

**KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT POWERS BOARD OF COMMISSIONERS MEETING
MINUTES
July 27, 2023
EDC Board Room, Willmar and Via Zoom Video Conference**

Present: Julie Asmus, Corky Berg, Vicki Davis, Steve Gardner, Roger Imdieke and Doug Reese

Staff: Aaron Backman, Executive Director; Sarah Swedburg, Business Development Manager; and Kelsey Olson, Marketing & Communications Specialist (via Zoom)

Media: Jennifer Kotila, West Central Tribune

Secretarial: Nancy Birkeland, Legal & Administrative Assistants, Inc.

Chairperson Julie Asmus called the meeting to order at approximately 11:30 a.m. and declared a quorum was present.

AGENDA—Added to the agenda under New Business was item 3c, Certificate of Deposit at United Prairie Bank.

IT WAS MOVED BY Corky Berg, SECONDED BY Vicki Davis, to approve the Agenda as revised.
MOTION CARRIED.

MINUTES—It was noted that Kelly TerWisscha completed the fraud questionnaire for the audit.

IT WAS MOVED BY Doug Reese, SECONDED BY Steve Gardner, to approve the Minutes of the April 27, 2023 meeting as presented. All present voted unanimously in favor by roll call.

FINANCIAL REPORTS—Aaron Backman presented the financial reports as of April 30, May 31 and June 30, 2023. The Balance Sheet as of June 30, 2023 was reviewed. The total checking/savings balance under the Assets is just under \$702,000, which is down approximately \$103,000 from a year ago partly due to the childcare grant. Microloan receivables increased due to a new loan and Revolving Loan Fund receivables increased due to two new loans and the removal of the Willmar Child Care Center loan. It was noted that Coffee & More intends to continue making its loan payments. Total assets for the EDC is just under \$1,028,000. The board reviewed the most recent Profit & Loss statement, which shows receipt of the first half of the tax levy in the amount of \$316,658.11. Individual line items were reviewed. Backman noted the biggest change compared to last year are grants received in the amount of \$196,417.06. Reimbursements were received from three entities that participated in the housing study and the employers that participated in the virtual career fairs. Also received was the donation from the WADC. Backman reviewed the expenses as of June 30 compared to last year, as well as certain line items, including the following: TIGER II/Industrial park expenses of \$26,308.50—the City of Willmar has reimbursed some of the expenses related to the BNSF certification of the Willmar Industrial Park; technical assistance contractor expenses under the Elevate Community Business Academy includes providing financial assistance for students to consult with accountants, attorneys, etc.; Childcare Initiative subgrants of \$216,531.50; BRE Professional

Services County Housing Study \$48,076.63; Marketing and Public Relations Committee Website Development and Maintenance \$6,200.

IT WAS MOVED BY Steve Gardner, SECONDED BY Vicki Davis, to file the financial reports as of April 30, May 31 and June 30, 2023, subject to audit. All present voted in favor by roll call.

UNFINISHED BUSINESS

2023-2026 Strategic Plan. The board reviewed the 2023-2026 Strategic Plan (see attached). Backman noted the top three priorities are housing, broadband and childcare. The strategic objectives for the top three priorities were reviewed.

Housing. Backman noted he and Swedburg are currently working with 11 developers, 3 of which are looking at senior housing; and 2 are looking at twin homes in communities outside Willmar. The new county trust fund and the state Small Cities Development Program are possible funding sources for use in rehabilitating housing. Roger Imdieke noted that at a recent conference he attended, federal programs are encouraging communities to apply for energy and housing grants. Discussion was held on the City of Willmar hiring a full-time grant writer.

Broadband. More than \$23 million has been secured for broadband development in the county.

Childcare. Chair Asmus announced Stevens County is constructing and will be leasing pods to childcare providers. Backman attended the open house for the childcare project in Morris held Monday. Swedburg stated the Minnesota Department of Human Services is new to regulating pods. She is working with a project in Atwater to consider pods.

Imdieke noted several objectives are already being met, especially in regard to broadband and the EDC needs to pivot toward other objectives.

IT WAS MOVED BY Doug Reese, SECONDED BY Corky Berg, to adopt the 2023-2026 Strategic Plan as presented. All present voted in favor by roll call.

EDC Rebranding. Kelsey Olson reported the Marketing and Public Relations Committee met Monday on how to move along the rebranding and website. The website is on pause until the rebranding is decided. A proposed site map of the website has been reviewed by Backman and Swedburg. Olson reported a facilitated brainstorming session was held with some EDC board members and community partners, which resulted in a proposed name. The proposed name has gone back to brainstorming activities.

NEW BUSINESS

Paid Family and Medical Leave Act. Backman announced that in May the Legislature adopted a new Paid Family and Medical Leave Act, which will be effective January 1, 2026. Workers can take up to 20 weeks of leave for combined benefits. The program will be funded through state appropriation funds and payroll taxes of .7% paid equally by employers and employees. Wage reporting will begin July 1, 2024. Backman noted this board approved harmonizing a maximum carryover of 192 hours of sick leave for EDC staff.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Vicki Davis to close the meeting. All voted by roll call.

The meeting was closed at approximately 12:40 p.m. Staff and guests were excused from the meeting.

Executive Director's Annual Review. Chair Asmus provided a synopsis of the review noting that only 6 of 13 board members provided a response. Chair Asmus and Joint Operations Board President Art Benson met with Backman on July 26th and went over the review. The Joint Operations Board recommended a 3.5% increase to begin in 2024.

IT WAS MOVED BY Steve Gardner, SECONDED BY Vicki Davis, to reopen the meeting at 1:01 p.m. All voted in favor by roll call.

Staff and guests returned to the meeting.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Vicki Davis, to file the Executive Director's review in his personnel file and approve the recommendation of the Joint Operations Board to give a 3.5% salary increase for the Executive Director beginning August 1, 2023. All present voted in favor by roll call.

Backman was complimented on his outstanding work for the EDC.

Shared Childcare Position with UCAP. Swedburg noted the EDC is close to creating a new position, Child Care Community Coordinator. The individual will be an employee of United Community Action Partnership (UCAP). The job description and a proposed Shared Services Agreement for the position were reviewed (see attached). The EDC will reimburse up to \$14,000 in 2023 from the childcare grant and up to \$28,521 in 2024, which is included in the EDC's proposed 2024 budget. This new position will free up EDC staff time. The state grant has been refunded at a higher level for 2024 plus other grants are available. The proposed position is for 18 months with hopes that it will continue for a longer time. The proposed Shared Services Agreement was drafted by the EDC's attorney, Brad Schmidt. A signature line for Backman will be included on the agreement, but the position will be overseen by Swedburg. Backman informed the board he and Swedburg have had several meetings with Deb Brandt and Heather Jeseritz of UCAP. UCAP had already considered adding a new position relative to childcare.

IT WAS MOVED BY Steve Gardner, SECONDED BY Doug Reese, to approve entering into the Child Care Community Coordinator Shared Services Agreement with United Community Action Partnership. All present voted in favor by roll call.

IT WAS MOVED BY Steve Gardner, SECONDED BY Doug Reese to add \$14,000 for the childcare position to the 2023 budget for the Kandiyohi County and City of Willmar Economic Development Commission. All present voted in favor by roll call.

Certificate of Deposit at United Prairie Bank. Backman informed the board that a Certificate of Deposit being held at United Prairie Bank will mature in October.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Vicki Davis, to approve renewing the Certificate of Deposit for six months based on the best rate that can be obtained from a local financial institution. All present voted unanimously in favor by roll call.

[Reese was excused from the meeting.]

2024 Proposed Budget. Backman highlighted changes to the revenues under grants and reviewed changes to the expense lines. Backman noted that to get a balanced budget, the board could insert \$8,000 in ARPA grants. Imdieke noted he is opposed to the budget due to the financial reduction to the Willmar Lakes Area Convention & Visitors Bureau.

IT WAS MOVED BY Vicki Davis, SECONDED BY Corky Berg, to approve the 2024 budget as proposed with the addition of \$8,000 under Other Grants. Those voting in favor by roll call were: Asmus, Berg, Davis, Gardner and Reese. Imdieke voted against. MOTION CARRIED.

Donation from Willmar Area Development Corporation. Backman informed the board that in May the EDC received a donation in the amount of \$9,318.11 from the Willmar Area Development Corporation (WADC) as the organization was dissolved.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Steve Gardner, to accept the donation of \$9,318.11 from the Willmar Area Development Corporation. All present voted in favor by roll call.

Backman noted staff is in favor of using the WADC funds to assist communities outside of Willmar with projects they may have. He has reached out to a few communities, including Atwater, Spicer, New London and Pennock. The Joint Operations Board approved using \$2,000 of those funds for the City of Atwater to demolish an abandoned house near the railroad tracks to make space for a retention pond.

IT WAS MOVED BY Vicki Davis, SECONDED BY Roger Imdieke, to approve giving \$2,000 of the funds from the Willmar Area Development Corporation to the City of Atwater to demolish an abandoned house near the railroad tracks to make space for a retention pond and not to disburse the funds until the Kandiyohi County and City of Willmar Economic Development Commission receives receipts for the completed work. All present voted unanimously in favor by roll call.

Future Board Meetings. Chair Asmus noted at the April 27 meeting it was asked to discuss possibly holding more meetings during the year. It was the consensus to move some items to a Consent Agenda, including Minutes, financial reports, ratifications, reports and Committee Reports. Imdieke recommended everyone read through the materials and come prepared so only clarifying questions are asked. The board will continue to receive a verbal report from the Marketing and Communications Specialist.

Upcoming Workforce Development Events. Olson announced the following workforce development events:

- Virtual Business Resource One Stop Shop, August 24, to focus on every new legislation passed. Included will be legal assistance, insurance, workforce support to help connect with resources and grant opportunities. The event will be open for two months afterward.
- Caring Virtual Career Fair (medical), tentatively set for September 14.
- Minnesota Manufacturing Career Fair, October 12, at no charge by Premier Virtual.

REPORTS AND COMMITTEE HIGHLIGHTS

Economic Development Activity. Swedburg reported that in May the local review committee for the Main Street Revitalization Grant made decisions on who was to be funded; however, the state has to approve each grant that is done so it is taking longer to distribute the funds than expected.

Backman reported Willmar has issued construction permits of \$33 million to date; half of which is for four projects: CentraCare - Rice Memorial Hospital addition, Unique Opportunities, Farm Rite and Kandiyohi County. MB Rail is looking at purchasing 144 acres west of FedEx for a rail park; earnest money has been wired, but need to pay the park dedication fees; plan to close next week.

Elevate Community Business Academy. Swedburg noted there are now 50 graduates. See her written report attached.

IT WAS MOVED BY Corky Berg, SECONDED BY Steve Gardner, to approve the creation of an Advisory Committee for the Elevate Community Business Academy. All present voted unanimously in favor by roll call.

Agriculture and Renewable Energy Development Committee. Swedburg reported a successful Partners In Ag Innovation Conference was held this week with 100 registered. This year exceeded sponsorship goals and there were two new inquiries to be sponsors. Next week, the EDC will host a booth with the Willmar Lakes Area Convention & Visitors Bureau at Farmfest. The county was visited for a third time by the European company interested in a hemp processing facility. A field day will be held in September for harvesting the hemp. The Department of Agriculture is paying to ship the equipment from Indiana to Minnesota.

