

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

MINUTES

June 10, 2021

Board Room, Heritage Bank, Willmar and Via Zoom Video Conference

Present: Art Benson, Rollie Boll, Donna Boonstra, Jesse Gislason, Les Heitke and Kelly TerWisscha (via Zoom)

Ex Officio: Julie Asmus

Staff: Aaron Backman, Executive Director and Sarah Swedburg, Business Development Manager

Excused: Dave Ramstad

Media: Shelby Lindrud, West Central Tribune

Secretarial: Nancy Birkeland, Legal & Administrative Assistants, Inc. (LAA)

President Kelly TerWisscha called the meeting to order at approximately 11:21 a.m. and declared a quorum was present.

AGENDA—

IT WAS MOVED BY Les Heitke, SECONDED BY Art Benson, to approve the Agenda and following Consent Agenda.

CONSENT AGENDA—

- Approve: 1. Minutes of May 13, 2021 meeting
2. Financial reports as of May 31, 2021
- Accept: Committee/Subcommittee Minutes
1. Agriculture and Renewable Energy Development 4/15/2021
 2. Broadband and Advanced Technology 5/3/2021
 3. Business Retention and Expansion/Recruitment 5/7/2021
 4. Marketing and Public Relations 4/26/2021
- Committee member resignations/additions
1. Resignation of Ramsey Schaffnit from the Broadband and Advanced Technology Committee
 2. Addition of Goldie Smith to the Broadband and Advanced Technology

MOTION CARRIED.

UNFINISHED BUSINESS

Executive Director's Annual Review. President TerWisscha announced the review form was emailed yesterday and requested the form be completed and returned by next Tuesday, June 15, 2021.

Changes to the EDC's COVID-19 Preparation Plan. Backman reviewed suggested changes to the EDC's Pandemic Plan noting that several changes are to make the plan generic to any pandemic (see attached).

IT WAS MOVED BY Art Benson, SECONDED BY Rollie Boll, to adopt the suggested changes to the EDC's Pandemic Plan and that the Plan be included in the Policies and Procedures Manual. MOTION CARRIED.

NEW BUSINESS

Marketing and Communications Specialist Position. Backman noted that at the EDC boards' planning session it was recommended by some of the attendees that the EDC hire an individual to do in-house marketing. In that regard, the Marketing and Public Relations Committee assisted in creating a position description for a Marketing and Communications Specialist (see attached). Backman is recommending the individual work 32 hours per week with up to 16 hours being remote and at least 16 hours at the EDC office at an annual pay range between \$44,928 to \$54,912 based on qualifications and experience. This pay range is based on research of similar positions in other communities. Backman provided information on funding for the position. The position would be salaried and he would recommend changes to the definition of a full-time employee in the EDC's Employee Handbook.

IT WAS MOVED BY Jesse Gislason, SECONDED BY Donna Boonstra, to approve the Marketing and Communications Specialist job description as presented. MOTION CARRIED.

Proposed 2022 EDC Budget. Backman reviewed the proposed 2022 budget with comparisons to 2021, 2020 and 2019 (see attached). The proposal includes a 4.1% increase to the county tax levy. The total proposed income for 2022 is \$656,975 and total expenses is \$649,519. As to the TIGER II grant, Backman noted Mel Odens, Kandiyohi County Engineer, informed him that all partners, except the EDC, have allocated their funds. Odens suggested to him that the EDC begin using the funds budgeted for the TIGER II grant for expenses related to the Willmar railroad Wye project. Expense changes of note to the proposed budget were:

- Countywide Business Development | Mowing/Maintenance—relative to maintenance of the EDC's vacant lot purchased from Ridgewater College (Backman has hired Jason Dahl).
- Agriculture and Renewable Energy Development Committee | Willmar Bioenergy Project Economic Impact Analysis.
- Marketing and Public Relations Committee | REDstar Creative—there is a significant reduction of consultants in light of the proposed new marketing position.
- Employee Compensation | Executive Director—includes a 3% salary increase.
- Employee Compensation | Marketing & Communications Specialist—addition of the new position.

- Administrative Expenses | Professional services | Broadband Consultant Agreement—it is anticipated another broadband project could be done in 2022.

Overall, committee expenses decrease by 31% and Office Expenses increase by 1.6%.

[Julie Asmus was excused from the meeting.]

IT WAS MOVED BY Donna Boonstra, SECONDED BY Les Heitke, to recommend to the Kandiyohi County and City of Willmar Economic Development Commission’s Joint Powers Board that it adopt the 2022 budget as presented.

REPORTS

Willmar/Willmar Industrial Park. Backman noted Dave Ramstad was unable to attend today’s meeting as he is holding interviews for the City Planner position. Block 25 is the first major project in the Willmar Renaissance Zone—it is anticipated to be a \$10 million multi-family housing project with 57 units. The City of Willmar received the escrow payment from Lumber One. It will next go to the Planning Commission for a conditional use permit. The distribution center is moving forward and a letter of intent for the 217,000 square foot facility has been received. The preferred developer is working on a site plan with a goal of closing this summer.

[Jesse Gislason was excused from the meeting.]

Sarah Swedburg reported Preserve on 24th, a multi-family housing development west of Walmart on the corner of 5th Street and 24th Avenue, by Kuepers of Brainerd is coming along in terms of City approvals. The first phase includes two buildings and there are plans for a third building in the future. All approvals by the City of Willmar have been done and it is anticipated closing and groundbreaking will be held soon. The 72-unit apartment building being built by Herzog Property Management on County Road 5 will open approximately August 1st.

Backman reported staff is working with a site selector on a bioenergy project. The EDC and City of Willmar are working on surveys requested by the end user that will total approximately \$6,150 and which the EDC is being asked to pay. The City of Willmar will reimburse the EDC for any expenses it pays for the surveys and Phase I Environmental.

IT WAS MOVED BY Rollie Boll, SECONDED BY Art Benson, to approve payment of up to \$6,150 for surveys related to a proposed bioenergy project. MOTION CARRIED.

Economic Development Activity.

Elevate Business Academy. Swedburg invited the board to attend the first Elevate graduation ceremony from 5-7 p.m. on June 16th at the Willmar Education and Arts Center Rehearsal Hall. Local bankers, accountants and attorneys are being targeted to attend the graduation as potential funders of the program. Diana Anderson of Southwest Initiative Foundation will be the keynote speaker. A list

of potential students has been started for fall; there is an application process to attend the program. Swedburg will email the graduation invitation to the board.

Township Broadband Projects. Swedburg presented information from a work session of the County Board of Commissioners held today relative to the American Rescue Plan (ARP) funds (see attached). Four providers are currently interested in doing projects in Kandiyohi County—Federated Telephone Cooperative, Vibrant, Arvig and Charter. The EDC requested \$4.2 million of Kandiyohi County’s ARP funds be used for broadband projects and recommended the county approve two of the four projects proposed by Charter and it move forward with dedicating funds for the Federated project. A portion of the county’s ARP fund request would also be used for a project with Vibrant Broadband on the east side of the county. As to Arvig’s project planned for Prinsburg, the EDC is asking for a contribution from the county to help homeowners connect to the fiber. A federal grant under the NTIA (National Telecommunications and Information Administration) just became known and may be a possibility for Lake Andrew, Norway Lake and Colfax Townships; it requires a 10% match that would be paid by the townships. Connie Schmoll is working on this new grant. The state has earmarked \$70 million for the next biennium for broadband. Backman stated ARP funds have already been transferred to local government entities. Swedburg stated the southern part of Kandiyohi County is spottily covered through the RDOF (Rural Digital Opportunity Fund) auction awarded to LTD Broadband and cannot be included in the state Border-to-Border grant process.

