan pays up to \$60 plus 15% discount on remaining costs**

\$10 copay; after copay, plan pays up to \$60 plus 15% discount on remaining costs**

Visually required contact lenses (preauthorization required)

- Materials
- Evaluation, fitting and follow-up care

100%

100%

100%

100%

2022 Blue Cross Vision Plans

Small Group Rates

July 1, 2022 – December 31, 2022



Monthly Premiums	EYEWEAR ONLY				EXAM AND EYEWEAR			
	Value Enhanced		Premier Enhanced		Value Standard		Premier Enhanced	
	Option 1	Option 2	Option 1	Option 2	Option 1	Option 2	Option 1	Option 2
3-Tier								
Employee	\$ 6.33	\$ 5.86	\$ 6.94	\$ 6.40	\$ 6.88	\$ 6.40	\$ 8.34	\$ 7.80
Employee + one dependent	\$ 11.88	\$ 11.00	\$ 13.00	\$ 12.01	\$ 12.91	\$ 12.04	\$ 15.59	\$ 14.60
Employee + two or more dependents	\$ 18.26	\$ 17.03	\$ 19.89	\$ 18.50	\$ 19.89	\$ 18.67	\$ 23.66	\$ 22.27

Minimum participation: Enrollment of 2 contracts.

Underwriting guidelines:

The following underwriting guidelines apply to the program on the attached document:

- No minimum employer contribution plans can be offered as voluntary or non-voluntary.
- Rates include 10 percent commissions.
- Group must be headquartered in Minnesota.



2023 Proposed Budget and Comparisons	2023 Proposed Budget	2022 as of 6/30/2022	2022 Changes Approved by EDCOB 7/14/22	2022 Budget	2021 Unaudited Revenues and Expenses
REVENUES					
County Tax Levy	\$ 578,000	\$ 313,186.99		\$ 556,000	\$ 531,501.94
Conference Income		\$ 1,666.14			
Fiscal Agent					
Creating Entrepreneurial Opportunities student loan program	\$ 22,000	\$ 16,583.24		\$ 28,000	\$ 22,597.14
Grants		\$ -		\$ 25,000	\$ 848,437.02
American Rescue Plan Act (ARPA)	\$ 8,000				
MN Department of Agriculture	\$ 10,000				
MN Department of Employment & Economic Development (DEED)	\$ 36,000		\$ 40,000		
Insurance dividends	\$ 400	\$ -		\$ 1,000	\$ 636.00
Interest on investments					
Concorde Bank (Revolving Loan Fund savings account)	\$ 950	\$ 366.98		\$ 800	\$ 953.62
Heritage Bank savings account	\$ 150	\$ 13.56		\$ 1,500	\$ 132.58
Lake Region Bank - Microenterprise Loan account	\$ 100	\$ 42.21		\$ 75	\$ 91.83
United Prairie Bank \$109,619.23 CD matures October	\$ -	\$ -		\$ 1,300	\$ -
Loans					
ELGP loan application fees	\$ -	\$ -		\$ 200	\$ -
Microenterprise Loan Fund (WAM-BC) repayments interest	\$ 665	\$ 602.34		\$ 700	\$ 1,216.53
Microenterprise Loan Fund closing fees	\$ 200	\$ -			\$ 215.00
Revolving Loan Fund closing fees	\$ 900	\$ -		\$ 900	\$ 1,120.00
Revolving Loan Fund repayments interest	\$ 8,500	\$ 4,129.94		\$ 5,000	\$ 8,246.96
Other Income					
Elevate Business Academy - Corporate Donations	\$ 10,000	\$ -		\$ 16,000	
SWIF Contributions					
Elevate Business Academy	\$ 15,000	\$ 10,425.22	\$ 15,000	\$ 20,000	\$ 29,793.68
Main Street Grant reimbursement	\$ 5,000	\$ -		\$ -	
Refunds, reimbursements and in-kind contributions (incl. Hwy 23)		\$ 687.83		\$ 500	\$ 596.80
TOTAL REVENUES	\$ 695,865	\$ 347,704.45	\$ 691,975	\$ 656,975	\$ 1,445,539
EXPENSES					
CREATING ENTREPRENEURIAL OPPORTUNITIES STUDENT LOAN EXPENSES					
Advertising/Promotions	\$ 250	\$ 150.00		\$ 250	\$ 723.53
Dinner Event and Silent Auction					
Advertising	\$ 700	\$ 150.00		\$ 700	\$ 684.79
Decorations	\$ 2,000	\$ 1,549.56		\$ 2,000	\$ 1,917.44
Entertainment	\$ 500	\$ -		\$ 500	\$ -
Event Food and Beverages	\$ 8,500	\$ 5,318.13		\$ 9,000	\$ 585.00
Silent Auction baskets/gifts	\$ 1,500	\$ 1,378.15			\$ 3,866.81
Equipment	\$ -	\$ -			\$ 947.22
Meals/Meeting refreshments	\$ 600	\$ 584.85		\$ 1,500	\$ 1,789.20
Memberships/Dues	\$ 1,000	\$ 848.34		\$ 1,000	\$ 754.57
Miscellaneous	\$ 1,500	\$ 1,979.33		\$ 1,500	\$ 4,246.73
Supplies	\$ 500	\$ 593.10		\$ 500	\$ 383.39
Transportation/Travel	\$ 250	\$ -		\$ 200	\$ 79.03
Total CEO Loan Expenses	\$ 17,300	\$ 12,551.46	17,150	\$ 17,150	\$ 15,977.71
CPR Grant Program	\$ -	\$ -			\$ 6,212.72
MPR Grant Program	\$ -	\$ -			\$ 847,650.15
Loan Program Expenses					
Loan write-offs and allowance	\$ -	\$ 2.03		\$ 5,000	\$ 2.80
Microloan Program filing fees	\$ -				\$ 20.00
Other (Kandi Adult Care service of process fees/court filing fee)	\$ -	\$ 167.50			\$ 80.00
Revolving Loan Fund recording fees	\$ -	\$ -			\$ 86.00
Total Loan Program Expenses	\$ -	\$ 169.53	5,000	\$ 5,000	\$ 188.80
Board Expenses					
Joint Operations Board (includes meals/administrative time)	\$ 3,200	\$ 2,139.16		\$ 2,500	\$ 4,611.46
Joint Powers Board (includes meals/administrative time)	\$ 2,000	\$ 825.13		\$ 2,000	\$ 1,970.03
Total Other Expenses	\$ 5,200	\$ 2,964.29	4,500	\$ 4,500	\$ 6,581.49
Countywide Business Development					
CEO Student Program Administration	\$ 200	\$ 110.00		\$ 250	\$ 187.50
Entrepreneurial Technical Assistance	\$ 1,000			\$ 900	\$ -
Mowing/Maintenance of Lot	\$ 2,000	\$ -		\$ 2,000	\$ 1,950.00
Retail Business Design Follow-up Meetings	\$ -	\$ -		\$ 200	\$ -
Purchase of Land from State (appraisal, survey, recording fees)	\$ -	\$ -		\$ -	\$ 2,274.00
TIGER II Grant/Wye/Industrial Park	\$ 9,000	\$ 3,452.50		\$ 15,000	\$ 3,650.00
Total Countywide Business Development	\$ 12,200	\$ 3,562.50	18,350	\$ 18,350	\$ 8,061.50



