

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)  
JOINT OPERATIONS BOARD OF DIRECTORS (OB)

**MINUTES**

June 8, 2023

Community Room, Heritage Bank, N.A., Willmar and Via ZOOM Video Conference

- Present: Les Heitke, Noah Hultgren, Kelly TerWisscha and Mary Warszynski
- Ex Officio: Steve Gardner, Leslie Valiant and Justice Walker
- Staff: Aaron Backman, Executive Director; Sarah Swedburg, Business Development Manager (via Zoom) and Kelsey Olson, Marketing & Communications Specialist
- Excused: Art Benson, Abdulcadir Gaal and Jesse Gislason
- Media: Jennifer Kotila, West Central Tribune
- Secretarial: Cathy Skindelien, Legal & Administrative Assistants, Inc.

Secretary Mary Warszynski called the meeting to order at approximately 11:06 a.m. and declared a quorum was present.

**AGENDA—**

IT WAS MOVED BY Les Heitke, SECONDED BY Kelly TerWisscha, to approve the Agenda as presented and the following Consent Agenda:

**CONSENT AGENDA**

- Approve:
1. Minutes of May 11, 2023
  2. Financial reports as of May 31, 2023
  3. Removal of committee members:
    - a. Laura Arne from the Industrial Hemp Exploratory Subcommittee
    - b. Sam Romain from the Marketing & Public Relations Committee
  4. Payment of invoices over \$2,500:
    - a. Second quarter disbursement to the Willmar Lakes Area Convention & Visitors Bureau in the amount of \$8,500

- Accept: Committee/Subcommittee Minutes
1. Broadband and Advanced Technology 5/1/2023
  2. Finance 4/11/2023
  3. Marketing and Public Relations 4/24/2023
  4. Leisure Travel 5/1/2023

MOTION CARRIED.

**UNFINISHED BUSINESS**—There was no unfinished business.

**NEW BUSINESS**

**Willmar Area Development Corporation Contribution.** Aaron Backman informed the board that a May 10, 2023 letter (see attached) was received from the Willmar Area Development Corporation (WADC) indicating the WADC decided to dissolve and give its remaining funds to the EDC to be used for economic development purposes. The funds in the amount of \$9,318.11 were deposited into the EDC’s checking account. The WADC was created to support area businesses, such as Bushmills Ethanol, MinnWest Technology Campus, Buhler Industries, Burlington Northern Santa Fe bypass and Jennie-O Turkey Store, but has been dormant for the past seven years. As to use of these funds by the EDC, Backman recommends allocating funds to smaller communities, and has been in contact with Atwater, New London, Pennock, Raymond and Spicer as to what needs they may have. Goldie Smith, Atwater City Clerk, requested \$2,000 to demolish an abandoned house near the railroad tracks to make space for a retention pond.

IT WAS MOVED BY Les Heitke, SECONDED BY Noah Hultgren, that the Kandiyohi County and City of Willmar Economic Development Commission accept the donation from the Willmar Area Development Corporation in the amount of \$9,318.11. MOTION CARRIED.

IT WAS MOVED BY Noah Hultgren, SECONDED BY Kelly TerWisscha, to approve \$2,000 of the funds received from the Willmar Area Development Corporation be given to the City of Atwater to demolish an abandoned house near the railroad tracks to make space for a retention pond. The funds will be disbursed when receipts for the finished work are submitted to the Kandiyohi County and City of Willmar Economic Development Commission. MOTION CARRIED.

**Juneteenth Holiday.** Backman informed the board that the state recently passed a law recognizing Juneteenth as a state holiday effective this year and public business cannot be conducted on June 19. The Kandiyohi County Board of Commissioners passed a resolution and will be closed for the holiday. Backman recommends the EDC adopt this holiday and add it to the list of paid holidays in the Employee Handbook.

IT WAS MOVED BY Kelly TerWisscha, SECONDED BY Les Heitke, to recommend to the Kandiyohi County and City of Willmar Economic Development Commission (EDC) Joint Powers Board that the EDC recognize Juneteenth (June 19) each year beginning in 2023 as a paid holiday and that it be added to Section IV, Personnel, paragraph E, Holidays in the Employee Handbook. MOTION CARRIED.

**Paid Family and Medical Leave Act.** Backman reviewed information provided by the League of Minnesota Cities on the Paid Family and Medical Leave (PFML) bill (see attached), which will be effective January 1, 2026; detailed wage reports will be required beginning July 1, 2024. The PFML Act allows an employee a combined total of 20 weeks of family and medical leave in a given year. The Sick and Safe Time Mandate will be effective January 1, 2024. Under this mandate an

employee will be given two weeks of paid sick leave. Employers must will provide 1 hour for every 30 hours of work (up to 48 hours annually with an accrual of up to 80 hours) of fully-paid time off for routine or minor issues, issues related to sexual assault, school closures, etc. The mandate does not prohibit local jurisdictions from exceeding these guidelines.

**Contracted Childcare Position with UCAP.** Backman reported childcare is one of the largest expenses for working parents, averaging \$13,000 per child per year in Minnesota. Adequate childcare is hard to find, which affects the parent’s ability to enter or return to the workforce. The EDC planning session indicated this is a high priority. The EDC was awarded a \$200,000 Child Care Economic Development (CCED) Grant, with matching funds totaling \$350,000. Numerous hours have been spent designing and administering the program, which experienced higher demand than anticipated. United Community Action Partnership (UCAP) also views childcare as a top priority and works with those who provide unlicensed daycare for family, friends and neighbors. The EDC and UCAP would like to propose a shared position for a childcare community coordinator. The coordinator would be employed by UCAP and spend 60% of their working hours at UCAP and 40% at the EDC. The EDC would reimburse UCAP for its 40% under a contractual arrangement. Compensation would be in the high \$20s to low \$30s per hour range. Staff recommends approval of \$14,000 for the 2023 budget to be paid from administrative funds available from the CCED Grant and \$28,521 is included in the proposed budget for 2024. Job responsibilities include working with partners to coordinate the use of funds, assisting with grant program management, providing technical assistance, cultivating community relationships and pursuing additional grants. The EDC will continue to handle broader management activities, such as supporting new providers by identifying locations, helping with building licensing and construction, identifying gaps, grant reporting and writing new grant proposals.