COMMITTEE REPORTS

Agriculture and Renewable Energy Development. Swedburg reported the Ag Committee will hear from Justice Walker of Mid-Minnesota Development Commission, who will give a presentation on halal meat processing.

Business Retention and Expansion/Recruitment. Backman reported the BRE Committee discussed forming two subcommittees to address the goal areas of Workforce Development and Business Support determined at the boards’ planning session. Bridget Paulson volunteered to lead the Business Support Subcommittee and Sam Bowen volunteered to lead the Workforce Development Subcommittee.

Finance. The committee’s meeting was postponed to later in June.

Leisure Travel. Art Benson reported conventions and weddings are starting to be held again and the Willmar Lakes Area Convention and Visitors Bureau is responding to requests for proposals.

WHAT’S UP? Boonstra reported the first Highway 23 sign was installed near Roscoe; five more will be installed. The Highway 23 Coalition board will meet next Wednesday and hear a presentation from MnDOT District 3 on the freight study and on June 24th it will hear the results of the Clara City study. President TerWisscha reported he has been attending several conferences and groundbreaking ceremonies in the last week. His company is in need of many employees. Benson reported he is on the Curling Club board and they are hosting two Stingers players. Les Heitke attended the Willmar City Council meeting Monday night where the future of city engineer positions was discussed; the city

engineer and assistant engineers have left. The City of Willmar hired John Harren as interim administrator for 10 hours a week; the city will continue its search for a new City Administrator. The City is also recruiting a Human Resources Director and a City Planner. Robbins Island is in the final stages of being completed and concerts in the park have started. The City is still working with Baker Tilly for the City Administrator position and is pursuing two new candidates.

NEXT MEETING—The next board meeting is **11:00 a.m., Thursday, July 8, 2021** at the board room of Heritage Bank, Willmar and via Zoom.

ADJOURNMENT—There being no further business,


IT WAS MOVED BY Rollie Boll, SECONDED BY Donna Boonstra, to adjourn the meeting.

The meeting was adjourned at approximately 1:14 p.m.



Jesse Gislason, Secretary

APPROVED: 7/8/2021:



Kelly TerWisscha, President

WHAT EMPLOYEES NEED TO KNOW ABOUT ~~COVID-19~~ A PANDEMIC AND WORKING FOR THE KANDIYOHI COUNTY & CITY OF WILLMAR EDC

The Kandiyohi County & City of Willmar Economic Development Commission (EDC) values all of its employees and contracted staff. The EDC is serious about making sure all employees have a safe and healthy work environment. We encourage employees to let us know if they have any concerns about their safety or health at work. We will work together to address and find reasonable solutions.

Employees/contracted staff need to stay home from work if they are sick, to protect themselves and others. When an employee is going to be absent from work, they must call their supervisor to let them know they will not be into work and the reason why.

All employees need to self-monitor for signs and symptoms of the coronavirus/COVID-19 **or any virus or variant thereof causing a pandemic**. The following are common symptoms of COVID-19, which are listed on the CDC's website: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or a new loss of taste or smell. **Symptoms of any pandemic causing virus can be found on the CDC's website**. If the employee is experiencing any of these symptoms, he or she needs to stay home and call a doctor. An employee can call CentraCare Connect at 320-200-3200, 24 hours a day, to speak with a nurse who can assist with a symptom check and help set up the appropriate test.

The EDC has a vacation and sick leave policy that allows the carryover of up to 160 hours of sick leave annually or greater if permitted by contract. An employee is entitled to take sick leave related to any ~~COVID-19~~ **pandemic-causing** infection. If the employee tests positive for COVID-19 **or any pandemic-causing virus**, the employee is required to stay home for 14 days and to be fever free for at least three days without the aid of fever reducing medications. The employee is entitled to take sick leave related to ~~COVID-19~~ **any pandemic-causing virus**, if the employee is unable to work because of the following:

1. Is subject to a Federal, State or local quarantine or isolation order related to ~~COVID-19~~ **a pandemic**;
2. Has been advised by a health care provider to self-quarantine related to ~~COVID-19~~ **a pandemic**;
3. Is experiencing ~~COVID-19~~ symptoms **related to a pandemic-causing virus**, or substantially-similar condition, and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); or
5. Is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to ~~COVID-19~~ **pandemic**-related reasons.

The EDC has a process in place to wipe down and disinfect common areas in our building. At all times, and especially **with a pandemic** ~~now, with COVID-19~~, all employees need to make sure that they are washing their hands for at least 20 seconds with soap and water frequently. Employees should wash their hands at the beginning and end of their work day, prior to mealtimes and after using the toilet.

Employees need to make sure that they cover their cough and sneeze. The employee should cover their mouth and nose with a tissue when they cough or sneeze. After use, put the tissue in the wastebasket and wash one's hands. If the employee does not have a tissue, cough or sneeze into the upper sleeve or elbow, not the hands.

Due to COVID-19 **or any pandemic-causing virus**, employees need to practice social distancing. The CDC recommends that people stay 6 feet apart and do not gather in groups **when possible**. At the EDC, we have made changes to the way we meet with people and conduct meetings. ~~When possible~~, **For EDC committee meetings**, the EDC **may hold** ~~is holding~~ conference calls and/or Zoom conferences instead of in-person meetings **or offer a "hybrid" meeting option**. **Board meetings will be held in larger settings to accommodate spacing**. The EDC is trying to keep everyone safe by keeping people 6 feet apart and not having people gather in close proximity.

The EDC is endeavoring to create a safe work environment for staff, board members, volunteers and clients. We are concerned for everyone's safety. We ask that employees let us know if they have any safety or health concerns that we need to address in order to help everyone stay safe.

Employee/Contractor Signature

Date

Supervisor Signature

Date

**KANDIYOHI COUNTY & CITY OF WILLMAR EDC
WORKPLACE PROTECTION FOLLOWING PANDEMIC OUTBREAK
PERSONAL PROTECTION AND FACILITIES CLEANING, SANITIZING**

The EDC is committed to providing a safe and healthy workplace for all employees, board members, volunteers, clients and visitors. To ensure that, we have developed the following Preparedness Plan (PP) in response to ~~a the COVID-19~~ pandemic. All employees and contracted staff are responsible for implementing this plan. The EDC's goal is to mitigate the potential for transmission of ~~COVID-19~~ a pandemic in our workplace, and that requires the full cooperation among everyone. Only through this cooperative effort can we establish and maintain the safety and health of our employees and contracted staff. The EDC staff and Board members are responsible for implementing and complying with all aspects of the EDC's PP.