2023 Proposed Budget and Comparisons	2023 Proposed Budget	2022 as of 6/30/2022	2022 Changes Approved by EDCOB 7/14/22	2022 Budget	2021 Unaudited Revenues and Expenses
Economic Development Community Contributions					
Sponsor Fees					
Central MN Tour of Manufacturing	\$ 1,500	\$ 1,750.00	1,750		\$ 1,500.00
Vision 2040	\$ 1,000	\$ 1,000.00	1,000	\$ 2,000	
Total Economic Development Community Contributions	\$ 2,500	\$ 2,750.00	2,750	\$ 2,000	\$ 1,500.00
Elevate Community Business Academy					
Advertising	\$ 1,400	\$ -		\$ 1,400	\$ -
Copying	\$ 240	\$ -		\$ 240	\$ -
Equipment	\$ 1,000	\$ -	\$ 1,000	\$ 500	\$ 539.35
Graduation Ceremony					
Food	\$ 1,800		\$ 2,700		
Rental of Facility	\$ 600	\$ 300.00	\$ 900		\$ 400.00
Speaker	\$ 1,000		\$ 1,500		
Supplies	\$ 300	\$ 257.65	\$ 450		\$ 4,760.87
Total Graduation Ceremony	\$ 3,700	\$ 557.65	\$ 5,550		\$ 5,160.87
Marketing	\$ 1,250	\$ 1,095.67		\$ 1,250	\$ 11,965.91
Mileage/Travel	\$ 500	\$ 22.23	\$ 800	\$ 175	\$ 246.93
Printing	\$ 200	\$ -	\$ 300	\$ 125	\$ -
Professional Services					
General Administrative Assistance Services	\$ 900	\$ 300.00		\$ 900	\$ 1,541.25
Program Facilitators Instructors	\$ 22,500	\$ 1,732.00	\$ 18,000	\$ 22,500	\$ 5,860.00
Planning meetings/preparation	\$ -	\$ -		\$ 800	\$ 185.40
Post training advocacy	\$ -	\$ -		\$ 850	\$ -
Training & coordinating				\$ 6,900	
Technical Assistance Contractors	\$ 8,000	\$ -	\$ 8,000		
Translation Services	\$ 500	\$ -	\$ 10,206	\$ 300	\$ -
Total Staff Time Investment Professional Services	\$ 31,900	\$ 2,032.00	\$ 37,106	\$ 32,250	\$ 7,586.65
Rental of Facilities for classes	\$ 2,000	\$ -	\$ 3,000		\$ -
Supplies & Curriculum	\$ 2,000	\$ 337.00	\$ 3,000		\$ 1,027.77
Website	\$ 1,500	\$ 1,167.00	\$ 1,500		\$ -
Other	\$ 100	\$ -	\$ 100		\$ 100.00
Total Elevate Community Business Academy	\$ 45,790	\$ 5,211.55	\$ 55,246	\$ 35,940	\$ 26,627
COMMITTEE EXPENSES					
Agriculture and Renewable Energy Development					
Ag Projects	\$ 3,500	\$ 478.00		\$ 5,000	
Conferences/Seminars/Trainings (including Industrial Hemp)	\$ 3,000	\$ 2,579.45		\$ 2,000	\$ 2,067.07
Meals/Meeting Refreshments	\$ 200	\$ 17.16		\$ 400	\$ 74.77
Mileage/Travel	\$ 1,000	\$ 161.47		\$ 1,000	\$ 648.77
Partners in Ag Innovation Conference Sponsor & Marketing	\$ 1,500	\$ 1,500.00		\$ 1,500	\$ 1,005.00
Professional Services					
General Administrative Services	\$ 2,700	\$ 1,387.50		\$ 1,300	\$ 2,499.17
Supplies (office or program)	\$ 250	\$ 77.24		\$ 250	\$ 570.00
Other	\$ 500	\$ -			\$ 1,017.90
Total Ag Committee Expenses	\$ 12,650	\$ 6,200.82	11,450	\$ 11,450	\$ 7,882.68
Broadband and Advanced Technology					
Conferences/Seminars/Trainings	\$ 800	\$ -		\$ 800	\$ -
Marketing	\$ 750	\$ -		\$ 600	\$ 166.12
Meals/Meeting Refreshments	\$ 250	\$ -		\$ 800	\$ 48.06
Mileage/Travel	\$ 750	\$ 86.01		\$ 1,200	\$ 230.62
Postage/mailling services	\$ 750	\$ 1,072.72		\$ 500	\$ 521.10
Printing, copying & publishing	\$ 750	\$ 414.65		\$ 500	\$ -
Professional Services					
General Administrative Services	\$ 2,500	\$ 2,000.00		\$ 1,000	\$ 3,473.70
Legal Services	\$ -	\$ 793.00			\$ (1,178.00)
Total Professional Services	\$ 2,500	\$ 2,793.00		\$ 1,000	\$ 2,295.70
Total Broadband and Advanced Technology Committee Expenses	\$ 6,550	\$ 4,366.38	5,400	\$ 5,400	\$ 3,261.60
Business Retention and Expansion/Recruitment					
Childcare Initiative	\$ 750	\$ 328.92		\$ 500	\$ 3.36
Grants	\$ -	\$ -		\$ 10,000	\$ 7,500.00
Highway 23 Coalition					
Conferences/Seminars/Trainings	\$ 60	\$ 60.00			
General Administrative Services	\$ 2,000	\$ 3,388.00		\$ 700	\$ 2,397.87
Mileage/Travel	\$ 500	\$ 813.10		\$ 200	\$ 169.68
Supplies	\$ 200	\$ 47.63		\$ 200	\$ 540.00
Total Highway 23 Coalition	\$ 2,760	\$ 4,308.73		\$ 1,100	\$ 3,107.55
Marketing	\$ 500	\$ 384.00		\$ 500	\$ 573.75
Mileage/Travel	\$ 750	\$ 524.64		\$ 500	\$ 448.57
Printing, copying & publishing	\$ -	\$ -		\$ 150	\$ -