IT WAS MOVED BY Kelly TerWisscha, SECONDED BY Noah Hultgren, to recommend to the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board that it approve entering into a contract with United Community Action Partnership for a childcare position and to provide funding for the position in 2023 in the amount of \$14,000 from the Child Care Economic Development Grant and approve the Childcare Initiative Contractual amount in the 2024 budget of \$28,521. MOTION CARRIED.

**2024 Budget.** The board reviewed the proposed 2024 budget (see attached). Kelsey Baker, Kandiyohi County Administrator, has requested budget proposals be submitted by June 20, 2023. The EDC budget proposal is balanced, with \$715,506 in revenue versus \$714,136 in expenses. The county tax levy request is \$608,056, a 5.2% increase over 2023. The increase is primarily driven by the proposed childcare coordinator position. Budgeted grants dropped significantly for 2024 compared to 2023. Total revenue for 2023, excluding ARPA grant funds and childcare grants, is \$723,000 versus \$715,000 proposed in 2024.

Technical assistance and professional services (engineering and other professional services) were moved from office expenses to countywide business development. Graduation expenses for Elevate Community Business Academy increased in 2024 due to larger class sizes. The budget proposal includes two paid instructors per class and three classes, two in English and one in

Spanish. Swedburg will step out of the instructor role to concentrate on management and administration of the Elevate program.

The Agriculture and Renewable Energy (Ag) Committee's proposed 2024 budget shows an increase of \$10,000 due to anticipated participation in Farmtastic, an event at a Stingers game; Farmfest attendance in partnership with the Willmar Lakes Area Convention & Visitors Bureau (CVB); and an industrial hemp economic impact study. Marketing expenses will shift from the Marketing and Public Relations Committee into each relevant committee. The Broadband and Advanced Technology Committee's expenditures will decrease as the Digital Inclusion Grant concludes. The Business Retention and Expansion/Recruitment (BRE) Committee's decrease is due to completion of the CCED grant, lowered support for the Highway 23 Coalition and completion of the housing study. The Finance Committee has a slight increase due to anticipated participation in a non-traditional lender event. The Marketing and Public Relation Committee's budget decreased under the website development/maintenance category as the new website should be completed in 2023. The allocation of funds to Tourism/Leisure Travel will decrease from \$34,000 to \$25,000 annually.

The board previously approved salary increases for the Business Development Manager and Marketing and Communications Specialist. The Executive Director's compensation is pending completion of an annual review. Total compensation in the proposed budget represents a 4.7% increase from 2023. Administrative expenses show an increase for the auditor and travel, while virtual meetings and promotions decreased slightly. Membership in the Rural Broadband Coalition will be discontinued. Office expenses are flat, with the possible replacement of the server and furniture for the new childcare position offset by moving professional services to Countywide Business Development.

IT WAS MOVED BY Les Heitke, SECONDED BY Noah Hultgren, to recommend to the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board that it adopt the 2024 budget as proposed, excluding the Executive Director's salary. MOTION CARRIED.

## REPORTS

**Economic Development Activity.** Justice Walker reported the Willmar Planning Commission issued several approvals concerning Phase I of the Willmar Rail Park Addition for Midwest Bluegrass (MB) Rail. Phase II will take place in the spring of 2024 and Phase III later in 2024. Three hundred thirty-five acres west of the industrial park's fourth addition were re-zoned from agricultural to developed land exclusive to rail users. A major subdivision public hearing will be held at the June 20<sup>th</sup> Planning Commission meeting. Bethesda plans to add approximately 200 senior independent living units on Willmar and Lakeland Avenues. A housing unit renovated from an existing business is planned for Business Highway 71 North. A conditional use permit (CUP) hearing was held for Justin Paffrath's tiny home project. He has experienced land and soil issues and higher than expected infrastructure costs. The CUP is on hold pending further information. The Kuepers project, Preserve on 24<sup>th</sup> Phase II was approved, with two structures that each contain one studio apartment, 12 one-bedroom and 23 two-bedroom units. The expansion will be located south of

Walmart and east of Fifth Street. Backman reported the Willmar City Council unanimously approved the purchase agreement for the MB Rail project. Brian Miller, Chief Operating Officer and Brendan Keener, Business Development Manager of MB Rail, attended the meeting. Activities are underway for the Burlington Northern Santa Fe certification project, including a geotechnical evaluation by Braun Intertec, a quote from Bonnema Runke Stern on an American Land Title Environmental Assessment for Phase I and a quote from Kandiyohi Abstract for a title commitment. Backman expressed his appreciation to the Willmar City Council for agreeing to reimburse the EDC for these costs, which totaled \$38,000.

**Elevate Community Business Academy.** Swedburg reported the Spring 2023 Elevate Community Business Academy graduation will be held at 6:00 p.m., June 27, 2023 at the MinnWest Technology Campus.

**Child Care Economic Development Grant.** Kelsey Olson reported great success with the forgivable loan portion of the CCED Grant. Eight loans were approved in the initial round. A second round will be completed in June with a third scheduled for August. A transportation grant request was fulfilled for “Book Buddies with Bethesda,” a Willmar Public Library program that connects residents of Bethesda to kids in a reading program; another paid for a bus with built-in car seats to transport kids to an alternate daycare site following an outbreak of strep throat among caregivers. The Employee Assistance Program has a marketing strategy in place, management documents prepared and is awaiting board approval.

**Main Street Economic Revitalization Program.** Swedburg reported the Main Street Economic Development Revitalization Program had 38 applications. Each applicant will receive 50-75% of the amount requested. The program focuses on businesses in downtown Willmar and along Business Highway 71 North.