Business Retention and Expansion/Recruitment Committee. Imdieke noted he resigned from this committee. Corky Berg reported they received information on the childcare grant, Main Street grant and the virtual career fairs.

Finance Committee. Swedburg reported a loan was approved to a new veteran-owned business, Paul's Tree Work LLC, located in the northern part of the county.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Vicki Davis, to ratify a loan to Paul's Tree Work LLC under the Kandiyohi County and City of Willmar Economic Development Commission's (EDC) Revolving Loan Fund program in the amount of \$25,269.02 at 6.75% interest with a seven-year amortization and a five-year balloon, contingent upon obtaining additional financing from Lake Region Bank, Southwest Initiative Foundation (SWIF) and Mid-Minnesota Development Commission and obtaining limited personal guarantees by the borrower and/or his father Kent Swanson and cousin Wade Wickman; obtaining keyman insurance on the borrower with the EDC as a loss payee, and securing a third security position in all business assets by the filing of a UCC Financing Statement. All present voted unanimously in favor by roll call.

Marketing and Public Relations Committee. Olson highlighted information from her report (see attached), including the high school fair. SWIF provided funding for transportation for area schools to attend the fair. Olson has had conversations with the Willmar Lakes Area Chamber of Commerce about its Business Education Network and with other schools about having professionals come into the classroom to speak about careers in the county. She is working with Engan Associates to create a checklist for businesses

interested in construction for childcare and determining the tax implications for childcare grant recipients. The committee will be setting its goals and mission for 2024. The next newsletter will be sent out in August with a theme of Pathway to Prosperity.

Chair Asmus announced that a new event, Spicefest for Vets, will be held in Spicer October 7, 2023 and sponsored by Jane Vikse. Proceeds from the event will go toward the Eagle's Healing Nest in Sauk Centre. Imdieke reported Castle Shores has 12 units, Windsong has 12 units in Spicer, the New London Library and New London City Hall are working on new locations and Rambow is expanding. Gardner reported the County Board of Commissioners recently toured one bedroom twin homes that are for individuals dealing with mental health issues. There are approximately 12 in the southeast side of Willmar. This development could be used as a model for starter homes. Olson invited board members to participate in staffing the booth at Farmfest and the Amazing Race in Pennock. She is also requesting a board member participate in Open Mic on Thursday, August 17, from 10:00-11:00 a.m. The EDC will have broadband information at the county's booth at the county fair. Imdieke reported the county received a federal grant to complete the Willmar Wye and \$33 million in Corridors of Commerce funds for a new interchange at Highways 23 and 9.

ADJOURNMENT—There being no other business,


IT WAS MOVED BY Steve Gardner, SECONDED by Corky Berg, to adjourn the meeting.

The meeting was adjourned at approximately 2:31 p.m.

NEXT MEETING—The next regular meeting is **11:30 a.m., Thursday, October 26, 2023** at the EDC office and via Zoom video conference.


George (Corky) Berg, Secretary

APPROVED: 10/26/2023:


Julie Asmus, Chairperson



Kandiyohi County & City of Willmar
ECONOMIC DEVELOPMENT COMMISSION

STRATEGIC PLAN



2023-2026

Appendices:

Exhibit A: EDC Strategic Priority Highlights 2022

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Kandiyohi County & City of Willmar
ECONOMIC DEVELOPMENT COMMISSION

Strategic Plan 2023-2026

Background

The Kandiyohi County & City of Willmar Economic Development Commission (EDC) was created under a Joint Powers Agreement in 2003 by the State of Minnesota to promote economic development throughout the county. The EDC provides education, technical and financial assistance to both existing and new businesses. We recruit businesses and new industries while supporting established ones through customized assistance. We collaborate with many local, state, and national partners to move projects forward, and advocate for communities to support sustainable economic growth. In 2021 the EDC, with partners, began the Elevate Community Business Academy to provide business education and coaching specifically tailored to underserved minority entrepreneurs. This strategic plan will guide the EDC over the next three years and outlines the major goals and supporting strategies that will be pursued for the benefit of Kandiyohi County's businesses, communities and people.

MISSION: To be a catalyst for economic growth of the greater Kandiyohi County Area.

VISION: To provide visionary economic development leadership, creating growth, prosperity, innovation, international competitiveness, and enhanced quality of life.

Process

The EDC has been developing organizational priorities on an annual basis by engaging staff, board members, committee chairs, and others in fact-finding efforts to identify trends, challenges, and opportunities. The planning efforts have been undertaken on an annual basis to accommodate the uncertainties and rapid changes that occurred during and post COVID. Each year, new insights have informed and guided the work of the EDC. While the overarching priority areas have shifted only slightly, the specific strategies have been adjusted each year to accommodate the most urgent needs of businesses and communities in Kandiyohi County.

The EDC selected third-party consultant, Cheryl K. Glaeser, with Achieve Consulting, each year since 2019 to design a process and facilitate a strategic planning session with the outcome of developing a shared vision of success and key strategies. The 2023 planning process began with discussions with EDC staff, as well as interviews with representatives from Mid-Minnesota Development Commission, Ridgewater College, the City of Willmar, Kandiyohi County Commissioners, and the City of New London. Interviewees referenced housing, child care, and workforce shortages as the most critical issues facing Kandiyohi County, noting how strongly intertwined these challenges are. Interviewees also suggested several potential actions that might make the most difference for the future of area businesses, communities, and residents. These actions, combined with those of the planning session participants, helped inform the EDC's strategic plan.

The March 2023, annual planning session revealed priority areas that were also priorities in previous planning sessions. In addition, EDC staff and board members recognize that there is work from previous years that is still in process. These discussions led to the development of this multi-year strategic plan that will guide the work of the EDC throughout 2023-2026, recognizing past goal areas as well as the changing needs of the EDC service area. The EDC will use this plan as a guide to develop specific, measurable tactics each year that align with this plan, address urgent needs, and hold the greatest potential for impact.

EDC Strategic Planning Session Insights (March 16, 2023)

Aaron Backman, EDC Executive Director, welcomed 40 individuals representing EDC staff, Joint Powers and Joint Operations Board members, members from the Agriculture and Renewable Energy Development, Broadband and Advanced Technology, Business Retention & Expansion/Recruitment, Finance and Marketing and Public Relations Committees, and representatives from numerous Kandiyohi County townships, cities, and other local organizations to the planning session held on March 16, 2023.

STRATEGIC PRIORITIES: 2022 HIGHLIGHTS/2023 INSIGHTS

Backman provided an overview of EDC accomplishments in 2022 (see Exhibit A.) A few highlights included:

- Assisting businesses with workforce challenges: Job Fairs and Workforce Solutions Summit
- Supporting three new multi-family housing projects
- Completing a comprehensive housing needs analysis of Kandiyohi County/City of Willmar
- Securing broadband, child care, and other grants totaling \$7.3 million
- Improving marketing and communications by hiring Marketing & Communications Specialist, Kelsey Olson, who led improvements to materials and a redevelopment of the EDC’s website
- Completing the Willmar Wye Project
- Graduating 19 students from Elevate Community Business Academy
- Promoting a large agricultural distribution project in the Willmar Industrial Park
- Providing direct business loans totaling \$100,000

INSIGHTS FROM KANDIYOHI COUNTY TOWNSHIPS

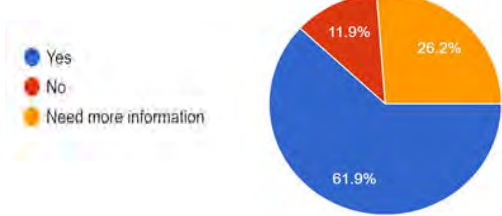
Kelsey Olson, Marketing and Public Relations Specialist, provided an overview of the results of a survey completed by 44 individuals representing 25 unique cities and townships. When asked if they felt represented by the work and marketing of the EDC, 61.9% selected YES, 26.2% selected NO, and 11.9% indicated they needed more information (Image 2.1, below/right). The survey also asked respondents to rank potential focus areas for the EDC. Rankings (by weighted averages) were very close with less than two points of variation across the eight potential focus areas (Image 2.1, below, left).

CITY/TOWNSHIP REPRESENTATIVE SURVEY RESULTS

Focus Areas as Ranked (Weighted Avgs)

| | |
|---------------------------|--------|
| 1. Broadband | (6.02) |
| 2. Workforce | (5.93) |
| 3. Housing | (5.58) |
| 4. Marketing | (5.47) |
| 5. Child Care | (5.37) |
| 6. Agriculture | (5.21) |
| 7. Industrial Development | (5.09) |
| 8. Highway 23 | (4.23) |

Do you feel represented by the work and marketing of the EDC? Image 2.1



[44 Responses representing 25 Unique Cities/Townships]

HOUSING STUDY: Analysis, Insights, and Conclusions

Jay Thompson with Viewpoint Consulting Group, shared insights from *its* analysis of housing needs for Kandiyohi County, including all 12 communities within the county. Included in the report are calculations, conclusions and ultimately recommendations on amounts and types of housing needs within the county for the next five years. This includes detailed reports for the largest community in the county, Willmar (21,015 people/2020 census) to Regal, the smallest community, with a population of 43. Key findings and the detailed reports can be found at <https://kandiyohi.com/housing-study/>.

Facilitated Discussion to Establish Priorities

Based on the current priorities and insights shared, participants were asked to reflect on what is working well, what might need to be improved or adjusted, and what might be missing, to help determine priorities for the coming year (Table 5.1). In addition, they reviewed the priorities established for 2022-2023, as well as the EDC accomplishments over the past year.

| 2023 Planning Session Insights on EDC Efforts | | Table 5.1 |
|---|---|---|
| Working Well: Keep Going! | Potential Improvements | Potential Additions/Changes |
| <ul style="list-style-type: none"> • Broadband expansion efforts • Elevate Community Business Academy • EDC promotion and outreach (especially to cities, townships, and diverse communities) • Business retention and funding support • Housing and industrial development • Agriculture support | <ul style="list-style-type: none"> • Continued emphasis on outreach to/collaboration with community EDAs and local government entities across the county • Increased awareness of EDC resources/support • Continued support for child care initiatives • Supporting existing businesses with workforce recruitment and succession planning • Supporting housing growth | <ul style="list-style-type: none"> • Reframing and supporting interconnected efforts, such as housing, child care, transportation, rural EMS services under “community vitality” • Greater collaboration with Ridgewater College/businesses to develop quality workers • Development of additional industrial lots • Marketing the area as a premier place to live/work |

Participants were asked to consider which potential priority areas require the most immediate attention in 2023-2024 by voting for their top three priority areas. Participants ranked the top five (in order of priority voting) as: Housing, Broadband, Child Care, Workforce and Business Support (Retention/Expansion). These priorities have consistently been in the top five across the past four years (Table 5.2), although ranking and strategic objectives have shifted each year based on a variety of factors.

| TOP 5 RANKED PRIORITIES FROM PAST FOUR YEARS | | | | Table 5.2 |
|--|--|--|--|------------------|
| 2023 | 2022 | 2021 | 2020 | |
| <ol style="list-style-type: none"> 1. Housing 2. Broadband 3. Child Care 4. Workforce 5. Business Support | <ol style="list-style-type: none"> 1. Housing 2. Broadband 3. Child Care 4. Workforce 5. Business Support | <ol style="list-style-type: none"> 1. Broadband 2. Workforce 3. Business Support 4. Child Care 5. Housing | <ol style="list-style-type: none"> 1. Workforce 2. Business Support 3. Child Care 4. Broadband 5. Housing | |

The consistency of these priorities combined with deeper evaluation of past plans, insights, EDC accomplishments, and discussions with staff, led to the development of overarching strategic goals and objectives for the next three to five years rather than re-establishing strategies for 2023 alone. These goals and objectives combined the most successful efforts of the EDC with potential improvements and/or new focused efforts.