Our employees are our most important assets. We are serious about safety and keeping our employees working at the EDC. Employee involvement is essential in developing and implementing a successful ~~COVID-19~~ Pandemic Preparedness Plan. We want our employees to know that we are committed to their safety and asking for their input that they may continue to have in making their jobs even safer.

We will post the Plan on the EDC's website to let our Board members and volunteers know that we are addressing pandemic-related ~~COVID-19~~ safety issues and asking to see what they have in place to make sure our employee's place of work is safe. The EDC's PP follows the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and any future pandemic-related virus and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

**SCREENING AND POLICIES FOR EMPLOYEES EXHIBITING SIGNS AND SYMPTOMS OF A PANDEMIC-RELATED VIRUS
~~COVID-19~~**

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19 and any other pandemic-related virus. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. The EDC asks them to seek medical advice if they think they have COVID-19 or any pandemic-causing virus.

The EDC has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

We offer paid sick leave to all of our employees. We require our employees to call their supervisor or the EDC office when they are sick and that they will not be going to work. An employee will need to formally request sick leave to get paid leave from the EDC.

The EDC will make every effort to make office accommodations safe for all workers. Please contact the EDC Executive Director or office staff if an employee or a family member needs special accommodations because of underlying medical conditions. The EDC's goal is to develop a safe environment for employees, family members, and visitors.

The EDC has also implemented a policy for informing workers if they have been exposed to a person with a pandemic-related virus ~~COVID-19~~ at their workplace and requiring them to quarantine for the required amount of time.

EMPLOYEE POLICIES AND GUIDELINES

- All staff will read and sign off on training for new safe-at-work requirements and guidelines on the first day they return to work following quarantine.
- Safe-at-work protocols will include making sure necessary Personal Protective Equipment (PPE) and disinfecting supplies are available to employees, even if they provide for themselves.
- Posted information will include recommended protocols for hand washing, properly covering coughs and sneezes; avoiding touching the face, social distancing, on-site health screening, self-quarantining and return-to-work policies, visitor screenings, signage, and all other COVID-19 pandemic-related safe workplace changes, and symptoms of COVID-19 a pandemic-related virus.
- Clean and sanitize surfaces frequently.
- Make wipes, sanitizer and cleaning products widely accessible throughout workplaces. Clean the common touch areas (doorknobs, etc.) frequently including shared surfaces throughout the facility at least once every 24 hours. This includes shared spaces like copier and mail area, break/storage room, EDC Boardroom, etc.
- Each employee should only use the phone at their own desk and not allow others to use it
- If microwave/refrigerator is used, it should be wiped down after each use.

FACE COVERINGS

Masks or cloth face coverings can help with preventing **your** germs from infecting others, especially in situations where you may spread the virus without symptoms, and vice versa. All employees are strongly encouraged to wear their face covering when leaving their work space or conversing with visitors while maintaining social distancing. **As of May 14, 2021, there is no longer a State face covering mandate. However, businesses and offices may set their own face covering requirements.** All clients and visitors who visit the EDC will be **encouraged** required to wear a face covering and limit their movement within the office while in turn practicing safe social distancing. Meeting attendees may remove their masks when they are situated six feet apart.

SOCIAL DISTANCING

- **After May 28, 2021 there are no social distancing and capacity restrictions in Minnesota. However, businesses and offices may set their own social distancing and capacity requirements.**
- Where practical, the EDC will facilitate employees and contracted staff to work from home.
- ~~To the greatest extent possible, EDC committee meetings can continue to be~~ will be conducted via phone or virtually instead of in-person meetings, **or when possible, a hybrid meeting option may be offered.**
- In-person meetings will be limited to no more than seven individuals with appropriate spacing in our Boardroom.
- **In-person** EDC Board meetings will be held in locations to allow for social distancing; and individual Board members and other attendees ~~may will be encouraged to~~ participate remotely during the pandemic.
- Clients with appointments will **be encouraged to utilize masks before entering the premises** ~~enter the office once they have a mask on.~~
- There is a table by the main entrance door for drop-off and pickup.

MONITORING EMPLOYEE HEALTH

- Each employee will conduct a self-evaluation prior to reporting to work daily. Evaluation includes, but is not limited to, COVID-19 symptoms such as fever at or above 100.4 F, cough, shortness of breath/difficulty breathing, **or symptoms of any other pandemic-related virus.**
- ~~Each employee will keep a record of people with whom they come into personal contact with each day. This will be used for contact tracing in the event of a confirmed or suspected COVID-19 exposure.~~
- If an employee demonstrates COVID-19 symptoms **related to a pandemic-causing virus**, tested positive or has been in contact with a confirmed COVID-19 case they will be required to self-quarantine for at least 14 days and to submit to a COVID-19 **coronavirus** test if one is available.
- Before returning to work after the self-quarantine, they will need a note from a health care professional of their ability to safely return to work.

- Employees may work remotely during their self-quarantine if they feel well enough to perform their job duties. If employees do not feel well, they may use their existing sick leave for as much time as needed. No employee will be terminated while under self-quarantine.

EMPLOYEE AND VISITOR COMMUNICATIONS/ INSTRUCTION / SIGNAGE

- An internal notice in the EDC's Boardroom will be used to alert and remind employees and visitors about guidelines, expectations and responsibilities.
- An external notice on the EDC's main entrance door will be used to alert visitors to restrictions for movement in and around facility as well as any applicable guidelines and expectations.

COMMUNICATIONS / EDUCATION/ RESPONSIBILITIES

- Communicate and educate EDC employees, board members, volunteers and clients with best practices about how to carry out the plan and protocols.
- Encourage all workers, board members, volunteers and clients to access resources about remote work, how to stay healthy and active at home.
- Resources will be maintained on the EDC's shared computer network so all employees have access to all ~~COVID-19~~ **pandemic-related** documents and resources.

CUSTOMER AND VENDOR ENGAGEMENT

- Customers and vendors will utilize the main entrance door only to enter the EDC offices.
- Deliveries will enter from the EDC's front door and be left by the entrance table.
- No visitors are allowed to enter from the back entrance.

CUSTOMER ENGAGEMENT

- The doors to the office will be **unlocked unless a surge in cases requires the doors to be locked. If the door is locked**, customers with appointments should knock on the EDC's main door to announce to staff they are present. Prior to entering all visitors will be **encouraged** ~~required~~ to wear a mask. A supply of disposable masks will be placed on the table by the office entrance each day.
- Clients and visitors may enter the building up to the table by the EDC entrance to drop off and pick up items and conduct business that cannot be done virtually.

TRAVEL POLICIES

- During ~~the~~ **a** pandemic, EDC employees are discouraged from travel on behalf of the EDC to any in-person conference or large gathering where social distancing is not possible.
- The EDC is requiring a 14-day quarantine for employees who return from personal travel **from a foreign** ~~outside of the county~~ or a domestic ~~COVID-19~~ **pandemic** hotspot.



Marketing and Communications Specialist

We are seeking a Marketing and Communications Specialist, which is a newly-created position, to support the economic development team's programs and activities in West Central Minnesota. The Kandiyohi County & City of Willmar Economic Development Commission (EDC) is looking for an enthusiastic and creative person who establishes a positive first impression by implementing strategies to reach new business/entrepreneur clients and promotes the Willmar and Kandiyohi County area to potential jobseekers. You will have administrative duties in developing and implementing marketing strategies.