## COMMITTEE REPORTS

**Industrial Hemp Exploratory.** The subcommittee is interacting with the Agricultural Utilization Research Institute to arrange site visits for a European industrial hemp company at three locations in Kandiyohi County.

**Broadband and Advanced Technology.** Swedburg reported the Digital Connection Subcommittee is holding forums in every community in the county. A digital access survey is underway, with survey boxes placed in each community with the option of paper or online versions. The Broadband and Advanced Technology Committee recommended to the County Board of Commissioners that it allocate \$35,000 in ARPA funds earmarked for broadband to the New Vision Foundation for its diverse population IT training program. The funds will be used to purchase electronic equipment.

[Justice Walker was excused from the meeting]

**Marketing and Public Relations.** Olson reported the majority of her time has been absorbed by childcare activities. The contract with Premier Virtual will end in July. One more event is planned,

a fair for businesses to log on and connect with temp agencies, CareerForce, marketing agencies and resources regarding new legislation, such as FMLA and the Federal Pump Act. Workforce development workshops will be scheduled.

**BRE.** Backman reported the next quarterly committee meeting will be held on June 14, 2023.

**Finance.** Backman noted the Finance Committee will meet next Tuesday, where a loan for a tree removal business will be discussed.

**Leisure Travel.** Olson reported implementation of the Bandwango passport program. Emails were sent to county businesses that need to accept an invitation to participate and provide a promotional item or coupon to be used by passport holders.

#### **WHAT'S UP.**

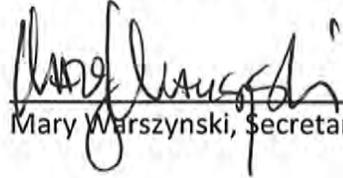
- Warszynski reported the search for a new Willmar Lakes Area Chamber of Commerce President has been narrowed to two candidates. The final decision will be announced by the end of July.
- Backman congratulated Mel Odens, Kandiyohi County Public Works Director, on the \$4.8 million grant from the Federal Rail Administration Railroad Crossing Elimination Program to help fund the CSAH 55 highway-rail grade separation project.
- Leslie Valiant reported Willmar received notice of funding for an age-friendly community. Pablo Obregon will work with Michelle Kiefer of CentraCare to implement the program.
- Heitke noted the pathway along Eagle Creek is staked out to complete a loop around Willmar Lake. It is a beautiful pathway, but there could be issues with errant golf balls. The Willmar Post Office needs a new floor and handicapped accessibility. Heitke suggested inviting John Harren, General Manager of Willmar Municipal Utilities, to a board meeting to discuss its plans for the former plant property.
- Steve Gardner reported the CSAH 55 highway rail-grade separation project will include a full diamond interchange to eliminate dangerous on/off issues from Highway 23. Caroline Chan was hired as the Director of Kandiyohi County Health and Human Services to replace Jennie Lippert.
- TerWisscha reported Independence Place celebrated its 20<sup>th</sup> anniversary and has provided service for four generations of seniors. Unfortunately, additional senior cooperatives are not being developed. Independence Place has 45 seniors on its waiting list. Simply Shrimp will begin construction in the fall.
- Olson noted the Lower Sioux Community's Waikipi will occur this weekend in Morton. A fishing event for the Somali community will take place at Robbins Island from 10:00 a.m. to 2:00 p.m. on Saturday. She noted Kandiyohi County lost a great conservationist with the passing of Roger Strand.

**ADJOURNMENT**—There being no other business,

IT WAS MOVED BY Kelly TerWisscha, SECONDED BY Noah Hultgren, to adjourn the meeting.

The meeting was adjourned at approximately 1:13 p.m.

**NEXT MEETING**—The next regular board meeting is 11:00 a.m., Thursday, July 13, 2023 at the Community Room of Heritage Bank, Willmar, and via Zoom video conference.

  
\_\_\_\_\_  
Mary Warszynski, Secretary

APPROVED: 7/13/2023

  
\_\_\_\_\_  
Art Benson, President

# Willmar Area Development Corp.

2104 East Highway 12 • Willmar, MN 56201

## WADC Board:

### Officers:

Steve Salzer, MinnWest  
Technology Campus, Chair

Warren Erickson, Energy  
Concepts, Vice Chair

Steve Ammermann, West  
Central Tribune, Treasurer

Bob Dols, Northern States  
Supply, Secretary

Shelley Crow, Century 21  
Past Chair

Craig Holmgren, Holmgren  
Appraisals, Past Chair

### Board of Directors:

John Christianson,  
Christianson & Associates

Bob Dols, Northern States  
Supply

Steve Ammermann, West  
Central Tribune

Shelley Crow, Century 21

Warren Erickson, Energy  
Concepts

Craig Holmgren, Holmgren  
Appraisals

Randy Dooley, Dooley's  
Petroleum

Steve Salzer, MinnWest  
Technology Campus

Don Cole,  
Jennie-O Turkey Store

MaryAnn Doyle,  
Bremer Bank, N.A.

Bill Fenske,  
Rice Memorial Hospital

**Liaison Board Members:**  
Steve Renquist, Economic  
Development Commission

Bruce Peterson, City of  
Willmar

Ken Warner, Willmar Lakes  
Area Chamber

May 10, 2023

Mr. Aaron Backman, Executive Director  
Kandiyohi County & City of Willmar EDC  
222 20<sup>th</sup> St. SE  
PO Box 1783  
Willmar, MN 56201

Dear Mr. Backman,

The last time the Willmar Area Development Corporation Board tried to meet they were unable to convene a quorum and decided to put the WADC organization in sleep mode. The notice below was sent to the Board on March 9, 2016.

The March Willmar Area Development Corporation Quarterly Meeting Has Been Cancelled. Due to the lack of a quorum, Board Chair Salzer has cancelled the March 4<sup>th</sup> meeting. The WADC will go into "sleep mode" until there is sufficient interest generated to have a meeting.