2023-2026 STRATEGIC GOALS AND OBJECTIVES

Housing Development

The EDC will work in collaboration with the Housing Task Force, Kandiyohi County communities, local realtors and developers, and other entities to develop alternative, diverse, and affordable housing options countywide.

Guiding Leaders: EDC staff in partnership with the Housing Task Force

Key Partners: Vision 2040 Housing Task Force, Kandiyohi County HRA, Willmar Area Community Foundation, United Community Action Partnership, Kandiyohi County city representatives, local realtors/developers

STRATEGIC OBJECTIVES

- **Aid cross-agency collaboration by supporting and advancing the efforts of the Willmar Housing Task Force.**
- **Serve as a catalyst for housing planning and development across Kandiyohi County by sharing the housing studies* and support planning-related discussions in partnership with agencies/governmental units. *See page 3**
- **Research and establish programs that support the rehabilitation of existing housing stock and use of under-utilized lots with infrastructure in place across the county.**
- **Research and reimagine innovative and sustainable housing concepts for addressing the most urgent housing needs in Kandiyohi County, based on findings from the 2023 Willmar and Kandiyohi County housing studies.**
 - o Work to develop housing options that fit for seniors now, but can pivot for next-generation use in the future.
 - o Research and share housing options that can grow with families (home design includes the full-sized end-product, but the home can be built in stages as family size and incomes grow).

VISION OF IMPACT: Kandiyohi County is noted as a premier location for quality and affordable housing for all socio-economic status and stages of life.

GOAL: Broadband Development

The EDC will educate, lobby, and collaborate to secure future-proof broadband services through Kandiyohi County.

Guiding Leaders: Broadband and Advanced Technology Committee

Key Partners: Kandiyohi County cities and townships, local and state legislators, and broadband service providers

STRATEGIC OBJECTIVES

- **Collaborate:** Continue to build and support coalitions of Kandiyohi County communities and townships seeking to facilitate the investment in broadband for the benefit of their residents
- **Lobby:** Strive to secure broadband resources by working with local townships, cities, county and state representatives. Support statewide lobbying efforts that enhance policies for broadband expansion.

- **Educate:** Support education and awareness efforts to build a "digitally equitable" Kandiyohi County in which "all individuals and communities have the information technology capacity needed for full participation in our society, democracy and economy" ([National Digital Inclusion Alliance](#)).

VISION OF IMPACT: Kandiyohi County creates equal opportunities for businesses and individuals to participate in the modern, global economy and have equal access to educational, healthcare, and socio-spiritual opportunities.

GOAL: Child Care

The EDC will support private and public partners in addressing the need for available, affordable, and quality child care throughout Kandiyohi County.

Committee: EDC staff works with the Kandiyohi County Rural Child Care and Innovation Coalition (RCCIP) to support and guide these objectives

Key Partners: RCCIP, United Community Action Partnership, Willmar Area Community Foundation, area businesses, local and state legislators

STRATEGIC OBJECTIVES

- Work with RCCIP to establish key strategies and support community and partners efforts
- Increase the awareness of business planning and funding opportunities for new and existing child care providers
- Support Ridgewater College in developing educational systems to support diverse persons working or desiring to work in the child care field

VISION OF IMPACT: The EDC will help improve the state of child care, empower local child care providers, and provide the local workforce with affordable, quality child care.

GOAL: Workforce Development

The EDC will catalyze and support innovative strategies to build a skilled workforce that meets the needs of our local economy and helps individuals reach their full potential through career awareness, training and development.

Guiding Leaders: Workforce Development Subcommittee

Key Partners: Ridgewater College, Central MN Jobs and Training, Mid-Minnesota Development Commission, and area employers

STRATEGIC OBJECTIVES

- **Education and Training:** Support and promote opportunities for individuals to reach their full potential through career awareness, training and development.
 - Promote Ridgewater College as an employer, as well as educational partner to area businesses, students and workers.

- Expand existing and establish new opportunities to educate/train Kandiyohi County's diverse workforce.
- Support Kandiyohi County school programs that expose students to local careers.
- **Business and Community Engagement:** Work with area businesses and community partners to identify and address workforce needs and promote area employment opportunities.
 - Host a bi-annual Workforce Summit to explore best practices, identify workforce challenges, and work together on solutions.
 - Help connect business and education partners seeking to expose students to and prepare them for local career opportunities.
- **Talent Attraction:** Guide collaborative efforts to promote the quality of life and build positive campaigns that attract workers to Kandiyohi County.
 - Expand awareness of local careers through job fairs, social media, and other marketing strategies that showcase the advantages of working/living in Kandiyohi County.

VISION OF IMPACT: The EDC will support business retention and growth by addressing the need for skilled workers through innovative recruitment and training strategies that establish Kandiyohi County as a workforce development leader.

GOAL: Business and Industry Development

The EDC will support existing businesses and industries and foster the growth of new opportunities through awareness, technical support and access to funding.

Guiding Leaders: Business and Industrial Development Committee

Key Partners: Local lenders, lending partners, entrepreneurs, businesses, agriculture organizations and producers

STRATEGIC OBJECTIVES

- **Business Outreach:** Intentional outreach to businesses across Kandiyohi County to identify countywide needs/opportunities, provide awareness of EDC and partner services and support, and share their successes.
- **Finance and Technical Assistance:** Leverage, market, and align the financial resources, loan programs, technical assistance, and community development programs needed to support economic and business growth.
- **Entrepreneurship:** Provide focused support for emerging entrepreneurs and those seeking to operate an existing business through technical assistance and programs, such as [Elevate Community Business Academy](#).
- **Agriculture:** Sustain, identify, and develop agriculture, agribusiness, and renewable energy opportunities through collaborative support of education, awareness, and advocacy efforts that leverage Kandiyohi County's agriculture assets and recruit value-added markets to the county.

VISION OF IMPACT: Kandiyohi County businesses and industries prosper, innovate and are competitive in today's global economy. Our communities recognize and value the important role of its business and industry sectors and understand how the EDC supports their advancement.

GOAL: Marketing, Communications and Public Relations

The EDC will strengthen its brand and build connections that advance its support and services through intentional marketing, outreach, and engagement in communities across Kandiyohi County.

Guiding Leaders: Marketing and Public Relations Committee

Key Partners: City Councils, local economic development groups; Chambers of Commerce, local businesses/community members

STRATEGIC OBJECTIVES

- **Enhance Brand/Visibility:** Position the EDC with updated and consistent branding that enhances its ability to proactively increase awareness of the EDC. Ensure branding aligns with Kandiyohi County and/or other regional branding.
- **Promotion of Kandiyohi County:** Identify and develop a cohesive county message and methods to promote the county as a place to work, start a business, or expand a business.
- **Intentional Messaging and Outreach:** Identify key audiences and develop outreach opportunities and messaging to build relationships and share/gather relevant and important information about Kandiyohi County economic development and the work of the EDC.

VISION OF IMPACT: Kandiyohi County EDC is recognized as a leader in driving economic opportunity, growth, and prosperity in the county, state and beyond.

GOAL: EDC Organizational Development

The EDC will continually evaluate, leverage, and acquire the programs, human and financial resources necessary to serve as the catalyst for economic growth of the greater Kandiyohi County area.

Guiding Leaders: EDC staff and boards

Key Partners: Local lenders, lending partners, entrepreneurs, businesses, agriculture organizations and producers

STRATEGIC OBJECTIVES

- **Staffing:** Ensure the EDC has sufficient talent to support its strategic objectives now and into the future through consideration of additional staff and succession planning for key positions, including the Executive Director.
- **Organizational Structure:** Strategically assess and align the leadership needed to implement the EDC Goals and Objectives over the next three to five years and beyond. This may include restructuring committees, determining the strengths needed to guide and support the work of each committee, and working to engage the right people and adequate resources.
- **Financial Resources:** Continually determine needs and seek to acquire the financial resources to support the work of the EDC and Kandiyohi County economic development through grant opportunities, levy requests, and other funding opportunities.
- **Partnerships:** Accelerate collaboration among Kandiyohi County public and private entities to elevate regional thinking/approaches.

VISION OF IMPACT: Kandiyohi County EDC is positioned to serve as a leader in driving economic opportunity, growth, and prosperity in the county, state, and beyond.

Strategic Objectives, Tactics and Outcomes: 2023-2024

The goals and strategic objectives above are established to guide the EDC's efforts over the next three to five years. The EDC will annually determine the specific objectives and tactics that are most urgent and/or have the greatest potential impact. Below are the 2023-2024 strategic objectives and tactics that the EDC will pursue.

Housing Development 2023-2024

TACTICS

1. Share housing studies with communities and entities throughout Kandiyohi County.
2. Outreach and discussion with at least 50% of incorporated communities in the county via city council, economic development, or other community gatherings.
 - o Participate in follow-up discussions regarding specific housing opportunities for at least three communities.
 - o Help interested communities evaluate and improve zoning requirements to allow expanded opportunities, such as accessory dwelling units, smaller lot sizes, and other innovative solutions.
3. Work with communities to explore opportunities and resources for maximizing the use and quality of existing housing stock.
 - o Work with developers/property owners to incentivize rehabilitation of existing stock.
4. Provide support to and awareness of the Willmar Housing Task Force as they study and determine the features of a countywide, public-private housing development coalition that would best serve the interests of all Kandiyohi County cities.

PROJECTED OUTCOMES

- At least 50% of communities in the county are informed through housing study data.
- At least three communities receive focused support to plan for specific housing opportunities.
- At least two communities/developers explore programs to help rehabilitate existing housing stock.

Broadband Development 2023-2024

TACTICS

1. Facilitate collaborative efforts related to recent grant funding for broadband efforts in the county (i.e., Border-to-Border Grant projects, Line Extension Grant, etc.).
2. Provide information and awareness to communities, townships, and residents on how these efforts apply to them and determine potential needs for education/training.
3. Continue to support the execution of broadband initiatives occurring in Kandiyohi County.

PROJECTED OUTCOMES

- Support of broadband projects currently in process/funded and/or awaiting funding notifications and development (serving a total of nearly 4,500 locations).
- Speed maps reflect 50% of Kandiyohi County at 100 Mbps down/20 Mbps up.
- Communities have begun to identify educational/training needs to advance broadband use.
- Equal access to education, healthcare, business, and spiritual opportunities is advanced.

Workforce Development 2023-2024

TACTICS

1. Expand awareness of local careers by supporting at least two job fairs and highlighting workforce opportunities on the EDC website.
2. Work with schools and businesses to expose at least 200 high school students to various businesses and industries in Kandiyohi County.
3. Build an employment/workforce resource web page that showcases the workforce advantages in the County (i.e., cost of living; amenities).
4. Work with area businesses and supporting organizations to develop strategies for retaining, recruiting, and/or planning for the succession of leaders.