2023 Proposed Budget and Comparisons	2023 Proposed Budget	2022 as of 6/30/2022	2022 Changes Approved by EDCOB 7/14/22	2022 Budget	2021 Unaudited Revenues and Expenses
Professional Services					
General administrative services	\$ 3,000	\$ 2,760.00		\$ 1,500	\$ 2,085.00
Professional services - Other	\$ -	\$ -		\$ 100	\$ -
Total Professional Services	\$ 3,000	\$ 2,760.00		\$ 1,600	\$ 2,085.00
Supplies (office or program)		\$ -		\$ 100	\$ -
Workforce Development (In-Person/Virtual Job Fairs, Other events)	\$ 6,000	\$ 5,577.93		\$ 2,500	\$ 1,394.98
Total BRE/R Committee Expenses	\$ 13,760	\$ 13,884.22	16,950	\$ 16,950	\$ 15,113.21
Finance					
Marketing	\$ -	\$ -		\$ 100	\$ -
Meals/Lender Seminar	\$ 700	\$ 205.44		\$ 500	\$ 446.06
Mileage/Travel	\$ 100	\$ 19.89		\$ 50	\$ 22.76
Professional services					
General administrative services	\$ 1,500	\$ 1,265.50		\$ 1,500	\$ 3,448.82
Legal services	\$ 400	\$ -		\$ 400	\$ 638.00
Total Professional Services	\$ 1,900	\$ 1,265.50		\$ 1,900	\$ 4,086.82
Total Finance Committee Expenses	\$ 2,700	\$ 1,490.83	2,550	\$ 2,550	\$ 4,555.64
Marketing and Public Relations					
Branding	\$ 600				
Community events	\$ 1,200				
Displays and giveaways	\$ 2,750	\$ 406.47			
Meals/Meeting refreshments	\$ 800	\$ 482.24		\$ 600	\$ 331.68
Media				\$ 700	\$ 1,119.99
Advertisements	\$ 3,100	\$ 823.51			\$ 3,232.00
Printing, copying & publishing	\$ 1,500	\$ -		\$ 800	\$ 788.41
Media - Other		\$ 516.20			
Total Media	\$ 4,600	\$ 1,339.71		\$ 1,500	\$ 5,140.40
Mileage/Travel	\$ 1,200	\$ 336.41		\$ 100	\$ 30.80
Professional services					
General administrative services	\$ 4,500	\$ 3,899.16		\$ 2,000	\$ 6,686.15
REDstar Creative	\$ -	\$ 150.00		\$ 800	\$ 2,666.56
Total Professional Services	\$ 4,500	\$ 4,049.16		\$ 2,800	\$ 9,352.71
Subscriptions	\$ 4,210	\$ 1,076.41			
Website Development/Maintenance	\$ 9,370	\$ 620.49	\$ 250		
Marketing - Other	\$ 400				
Total Marketing and Public Relations Committee Expenses	\$ 29,630	\$ 8,310.89	5,250	\$ 5,000	\$ 14,855.59
Tourism/Leisure Travel					
CVB Tourism Partnership Agreement	\$ 34,000	\$ 34,000.00		\$ 34,000	\$ 34,000.00
Meals/Meeting refreshments	\$ 100	\$ 27.71		\$ 100	\$ 39.40
Mileage/Travel	\$ 200	\$ 194.01		\$ 100	\$ 43.68
Total Tourism/Leisure Travel Committee	\$ 34,300	\$ 34,221.72	34,200	\$ 34,200	\$ 34,083.08
Total Committee Expenses	\$ 99,590	\$ 68,474.86	75,800	\$ 75,550	\$ 79,751.80
EMPLOYEE COMPENSATION					
Executive Director					
Director's salary	\$ 123,795	\$ 59,517.00		\$ 119,034	\$ 116,700.00
Director's bonus					\$ 10,000.00
Director's health insurance	\$ 15,500	\$ 8,611.86		\$ 14,000	\$ 12,706.15
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	\$ 9,379			\$ 9,106	
Director's pension (PERA) employer rate is 7.5%	\$ 9,195	\$ 4,463.76		\$ 8,928	\$ 9,502.42
Total Executive Director's Compensation	\$ 157,869	\$ 72,592.62	151,068	\$ 151,068	\$ 148,908.57
Business Development Manager's position					
Business Development Manager's salary	\$ 78,208	\$ 37,599.96		\$ 75,200	\$ 79,292.45
Business Development Manager bonus					
Business Development Manager's health insurance	\$ 6,100	\$ 3,325.19		\$ 5,800	\$ 7,689.62
Business Development Manager's payroll taxes	\$ 5,983			\$ 5,739	
Business Development Manager's PERA	\$ 5,866	\$ 2,820.00		\$ 5,625	\$ 5,947.00
Total Business Development Specialist's Compensation	\$ 96,157	\$ 43,745.15	92,364	\$ 92,364	\$ 92,929.07
Marketing & Communications Specialist					
Marketing & Communications Specialist's salary	\$ 51,917	\$ 25,749.96		\$ 51,500	\$ 3,334.86
Marketing & Communications Specialist's health insurance	\$ 6,500	\$ 3,553.82		\$ 10,000	\$ -
Marketing & Communications Specialist's payroll taxes	\$ 3,972			\$ 3,820	
Marketing & Communications Specialist's PERA	\$ 3,894	\$ 1,931.28		\$ 3,744	\$ 250.11
Total Marketing & Communications Specialist's Compensation	\$ 66,283	\$ 31,235.06	67,484	\$ 69,064	\$ 3,584.97
Accrued vacation and sick expense					
Executive Director	\$ 9,000	\$ -		\$ 8,000	\$ -
Business Development Manager	\$ 5,800	\$ -		\$ 4,000	\$ 10,107.57
Marketing & Communications Specialist	\$ 4,800	\$ -		\$ 3,000	
Total accrued vacation and sick expense	\$ 19,600	\$ -	15,000	\$ 15,000	\$ 10,107.57
Employer payroll tax expense		\$ 9,070.92			\$ 16,497.05