The Board members that existed in March 16 are the following:

**2015 WADC Board:** John Christianson, ~~Bob Dols~~, Steve Ammermann, Shelley Crow, Warren Erickson, Randy Dooley, ~~Steve Salzer, Don Cole~~, Bill Fenske, ~~Steve Renquist~~, Bruce Peterson and Ken Warner.

**2015 Officers:** ~~Steve Salzer~~, Chair; Warren Erickson, Vice Chair, Steve Ammermann, Treasurer; ~~Bob Dols~~, Secretary, Shelley Crow, Past Chair.

I serve as admin staff for the WADC in my role as President of the Chamber. I researched with Board member John Christianson on what would be the best means to dissolve the WADC and its existing funds. Mr. Christianson and I agreed that since that there has been no action of the WADC for seven (7) years, that the WADC be dissolved and its current fund balance of \$9,318.11 be given to the EDC to be used for economic development purposes and the checking account at Bremer Bank will be closed. After funds have been donated, a final tax return in 2023 will be filed.

All materials of the WADC (minutes, bank statements, etc.) will be kept at the Willmar Lakes Area Chamber Commerce for storage and can be accessed if needed by requesting access to the files with the Chamber Office Operations & Finance Manager.

Any questions, please let me know.

Sincerely,



Ken Warner, President  
Willmar Lakes Area Chamber of Commerce  
Admin, Willmar Area Development Corporation

CC: John Christianson, Christianson PLLP

# Final Paid Family and Medical Leave Bill Passes Legislature, Goes to Governor

May 23, 2023

**The new mandatory program is set to go into effect on Jan. 1, 2026.**

After months of committee hearings and negotiations, a bill that would create a state-administered mandatory paid family and medical leave insurance program has passed both the House and Senate and will now go to Gov. Tim Walz to be signed into law.

HF 2 (Rep. Ruth Richardson, DFL-Mendota Heights/Rep. Alice Mann, DFL-Edina) creates a program that will provide a number of weeks of partial wage replacement for family and medical leave funded through a payroll tax applied to all employers. The program will be administered by the Department of Employment and Economic Development (DEED). The benefits and premium cost will be effective Jan. 1, 2026, costing the state \$668 million to seed the program.

[Read more about the proposed paid family and medical leave program.](#)

## Negotiations on the bill

After months of committee work, HF 2 passed the House by a vote of 68-64, and by the Senate with a vote of 34-33. It was re-referred to a conference committee to negotiate differences. The conference committee met on May 12 and May 13 to finalize agreements on various provisions and adopt a final conference committee report. The bill was repassed by both the House and Senate and has been sent to Gov. Tim Walz to be signed.

[Read the final conference committee report for HF 2 \(pdf\).](#)

## Duration of the program

The number of weeks that an employee would be authorized to take as paid family or medical leave was a major subject of debate as the bill advanced through the committee process. The original proposal in both the House and Senate would have authorized an employee to take up to 12 weeks of paid family leave and 12 weeks of paid medical leave in a given year, for a total of 24 weeks of leave. The Senate amended its bill to reduce the maximum amount of leave to 20 weeks, and the House amended its bill to reduce the maximum amount of leave to 18 weeks.

The conference committee ultimately agreed to authorizing up to 20 weeks of leave for the combined benefits, for a maximum of 12 weeks for either benefit (8 weeks for the remaining benefit, or some other combination not to exceed 12 weeks for one benefit or 20 weeks total).

# Definition of family member

Another component of the bill that was subject to significant debate is the definition of family member, which will be used to determine eligibility for an employee to take leave to serve as a caregiver.

The original bill's definition of family would have authorized leave to be taken for anyone "related by blood or affinity and whose association with the applicant is equivalent of a family relationship." This definition was narrowed in the Senate bill to instead authorize leave for "an individual selected by the incapacitated person."

The definition was also changed in the House bill to authorize leave to care for "an individual who has a relationship with the applicant that creates an expectation and reliance that the applicant care for the individual, whether or not the applicant and the individual reside together."

The conference committee ultimately agreed upon the House's definition of family, which creates a broad definition for whom one could take leave to care for. The definition of family also includes:

- A spouse or domestic partner.
- A child, including biological, adopted, or foster child, a stepchild, or a child to whom the applicant serves as a legal guardian.
- A sibling.
- A grandchild.
- A grandparent or spouse's grandparent.
- A son-in-law or daughter-in-law.

## Employer cost and responsibility

Employers will be required to submit a quarterly wage-detail report electronically, including for each employee in covered employment during the calendar quarter, the employee's name, total wages paid to the employee, total number of paid hours worked, number of employees, and other information as prescribed by the DEED commissioner. Wage reporting is set to be effective beginning July 1, 2024.

\*

The new law requires all employers to pay a yearly premium on employee taxable wages, paid quarterly into the family and medical benefit insurance account and calculated based on the wage detail report. The bill would allow an employer to deduct up to 50% of the premiums paid by the employer from employee wages. The payroll tax is set to begin Jan. 1, 2026.

Employers that provide their own paid family and medical leave plan could apply to DEED for approval to meet their obligations under this bill so long as the plan confers all of the same rights, protections, and benefits provided to employees under the bill.

## Calculate your city's premium cost

The program is to be funded through a payroll tax of 0.7% to be applied to all employees. One way to estimate this premium would be to run a payroll report for the full year of 2022 for your city employees, pull total wages, and multiply by .7% (.007).

- Keep in mind that the maximum wage subject to a premium in a calendar year is equal to the maximum earnings subject to Social Security tax.
- You should review payroll and isolate individual wages that exceed the maximum earning and reduce total wages accordingly. The wage cap for 2022 is \$147,000 and for 2023 is \$160,200.