PROJECTED OUTCOMES

- At least 100 individuals and 40 businesses participate in virtual and in-person job fairs.
- At least 200 high school students indicate that they are more aware of career/work opportunities in Kandiyohi County.
- A new web page is underway to showcase workforce advantages of Kandiyohi County.
- At least one collaborative discussion takes place regarding opportunities to assist businesses with employee recruitment, retention or succession.

Child Care Advancement 2023-2024

TACTICS

1. Explore opportunities for collaboration around shared positions to support child care efforts.
2. Determine if a child care development project coordinator position may be needed to shepherd collaborative efforts and if yes, help assess how to fund/structure the position.
3. Support the RCCIP in planning to establish key strategies for addressing child care needs and determine the role of the EDC in supporting these efforts.
4. Assist with a revolving strategy for funding census innovation to be ready for census years.

PROJECTED OUTCOMES

- Community partners have a unified vision and strategies for addressing child care and census needs over the next two to three years.
- Engaged organizations are positioned with the capacity required to coordinate efforts.

Business and Industry Development 2023-2024

TACTICS

1. Continued outreach in Kandiyohi County leads to supporting at least three businesses that have not utilized EDC technical assistance and/or lending services in the past.
2. Expanded outreach increases the total amount of loan funds provided to support the growth/expansion of Kandiyohi County businesses.
3. Enhance and expand the Elevate Community Business Academy by designing the program to also accommodate Somalian entrepreneurs and by increasing the number of participants.
4. Work with agricultural organizations to host and/or support informational session(s) regarding Minnesota's climate legislation/plans.

PROJECTED OUTCOMES

- At least five businesses that have not utilized EDC technical assistance and/or lending services in the past, are supported through technical assistance and/or loan funds.

- The total amount of loan funds distributed by the end of 2023 increases by at least 10% over the previous year.
- Elevate program increases the total number of program students by at least 25% and works to accommodate Somalian entrepreneurs in 2024.
- Informational session(s) inform at least 200 individuals from organizations across the county/region.

Marketing, Communications, and Public Relations 2023-2024

TACTICS

1. Complete updating of the EDC brand/logo/website while ensuring alignment/consistency with other applicable county rebranding efforts.
2. Provide regular and relevant content through social media and a newsletter.
3. Advance outreach efforts in rural cities and townships through invitations to EDC events/meetings and participation in events throughout the county.
4. Develop an activity calendar for the EDC website that links existing economic/workforce development activities/resources.

PROJECTED OUTCOMES

- The EDC is better positioned with a new identity that presents a memorable impression and helps convey the value of the EDC.
- Businesses and community advocates are better informed of the work of the EDC and key economic trends and workforce activities through advanced communications and outreach.

EDC Organizational Development 2023-2024

TACTICS

1. Support staff by providing professional development opportunities to advance skills and knowledge.
2. Restructure committees to align with strategic planning goals and staffing efficiencies.
3. Exploration and planning of near-term staffing needs and discussions with potential partners for shared positions.
4. Determining and acquiring resources to support additional staff, if need is determined.
5. Developing and updating job descriptions, roles, and responsibilities.

PROJECTED OUTCOMES

- Committees best support organizational goals and objectives.
- EDC boasts staff with the expertise and capacity to effectively meet the needs of those they serve.

| |
|---|
| Department/Division: Community Family Services |
| Reports To: Child Care Programs Manager |
| Supervises: N/A |
| Status: Regular Full Time |
| FLSA Status: Non-Exempt |
| DBM Rating: to be determined |



CHILD CARE COMMUNITY COORDINATOR

Job Summary:

As part of the United Community Action Partnership (UCAP) team, all employees work to help us achieve our mission. By working together, we will fulfill the Agency's goals as set forth in our strategic plan. We strive for continuous improvement and are helped along the path through the use of Results Oriented Management and Accountability (ROMA) data system. ROMA helps us in many areas including assessment, planning, implementation, achievement of results, and evaluation. We seek outcomes that align with the national ROMA goals:

1. Individuals and families with low incomes are stable and achieve economic security
2. Communities where people with low incomes live are health and offer economic opportunity
3. People with low incomes are engaged and active in building opportunities in communities

The Child Care Community Coordinator is responsible for supporting community projects related to alleviating the child care availability shortage. This position is a unique partnership between UCAP and the Kandiyohi County & City of Willmar Economic Development Commission (EDC). As such, the Child Care Community Coordinator will contribute to the continued momentum of child care efforts in the community by supporting ongoing program management and evaluation, with support from the EDC. The Coordinator will maintain all required documentation to ensure that proper grant reporting can be completed.

Essential Job Functions

1. **Manage, evaluate, and further develop local community child care grants and the Rural Child Care Innovation Program (RCCIP) goals, plans and activities.**
 - Collection and submission of accurate, regular data and narrative reports
 - Work with partners to coordinate the receipt and distribution of funds
 - Assist the EDC with program management of the Child Care Economic Development Program
 - Provide technical assistance to child care programs looking to access local funds
 - Coordinate with Community Services Director and Child Care Programs Manager
 - Assist the RCCIP team with the implementation of goals and activities
2. **Design and maintain program development and sustainability plans, policies and procedures, as related to child care.**
 - Assist in the creation and implementation of program development plans, sustainability plans and strategic plans in partnership with the EDC

- Cultivate and nurture community relationships, assuring that new or revised policies, plans and procedures are consistent with the Agency’s mission and values
- Oversee, monitor and track expenditures required for each RCCIP goal and/or strategy in coordination with the EDC
- Coordinate with partners pursuing additional grant programs to align with RCCIP goals

3. Assure all necessary documentation is completed accurately.

- Maintain accurate and detailed documentation of activities.
- Complete and submit accurate day sheets, time sheets, mileage, expense claims, out-of-area forms, schedules, calendars, etc. for approval in a timely manner

4. Facilitate partnerships through community outreach

- Coordinate RCCIP Meetings
- Develop outreach needs to support child care programs throughout the UCAP service area
- Build relationship with County licensing staff
- Participate in weekly EDC staff meetings and interact with EDC staff regarding child care priorities and programs
- Establish and maintain effective working relationships with colleagues within other agencies to increase accessibility of services for participants.
- Represent UCAP and the EDC at community functions

5. Attend conferences, meetings & trainings as needed or requested.

- Attend Agency-sponsored orientations and trainings.
- Attend and participate in agency/program meetings as requested
- Attend community task forces, advisory committees and other meetings
- Attend workshops/conferences as requested

6. Support and model UCAP’s Behavioral Competencies

| Organizational Success | Making People Matter |
|---|---|
| Teamwork/Cooperation Commitment to Quality/Process Improvement Creativity/Innovation Flexibility/Adaptability to Change Continuous Learning/Development/Improvement Display Leadership/Initiative/Vision Commitment to Mission, Vision and Agency | Positive Attitude & Professionalism Respect for Others/Interpersonal Skills Support Diversity and Understand Related Issues Honest, Fair & Trustworthy Recognize Others’ Achievements Respect and Value Others’ Perspectives Resolve Conflicts Constructively |
| Job Effectiveness | Additional Competencies for Supervisors |
| Planning/Organizational Skills Effective Problem Solving Sound Judgment & Effective Decision Making Productive and Results Oriented Effective Communication Dependable & Responsible Job/Organizational Knowledge Advocate for People we Serve | N/A |

Required Knowledge, Skills and Abilities

- Ability to analyze situations and make appropriate decisions
- Demonstrated interpersonal, oral and written communication skills
- Experience or willingness to work in a team setting
- Demonstrate commitment to accountability, measure outcomes and results-oriented culture.
- Time and resource management skills
- Ability to work with a diverse group of people
- Resourcefulness, creativity, and critical thinking skills
- Ability to make community connections
- Public speaking skills
- Ability to recognize and negotiate diverse opinions
- Computer skills, including e-mail, database management, internet use, Word and Excel
- Reliable mode of transportation to and from worksite and the ability to travel
- Reliable, regular attendance
- Must have satisfactory background check

Education and Experience

At least three to five years' work experience in project management or a combination of five years education and/or work experience. Experience with child care and/or in a human service field preferred.

Physical Requirements and Working Conditions

| Physical Requirements | Rarely (0-12%) | Occasionally (12-33%) | Frequently (34-66%) | Regularly (67-100%) |
|---|-------------------|--------------------------|------------------------|------------------------|
| Seeing: Must be able to read reports and use computer | | | | X |
| Hearing: Must be able to hear well enough to communicate with coworkers | | | | X |
| Standing/Walking | | X | | |
| Climbing/Stooping/Kneeling | | X | | |
| Lifting/Pulling/Pushing | X | | | |
| Fingering/Grasping/Feeling: Must be able to write, type, and use phone system | | | | X |

All work will be performed in normal office conditions with light office noise and with the absence of disagreeable elements.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract of employment and are subject to change at the discretion of UCAP.

Approved By: Executive Director/Date

Approved By: ADA Compliance/HR Director/Date

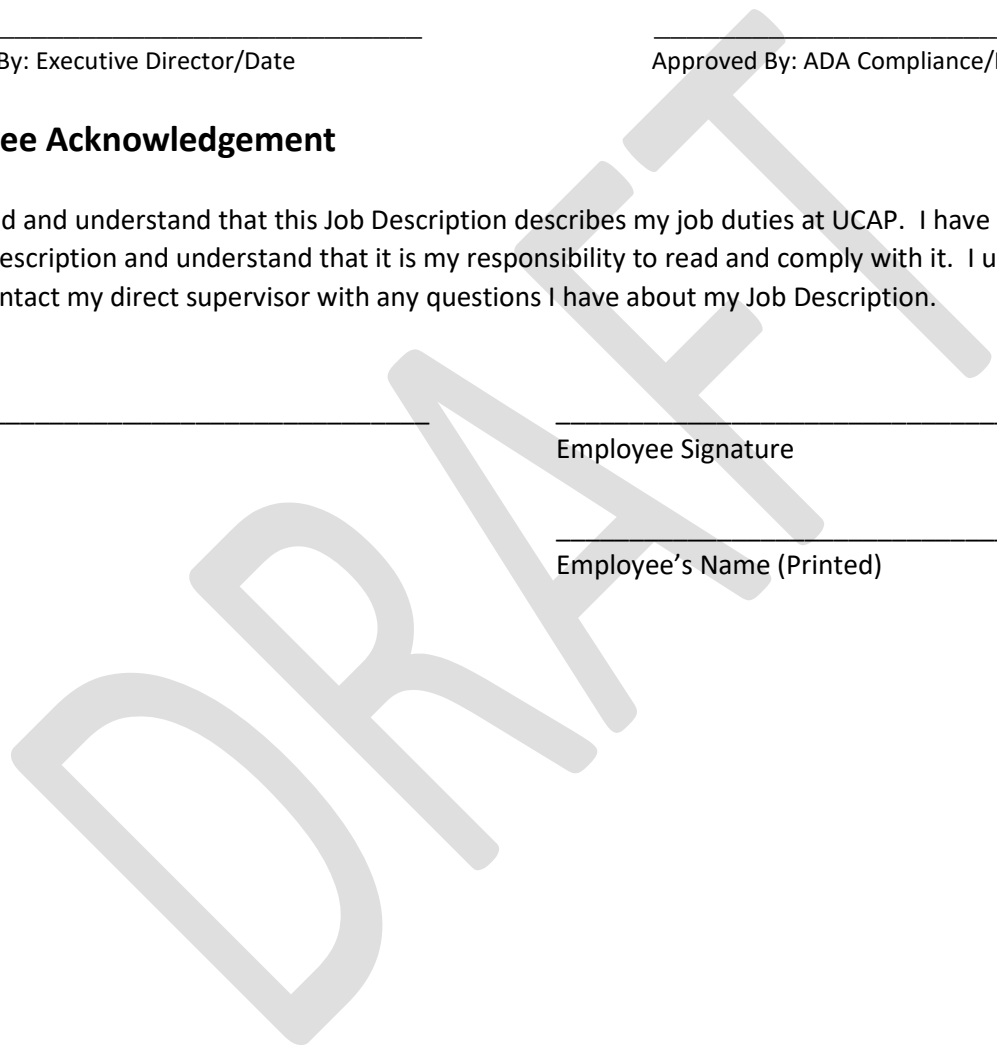
Employee Acknowledgement

I have read and understand that this Job Description describes my job duties at UCAP. I have received a copy of this Job Description and understand that it is my responsibility to read and comply with it. I understand that I should contact my direct supervisor with any questions I have about my Job Description.

