



JOINT POWERS BOARD OF COMMISSIONERS MEETING

AGENDA

11:30 a.m., October 26, 2023

EDC Board Room, Willmar and Via ZOOM Video Conference

11:30 a.m. **CALL TO ORDER.** Chairperson Julie Asmus

11:32 a.m. **ADDITIONS OR DELETIONS TO AGENDA** Chairperson Asmus

11:35 a.m. **CONSENT AGENDA**

- Approve:
1. Minutes of July 27, 2023
 2. Financial reports as of July 31, August 31 and September 30, 2023
 3. Payment of invoice for Job No. 23-615 from Bonnema Runke Stern Inc. in the amount of \$7,986.50 from Office Expenses/Professional Services/Engineering and other services to be reimbursed by the City of Willmar
 4. Ratification of Joint Operations Board actions:
 - a. Childcare forgivable loans itemized on the September 30, 2023 Balance Sheet and to Sarah Minnick in the amount of \$2,039.48
 - b. Entering into a License Agreement and purchasing a CRM Enterprise License in the total amount of \$11,095, which includes an Outlook Integration Module at a one-time fee of \$875 and a survey/mail campaign module at a one-time fee of \$3,500 to be paid from reserve funds and that the expense be added to the 2023 budget under Office Expenses/Equipment Maintenance and Rental/Software
 - c. Loan to Pink Apron Bakery LLC under the Kandiyohi County and City of Willmar Economic Development Commission's Microenterprise Loan Fund in the amount of \$12,500 at 6.5% interest with a six-year term and second security position behind Southwest Initiative Foundation in the equipment
 - d. Loan to Intuition Brewing, LLC under the Kandiyohi County and City of Willmar Economic Development Commission's Revolving Loan Fund in the amount of \$40,000 at 7.5% interest for a term of seven years and second security position under a UCC Financing Statement behind Heritage Bank, N.A. with interest-only payments for the first three months

Receive: Joint Operations Board/Committee/Subcommittee Minutes

1. Joint Operations Board 7/13, 8/10 and 9/14/2023
2. Agriculture and Renewable Energy Development 7/20 and 8/17/2023
3. Broadband and Advanced Technology 7/10, 8/7 and 9/11/2023
4. Business Retention and Expansion/Recruitment 6/14/2023
5. Finance 8/8/2023
6. Marketing and Public Relations 7/24, 8/28 and 9/5/2023
7. Leisure Travel 6/5/2023

11:40 a.m. **ITEMS REMOVED FROM CONSENT AGENDA** Chair Asmus

11:45 p.m. **NEW BUSINESS**

1. Introduction of Child Care Community Coordinator Tanna Stucky . . . Aaron Backman
2. 2022 Audit Presentation Scott Van Buren
Westberg Eischens
3. Office Location Aaron Backman/Barbara Marks
Engan Associates
4. 2021 Retail Trade Analysis. Kathryn Leys
University of Minnesota Extension Educator
5. 2024 Employee Health Insurance Aaron Backman

12:30 a.m. **UNFINISHED BUSINESS**

1. Certificate of Deposit. Aaron Backman

12:45 p.m. **REPORTS AND COMMITTEE HIGHLIGHTS**

1. Economic Development Activity Aaron Backman
2. Elevate Community Business Academy Aaron Backman
3. Grants
 - a. Child Care Economic Development Grant Tanna Stucky
Child Care Community Coordinator
 - b. Main Street Economic Revitalization Program Aaron Backman
4. Marketing and Communications. Aaron Backman

1:15 p.m. **WILLMAR WYE AWARD PRESENTATION.** Jon Huseby
District 8 Engineer
Minnesota Department of Transportation

1:30 p.m. **ADJOURNMENT** Chair Asmus

NEXT MEETING—The annual meeting is **11:30 a.m., Thursday, January 25, 2024** at the EDC Board Room
and via ZOOM video conference