You will collaborate with the EDC's Executive Director and Business Development Manager in all stages of marketing campaigns. Your insightful contributions will help develop, expand and maintain our marketing presence and help facilitate the EDC's economic growth activities.

Job Summary

- Overall responsibility for the EDC's website, including maintaining content, search engine optimization and working with staff and partners on updates.
- Manage all social media content on Facebook, Twitter, LinkedIn, YouTube and any new platforms that are impactful to engage our clients and promote our services.
- Research, acquire and schedule a variety of relevant content to post on these platforms using tools, such as Google Alerts and Buffer with a schedule of engagement one to two times weekly.
- Execute Constant Contact (for email campaigns) and direct mail campaigns.
- Responsible for writing, editing and designing the EDC quarterly newsletter.
- EDC staff liaison to the EDC's Marketing & Public Relations Committee, one of five standing committees for the organization.
- Coordinating or assisting with special events as needed, including the Elevate Program and the Partners in Ag Innovation Conference. Set up and run booths at twice annual local job fairs.
- Provide assistance to the EDC staff in creating marketing materials and strategies to position the greater Kandiyohi County area for growth and as a great place to do business.
- Provide in-house design support and expertise as needed for presentations, brochures, ads, flyers, and occasional e-Blasts, etc. Create, edit and manage online blogs and short videos.
- Provide media/public relations support and guidance to staff members.
- Promptly and courteously answer questions received from the public and/or referring them to the appropriate person or agency.
- Have a strong knowledge of a variety of software that includes, Word, Outlook, InDesign, Photoshop, Adobe, etc.
- Attend networking events as needed.

Minimum Requirements

- Bachelor's Degree in Marketing, Communications, Public Relations or related degree.
- One to two years or more of experience in marketing/communications responsibilities, including social media marketing, website maintenance, and print marketing.
- Proficiency in social media platforms (Facebook, LinkedIn, Twitter), website platforms (WordPress), Adobe Suite, Acrobat, InDesign, and Photoshop.
- Strong verbal and written communications skills.

Expectations

- Strong desire to learn along with professional drive.
- Collaborate with staff and the EDC's partners.
- Team player and open to feedback.
- Proactive, anticipate needs and able to evaluate alternatives.

Salary & Related

- This new position is [80% of fulltime or] 32 hours per week. The EDC is willing to consider up to 16 hours per week in a remote work environment.
- The pay range for this position is \$44,928 to \$54,912 per year, with specific pay determined based on qualifications and experience you bring to the role.
- The employee benefits applicable to this position include holiday, vacation, sick leave and time off for jury duty; single healthcare coverage; Public Employees Retirement Association (PERA) benefits;
- Other benefits--professional development, cell phone and travel reimbursement.



	Proposed 2022 Budget	Rounded as of 5/31/2021	Approved 2021 Budget	Initial 2020 Budget	Actual 2019
REVENUES					
County Tax Levy	\$ 556,000	\$ 9,930	\$ 534,000	\$ 534,000	\$ 531,596
Creating Entrepreneurial Opportunities student loan program	\$ 28,000	\$ 16,040	\$ 28,000	\$ 28,000	\$ 30,947
Grants					
Kandiyohi County for MN Pandemic Relief Grant (MPR)	\$ -	\$ 848,437	\$ 749,194		
State of MN Grant for Hemp Study	\$ -		\$ 5,000	\$ 5,000	
USDA Grant for Hemp Study	\$ -		\$ 15,000	\$ 15,000	
USDA Grant for Simply Shrimp	\$ -	\$ -	\$ -	\$ -	\$ 107,550
Other Grants (e.g. ARP, USDA, etc.)	\$ 25,000		\$ 10,000	\$ 6,500	\$ -
Insurance dividends	\$ 1,000	\$ -	\$ 600	\$ 1,000	\$ 701
Interest on investments					
Bremer Bank - WAMBC	\$ -	\$ -	\$ -	\$ 150	\$ 6
Concorde Bank (Revolving Loan Fund savings account)	\$ 800	\$ 415	\$ 600	\$ 600	\$ 601
Heritage Bank savings account	\$ 1,500	\$ 92	\$ 1,400	\$ 1,500	\$ 2,417
Lake Region Bank - Microenterprise Loan account	\$ 75	\$ 37			\$ 10
United Prairie Bank \$104,592.73 CD @ 1.5% matures 10/12/2019	\$ -	\$ -	\$ -	\$ 1,062	\$ 1,480
United Prairie Bank \$75,000 CD @ 1.75% matures 5/22/2020	\$ 1,300	\$ -	\$ 1,300	\$ 1,300	\$ 2,416
Loans					
ELGP loan application fees	\$ 200	\$ -	\$ 200	\$ 200	\$ -
Microenterprise Loan Fund (WAM-BC) repayments interest	\$ 700	\$ 405	\$ 516	\$ 500	\$ 688
Revolving Loan Fund application fees	\$ 600	\$ -	\$ 300	\$ 600	\$ 580
Revolving Loan Fund filing fee reimbursements	\$ 300	\$ -	\$ -	\$ 300	\$ 310
Revolving Loan Fund repayments interest	\$ 5,000	\$ 3,511	\$ 7,967	\$ 9,376	\$ 10,065
Other Income					
Elevate Business Academy - Corporate Donations	\$ 16,000	\$ -	\$ -		
Elevate Business Academy - SWIF Contribution	\$ 20,000	\$ 11,390	\$ 28,503		
Refunds, reimbursements and in-kind contributions (incl. Hwy 23)	\$ 500	\$ 377	\$ 500	\$ 1,500	\$ 5,680
Retail Business Design Workshops	\$ -		\$ -	\$ -	\$ 13,625
Sale of Property	\$ -	\$ -	\$ 65,000		
TOTAL REVENUES	\$ 656,975	\$ 890,634	\$ 1,448,080	\$ 606,588	\$ 708,671
EXPENSES					
CREATING ENTREPRENEURIAL OPPORTUNITIES STUDENT LOAN EXPENSES					
Advertising/Promotions	\$ 250	\$ -	\$ 250	\$ 150	\$ -
Bank Fees	\$ -	\$ -	\$ -		\$ 17
Dinner Event and Silent Auction					
Advertising	\$ 700	\$ 685	\$ 250	\$ 1,400	\$ 397
Decorations	\$ 2,000	\$ 1,917	\$ 2,000	\$ 2,100	\$ 2,337
Entertainment	\$ 500	\$ -	\$ 500	\$ 800	\$ 400
Event Food and Beverages	\$ 9,000	\$ 585	\$ 9,000	\$ 11,000	\$ 12,897
Silent Auction/Other	\$ -	\$ 3,867	\$ -	\$ 150	\$ 130
Equipment	\$ -	\$ -	\$ 2,500	\$ 7,500	\$ -
Loan write-off	\$ 1,200				\$ 15,711
Meals/Meeting refreshments	\$ 1,500	\$ 1,139	\$ 1,500	\$ 2,000	\$ 2,516
Memberships/Dues	\$ 1,000	\$ 593	\$ 300	\$ 300	\$ 944
Miscellaneous	\$ 1,500	\$ 1,012	\$ 1,500	\$ 1,500	\$ 2,634
Scholarships		\$ -	\$ 1,000	\$ 1,000	\$ -
Supplies	\$ 500	\$ 360	\$ -	\$ -	\$ -
Transportation/Travel	\$ 200	\$ 79	\$ 200		\$ -
Total CEO Loan Expenses	\$ 18,350	\$ 10,237	\$ 19,000	\$ 27,900	\$ 37,984



