



**JOINT POWERS BOARD OF COMMISSIONERS ANNUAL MEETING**

**AGENDA**

**11:30 a.m., January 28, 2021**

**Via ZOOM Video Conference**

**CALL TO ORDER** ..... Chairperson Rollie Nissen

**WELCOME NEW BOARD MEMBERS** ..... Chairperson Nissen

**APPROVE MINUTES** (October 22, 2020) ..... Chair Nissen

**TREASURER'S REPORTS** (as of October 31, November 30 and December 31, 2020) ..... Aaron Backman

**UNFINISHED BUSINESS**

1. Ridgewater College Surplus Property ..... Aaron Backman
  - a. Approve Purchase Agreement and use of unrestricted funds
2. COVID-19 Response. .... Aaron Backman/Connie Schmoll
  - a. CARES Pandemic Relief Grant Program
  - b. COVID-19 Business Assistance Loan Program
  - c. Immigrant Business Relief Grant Program

**NEW BUSINESS**

1. Minnesota Pandemic Relief Grant Program ..... Aaron Backman/Connie Schmoll
  - a. Approve program and receipt of funds
  - b. Approve revising the 2021 budget to add income and expense lines
  - c. Approve contract with Cheryl K. Glaeser and Achieve TFC, LLC
2. Rising Tide Capital Program ..... Aaron Backman/Connie Schmoll
  - a. Approve program and administrative budget
3. Township Broadband Project ..... Connie Schmoll

4. Staff Transition Task Force . . . . . Aaron Backman/Connie Schmoll/Julie Asmus
  - a. Accept resignation of Connie Schmoll
  - b. Approve job description, ad and salary range
  
5. Boards' Strategic Planning Session . . . . . Aaron Backman
  - a. Approve Achieve TFC (Cheryl Glaeser) as facilitator
  
6. Ratify Actions by Joint Operations Board . . . . . Chair Nissen
  - a. Approve reducing the reserve for the Kandiyohi County Entrepreneurial Opportunities (KCEO) outstanding loans to \$1,198
  
  - b. Approve removing the reserve for the Entrepreneurs' Loan Guarantee Program in the amount of \$25,262.20
  
  - c. Approve an Addendum to Agreement for Services extending the contract with Cheryl K. Glaeser and Achieve TFC, LLC through December 31, 2020 for the CARES Pandemic Relief Grant Program
  
  - d. Approve a Microenterprise Loan Program loan to La Manzanita Mexican Market at 4.5% interest along with a first security position on two new freezers and a fryer, subject to the owner providing proof of payment of two outstanding delinquent debts
  
  - e. Approve a three-month deferral of the Microenterprise Loan to Re-Cover Temp Agency and a three-month deferral of the COVID-19 Business Assistance Loan to Massage Therapy by Rita
  
  - f. Approve a three-month deferral of the Revolving Loan Fund loan to the Willmar Child Care Center
  
  - g. Approve engaging Westberg Eischens to do the 1099s for the CPR Grant Program at an approximate cost of \$2,300 to be paid from remaining CPR Grant funds and approximately \$250 for the remaining tax forms

**ANNUAL MEETING**

1. Reappoint/Appoint members to Joint Operations Board . . . . . Chair Nissen
  
2. Approve 2021 Standing Committees/Subcommittees and reappoint committee members. . . . . Chair Nissen
  
3. Selection of Official Newspaper . . . . . Chair Nissen
  
4. Regular Meeting Time, Date and Location . . . . . Chair Nissen
  
5. Election of 2021 officers. . . . . Chair Nissen
  
6. Appointment of Board Members to Audit Committee . . . . . Chair Nissen

7. Appointment of Liaison to Joint Operations Board ..... Chair Nissen

**STAFF REPORTS/ECONOMIC DEVELOPMENT ACTIVITY** ..... Aaron Backman/Connie Schmoll

**COMMITTEE REPORTS**

1. Agriculture and Renewable Energy Development ..... Connie Schmoll  
a. Industrial Hemp Exploratory Subcommittee

2. Broadband and Advanced Technology ..... Connie Schmoll

3. Business Retention and Expansion/Recruitment ..... Aaron Backman

4. Finance ..... Aaron Backman

5. Marketing and Public Relations ..... Aaron Backman

**ADJOURNMENT**—Next regular meeting is **11:30 a.m., Thursday, April 22, 2021** via ZOOM video conference