2023 Proposed Budget and Comparisons	2023 Proposed Budget	2022 as of 6/30/2022	2022 Changes Approved by EDCOB 7/14/22	2022 Budget	2021 Unaudited Revenues and Expenses
Blue Cross Vision Plan	\$ 448		224		
Employee workers' compensation insurance	\$ 1,000	\$ 488.00		\$ 1,000	\$ 520.00
Total other employee compensation	\$ 21,048	\$ 9,558.92	16,224	\$ 16,000	\$ 27,124.62
Total Employee Compensation	\$ 341,357	\$ 157,131.75	342,140	\$ 328,496	\$ 272,547.23
ADMINISTRATIVE EXPENSES					
MCIT property/casualty insurance	\$ 5,400	\$ 4,982.00	4,982	\$ 3,600	\$ 3,703.00
Meals not for a committee	\$ 700	\$ 459.35		\$ 700	\$ 1,406.70
Memberships, dues, subscriptions					
Community Venture Network (CVN)	\$ 2,125	\$ 2,125.00		\$ 2,200	\$ 2,125.00
EDAM membership	\$ 695	\$ 695.00		\$ 495	\$ 295.00
Greater Minnesota Partnership	\$ 1,500	\$ 1,500.00			
Highway 23 Coalition membership	\$ 500	\$ -		\$ 500	\$ 500.00
Industrial Hemp Association	\$ 325	\$ 325.00		\$ 375	
Local organizations	\$ 900	\$ 900.00		\$ 600	\$ 550.00
MAPCED membership	\$ 375	\$ 375.00		\$ 350	\$ 300.00
MN DEED Marketing Partnership dues	\$ 700	\$ 700.00		\$ 700	\$ -
MN Rural Broadband Coalition	\$ 750	\$ 750.00		\$ 1,000	\$ 1,000.00
Subscriptions	\$ 1,025	\$ 1,653.69		\$ 2,881	\$ 3,203.09
Other	\$ 450	\$ -		\$ 450	\$ -
Total Memberships, dues, subscription	\$ 9,345	\$ 9,023.69	9,551	\$ 9,551	\$ 7,973.09
Professional services					
Accountant fees	\$ 850	\$ 990.00		\$ 850	\$ 250.00
Auditor	\$ 10,600	\$ -		\$ 8,350	\$ 8,350.00
Bookkeeping fees	\$ 7,000	\$ 4,857.63		\$ 6,000	\$ 9,660.77
Broadband Consultant Agreement	\$ -	\$ 6,452.22	6,452	\$ 2,500	\$ 3,230.52
Legal fees	\$ 600	\$ 342.00		\$ 600	\$ 217.50
Total Professional Services	\$ 19,050	\$ 12,641.85	22,252	\$ 18,300	\$ 21,708.79
Travel, conference, school	\$ 14,500	\$ 10,049.00		\$ 12,000	\$ 4,680.34
Seminars and promotions Virtual meetings & promotions	\$ 2,000	\$ 225.53		\$ 2,200	\$ 792.40
Total Administrative Expenses	\$ 50,995	\$ 37,381.42	51,685	\$ 46,351	\$ 40,264
OFFICE EXPENSES					
Bank Fees	\$ 75	\$ -		\$ 150	\$ 68.50
Cleaning person	\$ 2,500	\$ 1,067.98		\$ 2,500	\$ 2,524.32
Equipment maintenance and rental					
Software, including Synchronist annual fee	\$ 2,800	\$ 1,389.17		\$ 2,800	\$ 2,977.28
Technology maintenance contract for server and computers	\$ 6,566	\$ 3,629.68	7,950	\$ 4,200	\$ 2,370.00
Other	\$ 1,700	\$ 1,266.05		\$ 700	\$ 2,353.86
Total Equip Maintenance & Rental	\$ 11,066	\$ 6,284.90	11,450	\$ 7,700	\$ 7,701.14
Furniture and equipment					
Xerox lease	\$ 5,307	\$ 2,677.54		\$ 4,250	\$ 5,355.08
Furniture and equipment - Other	\$ 1,800	\$ 1,238.28		\$ 1,200	\$ 2,519.63
Total Furniture and Equipment	\$ 7,107	\$ 3,915.82	5,450	\$ 5,450	\$ 7,874.71
Office equipment and miscellaneous	\$ 1,500	\$ 733.53		\$ 1,500	\$ 4,253.46
Postage, mailing service	\$ 300	\$ 196.74		\$ 300	\$ 466.66
Printing, copying and publishing	\$ 500	\$ -		\$ 1,000	\$ 2,758.52
Professional services:					
Engineering and other professional services	\$ 3,000	\$ 160.00		\$ 3,000	\$ 6,894.00
General administrative	\$ 55,000	\$ 18,006.40		\$ 54,000	\$ 52,908.66
Planning session facilitator	\$ 3,000	\$ 2,800.00		\$ 3,000	\$ 1,800.00
Website hosting and maintenance				\$ 250	
Total Professional Services	\$ 61,000	\$ 20,966.40	60,000	\$ 60,250	\$ 61,602.66
Rent and storage unit	\$ 24,800	\$ 14,540.00		\$ 24,800	\$ 24,660.00
Rent (water cooler, post office box)	\$ 300	\$ 225.70		\$ 300	\$ 267.20
Sales Tax Return	\$ -				\$ 11.00
Supplies	\$ 2,700	\$ 2,470.31		\$ 2,500	\$ 5,554.93
Telephone/Telecommunications	\$ 6,500	\$ 3,038.86		\$ 6,250	\$ 5,725.76
Office Expenses - Other	\$ -	\$ -		\$ 1,000	\$ 450.00
Total Office Expenses	\$ 118,348	\$ 53,440.24	117,200	\$ 113,700	\$ 123,918.86
TOTAL PROGRAM EXPENSES	\$ 693,280	\$ 343,637.60	689,821	\$ 647,037	\$ 1,429,282.06