For an employer participating in only the medical benefits program with an approved private plan for the family benefits program, the rate would be reduced to 0.4%. For an employer participating in only the family benefits program and with an approved private plan for the medical benefits program, their rate would be reduced to 0.3%.

Premium rate adjustments would be made annually depending on the amount dispersed under the program in the prior year. In no year shall the annual premium rate exceed 1.2%.

## Amendments that were not included in final agreement

Several amendments that the League supported, and were included in the Senate version of the bill, were removed from the bill or changed during the conference committee final negotiations. These provisions include:

- Exempting seasonal employees from the program. The Senate bill had previously exempted employees who are employed for no more than 150 days during any consecutive 52-week period. The agreement in conference committee narrowed this provision to only exempt certain seasonal employees in the hospitality industry.
- The Senate version of the bill had amended the language surrounding the premium cost share to clarify that the fifty-fifty cost split of the premium was not subject to collective bargaining. This language was reverted back in conference committee to a previous version that would allow the premium cost to be negotiated.

## League resources on the new program

The League will be developing resources for cities to utilize in the coming weeks to help cities understand the new law and prepare for its implementation.

[Read more news articles](#)

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Your LMC Resource

Alex Hassel

Intergovernmental Relations Representative

(651) 281-1261 or (800) 925-1122

[ahassel@lmc.org](mailto:ahassel@lmc.org)



<b>2024 Proposed Budget</b>		<b>2023 Budget Amended 4/27/2023</b>	<b>Paid as of 4/30/2023</b>
<b>REVENUES</b>			
County Tax Levy	\$ 608,056	\$ 578,000	\$ 9,734
Fiscal Agent			
Creating Entrepreneurial Opportunities student loan program	\$ 22,000	\$ 22,000	\$ 6,387
Grants			
American Rescue Plan Act (ARPA)	\$ -	\$ 258,000	\$ -
First Children's Finance	\$ -	\$ 30,000	\$ 27,000
McKnight Foundation	\$ 28,900	\$ -	\$ -
MN Department of Agriculture	\$ 5,000	\$ 10,000	\$ -
MN Department of Employment & Economic Development (DEED)			
Broadband Digital Inclusion Grant	\$ -	\$ 4,000	\$ -
Child Care Grant	\$ 5,000	\$ 200,000	\$ -
Elevate Community Business Academy	\$ -	\$ 36,000	\$ 6,237
<b>Total Grants</b>	<b>\$ 38,900</b>	<b>\$ 538,000</b>	<b>\$ 33,237</b>
Insurance dividends	\$ 400	\$ 400	\$ -
Interest on investments			
Concorde Bank (Revolving Loan Fund savings account)	\$ 950	\$ 950	\$ 692
Heritage Bank savings account	\$ 150	\$ 150	\$ 8
Lake Region Bank - Microenterprise Loan account	\$ 900	\$ 100	\$ 30
United Prairie Bank \$109,619.23 CD matures October	\$ 250	\$ -	\$ -
<b>Total Interest on investments</b>	<b>\$ 2,250</b>	<b>\$ 1,200</b>	<b>\$ 729</b>
Loans			
Microenterprise Loan Fund repayments interest	\$ 700	\$ 665	\$ 838
Microenterprise Loan Fund closing fees	\$ 200	\$ 200	\$ 239
Revolving Loan Fund closing fees	\$ 900	\$ 900	\$ 496
Revolving Loan Fund repayments interest	\$ 6,500	\$ 8,500	\$ 2,017
<b>Total Loans</b>	<b>\$ 8,300</b>	<b>\$ 10,265</b>	<b>\$ 3,590</b>
Other Income			
Elevate Business Academy - Corporate Donations	\$ 10,000	\$ 10,000	\$ -
SWIF Contributions			
Elevate Business Academy	\$ 10,000	\$ 15,000	\$ -
Main Street Grant reimbursement	\$ -	\$ 5,000	\$ -
Reimbursements, sponsorships and in-kind contributions	\$ -		\$ 551
Engineering and Professional Service Reimbursement	\$ 7,000		
Farmtastic	\$ 5,500		
Housing Study	\$ -	\$ 44,000	\$ 44,000
Virtual Job Fair Sponsors	\$ -		\$ 2,775
Workforce Events	\$ 3,500		
<b>Total Other Income</b>	<b>\$ 36,000</b>	<b>\$ 74,000</b>	<b>\$ 47,326</b>
<b>TOTAL REVENUES</b>	<b>\$ 715,506</b>	<b>\$ 1,223,465</b>	<b>\$ 101,003</b>