	Proposed 2022 Budget	Rounded as of 5/31/2021	Approved 2021 Budget	Initial 2020 Budget	Actual 2019
CPR Grant Program					
Administrative Expenses					
Accountant	\$ -	\$ 2,300	\$ 2,300		
Consultant fees	\$ -	\$ 861	\$ -		
General administrative services	\$ -	\$ 24	\$ -		
Supplies	\$ -	\$ 25	\$ -		
Other eligible expenses	\$ -	\$ 2	\$ -		
Total CPR Grant Program	\$ -	\$ 3,213	\$ 2,300		
MPR Grant Program					
Business grants	\$ -	\$ 789,500	\$ 700,000		
Nonprofit grants	\$ -	\$ 54,243	\$ 40,500		
Administrative expenses					
Consultant fees	\$ -	\$ 2,324	\$ 8,400		
General administrative services	\$ -	\$ 1,093	\$ 294		
Supplies	\$ -	\$ 491	\$ -		
Total MPR Grant Program	\$ -	\$ 847,650	\$ 749,194		
Loan Program Expenses					
Loan write-offs and allowance	\$ 5,000	\$ 0	\$ 15,000	\$ 750	\$ 2
Micro Loan Program Expenses	\$ -	\$ -	\$ 200		\$ (55)
Other		\$ -			\$ 40
Total Loan Program Expenses	\$ 5,000	\$ 0	\$ 15,200	\$ 750	\$ (13)
Board Expenses					
Joint Operations Board (includes meals/administrative time)	\$ 2,500	\$ 1,203	\$ 2,900	\$ 3,000	\$ 3,813
Joint Powers Board (includes meals/administrative time)	\$ 2,000	\$ 820	\$ 2,200	\$ 2,200	\$ 2,197
Other	\$ -	\$ -	\$ -	\$ -	\$ 40
Total Other Expenses	\$ 4,500	\$ 2,023	\$ 5,100	\$ 5,200	\$ 6,050
Countywide Business Development					
BUILD (TIGER II) Grant - Willmar Industrial Park	\$ 15,000	\$ -	\$ 35,000	\$ 35,000	\$ -
CEO Student Program Administration	\$ 250	\$ -	\$ 200	\$ 500	\$ 220
Countywide business development	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ 900
Purchase of Land from State of MN	\$ -	\$ 2,294	\$ 62,050	\$ -	\$ -
Mowing/Maintenance of Lot	\$ 2,000				
Retail Business Development Workshops					\$ 13,746
Retail Business Design Follow-up Meetings	\$ 200	\$ -	\$ 200		
Startup Bootcamp Scholarships	\$ 900	\$ -	\$ 1,800		
USDA Grant Simply Shrimp	\$ -	\$ -	\$ -	\$ -	\$ 107,550
Total Countywide Business Development	\$ 24,350	\$ 2,294	\$ 105,250	\$ 41,500	\$ 122,416
Economic Development Community Contributions					
Sponsor Fees					
Ag & Animal Science Conference (See Ag Committee)	\$ -		\$ -	\$ -	\$ -
U of M Technology Showcase	\$ -		\$ -	\$ 500	\$ -
Vision 2040	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
Total Economic Development Community Contributions	\$ 2,000	\$ -	\$ 2,000	\$ 2,500	\$ 2,000
Elevate Business Academy					
Advertising	\$ 1,400	\$ -	\$ 1,900		
Copying	\$ 240	\$ -	\$ 240		
Equipment	\$ 500	\$ 539			
Marketing	\$ 1,250	\$ 4,854	\$ 5,960		
Mileage/Travel	\$ 175	\$ 49	\$ 138		
Printing	\$ 125	\$ -	\$ 125		
Program Facilitators	\$ 22,500	\$ 2,500	\$ 10,240		



	Proposed 2022 Budget	Rounded as of 5/31/2021	Approved 2021 Budget	Initial 2020 Budget	Actual 2019
Staff - Time Invest					
Administrative assistance	\$ 900	\$ 211	\$ 960		
Planning meetings/preparation	\$ 800	\$ 185	\$ 1,008		
Post-training advocacy	\$ 850	\$ -	\$ 720		
Training & coordinating	\$ 6,900	\$ -	\$ 6,912		
Total Staff - Time Investment	\$ 9,450	\$ 397	\$ 9,600		
Translation services	\$ 300	\$ -	\$ 300		
Total Elevate Business Academy	\$ 35,940	\$ 8,339	\$ 28,503		
COMMITTEE EXPENSES					
Agriculture and Renewable Energy Development					
Conferences/Seminars/Trainings (including Industrial Hemp)	\$ 2,000	\$ 10	\$ 2,000	\$ 2,000	\$ 440
Industrial Hemp Value-Added Study	\$ -	\$ -	\$ 20,000	\$ 25,000	\$ -
Willmar Bioenergy Project Economic Impact Analysis	\$ 5,000				
Marketing					\$ 60
Meals/Meeting Refreshments	\$ 400	\$ -	\$ 500	\$ 600	\$ 512
Mileage/Travel	\$ 1,000	\$ 3	\$ 1,200	\$ 1,200	\$ 1,220
Partners in Ag Innovation Conference Sponsor & Marketing	\$ 1,500	\$ 1,005	\$ 1,500	\$ 1,500	\$ 2,000
Professional Services					
General Administrative Services	\$ 1,300	\$ 500	\$ 1,500	\$ 2,000	\$ 3,998
Other		\$ 185			
Supplies (office or program)	\$ 250	\$ 570	\$ 200	\$ 250	\$ -
Total Ag Committee Expenses	\$ 11,450	\$ 2,273	\$ 26,900	\$ 32,550	\$ 8,229
Broadband and Advanced Technology					
Conferences/Seminars/Trainings	\$ 800	\$ -	\$ 800	\$ 500	\$ 1,172
Marketing	\$ 600	\$ -	\$ 1,000	\$ 1,000	\$ -
Meals/Meeting Refreshments	\$ 800	\$ -	\$ 1,000	\$ 1,000	\$ 1,785
Mileage/Travel	\$ 1,200	\$ 111	\$ 1,000	\$ 800	\$ 1,782
Postage	\$ 500	\$ -	\$ 300	\$ 500	\$ 528
Printing, copying & publishing	\$ 500	\$ -	\$ 500	\$ 500	\$ -
Professional Services		\$ -			
General Administrative Services	\$ 1,000	\$ 590	\$ 1,000	\$ 1,000	\$ 2,387
Total Professional Services	\$ 1,000	\$ 590	\$ 1,000	\$ 1,000	\$ 2,387
Total Broadband and Advanced Technology Committee Expenses	\$ 5,400	\$ 701	\$ 5,600	\$ 5,300	\$ 7,654
Business Retention and Expansion/Recruitment					
Childcare Initiative	\$ 500	\$ -	\$ 1,200	\$ 1,000	\$ 1,881
Conferences/Seminars/Trainings	\$ -	\$ -	\$ 500	\$ 650	\$ 45
Grants	\$ 10,000	\$ 7,500	\$ 10,000	\$ 6,500	\$ 10,000
Highway 23 Coalition					
Conferences/Seminars/Trainings	\$ -	\$ -	\$ 150	\$ 200	\$ -
General Administrative Services	\$ 700	\$ 703	\$ 600	\$ 2,000	\$ 1,540
Meals/Meeting Refreshments	\$ -	\$ -	\$ -	\$ 200	\$ 43
Mileage/Travel	\$ 200	\$ 4	\$ 200	\$ 1,000	\$ 2,332
Supplies	\$ 200	\$ 304	\$ -		\$ (51)
Total Highway 23 Coalition	\$ 1,100	\$ 1,011	\$ 950	\$ 3,400	\$ 3,864
Marketing	\$ 500	\$ 574	\$ 500	\$ -	
Meals/Meeting Refreshments	\$ -	\$ -	\$ -	\$ 200	\$ 66
Mileage/Travel	\$ 500	\$ 50	\$ 1,000	\$ 800	\$ 1,320
Printing, copying & publishing	\$ 150	\$ -	\$ 150	\$ 150	\$ -