Proposed Bylaw amendment to Section 3:

Section 3. Meetings and Notice. The Board of Commissioners shall meet quarterly, on the fourth Thursday of each third month. No notice, either to old or new members of the Board of Commissioners shall be required for such meeting or for any regular meeting of the commissioners fixed from time to time by resolution of a majority of the Board of Commissioners. Other meetings of the Board of Commissioners may be held upon the call of the chairman or any commissioner. Neither the business to be transacted at nor the purpose of any meeting need be specified in the notice of such meeting. ~~Meetings may be conducted by telecommunications, so long as statutory notice provisions are followed and minutes of the meeting are produced.~~

- a. Remote Communication. Meetings of the Boards may be held by means of remote communication as provided below:
 - i. Meetings of the Boards may be held solely by one or more means of remote communication, so long as statutory notice provisions are followed and minutes of the meeting are produced and if notice of the meeting is given to every participant entitled to vote, and if the number of participants with voting rights participating in the meeting is sufficient to constitute a quorum at a meeting. Participation in a meeting by remote communication constitutes presence at the meeting in person.
 - ii. A Board member not physically present in person at a meeting of the Board may, by means of remote communication, participate in a meeting held at a designated place. Participation in a meeting by that means constitutes presence at the meeting in person.
 - iii. In any meeting of the Boards held solely by means of remote communication under paragraph i, or in any meeting of the Board held at a designated place in which one or more parties participate by means of remote communication under paragraph ii:
 - (1) The Commission shall implement reasonable measures to verify that each person deemed present and entitled to vote at the meeting by means of remote communication is a proper participant; and
 - (2) The Commission shall implement reasonable measures to provide each person participating by means of remote communication with a reasonable opportunity to participate in the meeting, including an opportunity to:
 - (a) read or hear the proceedings of the meeting substantially concurrently with those proceedings;
 - (b) if allowed by the procedures governing the meeting, have the person's remarks heard or read by other participants in the meeting substantially concurrently with the making of those remarks; and
 - (c) if otherwise entitled, make motions and vote on matters submitted to the Boards.