Date: _____

Employee Signature

Employee's Name (Printed)



CHILD CARE COMMUNITY COORDINATOR SHARED SERVICES AGREEMENT

THIS SHARED SERVICES AGREEMENT (this “Agreement”) is entered into as of _____, 2023 by and between United Community Action Partnership, Inc., a Minnesota nonprofit corporation with its principal office at 1400 South Saratoga Street Marshall, MN 56258 (“UCAP”), and Kandiyohi County and City of Willmar Economic Development Commission, with its principal office at 222 20th Street SE, Willmar, MN 56201 (“EDC” and, together with UCAP, the “Parties” and each, a “Party”).

WHEREAS, UCAP has created a new employment position called Child Care Community Coordinator (the “Coordinator”); and

WHEREAS, the Parties have agreed that it is in their mutual best interest to collaborate by sharing certain Services (as defined below); and

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, UCAP and EDC hereby agree as follows:

1. AGREEMENT TERM. This Agreement shall govern the performance of the Parties for the period from _____, 2023 (the “Effective Date”) through _____, 20__ unless earlier terminated by either Party in accordance with the terms of this Agreement (such period of performance, the “Agreement Term”). All provisions of this Agreement shall apply to all Services (as defined below) and all periods of time in which UCAP provides the Services to EDC. The Parties may mutually agree in writing to extend the Agreement Term.

2. SERVICES. EDC hereby retains UCAP to provide the services set forth in this Section 2 (the “Services”).

a. **Professional Services.**

i. For approximately sixteen (16) hours per week, the services of the Coordinator shall include, but are not limited to:

- (1) Manage, evaluate, and develop local community childcare grants and the Rural Child Care Innovation Program (RCCIP) goals, plans and activities of EDC;
- (2) Design and maintain EDC’s program development and sustainability plans, policies and procedures, as related to childcare; and
- (3) Facilitate partnerships through community outreach on behalf of EDC.
- (4) Other services as determined and agreed upon by the Parties. in writing from time to time.

3. COSTS AND PAYMENTS.

a. Payment Terms. Except as set forth below, EDC shall reimburse UCAP for the Services in an amount not exceeding the actual cost to UCAP of providing such Services. UCAP shall keep time records showing the time the Coordinator worked for EDC and calculate the reimbursement amount based on the time dedicated to providing Services to EDC in accordance with the table below. UCAP shall use a similar labor- or usage-based methodology in determining any employee benefit, equipment, or shared or indirect costs expended in providing Services to EDC. Reimbursement shall be at the following rates:

[Coordinator Wages]

| | |
|----------------------------------|----|
| Hourly Salary Amount | \$ |
| Hourly Fringe Benefit Amount | \$ |
| Hourly Salary + Benefit Subtotal | \$ |
| []% Shared or Indirect Costs | \$ |
| Total Hourly Compensation | \$ |

[Facilities/Equipment]

| | |
|-------------------------------|----|
| []% Shared or Indirect Costs | \$ |
| Total Hourly Rate | \$ |

Reimbursements by EDC under this Agreement shall not exceed \$[] per week unless EDC provides prior approval in writing. Costs incurred shall only be necessary and allowable to carry out the Services and shall be incurred in accordance with applicable laws, regulations and conditions or policies.

b. Invoices. On or before the twentieth (20th) day of each month and in any event no later than thirty (30) days after the earlier of the expiration or termination of this Agreement, UCAP shall submit invoices, in a form supplied by EDC, for the most recent month ended, to EDC, setting forth actual expenditures of UCAP over such period in accordance with this Agreement. UCAP shall make available to EDC sufficient information with each invoice to support the reimbursement computation. If UCAP fails to submit an invoice within the periods set forth in the first sentence of this Section 3(b), the failure to invoice will be deemed a waiver of the right to reimbursement and a donation to EDC of the unreimbursed amount due to the late invoice.

c. Taxes; Unrelated Business Income Tax. Each Party shall be solely responsible for all tax filings, returns and payments required by any federal, state or local tax authority in connection with such Party’s obligations under this Agreement. UCAP is solely responsible for reporting and paying any taxes, penalties and interest determined by the applicable taxing authority to be owed on the reimbursement payments made by EDC to UCAP under this Agreement, including reporting any unrelated business taxable income and paying any unrelated business income tax.

4. SUPERVISION; COMPLIANCE WITH POLICIES.

a. Oversight of Coordinator. During the course of performing the Services, the Coordinator shall be supervised by and report to EDC's Business Development Manager.

The Parties agree that any changes to the supervisory and reporting obligations above require prior written approval by the Parties.

b. Compliance With Policies. The Parties agree that the Coordinator shall be subject to and comply with the policies and procedures of EDC during the course of performing Services for EDC.

5. INDEPENDENT CONTRACTOR RELATIONSHIP.

a. Independent Contractor Relationship; No Authority to Act for Other. The relationship of UCAP to EDC is that of an independent contractor and not of an employee/employer, agent/principal, pass-through entity/subrecipient, joint venturer, or partner. Neither Party shall hold itself out as an agent or representative of, or purport to speak or act on behalf of, the other; nor shall either Party have the power or authority to act for the other, or to bind or obligate the other to a third party or commitment in any manner. The Parties shall hold themselves out as separate, independent entities.

b. Contracting with Other Parties. UCAP may render services to third parties during the Agreement Term provided that such services do not violate its confidentiality obligations to EDC.

c. Employment Matters. Neither UCAP nor the Coordinator shall be deemed to be an employee of EDC. The Coordinator shall remain solely the employee of UCAP at all times and subject to their employment terms and conditions with UCAP. The Parties agree that this Agreement will not affect the at-will employment status of the Coordinator. UCAP shall have sole authority to hire and fire the Coordinator providing Services to EDC under this Agreement.

d. No Employee Benefits. The Coordinator shall not be eligible to participate in any of EDC's employee benefit plans, fringe benefit programs, group insurance arrangements or similar programs. EDC shall not provide workers' compensation, disability insurance, Social Security, or unemployment compensation coverage or any other statutory benefits to the Coordinator. UCAP agrees that it is solely responsible for reporting, withholding and paying income, Social Security, Medicare and other employment taxes due to the proper taxing authorities with respect to the Coordinator. EDC agrees not to withhold Social Security, Medicare or income taxes from its payments under this Agreement or to make Social Security or Medicare payments or unemployment compensation contributions on UCAP's behalf.

6. COMPLIANCE WITH LAWS. UCAP shall perform all Services under this Agreement in accordance with all applicable federal, state and local laws. The term "federal, state and local laws" as used in this Agreement shall mean all applicable statutes, rules, regulations, executive orders, directives or other laws, including all laws as presently in effect

and as may be amended or otherwise altered during the Agreement Term, as well as all such laws which may be enacted or otherwise become effective during the Agreement Term.

7. CONFLICT OF INTEREST. Each Party maintains its own written Conflict of Interest Policy that complies with federal and state requirements. To the best of its ability, UCAP shall direct the Coordinator to comply with EDC's Conflict of Interest Policy and to act in the best interest of EDC during the performance of the Services.

8. RECORD RETENTION AND ACCESS. UCAP shall maintain all records, books, and documents related to its performance of the Services under this Agreement (including without limitation personnel, property, financial and medical records) for a period of three (3) years following the date that EDC makes the last payment to UCAP under this Agreement, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving this Agreement. UCAP shall make all records, books, papers and other documents that relate to this Agreement available upon reasonable request for inspection, review and audit by the authorized representatives of EDC.

9. CONFIDENTIALITY. Except with the prior written consent of the other Party or to the extent required by law, each Party will keep confidential, and will not disclose or use for its benefit or the benefit of any third party, any confidential information obtained from the other Party except in connection with its activities under this Agreement. Confidential information may include, without limitation, information about personnel, funders, clients, operating procedures, strategies, financial results, funding opportunities, and information the Parties may obtain through ordinary course interactions among their respective employees. Confidential information does not include information generally available to the public, independently developed information and information already known by the receiving Party before entering into this Agreement or that is rightfully obtained by the receiving Party from sources other than the other Party to this Agreement. All confidential information furnished under this Agreement will remain the property of the furnishing Party and shall be returned, upon request, to the furnishing Party to the extent possible upon the expiration or termination of this Agreement.

10. INTELLECTUAL PROPERTY RIGHTS. EDC shall own all intellectual property created for EDC by the Coordinator providing Services during the Agreement Term ("Work Product"). All Work Product is work made for hire to the extent allowed by law. UCAP hereby makes all assignments necessary to accomplish the foregoing ownership. UCAP shall assist EDC to further evidence, record and perfect such assignments and to perfect, obtain, maintain, enforce and defend any rights assigned. UCAP hereby irrevocably designates and appoints EDC as its agents and attorneys-in-fact, coupled with an interest, to act for and on UCAP's behalf to execute and file any document and to do all other lawfully permitted acts to further the foregoing with the same legal force and effect as if executed by UCAP and all other creators or owners of the applicable Work Product.

11. INDEMNIFICATION.

a. Indemnification Obligations. Each Party (the “Indemnifying Party”) shall hold the other Party and its employees, officers, directors, agents and representatives (collectively, the “Indemnified Party”) harmless from any and all costs, claims, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney's fees, resulting from any claim, demand, suit, or other legal proceeding made by any third party arising from any breach by the Indemnifying Party, its employees, officers, directors, agents or representatives of its obligations under this Agreement. The Indemnifying Party will have no obligation to indemnify any Indemnified Party to the extent the liability is caused by such Indemnified Party’s gross negligence or willful misconduct or by any breach of such Indemnified Party of its obligations under this Agreement.

b. Procedures. Each Party’s indemnification obligations under this Section 11 are subject to the Indemnified Party: (1) providing prompt written notice of any claim for which defense is sought; (2) allowing the Indemnifying Party to assume the exclusive defense and control of such claim and its settlement, provided that the Indemnifying Party will obtain the Indemnified Party’s consent to any compromise or settlement of a claim that does not fully discharge the Indemnified Party of all liabilities and obligations; and (3) cooperate with the Indemnifying Party (or its insurer) with all reasonable requests in assisting the defense of such claim.