<b>2024 Proposed Budget</b>	<b>2023 Budget Amended 4/27/2023</b>	<b>Paid as of 4/30/2023</b>	
<b>EXPENSES</b>			
<b>CREATING ENTREPRENEURIAL OPPORTUNITIES STUDENT LOAN EXPENSES</b>			
Advertising/Promotions	\$ 400	\$ 250	\$ -
Dinner Event and Silent Auction			
Advertising	\$ 700	\$ 700	\$ -
Decorations	\$ 2,000	\$ 2,000	\$ 1,324
Entertainment	\$ 500	\$ 500	\$ -
Event Food and Beverages	\$ 8,000	\$ 8,500	\$ 4,700
Silent Auction baskets/gifts	\$ 1,500	\$ 1,500	\$ -
Meals/Meeting refreshments	\$ 600	\$ 600	\$ 129
Memberships/Dues	\$ 1,000	\$ 1,000	\$ 920
Miscellaneous	\$ 1,500	\$ 1,500	\$ -
Supplies	\$ 500	\$ 500	\$ 131
Transportation/Travel	\$ 200	\$ 250	\$ -
<b>Total CEO Loan Expenses</b>	<b>\$ 16,900</b>	<b>\$ 17,300</b>	<b>\$ 7,205</b>
<b>Board Expenses</b>			
Joint Operations Board (includes meals/administrative time)	\$ 4,900	\$ 3,200	\$ 1,663
Joint Powers Board (includes meals/administrative time)	\$ 2,500	\$ 2,000	\$ 3,709
<b>Total Other Expenses</b>	<b>\$ 7,400</b>	<b>\$ 5,200</b>	<b>\$ 5,372</b>
<b>Countywide Business Development</b>			
CEO Student Program Administration	\$ 200	\$ 200	\$ 41
Engineering and Other Professional Services (County)			
Countywide	\$ 6,000		
Willmar Wye/Willmar Industrial Park	\$ 7,500	\$ 9,000	\$ 10,081
Entrepreneurial Technical Assistance	\$ 1,000	\$ 1,000	\$ -
Mowing/Maintenance of Lot	\$ 2,500	\$ 2,000	\$ -
<b>Total Countywide Business Development</b>	<b>\$ 17,200</b>	<b>\$ 12,200</b>	<b>\$ 10,122</b>
<b>Economic Development Community Contributions</b>			
Sponsor Fees			
Central MN Tour of Manufacturing	\$ 850	\$ 1,500	\$ -
Vision 2040	\$ 1,000	\$ 1,000	\$ 1,000
Sponsor Fees - Other	\$ -		\$ 1,000
<b>Total Economic Development Community Contributions</b>	<b>\$ 1,850</b>	<b>\$ 2,500</b>	<b>\$ 2,000</b>
<b>Elevate Community Business Academy</b>			
Advertising	\$ 500	\$ 1,400	\$ -
Copying	\$ 200	\$ 240	\$ -
Equipment	\$ -	\$ 1,000	\$ -
Graduation Ceremony			
Food	\$ 6,100	\$ 1,800	\$ 3,763
Rental of Facility	\$ 600	\$ 600	\$ 300
Speaker	\$ 700	\$ 1,000	\$ 350
Supplies	\$ 600	\$ 300	\$ 338
<b>Total Graduation Ceremony</b>	<b>\$ 8,000</b>	<b>\$ 3,700</b>	<b>\$ 4,751</b>
Marketing	\$ 1,000	\$ 1,250	\$ 836
Mileage/Travel	\$ 500	\$ 500	\$ 130
Printing	\$ 300	\$ 200	\$ 224
Professional Services			
General Administrative Services	\$ 1,800	\$ 900	\$ 901
Program Instructors (3 classes @ 2 instructors each)	\$ 25,000	\$ 22,500	\$ 3,260
Training & coordinating			



<b>2024 Proposed Budget</b>		<b>2023 Budget Amended 4/27/2023</b>	<b>Paid as of 4/30/2023</b>
Technical Assistance Contractors	\$ 5,000	\$ 8,000	\$ 2,465
Translation Services	\$ 500	\$ 500	\$ 50
<b>Total Professional Services</b>	<b>\$ 32,300</b>	<b>\$ 31,900</b>	<b>\$ 6,676</b>
Rental of Facilities for classes	\$ 3,000	\$ 2,000	\$ 1,300
Supplies & Curriculum	\$ 1,500	\$ 2,000	\$ 204
Website	\$ 1,500	\$ 1,500	\$ 88
Other	\$ 100	\$ 100	\$ -
<b>Total Elevate Community Business Academy</b>	<b>\$ 48,900</b>	<b>\$ 45,790</b>	<b>\$ 14,209</b>
<b>Loan Program Expenses - Other</b>			<b>\$ 20</b>
<b>Main Street Revitalize Grant</b>			
Administrative expenses	\$ -	\$ -	\$ 60
Mileage/Travel	\$ -	\$ -	\$ 12
<b>Total Main Street Revitalize Grant</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 72</b>
<b>COMMITTEE EXPENSES</b>			
<b>Agriculture and Renewable Energy Development</b>			
Advertisement (Ind. Hemp Rooted magazine ad)	\$ 1,400		
Ag Projects (Ind. Hemp Econ. Impact Study)	\$ 5,000	\$ 3,500	\$ 290
Conferences/Seminars/Trainings (including Industrial Hemp)	\$ 3,000	\$ 3,000	\$ 50
Meals/Meeting refreshments	\$ 200	\$ 200	\$ 23
Mileage/Travel	\$ 1,000	\$ 1,000	\$ 6
Farmtastic (Stingers Night)			
Stingers Package	\$ 6,000		
Giveaways	\$ 850		
FarmFest (giveaways & booth)	\$ 1,025		
Partners in Ag Innovation Conference Sponsor & Marketing	\$ 1,500	\$ 1,500	\$ 1,500
Professional Services			
General Administrative Services	\$ 2,500	\$ 2,700	\$ 722
Professional Services - other	\$ -		\$ 1,437
Supplies (office or program)	\$ 300	\$ 250	\$ -
Other	\$ -	\$ 500	\$ -
<b>Total Ag Committee Expenses</b>	<b>\$ 22,775</b>	<b>\$ 12,650</b>	<b>\$ 4,028</b>
<b>Broadband and Advanced Technology</b>			
Conferences/Seminars/Trainings	\$ 800	\$ 800	\$ -
Digital Inclusion Grant			
Contracts	\$ -	\$ 2,424	\$ -
Supplies	\$ -	\$ 1,576	\$ -
Marketing	\$ 750	\$ 750	\$ 116
Meals/Meeting Refreshments	\$ 200	\$ 250	\$ -
Mileage/Travel	\$ 500	\$ 750	\$ 175
Postage/mailling services	\$ 500	\$ 750	\$ -
Printing, copying & publishing	\$ 750	\$ 750	\$ -
Professional Services			
General Administrative Services	\$ 2,500	\$ 2,500	\$ 766
<b>Total Professional Services</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 766</b>
<b>Total Broadband and Advanced Technology Committee Expenses</b>	<b>\$ 6,000</b>	<b>\$ 10,550</b>	<b>\$ 1,056</b>
<b>Business Retention and Expansion/Recruitment</b>			
<b>Childcare Initiative</b>			
Administrative services	\$ -	\$ 20,000	\$ -
Contractual	\$ 28,521	\$ 67,800	\$ 250
Equipment	\$ -	\$ 2,000	\$ -
Subgrants	\$ -	\$ 385,450	\$ -



