



Kandiyohi County & City of Willmar
ECONOMIC DEVELOPMENT COMMISSION

JOINT POWERS BOARD OF COMMISSIONERS ANNUAL MEETING

AGENDA

11:30 a.m., January 25, 2024

Board Room, EDC Office, Willmar and Via ZOOM Video Conference

CALL TO ORDER Chairperson Julie Asmus

ADDITIONS OR DELETIONS TO AGENDA Chairperson Asmus

CONSENT AGENDA

- Approve: 1. Minutes of October 26, 2023
2. Minutes of November 20, 2023 special meeting
3. Minutes of January 11, 2024 special meeting
4. Financial reports as of October 31, November 30 and December 31, 2023
- Ratify: 1. Actions of the Joint Operations Board:
a. Childcare forgivable loans itemized on the December 31, 2023 Balance Sheet
b. Agreement for Services for Elevate Community Business Academy with Sarah Swedburg for January 1-May 31, 2024
c. Revolving Loan Fund loan to Rendezvous LLC in the amount of \$45,000 at 5.5% interest with a ten-year amortization and a term of seven years and a third security position in real estate through a Mortgage and a UCC Financing Statement on pizza ovens
d. Writing off the balance of the COVID Business Assistance Loan to Somali Bride Consultant in the amount of \$2,398.88
e. Revising the 2024 Budget relative to the income and expenses related to the Elevate Community Business Academy
- Receive: Joint Operations Board/Committee/Subcommittee Minutes
1. Joint Operations Board 10/19, 11/9 and 12/14/2023
2. Agriculture and Renewable Energy Development 9/21, 11/27 and 12/21/2023
a. Industrial Hemp Exploratory Subcommittee 7/11, 9/11 and 11/13/2023
3. Broadband and Advanced Technology 10/2, 11/6 and 12/4/2023
4. Business Retention and Expansion/Recruitment 9/13/2023
5. Finance 9/12/2023
6. Marketing and Public Relations 11/27 and 12/11/2023

ITEMS REMOVED FROM CONSENT AGENDA Chair Asmus

UNFINISHED BUSINESS

- 1. Office Location Discussion Aaron Backman
- 2. Business Development Manager Aaron Backman
 - a. Review Committee update

NEW BUSINESS

- 1. Employee Handbook Changes Aaron Backman

ANNUAL MEETING

- 1. Joint Operations Board Appointments Chair Asmus
 - a. Reappoint Abdulcadir Gaal
 - b. Appoint Replacement for Kelly TerWisscha
- 2. Approve 2024 Standing Committees/Subcommittees and reappoint committee members. Chair Asmus
- 3. Selection of Official Newspaper Chair Asmus
- 4. Regular Meeting Time, Date and Location Chair Asmus
- 5. Election of 2024 officers. Chair Asmus
- 6. Appoint Liaison to Joint Operations Board Chair Asmus
- 7. Update Bank Accounts with Current Officers Chair Asmus

REPORTS AND COMMITTEE HIGHLIGHTS

- 1. Economic Development Activity Aaron Backman
- 2. Joint Operations Board Liaison. Steve Gardner
 - a. Recognition of Kelly TerWisscha
 - b. 2024 Officers
- 3. Elevate Community Business Academy. Aaron Backman
- 4. Agriculture and Renewable Energy Development Aaron Backman
 - a. Industrial Hemp Exploratory Subcommittee

5. Broadband and Advanced Technology Roger Imdieke/Aaron Backman
6. Business Retention and Expansion/Recruitment Corky Berg/Steve Gardner/Aaron Backman/
Tanna Stucky
7. Finance Aaron Backman
8. Marketing and Public Relations Aaron Backman

ADJOURNMENT Chair Asmus

NEXT MEETING—The next regular meeting is **11:30 a.m., Thursday, April 25, 2023** at the EDC Office and via ZOOM video conference