12. TERMINATION.

a. Termination for Convenience. Either Party may terminate this Agreement by providing written notice of such termination to the other Party, which notice shall take effect ninety (90) days after delivery of the notice by the terminating Party.

b. Immediate Termination. Either Party may terminate this Agreement immediately upon providing written notice of such termination to other Party if: (i) the other Party materially breaches any of its obligations under this Agreement; or (ii) either Party experiences a termination, suspension, or reduction of funding that materially impacts its ability to perform any of its obligations under this Agreement.

c. Termination for Coordinator Performance. Upon providing thirty (30) days’ written notice to UCAP, EDC may terminate this Agreement if EDC is dissatisfied with the performance of the Coordinator in providing Services to EDC, provided that EDC has provided prior written notice to UCAP of the performance deficiency and attempted in good faith to work with UCAP and the Coordinator to improve performance. Any termination under this Section 12(c) will apply only to the provision of the Coordinator’s Services, and the remainder of the Agreement will remain in full force and effect following such termination.

d. Disposition of Property. Upon termination of this Agreement, UCAP shall return all property and Work Product associated with the Services to EDC, and EDC shall pay UCAP any outstanding or unreimbursed fees and expenses incurred in performance of the Services according to the procedures set forth in Section 3(b). Each Party shall return to the other Party,

at its own expense and as directed by the other Party, any confidential information belonging to the other Party. Both Parties shall cooperate in good faith to bring all activities under this Agreement to an orderly conclusion to minimize the adverse impact on the communities they each serve.

e. Survival. The provisions of Sections 3(b), 3(c), 5, 9, 10, 11, 12, 13 and 14 will survive termination of this Agreement regardless of the reason for such termination.

13. DISPUTE RESOLUTION. The Parties shall notify each other in writing of any intent to pursue a claim against the other for breach of any terms of this Agreement. No suit may be commenced for breach of this Agreement prior to the expiration of ninety (90) days from the date of such notification. Within such ninety-day period, UCAP's Community Service Director and EDC's Business Development Manager shall meet for the purpose of attempting resolution of the dispute.

14. GENERAL PROVISIONS.

a. Governing Law. This Agreement shall be governed by the laws of the State of Minnesota, without giving effect to the conflicts of laws provisions thereof.

b. Integration. This Agreement contains the entire agreement of the Parties and supersedes all oral agreements, negotiations and representations between the parties pertaining to the subject matter of this Agreement.

c. No Third Party Beneficiaries. Nothing in this Agreement shall be construed as giving any person, corporation or other entity other than the Parties any right, remedy or claim under or in respect of this Agreement or any provision hereof.

d. Severability. If any provision of this Agreement is found to be invalid, the remaining provisions shall remain in full force and effect.

e. Waiver of Breach. The waiver by either Party of any breach of any provision of this Agreement shall not be deemed a waiver of any subsequent breach by the other Party of the same or of different provisions.

f. Binding Effect; Assignment. Except as otherwise provided in this Agreement, every covenant, term and provision of this Agreement shall be binding upon and inure to the benefit of the Parties and their respective and permitted successors, transferees and assigns. Neither Party may assign, subcontract or transfer any of its rights, responsibilities or obligations under this Agreement without the other Party's prior written consent, which such Party may withhold in its sole discretion.

g. Notices. Notices required by this Agreement shall be made in writing and delivered via U.S. mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means (provided that receipt is confirmed). Any notice delivered or sent as described above shall be effective on the date received. All notices and other written

communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

If to UCAP:

Heather Jeseritz
Community Service Director
200 4th St SW
Willmar, MN 56201
320-235-0850

If to EDC:

Sarah Swedburg
Business Development Manager
222 20th St SE
Willmar, MN 56201
320-235-7370

h. Amendment. Any amendment to this Agreement shall be reduced to writing, signed by an authorized representative of each Party and attached to this Agreement.

i. Counterpart Execution; Facsimile Execution. This Agreement may be executed in any number of counterparts with the same effect as if all of the Parties had signed the same document. Such executions may be transmitted to the other Parties by facsimile or other electronic transmission and such facsimile or other electronic execution shall have the full force and effect of an original signature. All fully executed counterparts, whether original executions or facsimile executions, electronic executions or a combination of the foregoing, shall be construed together and shall constitute one and the same agreement.

IN WITNESS WHEREOF, each of the Parties has executed this Agreement by its duly authorized officer as of the day and year first written above.

UNITED COMMUNITY ACTION PARTNERSHIP, INC.

By: _____
Name: Heather Jeseritz
Title: Community Services Director

**KANDIYOHI COUNTY AND CITY OF WILLMAR
ECONOMIC DEVELOPMENT COMMISSION**

By: _____

Name: Sarah Swedburg

Title: Business Development Manager



| 2024 Proposed Budget | | 2023 Budget Amended 4/27/2023 | Paid as of 6/30/2023 |
|---|-------------------|--|---------------------------------|
| REVENUES | | | |
| County Tax Levy | \$ 608,056 | \$ 578,000 | \$ 326,392 |
| Fiscal Agent | | | |
| Creating Entrepreneurial Opportunities student loan program | \$ 22,000 | \$ 22,000 | \$ 6,387 |
| Grants | | | |
| American Rescue Plan Act (ARPA) | \$ - | \$ 258,000 | \$ 150,000 |
| First Children's Finance | \$ - | \$ 30,000 | \$ 30,000 |
| McKnight Foundation | \$ 28,900 | \$ - | \$ - |
| MN Department of Agriculture | \$ 5,000 | \$ 10,000 | \$ - |
| MN Department of Employment & Economic Development (DEED) | | | |
| Broadband Digital Inclusion Grant | \$ - | \$ 4,000 | \$ - |
| Child Care Grant | \$ 5,000 | \$ 200,000 | \$ - |
| Elevate Community Business Academy | \$ - | \$ 36,000 | \$ 16,417 |
| Total Grants | \$ 38,900 | \$ 538,000 | \$ 196,417 |
| Insurance dividends | \$ 400 | \$ 400 | \$ - |
| Interest on investments | | | |
| Concorde Bank (Revolving Loan Fund savings account) | \$ 950 | \$ 950 | \$ 971 |
| Heritage Bank savings account | \$ 150 | \$ 150 | \$ 11 |
| Lake Region Bank - Microenterprise Loan account | \$ 900 | \$ 100 | \$ 108 |
| United Prairie Bank \$109,619.23 CD matures October | \$ 250 | \$ - | \$ - |
| Total Interest on investments | \$ 2,250 | \$ 1,200 | \$ 1,090 |
| Loans | | | |
| Microenterprise Loan Fund repayments interest | \$ 700 | \$ 665 | \$ 1,107 |
| Microenterprise Loan Fund closing fees | \$ 200 | \$ 200 | \$ 239 |
| Revolving Loan Fund closing fees | \$ 900 | \$ 900 | \$ 496 |
| Revolving Loan Fund repayments interest | \$ 6,500 | \$ 8,500 | \$ 3,237 |
| Total Loans | \$ 8,300 | \$ 10,265 | \$ 5,078 |
| Other Income | | | |
| Elevate Business Academy - Corporate Donations | \$ 10,000 | \$ 10,000 | \$ - |
| Reimbursements, sponsorships and in-kind contributions | \$ - | | \$ 551 |
| Engineering and Professional Service Reimbursement | \$ 7,000 | | |
| Farmtastic | \$ 5,500 | | |
| Housing Study | \$ - | \$ 44,000 | \$ 44,000 |
| Virtual Job Fair Sponsors | \$ - | | \$ 4,375 |
| Workforce Events | \$ 3,500 | | |
| SWIF Contributions | | | |
| Elevate Business Academy | \$ 10,000 | \$ 15,000 | \$ - |
| Main Street Grant reimbursement | \$ - | \$ 5,000 | \$ 75 |
| Other Income--Willmar Area Development Corporation | | | \$ 9,318 |
| Total Other Income | \$ 26,000 | \$ 54,000 | \$ 58,319 |
| TOTAL REVENUES | \$ 705,506 | \$ 1,203,465 | \$ 593,684 |



| 2024 Proposed Budget | 2023 Budget Amended 4/27/2023 | Paid as of 6/30/2023 | |
|---|--|---------------------------------|------------------|
| EXPENSES | | | |
| CREATING ENTREPRENEURIAL OPPORTUNITIES STUDENT LOAN EXPENSES | | | |
| Advertising/Promotions | \$ 400 | \$ 250 | \$ - |
| Dinner Event and Silent Auction | | | |
| Advertising | \$ 700 | \$ 700 | \$ - |
| Decorations | \$ 2,000 | \$ 2,000 | \$ 1,324 |
| Entertainment | \$ 500 | \$ 500 | \$ - |
| Event Food and Beverages | \$ 8,000 | \$ 8,500 | \$ 4,700 |
| Silent Auction baskets/gifts | \$ 1,500 | \$ 1,500 | \$ - |
| Equipment | | | \$ 2,034 |
| Meals/Meeting refreshments | \$ 600 | \$ 600 | \$ 418 |
| Memberships/Dues | \$ 1,000 | \$ 1,000 | \$ 940 |
| Miscellaneous | \$ 1,500 | \$ 1,500 | \$ - |
| Supplies | \$ 500 | \$ 500 | \$ 341 |
| Transportation/Travel | \$ 200 | \$ 250 | \$ - |
| Total CEO Loan Expenses | \$ 16,900 | \$ 17,300 | \$ 9,757 |
| Board Expenses | | | |
| Joint Operations Board (includes meals/administrative time) | \$ 4,900 | \$ 3,200 | \$ 2,725 |
| Joint Powers Board (includes meals/administrative time) | \$ 2,500 | \$ 2,000 | \$ 4,368 |
| Total Other Expenses | \$ 7,400 | \$ 5,200 | \$ 7,093 |
| Countywide Business Development | | | |
| CEO Student Program Administration | \$ 200 | \$ 200 | \$ 55 |
| Engineering and Other Professional Services (County) | | | |
| Countywide | \$ 6,000 | | |
| Willmar Wye/Willmar Industrial Park | \$ 7,500 | \$ 9,000 | \$ 26,309 |
| Entrepreneurial Technical Assistance | \$ 1,000 | \$ 1,000 | \$ - |
| Mowing/Maintenance of Lot | \$ 2,500 | \$ 2,000 | \$ 250 |
| Total Countywide Business Development | \$ 17,200 | \$ 12,200 | \$ 26,639 |
| Economic Development Community Contributions | | | |
| Sponsor Fees | | | |
| Central MN Tour of Manufacturing | \$ 850 | \$ 1,500 | \$ - |
| Vision 2040 | \$ 1,000 | \$ 1,000 | \$ 1,000 |
| Sponsor Fees - Other | \$ - | | \$ 2,000 |
| Total Economic Development Community Contributions | \$ 1,850 | \$ 2,500 | \$ 3,000 |
| Elevate Community Business Academy | | | |
| Advertising | \$ 500 | \$ 1,400 | \$ - |
| Copying | \$ 200 | \$ 240 | \$ - |
| Equipment | \$ - | \$ 1,000 | \$ - |
| Graduation Ceremony | | | |
| Food | \$ 6,100 | \$ 1,800 | \$ 3,763 |
| Rental of Facility | \$ 600 | \$ 600 | \$ 300 |
| Speaker | \$ 700 | \$ 1,000 | \$ 350 |
| Supplies | \$ 600 | \$ 300 | \$ 485 |
| Total Graduation Ceremony | \$ 8,000 | \$ 3,700 | \$ 4,898 |
| Marketing | \$ 1,000 | \$ 1,250 | \$ 836 |
| Mileage/Travel | \$ 500 | \$ 500 | \$ 911 |
| Printing | \$ 300 | \$ 200 | \$ 428 |
| Professional Services | | | |
| General Administrative Services | \$ 1,800 | \$ 900 | \$ 1,084 |
| Program Instructors (3 classes @ 2 instructors each) | \$ 25,000 | \$ 22,500 | \$ 10,255 |
| Training & coordinating | | | |