PROPOSED NEW PARAGRAPH TO SECTION III, COMMITTEES, IN THE POLICIES AND PROCEDURES MANUAL:

F. REMOTE COMMUNICATION. Meetings of the committees may be held by means of remote communication as provided below:

1. Meetings of the committees may be held solely by one or more means of remote communication, so long as statutory notice provisions are followed and minutes of the meeting are produced and if notice of the meeting is given to every participant entitled to vote, and if the number of participants with voting rights participating in the meeting is sufficient to constitute a quorum at a meeting. Participation in a meeting by remote communication constitutes presence at the meeting in person.
2. A committee member not physically present in person at a meeting of the committee may, by means of remote communication, participate in a meeting held at a designated place. Participation in a meeting by that means constitutes presence at the meeting in person.
3. In any meeting of the committees held solely by means of remote communication under paragraph 1, or in any meeting of the committee held at a designated place in which one or more parties participate by means of remote communication under paragraph 2:
 - (a) The committee shall implement reasonable measures to verify that each person deemed present and entitled to vote at the meeting by means of remote communication is a proper participant; and
 - (b) The committee shall implement reasonable measures to provide each person participating by means of remote communication with a reasonable opportunity to participate in the meeting, including an opportunity to:
 - (1) read or hear the proceedings of the meeting substantially concurrently with those proceedings;
 - (2) if allowed by the procedures governing the meeting, have the person's remarks heard or read by other participants in the meeting substantially concurrently with the making of those remarks; and
 - (3) if otherwise entitled, make motions and vote on matters submitted to the committees.



July 13, 2022

Aaron Backman
Executive Director
Kandiyohi County and City of Willmar Economic Development Commission
222 20th Street SE
Willmar, MN 56201

Re: Contract/Proposal for a comprehensive housing needs analysis for the City of Willmar and Kandiyohi County, Minnesota

This contract for professional services is made between Viewpoint Consulting Group, Inc. (“Viewpoint”) and the Kandiyohi County and City of Willmar Economic Development Commission (the “Client”). The professional service outlined in this contract is a comprehensive housing needs analysis and would examine demographic and employment trends and current housing market conditions in Kandiyohi County to determine the market potential for developing different types of owned and rented housing through 2030. The analysis would provide detailed recommendations on the housing types identified as being needed over the next five years. The housing study would be presented in two separate reports, one specifically for Willmar and one that includes all communities in the county.

To complete the comprehensive housing needs analysis, primary and secondary data would be examined. Primary research includes surveys of existing owned and rented housing properties in Willmar and interviews with housing professionals and government agency staff familiar with local employment and housing issues. Secondary data is obtained from sources such as the Census Bureau, ESRI (national demographics provider), and Minnesota Department of Employment and Economic Development.

A detailed Scope of Services on the following pages outlines the specific tasks that would be undertaken to conduct the comprehensive housing needs analysis.

Scope of Services

A. Demographic Trends and Projections

1. Compile and analyze information on population and household growth trends and projections (1990 to 2040) in the following communities in Kandiyohi County:

Atwater	Prinsburg
Blomkest	Raymond
Kandiyohi	Regal
Lake Lillian	Spicer
New London	Sunburg
Pennock	Willmar

2. Compile demographic information on Willmar and the remainder of the county on:
 - a. population age distribution
 - b. household incomes by age of householder
 - c. household tenure (owners/renters)
 - d. Household income by tenure
 - e. household type
 - f. household sizes
3. Examine student enrollment trends and projections at Ridgewater College.

B. Employment Trends

1. Examine county data on resident employment (based on place of residence).
2. Examine county data on covered employment (based on location of jobs).
3. Interview economic development specialists with the City of Willmar and Kandiyohi County regarding business growth trends, potential new businesses, and economic conditions.
4. Interview larger local employers regarding total number of employees, where employees live, and housing needs of employees.
5. Examine work commuting patterns for each of the communities in the county.

C. Housing Characteristics

1. Examine census data on age of housing stock in each community in the county.
2. Compile residential building permit data since 2010 in each community in the county.
3. Examine census data on housing cost burden by tenure in Willmar and the remainder of the county.
4. Examine census data on total housing units by tenure and structure type in each community in the county.
5. Interview housing professionals regarding housing conditions in each community in the county.

D. For-Sale Market Analysis

1. Analyze housing value trends in each community from data provided by the county assessors' office.
2. Analyze data on the inventory and list price of homes currently for sale.
3. Inventory actively marketed single-family subdivisions in the county; collect data on available lots, lot sizes, sale prices, and lot absorption.
4. Inventory for-sale townhome developments in the county; collect data on the number of units, year built, unit types, and sale prices.
5. Identify proposed for-sale housing developments in the county.
6. Interview real estate sales agents, developers, and other housing professionals regarding demand for additional housing in Willmar and other communities in the county, buyer profiles, desired housing types and price range, unmet market niches, and the physical condition of existing homes.