	Proposed 2022 Budget	Rounded as of 5/31/2021	Approved 2021 Budget	Initial 2020 Budget	Actual 2019
Professional Services					
General administrative services	\$ 1,500	\$ 610	\$ 1,500	\$ 1,500	\$ 1,940
Professional services - Other	\$ 100	\$ -	\$ 100	\$ 100	\$ -
Total Professional Services	\$ 1,600	\$ 610	\$ 1,600	\$ 1,600	\$ 1,940
Supplies (office or program)	\$ 100	\$ -	\$ 100	\$ 200	\$ -
Workforce Development (Job Fair, CLUES, etc.)	\$ 2,500	\$ -	\$ 3,000	\$ 2,500	\$ 4,611
Total BRE/R Committee Expenses	\$ 16,950	\$ 9,745	\$ 19,000	\$ 17,000	\$ 23,726
Finance					
Marketing	\$ 100	\$ -	\$ 100	\$ 100	\$ -
Meals/Meeting Refreshments	\$ 500	\$ -	\$ 500	\$ 500	\$ 315
Mileage/Travel	\$ 50	\$ -	\$ 50	\$ 50	\$ 334
Professional services					
General administrative services	\$ 1,500	\$ 714	\$ 1,300	\$ 1,000	\$ 1,419
Legal services	\$ 400	\$ -	\$ 400	\$ 400	\$ -
Total Professional Services	\$ 1,900	\$ 714	\$ 1,700	\$ 1,400	\$ 1,419
SCORE (cell phone and email account; moved to Finance Committee)					
Telephone/Telecommunications	\$ -	\$ -	\$ -	\$ 850	\$ 783
Mileage/Travel	\$ -	\$ -	\$ -	\$ 200	\$ -
Total SCORE	\$ -	\$ -	\$ -	\$ 1,050	\$ 783
Total Finance Committee Expenses	\$ 2,550	\$ 714	\$ 2,350	\$ 2,250	\$ 2,851
Marketing and Public Relations					
Meals/Meeting refreshments	\$ 600	\$ -	\$ 800	\$ 800	\$ 797
Media	\$ 700	\$ 180	\$ 700	\$ 700	\$ 540
Mileage/Travel	\$ 100	\$ -	\$ 100	\$ 100	\$ 50
Printing, copying & publishing					\$ 640
Advertisements	\$ 800	\$ 311	\$ 1,500	\$ 800	\$ 2,307
Special projects	\$ -	\$ -	\$ -	\$ -	\$ 13,750
Professional services					
General administrative services	\$ 2,000	\$ 1,472	\$ 1,800	\$ 1,800	\$ 1,694
REDstar Creative					
Digital Media/Social Media	\$ -	\$ 113	\$ 4,500	\$ 6,000	\$ 6,651
Marketing materials					\$ 2,467
General Marketing	\$ 800	\$ 383	\$ 6,200	\$ 6,200	\$ 7,692
E Newsletters	\$ -	\$ -	\$ 2,500	\$ 3,500	\$ -
Website	\$ -	\$ -	\$ 2,000	\$ 1,500	\$ 1,221
Other	\$ -	\$ -	\$ 1,500	\$ 500	\$ 429
Total REDstar Creative	\$ 800	\$ 495	\$ 16,700	\$ 17,700	\$ 18,459
Total Professional Services	\$ 2,800	\$ 1,967	\$ 18,500	\$ 19,500	\$ 20,153
Total Marketing and Public Relations Committee Expenses	\$ 5,000	\$ 2,458	\$ 21,600	\$ 21,900	\$ 38,237
Tourism/Leisure Travel					
CVB Tourism Partnership Agreement	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000
Meals/Meeting refreshments	\$ 100	\$ -	\$ 100	\$ 100	\$ 64
Mileage/Travel	\$ 100	\$ -	\$ 100	\$ 100	\$ 92
Other					
Total Tourism/Leisure Travel Committee	\$ 34,200	\$ 34,000	\$ 34,200	\$ 34,200	\$ 34,156
Total Committee Expenses	\$ 75,550	\$ 49,890	\$ 109,650	\$ 113,200	\$ 114,854