| 2024 Proposed Budget | | 2023 Budget Amended 4/27/2023 | Paid as of 6/30/2023 |
|---|------------------|--|---------------------------------|
| Technical Assistance Contractors | \$ 5,000 | \$ 8,000 | \$ 9,694 |
| Translation Services | \$ 500 | \$ 500 | \$ 50 |
| Total Professional Services | \$ 32,300 | \$ 31,900 | \$ 21,083 |
| Rental of Facilities for classes | \$ 3,000 | \$ 2,000 | \$ 2,600 |
| Supplies & Curriculum | \$ 1,500 | \$ 2,000 | \$ 238 |
| Website | \$ 1,500 | \$ 1,500 | \$ 1,156 |
| Other | \$ 100 | \$ 100 | \$ - |
| Total Elevate Community Business Academy | \$ 48,900 | \$ 45,790 | \$ 32,150 |
| Loan Program Expenses - Other | | | \$ 86 |
| Main Street Revitalize Grant | | | |
| Administrative expenses | \$ - | \$ - | \$ 1,183 |
| Mileage/Travel | \$ - | \$ - | \$ 16 |
| Total Main Street Revitalize Grant | \$ - | \$ - | \$ 1,199 |
| COMMITTEE EXPENSES | | | |
| Agriculture and Renewable Energy Development | | | |
| Advertisement (Ind. Hemp Rooted magazine ad) | \$ 1,400 | | |
| Ag Projects (Ind. Hemp Econ. Impact Study) | \$ 5,000 | \$ 3,500 | \$ 290 |
| Conferences/Seminars/Trainings (including Industrial Hemp) | \$ 3,000 | \$ 3,000 | \$ 650 |
| Meals/Meeting refreshments | \$ 200 | \$ 200 | \$ 145 |
| Mileage/Travel | \$ 1,000 | \$ 1,000 | \$ 140 |
| Farmtastic (Stingers Night) | | | |
| Stingers Package | \$ 6,000 | | |
| Giveaways | \$ 850 | | |
| FarmFest (giveaways & booth) | \$ 1,025 | | |
| Partners in Ag Innovation Conference Sponsor & Marketing | \$ 1,500 | \$ 1,500 | \$ 1,500 |
| Professional Services | | | |
| General Administrative Services | \$ 2,500 | \$ 2,700 | \$ 974 |
| Professional Services - other | \$ - | | \$ 1,437 |
| Supplies (office or program) | \$ 300 | \$ 250 | \$ - |
| Other | \$ - | \$ 500 | \$ - |
| Total Ag Committee Expenses | \$ 22,775 | \$ 12,650 | \$ 5,135 |
| Broadband and Advanced Technology | | | |
| Conferences/Seminars/Trainings | \$ 800 | \$ 800 | \$ - |
| Digital Inclusion Grant | | | |
| Contracts | \$ - | \$ 2,424 | \$ 1,224 |
| Supplies | \$ - | \$ 1,576 | \$ 481 |
| Marketing | \$ 750 | \$ 750 | \$ 116 |
| Meals/Meeting Refreshments | \$ 200 | \$ 250 | \$ - |
| Mileage/Travel | \$ 500 | \$ 750 | \$ 235 |
| Postage/mailing services | \$ 500 | \$ 750 | \$ - |
| Printing, copying & publishing | \$ 750 | \$ 750 | \$ - |
| Professional Services | | | |
| General Administrative Services | \$ 2,500 | \$ 2,500 | \$ 1,236 |
| Total Professional Services | \$ 2,500 | \$ 2,500 | \$ 1,236 |
| Total Broadband and Advanced Technology Committee Expenses | \$ 6,000 | \$ 10,550 | \$ 3,292 |
| Business Retention and Expansion/Recruitment | | | |
| Childcare Initiative | | | |
| Administrative services | \$ - | \$ 20,000 | \$ 542 |
| Contractual | \$ 28,521 | \$ 67,800 | \$ 250 |
| Equipment | \$ - | \$ 2,000 | \$ 431 |



| 2024 Proposed Budget | | 2023 Budget Amended 4/27/2023 | | Paid as of 6/30/2023 | |
|--|------------------|--|-------------------|---------------------------------|--|
| Subgrants | \$ - | \$ 385,450 | \$ 216,532 | | |
| Supplies | \$ - | \$ 5,000 | \$ 1,173 | | |
| Travel | \$ - | \$ 500 | \$ 218 | | |
| Other | | | \$ - | | |
| Total Childcare Initiative | \$ 28,521 | \$ 480,750 | \$ 219,146 | | |
| Highway 23 Coalition | | | | | |
| Conferences/Seminars/Trainings | \$ 100 | \$ 60 | \$ - | | |
| General Administrative Services | \$ 500 | \$ 2,000 | \$ 30 | | |
| Mileage/Travel | \$ 500 | \$ 500 | \$ 350 | | |
| Supplies | \$ - | \$ 200 | \$ - | | |
| Total Highway 23 Coalition | \$ 1,100 | \$ 2,760 | \$ 380 | | |
| Marketing | \$ 500 | \$ 500 | \$ - | | |
| Mileage/Travel | \$ 600 | \$ 750 | \$ 576 | | |
| Professional services | | | | | |
| General administrative services | \$ 3,000 | \$ 3,000 | \$ 1,040 | | |
| Housing Study | \$ - | \$ 48,000 | \$ 48,077 | | |
| Total Professional Services | \$ 3,000 | \$ 51,000 | \$ 49,117 | | |
| Workforce Development | | \$ 6,000 | \$ 3,641 | | |
| Career/Job Fairs | \$ 1,000 | | | | |
| Workforce Events | \$ 1,500 | | | | |
| Workforce Solutions Summit | \$ 3,500 | | | | |
| Total Workforce Development | \$ 6,000 | | | | |
| Total BRE/R Committee Expenses | \$ 39,721 | \$ 541,760 | \$ 272,860 | | |
| Finance | | | | | |
| Meals | \$ 800 | \$ 700 | \$ 574 | | |
| Mileage/Travel | \$ 150 | \$ 100 | \$ 155 | | |
| Non-Traditional lender event | \$ 500 | | | | |
| Professional services | | | | | |
| General administrative services | \$ 2,000 | \$ 1,500 | \$ 1,312 | | |
| Legal services | \$ 300 | \$ 400 | \$ - | | |
| Professional services - other | \$ - | | \$ 159 | | |
| Total Professional Services | \$ 2,300 | \$ 1,900 | \$ 1,471 | | |
| Other | \$ - | | \$ 210 | | |
| Total Finance Committee Expenses | \$ 3,750 | \$ 2,700 | \$ 2,410 | | |
| Marketing and Public Relations | | | | | |
| Branding | \$ 750 | \$ 600 | \$ 3,150 | | |
| Community events | \$ 1,200 | \$ 1,200 | \$ 193 | | |
| Displays and giveaways | \$ 2,900 | \$ 2,750 | \$ 2,770 | | |
| Meals/Meeting refreshments | \$ 1,250 | \$ 800 | \$ 629 | | |
| Media | | | | | |
| Advertisements | | \$ 3,100 | \$ 475 | | |
| Newspaper | \$ 1,200 | | | | |
| Radio - MPR | \$ 2,520 | | | | |
| Publications (Impact, visitor's guide, etc.) | \$ 850 | \$ - | \$ - | | |
| Printing, copying & publishing | \$ 500 | \$ 1,500 | \$ 490 | | |
| Video production (1 short video testimonial) | \$ 600 | \$ - | \$ - | | |
| Media - Other (Facebook promotions) | \$ 200 | \$ - | \$ 180 | | |
| Total Media | \$ 5,870 | \$ 4,600 | \$ 1,145 | | |
| Mileage/Travel | \$ 1,200 | \$ 1,200 | \$ 477 | | |
| Professional services | | | | | |
| General administrative services | \$ 3,750 | \$ 4,500 | \$ 1,925 | | |

Date Printed: 7/20/2023



Joint Operations Board Approved 6/9/2022
Revised 12/8/2022 and 4/13/2023
Joint Powers Board Approved 7/28/2022
Revised 1/19 and 4/27/2023

| 2024 Proposed Budget | | 2023 Budget Amended 4/27/2023 | Paid as of 6/30/2023 |
|------------------------------------|-----------------|--|---------------------------------|
| Total Professional Services | \$ 3,750 | \$ 4,500 | \$ 1,925 |



| 2024 Proposed Budget | | 2023 Budget Amended 4/27/2023 | Paid as of 6/30/2023 |
|---|-------------------|--|---------------------------------|
| Subscriptions | \$ 2,600 | \$ 4,210 | \$ 1,722 |
| Website Development/Maintenance | \$ 500 | \$ 13,468 | \$ 6,101 |
| Marketing - Other | \$ - | \$ 400 | \$ - |
| Total Marketing and Public Relations Committee Expenses | \$ 20,020 | \$ 33,728 | \$ 18,113 |
| Tourism/Leisure Travel | | | |
| CVB Tourism Partnership Agreement | \$ 25,000 | \$ 34,000 | \$ 17,000 |
| Meals/Meeting refreshments | \$ 100 | \$ 100 | \$ - |
| Mileage/Travel | \$ 200 | \$ 200 | \$ - |
| Total Tourism/Leisure Travel Committee | \$ 25,300 | \$ 34,300 | \$ 17,000 |
| Total Committee Expenses | \$ 117,566 | \$ 635,688 | \$ 318,811 |
| EMPLOYEE COMPENSATION | | | |
| Executive Director | | | |
| Director's salary | \$ 128,128 | \$ 123,795 | \$ 61,898 |
| Director's health insurance | \$ 15,500 | \$ 15,500 | \$ 8,292 |
| Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%) | \$ 9,802 | \$ 9,379 | \$ 4,648 |
| Director's pension (PERA) employer rate is 7.5% | \$ 9,610 | \$ 9,195 | \$ 4,642 |
| Total Executive Director's Compensation | \$ 163,040 | \$ 157,869 | \$ 79,480 |
| Business Development Manager's position | | | |
| Business Development Manager's salary | \$ 82,900 | \$ 78,208 | \$ 39,104 |
| Business Development Manager incentive payment | | | \$ 3,128 |
| Business Development Manager's health insurance | \$ 6,100 | \$ 6,100 | \$ 2,796 |
| Business Development Manager's payroll taxes | \$ 6,342 | \$ 5,983 | \$ 3,957 |
| Business Development Manager's PERA | \$ 6,218 | \$ 5,866 | \$ 3,167 |
| Total Business Development Specialist's Compensation | \$ 101,560 | \$ 96,157 | \$ 52,153 |
| Marketing & Communications Specialist | | | |
| Marketing & Communications Specialist's salary | \$ 56,774 | \$ 53,560 | \$ 26,780 |
| Marketing & Communications Specialist incentive payment | | | \$ 2,142 |
| Marketing & Communications Specialist's health insurance | \$ - | \$ - | \$ - |
| Marketing & Communications Specialist's payroll taxes | \$ 4,343 | \$ 4,097 | \$ 2,213 |
| Marketing & Communications Specialist's PERA | \$ 4,258 | \$ 4,017 | \$ 2,169 |
| Total Marketing & Communications Specialist's Compensation | \$ 65,375 | \$ 61,674 | \$ 33,304 |
| Employee workers' compensation insurance | \$ 1,000 | \$ 1,000 | \$ 391 |
| Total other employee compensation | \$ 1,000 | \$ 1,000 | \$ 391 |
| Total Employee Compensation | \$ 330,975 | \$ 316,701 | \$ 165,328 |
| ADMINISTRATIVE EXPENSES | | | |
| Geofencing for conferences | \$ 800 | | |
| MCIT property/casualty insurance | \$ 5,700 | \$ 5,400 | \$ 4,192 |
| Meals not for a committee | \$ 1,200 | \$ 700 | \$ 792 |
| Memberships, dues, subscriptions | | | |
| Community Venture Network (CVN) | \$ 2,125 | \$ 2,125 | \$ 2,125 |
| EDAM membership | \$ 695 | \$ 695 | \$ 770 |
| Greater Minnesota Partnership | \$ 1,500 | \$ 1,500 | \$ 1,500 |
| Highway 23 Coalition membership | \$ 250 | \$ 500 | \$ 500 |
| Industrial Hemp Association | \$ 325 | \$ 325 | \$ 325 |
| Local organizations | \$ 900 | \$ 900 | \$ 650 |
| MAPCED membership | \$ 625 | \$ 375 | \$ 625 |
| MN DEED Marketing Partnership dues | \$ 700 | \$ 700 | \$ 701 |
| MN Rural Broadband Coalition | \$ - | \$ 750 | \$ - |
| Subscriptions | \$ 1,100 | \$ 1,025 | \$ 1,415 |