<b>2024 Proposed Budget</b>		<b>2023 Budget Amended 4/27/2023</b>	<b>Paid as of 4/30/2023</b>
Supplies	\$ -	\$ 5,000	\$ -
Travel	\$ -	\$ 500	
Other			\$ 1,321
<b>Total Childcare Initiative</b>	<b>\$ 28,521</b>	<b>\$ 480,750</b>	<b>\$ 1,571</b>
<b>Highway 23 Coalition</b>			
Conferences/Seminars/Trainings	\$ 100	\$ 60	\$ -
General Administrative Services	\$ 500	\$ 2,000	\$ -
Mileage/Travel	\$ 500	\$ 500	\$ 162
Supplies	\$ -	\$ 200	\$ -
<b>Total Highway 23 Coalition</b>	<b>\$ 1,100</b>	<b>\$ 2,760</b>	<b>\$ 162</b>
Marketing	\$ 500	\$ 500	\$ -
Mileage/Travel	\$ 600	\$ 750	\$ 254
Professional services			
General administrative services	\$ 3,000	\$ 3,000	\$ 1,030
Housing Study	\$ -	\$ 48,000	\$ 48,077
<b>Total Professional Services</b>	<b>\$ 3,000</b>	<b>\$ 51,000</b>	<b>\$ 49,107</b>
<b>Workforce Development</b>		\$ 6,000	\$ 2,749
Career/Job Fairs	\$ 1,000		
Workforce Events	\$ 1,500		
Workforce Solutions Summit	\$ 3,500		
<b>Total Workforce Development</b>	<b>\$ 6,000</b>		
<b>Total BRE/R Committee Expenses</b>	<b>\$ 39,721</b>	<b>\$ 541,760</b>	<b>\$ 53,842</b>
<b>Finance</b>			
Meals	\$ 800	\$ 700	\$ 329
Mileage/Travel	\$ 150	\$ 100	\$ 155
Non-Traditional lender event	\$ 500		
Professional services			
General administrative services	\$ 2,000	\$ 1,500	\$ 709
Legal services	\$ 300	\$ 400	\$ -
Professional services - other	\$ -		\$ 159
<b>Total Professional Services</b>	<b>\$ 2,300</b>	<b>\$ 1,900</b>	<b>\$ 868</b>
Other	\$ -		\$ 210
<b>Total Finance Committee Expenses</b>	<b>\$ 3,750</b>	<b>\$ 2,700</b>	<b>\$ 1,562</b>
<b>Marketing and Public Relations</b>			
Branding	\$ 750	\$ 600	\$ 2,150
Community events	\$ 1,200	\$ 1,200	\$ 85
Displays and giveaways	\$ 2,900	\$ 2,750	\$ 2,770
Meals/Meeting refreshments	\$ 1,250	\$ 800	\$ 493
Media			
Advertisements		\$ 3,100	\$ 125
Newspaper	\$ 1,200		
Radio - MPR	\$ 2,520		
Publications (Impact, visitor's guide, etc.)	\$ 850	\$ -	\$ -
Printing, copying & publishing	\$ 500	\$ 1,500	\$ 490
Video production (1 short video testimonial)	\$ 600	\$ -	\$ -
Media - Other (Facebook promotions)	\$ 200	\$ -	\$ 135
<b>Total Media</b>	<b>\$ 5,870</b>	<b>\$ 4,600</b>	<b>\$ 750</b>
Mileage/Travel	\$ 1,200	\$ 1,200	\$ 129
Professional services			
General administrative services	\$ 3,750	\$ 4,500	\$ 1,145
<b>Total Professional Services</b>	<b>\$ 3,750</b>	<b>\$ 4,500</b>	<b>\$ 1,145</b>