	Proposed 2022 Budget	Rounded as of 5/31/2021	Approved 2021 Budget	Initial 2020 Budget	Actual 2019
EMPLOYEE COMPENSATION					
Executive Director					
Director's salary	\$ 120,200	\$ 48,625	\$ 116,700	\$ 116,700	\$ 113,300
Director's health insurance	\$ 14,000	\$ 5,833	\$ 14,000	\$ 14,000	\$ 11,262
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	\$ 8,930	\$ 2,001	\$ 8,930	\$ 8,930	\$ -
Director's pension (PERA) employer rate is 7.5%	\$ 9,000	\$ 3,647	\$ 8,753	\$ 8,753	\$ 8,497
Total Executive Director's Compensation	\$ 152,130	\$ 60,106	\$ 148,383	\$ 148,383	\$ 133,060
Business Development Manager's position					
Business Development Manager's salary	\$ 75,200	\$ 31,667	\$ 80,333	\$ 75,000	\$ 73,000
Business Development Manager's health insurance	\$ 5,800	\$ 5,339	\$ 9,081	\$ 14,000	\$ 11,262
Business Development Manager's payroll taxes	\$ 5,739	\$ 3,042	\$ 6,146	\$ 5,739	\$ -
Business Development Manager's PERA	\$ 5,625	\$ 2,753	\$ 6,025	\$ 5,625	\$ 5,475
Total Business Development Specialist's Compensation	\$ 92,364	\$ 42,800	\$ 101,584	\$ 100,364	\$ 89,737
Marketing & Communications Specialist					
Marketing & Communications Specialist's salary	\$ 49,920				
Marketing & Communications Specialist's health insurance	\$ 10,000				
Marketing & Communications Specialist's payroll taxes	\$ 3,820				
Business Development Manager's PERA	\$ 3,744				
Total Marketing & Communications Specialist's Compensation	\$ 67,484				
Accrued vacation and sick expense					
Executive Director	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -
Business Development Manager	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ -
Marketing & Communications Specialist	\$ 3,000	\$ -			
Total accrued vacation and sick expense	\$ 15,000	\$ -	\$ 12,000	\$ 12,000	\$ -
Employer payroll tax expense		\$ 6,437		\$ 14,028	\$ 14,067
Employee workers' compensation insurance	\$ 1,000	\$ 520	\$ 800	\$ 1,000	\$ 522
Total other employee compensation	\$ 16,000	\$ 6,957	\$ 12,800	\$ 27,028	\$ 14,589
Total Employee Compensation	\$ 327,978	\$ 109,864	\$ 262,767	\$ 275,775	\$ 237,386
ADMINISTRATIVE EXPENSES					
MCIT property/casualty insurance	\$ 3,600	\$ 3,703	\$ 3,500	\$ 2,800	\$ 2,043
Meals not for a committee	\$ 700	\$ 1,148	\$ 1,000	\$ 900	\$ 1,105
Memberships, dues, subscriptions					
Community Venture Network (CVN)	\$ 2,200	\$ 2,125	\$ 2,200	\$ 2,200	\$ -
EDAM membership	\$ 495	\$ 295	\$ 495	\$ 495	\$ 495
Highway 23 Coalition membership	\$ 500	\$ -	\$ 500	\$ 500	\$ -
Industrial Hemp Association	\$ 375				
Local organizations	\$ 600	\$ 550	\$ 600	\$ 600	\$ 525
MAPCED membership	\$ 350	\$ 300	\$ 350	\$ 330	\$ 330
MN DEED Marketing Partnership dues	\$ 700	\$ -	\$ 700	\$ 625	\$ 625
MN Rural Broadband Coalition	\$ 1,000			\$ 400	\$ 590
Subscriptions	\$ 2,881	\$ 1,304	\$ 400	\$ 500	\$ 200
WORKUP membership	\$ -	\$ -	\$ -	\$ 5,400	\$ 4,050
Other	\$ 450	\$ 166	\$ 450		\$ 1,140
Total Memberships, dues, subscription	\$ 9,551	\$ 4,740	\$ 5,695	\$ 11,050	\$ 7,955



	Proposed 2022 Budget	Rounded as of 5/31/2021	Approved 2021 Budget	Initial 2020 Budget	Actual 2019
Professional services					
Accountant fees	\$ 850	\$ 250	\$ 850	\$ 1,500	\$ 622
Auditor	\$ 8,350	\$ -	\$ 8,350	\$ 7,000	\$ 8,500
Bookkeeping fees	\$ 6,000	\$ 2,796	\$ 6,000	\$ 6,000	\$ 7,259
Broadband Consultant Agreement	\$ 2,500	\$ -	\$ 10,780		
Legal fees	\$ 600	\$ 218	\$ 600	\$ 200	\$ 250
Total Professional Services	\$ 18,300	\$ 3,264	\$ 26,580	\$ 14,700	\$ 16,631
Seminars and promotions	\$ 2,200	\$ -	\$ 2,400	\$ 2,200	\$ 1,190
Travel, conference, school	\$ 12,000	\$ 248	\$ 12,000	\$ 11,000	\$ 5,901
Total Administrative Expenses	\$ 46,351	\$ 13,104	\$ 51,175	\$ 42,650	\$ 34,825
OFFICE EXPENSES					
Bank Fees	\$ 150	\$ 69	\$ 100	\$ 100	\$ 118
Cleaning person	\$ 2,500	\$ 825	\$ 2,000	\$ 2,700	\$ 2,622
Equipment maintenance and rental					
Software (Synchronist annual fee \$1,200)	\$ 2,800	\$ 2,927	\$ 2,200	\$ 2,400	\$ 1,909
Other	\$ 700	\$ 186	\$ 700		\$ 1,324
Total Equip Maintenance & Rental	\$ 3,500	\$ 3,113	\$ 2,900	\$ 2,400	\$ 3,233
Furniture and equipment					
Xerox lease	\$ 4,250	\$ 2,235	\$ 4,248	\$ 1,700	\$ 885
Toshiba service contract and lease	\$ -	\$ 172	\$ 2,400		\$ 4,840
Furniture and equipment - Other	\$ 1,200	\$ 1,052	\$ -	\$ 1,200	\$ -
Total Furniture and Equipment	\$ 5,450	\$ 3,459	\$ 6,648	\$ 2,900	\$ 5,725
Office equipment and miscellaneous	\$ 1,500	\$ -	\$ 1,500	\$ 1,800	\$ 5,819
Postage, mailing service	\$ 300	\$ 342	\$ 200	\$ 200	\$ 176
Printing, copying and publishing	\$ 1,000	\$ 1,185	\$ 400	\$ 1,000	\$ 1,783
Professional services:					
Engineering and other professional services	\$ 3,000	\$ 2,075	\$ 3,000	\$ 3,000	\$ 4,690
General administrative	\$ 54,000	\$ 17,115	\$ 52,000	\$ 62,500	\$ 46,237
Planning session facilitator	\$ 3,000	\$ 1,800	\$ 4,000	\$ 4,200	\$ 4,285
Website hosting and maintenance	\$ 250	\$ -	\$ 250	\$ 250	\$ 210
Total Professional Services	\$ 60,250	\$ 20,990	\$ 59,250	\$ 69,950	\$ 55,422
Rent and storage unit	\$ 24,800	\$ 10,000	\$ 24,800	\$ 24,600	\$ 22,770
Rent (water cooler, post office box)	\$ 300	\$ 174	\$ 260	\$ 260	\$ 207
Sales Tax Return		\$ 11			
Supplies	\$ 2,500	\$ 984	\$ 3,500	\$ 3,500	\$ 3,765
Telephone/Telecommunications	\$ 6,250	\$ 2,359	\$ 6,250	\$ 4,900	\$ 5,562
Office Expenses - Other	\$ 1,000	\$ 450			
Total Office Expenses	\$ 109,500	\$ 43,959	\$ 107,808	\$ 114,310	\$ 107,202
TOTAL PROGRAM EXPENSES	\$ 649,519	\$ 1,090,572	\$ 1,457,947	\$ 623,785	\$ 662,704

EDC Broadband Committee Draft Proposal—6/10/2021

Federated Fiber—755 served

The planning for this project was started in 2019 and would service all eligible parcels in St. John's, Mamre, Arctander, and Dovre townships. This is a fiber-to-the-home build, which is the gold-standard in broadband. Speeds for this project are up to 1000 Mbps download and 1000 Mbps upload. Federated is committed to funding 25% of the project with the remainder of the funds for this project expected to come from the State of Minnesota Border-to-Border broadband grant program and from the townships themselves after the County contribution.