| 2024 Proposed Budget | | 2023 Budget Amended 4/27/2023 | Paid as of 6/30/2023 |
|--|-------------------|--|---------------------------------|
| Other | \$ - | \$ 450 | \$ - |
| Total Memberships, dues, subscription | \$ 8,220 | \$ 9,345 | \$ 8,611 |
| Professional services | | | |
| Accountant fees | \$ 500 | \$ 850 | \$ 96 |
| Auditor | \$ 13,600 | \$ 10,600 | \$ - |
| Bookkeeping fees | \$ 7,500 | \$ 7,000 | \$ 4,346 |
| Legal fees | \$ 600 | \$ 600 | \$ - |
| Total Professional Services | \$ 22,200 | \$ 19,050 | \$ 4,442 |
| Travel, conference, school | \$ 15,000 | \$ 14,500 | \$ 3,861 |
| Virtual meetings & promotions | \$ 600 | \$ 2,000 | \$ 24 |
| Total Administrative Expenses | \$ 53,720 | \$ 50,995 | \$ 21,923 |
| OFFICE EXPENSES | | | |
| Bank Fees | \$ 100 | \$ 75 | \$ 74 |
| Cleaning person | \$ 2,500 | \$ 2,500 | \$ 1,019 |
| Equipment maintenance and rental | | | |
| Software, including Executive Pulse (CRM Annual Fee) | \$ 2,800 | \$ 2,800 | \$ 223 |
| Technology maintenance contract for server and computers | \$ 9,000 | \$ 6,566 | \$ 4,963 |
| Other | \$ 1,000 | \$ 1,700 | \$ (24) |
| Total Equipment Maintenance & Rental | \$ 12,800 | \$ 11,066 | \$ 5,162 |
| Furniture and equipment | | | |
| Xerox lease | \$ 5,500 | \$ 5,307 | \$ 2,654 |
| Furniture and equipment - Other | \$ 2,000 | \$ 1,800 | \$ 3,573 |
| Total Furniture and Equipment | \$ 7,500 | \$ 7,107 | \$ 6,226 |
| Office equipment and miscellaneous | \$ 1,500 | \$ 1,500 | \$ - |
| Postage, mailing service | \$ 500 | \$ 300 | \$ 309 |
| Printing, copying and publishing | \$ 500 | \$ 500 | \$ 288 |
| Professional services: | | | |
| Engineering and other professional services | \$ - | \$ 3,000 | \$ 4,586 |
| General administrative | \$ 53,000 | \$ 55,000 | \$ 18,250 |
| Planning session facilitator | \$ 3,500 | \$ 3,000 | \$ 4,422 |
| Total Professional Services | \$ 56,500 | \$ 61,000 | \$ 27,258 |
| Rent and storage unit | \$ 25,500 | \$ 24,800 | \$ 12,720 |
| Rent (water cooler, post office box) | \$ 300 | \$ 300 | \$ 238 |
| Sales Tax Return | \$ - | \$ - | \$ 6 |
| Supplies | \$ 4,500 | \$ 2,700 | \$ 2,640 |
| Telephone/Telecommunications | \$ 6,700 | \$ 6,500 | \$ 2,995 |
| Office Expenses - Other | \$ - | \$ - | \$ 96 |
| Total Office Expenses | \$ 118,900 | \$ 118,348 | \$ 59,033 |
| TOTAL PROGRAM EXPENSES | \$ 713,411 | \$ 1,204,722 | \$ 645,018 |



Kandiyohi County & City of Willmar
ECONOMIC DEVELOPMENT COMMISSION

TO: Joint Powers Board

FROM: Sarah Swedburg
Business Development Manager

DATE: July 27, 2023

RE: Business Development Manager Updates

Providing a staff report is always a great opportunity to reflect on all of the activity that has taken place over the last several months. Since April, the EDC has been busy executing activity for several grant programs. The following report details notable projects and activity that I have participated or assisted with since the end of April.

- Bethesda Groundbreaking for Summer 2023 Willmar Campus Expansion/Renovation
- Community Venture Network
- Willmar Lakes Area Chamber of Commerce High School Career Expo
- Became a Good Food Access Advisory Committee Member (MN Dept of Ag Program)
- 2nd Quarter RCCIP Meeting
- League of Women Voter's "Hot Topic" Child Care Presentation
- Willmar Lakes Area Chamber of Commerce 5th Grade Dairy Tour at CoJo Dairy
- New London On-Site Visit for Connecting Entrepreneurial Communities Conference
- Tour of CNH Warehouse
- Lost & Found Podcast Episode with RedStar
- Area Development Consultants Forum in Detroit, Michigan
- Digital Connection Committee Booth at Willmar Fests
- Aggie Open Volunteer
- Completion of Elevate & Graduation Ceremony
- Economic Development Association of Minnesota Summer Conference
- Grant Writing USA Grant Writing Training
- Willmar Sertoma Club Presentation
- Planning Assistance with Blandin Foundation for Board Retreat
- Creative Collective Art Gallery at RedStar
- Partners in Ag Innovation
- Southwest Initiative Foundation Summer Social at Grandview Winery
- Begin Elevate Summer Fellowship

In addition to these major events, we received great news that Vibrant Broadband (Meeker Coop) was a successful recipient of both a \$21 Million USDA ReConnect Grant, covering portions of Kandiyohi, Meeker, and Stearns County, in addition to two State Border-to-Border Broadband Development Grants, totaling about \$2 Million. We are excited for the continued success attracting dollars for Broadband infrastructure in Kandiyohi County.

Elevate Community Business Academy

The Elevate CBA officially has 50 alumni, including five alumni who graduated from a class taught in Spanish! We are grateful for all of the guests that have joined us over the last five semesters to build relationships and share their knowledge with these students – and for our instructors that have put in countless hours supporting these students as well. We are gearing up for our Fall 2023 class, which will kick off the week of September 12 and conclude the week of December 12. There will only be one class taught in English this semester, led by Stephanie Lopez. Classes will take place on Tuesday or Wednesday evenings at 5:30pm, and this will be determined after information sessions have taken place and we've received feedback from interested applicants. Information sessions will be happening at 6pm in the EDC board room on July 31st, August 2nd, August 8th, and August 10th. We have a waitlist of over 50 people that have inquired or shown interest in an Elevate class.

This summer, we are also piloting the "Elevate Summer Fellowship," geared for high school students and CEO graduates, from both the KCEO and WCCEO classes. We have six students going through this class, being taught by myself and Samantha Nelson. Samantha and I have restructured this class to only be six weeks long, and they will conclude on August 14th with a "Brain Trust" – an event where mentors join them to help them think through sticking points in their businesses, modeled after the Initiators Fellowship Brain Trust.



Joint Powers Board Meeting
Willmar, MN
7/13/2023
Marketing and Communications Update

Re-Branding

- Website design is in the site-map phase.
- The re-naming exercise resulted in a positive conversation about names reflecting our work and over-arching goals. The next step is getting this out to partners for responses.
- Began rebranding planning with the MPR Committee. The August meeting will be a planning meeting that defines personas for our audiences along with our tagline and how we define our work. Logo work will also be considered.

Workforce Support

- The Spring Virtual Career Fair took place in May. There were eight resumes submitted and interviews scheduled. I messaged with businesses for 4 hours and had great conversations about their workforce challenges and possible solutions.
- The in-person jobs and career fair took place at Willmar High School. ACGC, CMCS, and CCS attended for the first time. DREAM Academy and KMS were set to schedule but had transportation issues. Next year we will make sure they know that transportation funding is likely to continue in future years by SWIF.
- After meeting with the Willmar Lakes Area Chamber and the BEN Coordinator, I am moving forward to coordinate with all schools that serve Kandiyohi students to bring professionals into 3rd and 5th grades and continue high school career engagement.
- Preparation for a Virtual Business Resource One-Stop-Shop has begun. This event will be live on August 27 for 4 hours, then open for two more months.

There are five main areas of support. New Legislation Resources, Legal Aid and Insurance, Human Resource Guidance, Marketing for Workforce Attraction, and Workforce Support. This event will occur on August 27th and be open through October. JR Business Solutions is a sponsor for this event.

- A Caring Careers virtual career fair will be held on September 14th

- A Minnesota Manufacturing Month virtual career fair will be held on October 12th. Premier Virtual will support both of these through their new jobseeker recruitment assistance free of charge.

Child Care Grant

- The Child Care Grant continues to progress with creating management documents that organize goals, strategies, actions, and assignments. This supports the implementation and success of each program area. The mentorship program will be launched this week through personal invitation; the technology assistance grant recipients have received their new technology. This includes nine providers.
- Initiated conversations with Engan Associates during prospective child care location walk-throughs on creating a checklist for childcare locations that can then be delivered to contractors that details licensing requirements and general construction items to be completed.
- Confirmed and sent a communication to providers about tax implications of 1099-c received of the forgivable loan program
- Function as a liason between interested parties
- Coordinated and planned the Child Care Recruiter Event on June 26th; the event connected with several individuals interested in starting child care and building a continuingly strong partnership with UCAP, MMDC, and the county.

Marketing/Public Relations/Communications

- Continued goal and mission identification process with the Marketing and Public Relations Committee
- The Digital Connection community forums took place last month, marketing in getting surveys out to communities, advertising forums, and press releases were executed
- Summer newsletter will be published in August with the theme of "Pathway to Prosperity" and Kandiyohi County being the catalyst for success for entrepreneur immigrants.

Outreach Opportunities

Through the strategic planning, outreach and marketing outside of the community was again identified as part of the important work we do. You have several opportunities to support that work as a committed board member.

- Planning for FarmFest next week. Need volunteers for 2-4 hour shifts.
- Volunteer