<b>2024 Proposed Budget</b>		<b>2023 Budget Amended 4/27/2023</b>	<b>Paid as of 4/30/2023</b>
Subscriptions	\$ 2,600	\$ 4,210	\$ 1,432
Website Development/Maintenance	\$ 500	\$ 13,468	\$ 6,002
Marketing - Other	\$ -	\$ 400	\$ -
<b>Total Marketing and Public Relations Committee Expenses</b>	<b>\$ 20,020</b>	<b>\$ 33,728</b>	<b>\$ 14,957</b>
<b>Tourism/Leisure Travel</b>			
CVB Tourism Partnership Agreement	\$ 25,000	\$ 34,000	\$ 8,500
Meals/Meeting refreshments	\$ 100	\$ 100	\$ -
Mileage/Travel	\$ 200	\$ 200	\$ -
<b>Total Tourism/Leisure Travel Committee</b>	<b>\$ 25,300</b>	<b>\$ 34,300</b>	<b>\$ 8,500</b>
<b>Total Committee Expenses</b>	<b>\$ 117,566</b>	<b>\$ 635,688</b>	<b>\$ 83,945</b>
<b>EMPLOYEE COMPENSATION</b>			
<b>Executive Director</b>			
Director's salary	\$ 128,128	\$ 123,795	\$ 41,265
Director's health insurance	\$ 15,500	\$ 15,500	\$ 5,977
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	\$ 9,802	\$ 9,379	\$ 3,099
Director's pension (PERA) employer rate is 7.5%	\$ 9,610	\$ 9,195	\$ 3,095
<b>Total Executive Director's Compensation</b>	<b>\$ 163,040</b>	<b>\$ 157,869</b>	<b>\$ 53,436</b>
<b>Business Development Manager's position</b>			
Business Development Manager's salary	\$ 82,900	\$ 78,208	\$ 26,069
Business Development Manager's health insurance	\$ 6,100	\$ 6,100	\$ 2,168
Business Development Manager's payroll taxes	\$ 6,342	\$ 5,983	\$ 1,812
Business Development Manager's PERA	\$ 6,218	\$ 5,866	\$ 1,955
<b>Total Business Development Specialist's Compensation</b>	<b>\$ 101,560</b>	<b>\$ 96,157</b>	<b>\$ 32,004</b>
<b>Marketing &amp; Communications Specialist</b>			
Marketing & Communications Specialist's salary	\$ 56,774	\$ 53,560	\$ 17,853
Marketing & Communications Specialist's health insurance	\$ -	\$ -	\$ -
Marketing & Communications Specialist's payroll taxes	\$ 4,343	\$ 4,097	\$ 1,366
Marketing & Communications Specialist's PERA	\$ 4,258	\$ 4,017	\$ 1,339
<b>Total Marketing &amp; Communications Specialist's Compensation</b>	<b>\$ 65,375</b>	<b>\$ 61,674</b>	<b>\$ 20,558</b>
Dental Plan	\$ 725	\$ -	\$ 644
Employee workers' compensation insurance	\$ 1,000	\$ 1,000	\$ 391
<b>Total other employee compensation</b>	<b>\$ 1,725</b>	<b>\$ 1,000</b>	<b>\$ 1,035</b>
<b>Total Employee Compensation</b>	<b>\$ 331,700</b>	<b>\$ 316,701</b>	<b>\$ 107,033</b>
<b>ADMINISTRATIVE EXPENSES</b>			
Geofencing for conferences	\$ 800		
MCIT property/casualty insurance	\$ 5,700	\$ 5,400	\$ 4,192
Meals not for a committee	\$ 1,200	\$ 700	\$ 730
<b>Memberships, dues, subscriptions</b>			
Community Venture Network (CVN)	\$ 2,125	\$ 2,125	\$ 2,125
EDAM membership	\$ 695	\$ 695	\$ 770
Greater Minnesota Partnership	\$ 1,500	\$ 1,500	\$ 1,500
Highway 23 Coalition membership	\$ 250	\$ 500	\$ 500
Industrial Hemp Association	\$ 325	\$ 325	\$ 325
Local organizations	\$ 900	\$ 900	\$ 650
MAPCED membership	\$ 625	\$ 375	\$ 625
MN DEED Marketing Partnership dues	\$ 700	\$ 700	\$ 701
MN Rural Broadband Coalition	\$ -	\$ 750	\$ -
Subscriptions	\$ 1,100	\$ 1,025	\$ 1,381
Other	\$ -	\$ 450	\$ -

<b>2024 Proposed Budget</b>		<b>2023 Budget Amended 4/27/2023</b>	<b>Paid as of 4/30/2023</b>
<b>Total Memberships, dues, subscription</b>	<b>\$ 8,220</b>	<b>\$ 9,345</b>	<b>\$ 8,577</b>
Professional services			
Accountant fees	\$ 500	\$ 850	\$ 96
Auditor	\$ 13,600	\$ 10,600	\$ -
Bookkeeping fees	\$ 7,500	\$ 7,000	\$ 2,617
Legal fees	\$ 600	\$ 600	\$ -
<b>Total Professional Services</b>	<b>\$ 22,200</b>	<b>\$ 19,050</b>	<b>\$ 2,713</b>
Travel, conference, school	\$ 15,000	\$ 14,500	\$ 3,120
Virtual meetings & promotions	\$ 600	\$ 2,000	\$ 24
<b>Total Administrative Expenses</b>	<b>\$ 53,720</b>	<b>\$ 50,995</b>	<b>\$ 19,356</b>
<b>OFFICE EXPENSES</b>			
Bank Fees	\$ 100	\$ 75	\$ 74
Cleaning person	\$ 2,500	\$ 2,500	\$ 631
Equipment maintenance and rental			
Software, including Executive Pulse (CRM Annual Fee)	\$ 2,800	\$ 2,800	\$ -
Technology maintenance contract for server and computers	\$ 9,000	\$ 6,566	\$ 3,314
Other	\$ 1,000	\$ 1,700	\$ (24)
<b>Total Equipment Maintenance &amp; Rental</b>	<b>\$ 12,800</b>	<b>\$ 11,066</b>	<b>\$ 3,290</b>
Furniture and equipment			
Xerox lease	\$ 5,500	\$ 5,307	\$ 1,769
Furniture and equipment - Other	\$ 2,000	\$ 1,800	\$ 3,573
<b>Total Furniture and Equipment</b>	<b>\$ 7,500</b>	<b>\$ 7,107</b>	<b>\$ 5,342</b>
Office equipment and miscellaneous	\$ 1,500	\$ 1,500	\$ -
Postage, mailing service	\$ 500	\$ 300	\$ 246
Printing, copying and publishing	\$ 500	\$ 500	\$ 288
Professional services:			
Engineering and other professional services	\$ -	\$ 3,000	\$ 4,586
General administrative	\$ 53,000	\$ 55,000	\$ 10,658
Planning session facilitator	\$ 3,500	\$ 3,000	\$ -
<b>Total Professional Services</b>	<b>\$ 56,500</b>	<b>\$ 61,000</b>	<b>\$ 15,244</b>
Rent and storage unit	\$ 25,500	\$ 24,800	\$ 8,720
Rent (water cooler, post office box)	\$ 300	\$ 300	\$ 213
Sales Tax Return	\$ -	\$ -	\$ 6
Supplies	\$ 4,500	\$ 2,700	\$ 1,520
Telephone/Telecommunications	\$ 6,700	\$ 6,500	\$ 1,992
Office Expenses - Other	\$ -	\$ -	\$ 96
<b>Total Office Expenses</b>	<b>\$ 118,900</b>	<b>\$ 118,348</b>	<b>\$ 37,663</b>
<b>TOTAL PROGRAM EXPENSES</b>	<b>\$ 714,136</b>	<b>\$ 1,204,722</b>	<b>\$ 286,996</b>