



**KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION
DOING BUSINESS AS KANDIYOHI COUNTY ECONOMIC DEVELOPMENT
JOINT POWERS BOARD OF COMMISSIONERS MEETING**

AGENDA

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

EDC Board Room, Willmar and Via ZOOM Video Conference

CALL TO ORDER Chairperson Steve Gardner

ADDITIONS OR DELETIONS TO AGENDA Chairperson Gardner

CONSENT AGENDA

- Approve:
1. Minutes of January 25, 2024 annual meeting
 2. Minutes of the following special meetings:
 - a. January 11, 2024
 - b. January 25, 2024
 - c. February 8, 2024
 - d. April 10, 2024
 3. Financial reports as of January 31, February 29 and March 31, 2024
- Ratify:
1. Actions of the Joint Operations Board:
 - a. Extending the Revolving Loan Fund loan to New Minnesota Realty and reamortizing the remaining balance over ten months beginning March 2024.
 - c. A \$45,000 loan to 6th Street Logistics LLC through the Kandiyohi County and City of Willmar Economic Development Commission’s Revolving Loan Fund program at 6.5% interest with a 10-year amortization and 7-year balloon; with a first security position on a 2011 international truck.
 - d. Writing off the remaining balance of the Kandiyohi County and City of Willmar Economic Development Commission’s Revolving Loan Fund loan to Coffee & More in the approximate principal balance of \$4,965.79.
 - e. Funding of up to \$2,000 to the City of Pennock to be paid from the Countywide Business Development/Engineering and Other Professional Services/Countywide line of the budget, upon receipt of a paid invoice.
 - f. Funding of up to \$2,000 to the city of New London toward professional services with Southwest Minnesota Housing Partnership for a proposed housing project to be paid from the Countywide Business Development/Engineering and Other Professional Services/Countywide line of the budget, upon receipt of a paid invoice.
 - g. Funding of up to \$2,000 to the city of Regal for its baseball lighting project to be paid from the Countywide Business Development/Engineering and Other

Professional Services/Countywide line of the budget, upon receipt of a paid invoice.

- h. Cash in the Certificate of Deposit in Account No. 2349295 at Citizens Alliance Bank in the approximate amount of \$115,935.57 and reinvesting \$40,000 in a three-month Certificate of Deposit with Concorde Bank at approximately 5.10% interest and \$40,000 in a six-month Certificate of Deposit with United Prairie Bank at approximately 5.12% interest.

Receive: Joint Operations Board/Committee/Subcommittee Minutes

- 1. Joint Operations Board 1/11, 2/8 and 3/14/2024
- 2. Agriculture and Renewable Energy Development 2/15 and 3/21/2024
 - a. Industrial Hemp Exploratory Subcommittee 12/11/2023
- 3. Broadband and Advanced Technology 1/8, 2/5 and 3/4/2024
- 4. Business Retention and Expansion/Recruitment 12/13/2023
- 5. Finance 12/12 and 12/14/2023
- 6. Marketing and Public Relations 1/22 and 2/26/2024

ITEMS REMOVED FROM CONSENT AGENDA Chair Gardner

UNFINISHED BUSINESS

- 1. Office Relocation Update Aaron Backman
- 2. Executive Director Search Chair Gardner/Vicki Davis/Roger Imdieke/Aaron Backman
 - a. Timeline
 - i. Special Meetings
 - (1) Selection of Finalists on June 10, 2024
 - (2) Interview Finalists on July 8, 2024

NEW BUSINESS

- 1. 2024 Audit preparation Aaron Backman
 - a. Approve signing engagement letter
 - b. Appoint board member to complete fraud questionnaire
- 2. 2025 Budget process Aaron Backman
- 3. KCED website update Kelsey Olson
- 4. Other

REPORTS AND COMMITTEE HIGHLIGHTS

- 1. Economic Development Activity Aaron Backman/Michelle Marotzke

- 2. Elevate Community Business Academy Michelle Marotzke
- 3. Highway 23 Coalition Annual Meeting (4/12/2024) Aaron Backman
- 4. Agriculture and Renewable Energy Development Michelle Marotzke
 - a. Industrial Hemp Exploratory Subcommittee
- 5. Broadband and Advanced Technology Roger Imdieke/Michelle Marotzke
- 6. Business Retention and Expansion/Recruitment Corky Berg/Steve Gardner/
Aaron Backman/Michelle Marotzke
- 7. Finance Aaron Backman
- 8. Marketing and Public Relations Kelsey Olson

ADJOURNMENT Chair Gardner

NEXT MEETINGS

- 1. Selection of Finalists on June 10, 2024 at ??
- 2. Interview Finalists on July 8, 2024 at ??
- 3. Next regular meeting is **11:30 a.m., Thursday, July 25, 2024** at the EDC Board Room and via ZOOM video conference