E. Rental Market Analysis

1. Examine census data on total units in Willmar and the remainder of the county by number of bedrooms and gross rent.
2. Inventory larger multifamily rental buildings in the county, including subsidized (e.g. Section 8), affordable (e.g. Section 42 Tax Credit), market rate buildings, and student-oriented buildings. Collect information on:
 - a. Year built
 - b. Total number of units
 - c. Monthly rents by unit type
 - d. Occupancy rate
3. Identify pending rental developments in the county.
4. Interview rental property owners and managers and other housing professionals regarding rental housing needs in Willmar and other communities in the county, including and the condition of existing units.

F. Senior Housing Market Analysis

1. Inventory senior housing developments in the county, including subsidized, affordable, and market rate developments. Collect information on:
 - a. Service level (independent, assisted living, memory care)
 - b. Year built
 - c. Number of units
 - d. Occupancy rate
2. Identify pending senior housing developments in the county.
3. Interview managers of senior housing developments and other professionals in the senior housing industry regarding senior housing needs in Willmar and other communities in the county.

G. Conclusions and Recommendations

1. Summarize key findings from the demographic, employment, and housing analysis sections and discuss the implications on housing demand in Willmar and Kandiyohi County.
2. Calculate housing demand for each community in the county through 2030, including owned and rental housing, senior housing by service level, and subsidized, affordable, market rate, and student-oriented rental housing.
3. Discuss unmet market niches in each community's housing market and identify the target markets for different types of housing developments.
4. Recommend appropriate housing types to meet unmet demand in each community over the next five years; include information on number of lots/units, lot sizes, unit types and sizes, pricing/rents, and other key housing features.

Meetings and Report Preparation

Viewpoint Consulting Group, Inc. would begin the housing needs analysis with a “kick-off meeting” with the client by phone to discuss the objectives of the updated housing needs analysis, key information needed from the client, and timing of the analysis. Viewpoint Consulting Group, Inc. would visit Willmar during the analysis. Five bound copies of each report (Willmar and county-wide) would be provided to the client along with an electronic PDF copy.

Timing and Cost of Services

The housing needs assessment outlined in the scope of services will be completed in draft form within 120 days of authorization to proceed. The cost for staff time to complete the scope of services will be Forty-Eight Thousand Dollars (\$48,000.00). The contract amount is due within 15 days of receipt of an invoice showing completion of the analysis.

Disclaimer & Liability

Certain information and statistics contained in Viewpoint’s report, which may be used as the basis for conclusions contained therein, will be furnished by other independent sources. While Viewpoint believes the information to be reliable, it has not been independently verified by Viewpoint and Viewpoint assumes no responsibility for its accuracy. The conclusions in Viewpoint's report are based on Viewpoint's best judgment and Viewpoint disclaims any express or implied warranty of assurance or representation that the projections or conclusions will be realized as stated. Results of any project may vary for any number of reasons including, but not limited to, changing market conditions, changes in the facts that were the basis of conclusions in Viewpoint's report, or other unforeseen circumstances.

Notwithstanding anything to the contrary herein, Viewpoint shall not be responsible for, and shall not pay, any amount of incidental, consequential or other indirect damages, whether based on lost revenue or otherwise, regardless of whether Viewpoint was advised of the possibility of such losses in advance. In no event shall Viewpoint's liability hereunder exceed the amount of fees paid by the Client, regardless of whether the Client's claim is based on contract, tort, strict liability, product liability or otherwise.

General Provisions

If any provision of this Agreement is held unenforceable by a court of competent jurisdiction, that provision shall be severed and shall not affect the validity or enforceability of the remaining provisions.

This Agreement shall be governed by and construed in accordance with the internal laws (and not the laws of conflicts) of the State of Minnesota.

This Agreement constitutes the complete Agreement and sets forth the entire understanding and Agreement of the parties as to the subject matter of this Agreement and supersedes all prior discussions and understandings in respect to the subject of this Agreement, whether written or oral.

If there is any dispute or controversy between the parties arising out of or relating to this Agreement, the parties agree that such dispute or controversy will be arbitrated in accordance with proceedings

under American Arbitration Association rules, and such arbitration will be the exclusive dispute resolution method under this Agreement. The decision and award determined by such arbitration will be final and binding upon both parties. All costs and expenses, including reasonable attorney's fees and expert's fees, of all parties incurred in any dispute which is determined and/or settled by arbitration pursuant to this Agreement will be borne by the party determined to be liable in respect of such dispute; provided, however, that if complete liability is not assessed against only one party, the parties will share the total costs in proportion to their respective amounts of liability so determined. Except where clearly prevented by the area in dispute, both parties agree to continue performing their respective obligations under this Agreement until the dispute is resolved. Any arbitration necessary pursuant to this Agreement shall occur in the County of Hennepin, State of Minnesota.

The foregoing notwithstanding, in the event the Client fails to pay Viewpoint as provided for herein, Viewpoint may take action to recover amounts owing in Hennepin County District Court. The Client acknowledges that it will be responsible for all costs of collection including, but not limited to, court costs and attorneys fees.

No modification, termination or attempted waiver of this Agreement, or any provision thereof, shall be valid unless in writing signed by the party against whom the same is sought to be enforced.