Total Estimated Project Cost: \$10,305,030 (Federated \$2,576,257)

Requested County Contribution: \$1,314,386

Vibrant Wireless (Meeker Coop)—1698 served

This project consists of fiber-fed monopoles providing wireless-to-the-home internet access for residents in Burbank, Roseville, Irving, Harrison, Genessee and East Lake Lillian townships. The difference in this wireless project versus wireless that already exists is two fold: First, each pole is fed with a fiber backbone. Other providers hop the signal from one pole to another, causing reduced speeds and increased downtime. Second, the poles are taller than existing structures. This can help when line-of-sight is an issue with trees and other blocks. Speeds for this project are up to 100 Mbps download and 10 Mbps upload. Vibrant is funding 50% of this project with the remaining source of funding expected to be the townships themselves, after the County's share.

Total Estimated Project Cost: \$4,165,127 (Vibrant \$2,082,563)

Requested County Contribution: \$1,832,655

Arvig Fiber—207 served

This is a fiber-to-the-home build to all eligible buildings within the city limits of Prinsburg. Anchor institutions and leaders have been asking for broadband to be improved here. Arvig has indicated they will spend approximately 40% of the cost while the remaining funds may come from a variety of other local sources, after the County's contribution.

Total Estimated Project Cost: \$1,000,000 (Arvig \$400,000)

Requested County Contribution: \$330,000

Charter Coax, 199th Ave NE—32 served

This is a standard coax build-out from Charter Communications. Locations here would see standard Charter maximum speeds of 930 Mbps download and 35 Mbps upload. Charter will contribute \$45,000 while the townships would be asked for the remainder, after the County's contribution.

Total Estimated Project Cost: \$145,000 (Charter \$45,000)

Requested County Contribution: \$88,000

Charter Fiber, Riverwood—84 served

This is a fiber-to-the-home build, but with standard Charter services. Speeds here would continue to see Charter’s maximum of 930 Mbps download and 35 Mbps upload. Charter will contribute \$133,000 with the townships picking up the remainder after the county.

Total Estimated Project Cost: \$433,000 (Charter \$133,000)

Requested County Contribution: \$264,000

Charter Coax, 141st Ave NE—37 served

This is a standard coax build from Charter. Standard Charter services would be provided with the maximum internet speeds of 930 Mbps download and 35 Mbps upload. Charter will pay \$54,000 with the township paying the remainder after the county.

Total Estimated Project Cost: \$89,000 (Charter \$54,000)

Requested County Contribution: \$30,800

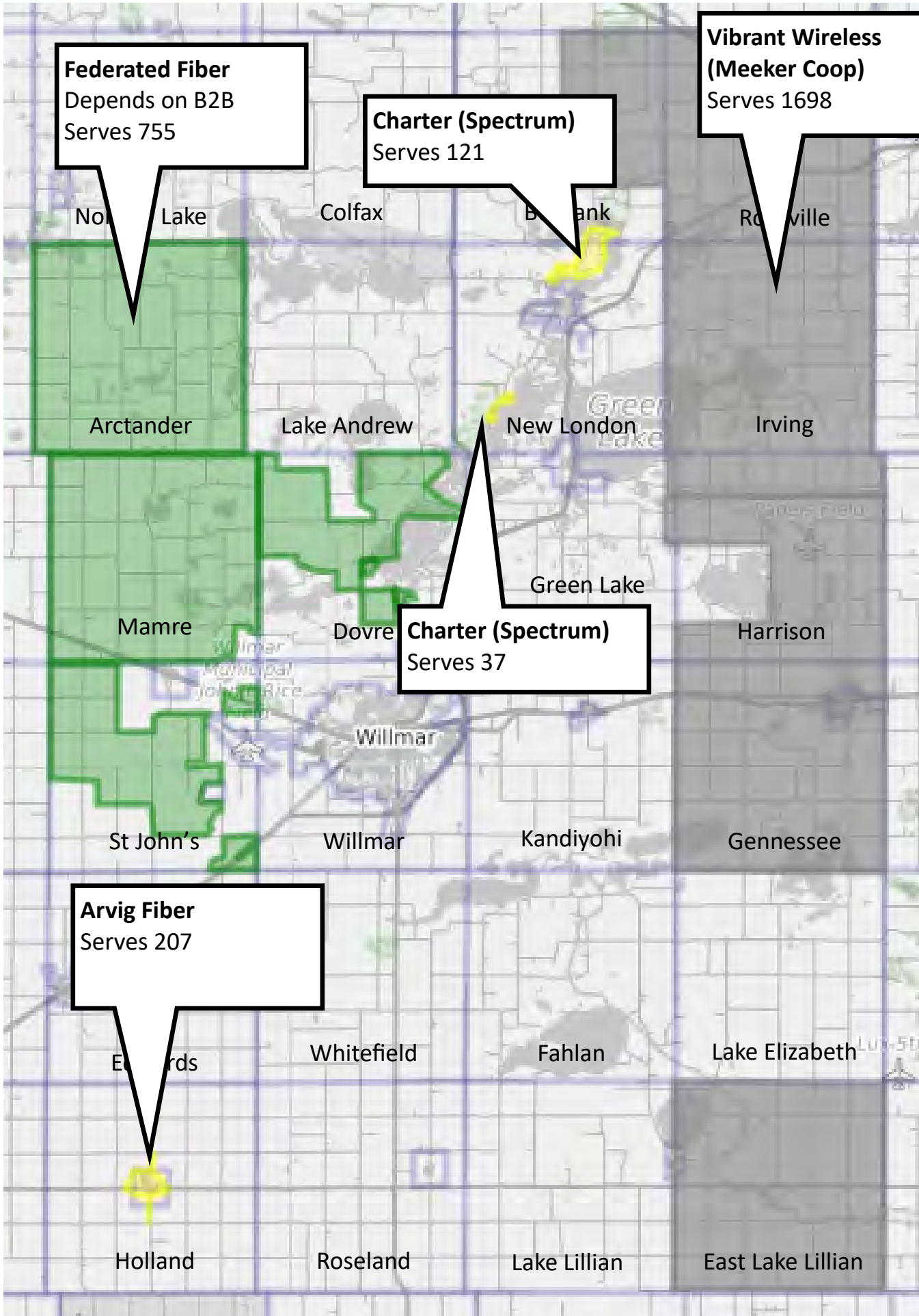
Drop Connect Grant (Right-of-way to premise)

These funds would be used to help those who have access to broadband internet on their road, but the cable is not directly connected to their home or business. Up to 50% of the costs for these customers could be covered by them applying for this grant program. Total estimated properties helped is between 75 and 600, depending on need.

Total Estimated Project Cost: \$300,000

Requested County Contribution: \$300,000

Total Served	Total Project \$ in KC	Total Request from County
2927	\$16,437,157	\$4,159,842



Federated Fiber
Depends on B2B
Serves 755

Charter (Spectrum)
Serves 121

Vibrant Wireless (Meeker Coop)
Serves 1698

Charter (Spectrum)
Serves 37

Arvig Fiber
Serves 207