If this proposal meets with your approval, please sign and return a copy to Viewpoint Consulting Group and we will begin working with you on this assignment.

Agreed to this _____ day of _____ 2022.

Viewpoint Consulting Group, Inc.



Jay Thompson
President

Kandiyohi County and City of Willmar Economic
Development Commission

Aaron Backman
Executive Director

TO: EDC Joint Powers Board

FROM: Sarah Swedburg, Business Development Manager

DATE: July 28, 2022

RE: April – July 2022 Quarterly Staff Report

It has been a busy quarter at the EDC! Over the past month, I have participated in and accomplished the following:

- Brownfields and Redevelopment Conference at Breezy Point
- Legislative Townhall with Representatives Baker and Urdahl and Senator Lang
- MinnWest Technology Campus Tax Abatement presentation to the Willmar City Council; began process to present to Willmar Public School District
- Willmar High School Student Career Fair and Job Expo
- Completion of 3rd Elevate semester, graduating eight entrepreneurs
- Broadband discussion with Senator Klobuchar's staff
- MAPCED meeting in Little Falls, including tour of Barrett Petfood Innovations production facility
- Willmar Area Chamber of Commerce 5th Grade Dairy Tours
- Broadband Groundbreaking with Charter for projects in New London Township
- Partners in Ag Innovation Conference planning and hosting
- Kandiyohi County American Rescue Plan Act work sessions
- Irving and Roseville Townships meetings for Hawick/Long Lake broadband project with Vibrant
- Real Estate Development Conference in Mankato
- Manufacturing Month planning with Central MN & 6E Region
- EDAM Summer Conference at Grand View Lodge
- Mid-Year Commercial Real Estate Forecast event in Golden Valley
- Frontline Worker Pay videos and translation in partnership with MMDC
- Agriculture and Renewable Energy Committee strategic planning
- Area Development Consultant's Forum in Columbus, Ohio
- Somali translation of Community Business Academy curriculum (nearing completion)
- Three-Township and Four-Township broadband project leadership meetings
- Business Education Network Presentations at Willmar Middle School
- Exploration of software solution for virtual job fairs

- Registration volunteer for Aggie Open Golf Tournament
- EDC Overview with new Market President at United Prairie Bank
- Elevate presentation at Willmar Rotary
- Assisting design of Farm Transfer Classes with Ultimate Ag and Community Ed
- Connecting Entrepreneurial Communities Conference speaker planning
- Norway Lake Picnic and Lake Andrew 150th Celebration – Broadband Presentations
- Spicer EDA meeting
- AURI Industrial Hemp Event at Prairie PROducers in Olivia
- MinnWest Technology Campus Child Care grant through First Children's Finance
- Border to Border Broadband Grant

In addition to these activities, I have met with the following prospective and existing businesses for assistance and site visits:

- Prospective salon purchase - business succession
- Site visits with Midwest Indoor Storage – pursuing purchase of building in Willmar
- Business Plan Development with Samantha Louise
- Prospective New London housing development with local developer
- Location exploration with Jeff Swenson, composite countertop production; located now in Spicer
- Business Plan Development with Glory Bra
- Business registration with Christenson Plumbing LLC
- Assisted Amin Grocery regarding expansion project
- Business Visit with CNH (new warehousing facility in Willmar)
- Assisted with Business Plan Development for Earth Angels Hair Accessories – now open at the Uptown Mall in Willmar
- Business assistance to Chaw's Asian Market
- Location exploration with Smokey's BBQ
- Business Plan Development with Vu Express
- Assisting four Somali truckers with potential loans; has revealed need for Sole Proprietor loan product, which is now in development with SWIF
- Building development and funding exploration with existing Spicer business
- Location exploration with a child care center
- Brainstorm with Jessica L Hanson CHt (Willmar Hypnosis)
- Funding exploration with new music recording business
- Business visit with Brunswick (new production facility in Willmar)
- Tour of new Ag Forte Turkey Barn on Highway 12



Joint Powers Board Meeting

New London, MN

July 28, 2022

Marketing and Communications Update

- Attended EDAM Conference in Nisswa
- Met with CVB to discuss marketing for Kandiyohi County
- The Prospectus and Tri-fold publications were updated with information from the new census and new images in time for Sarah's visit to the Site Selector's Guild
- Elevate website evaluation and updates completed
- EDC website evaluation of past census data and outdated information identified
 - Major Employers updated
 - New images added
 - Relevant news articles updated
- Social media reviewed for most successful topics and post times, preparing for a month trial for Sprout social media management versus the currently used Hootsuite social media management
- Worked with Greenwater Garage on creating a replacement logo of the 'Open for Business' area map logo to an image that reflects Minnesota and Kandiyohi Counties in it – discussion with EDC staff scheduled
- Photo library updated with all Kandiyohi County town images
- Conducted interviews of local businesses and Ridgewater College for the Summer 2022 Newsletter- sent to nearly 1,000 subscribers
- Assisted with preparation and conduction of the Elevate Spring Graduation
- Edited and added closed captioning to the Frontline Worker Videos
- Edited the Fed Ex aerial video with project details and logos
- Coordinated and received quotations with advertising businesses to get pens, chip clips, car magnets and folder examples for EDC swag
- Supported the Ag Innovation Conference
- Began coordination for the Manufacturing Month events in Kandiyohi County
- Began coordination of WYE ribbon cutting event
- Met with CVB to discuss the history and budget contribution of the CVB with the EDC