

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
DOING BUSINESS AS KANDIYOHI COUNTY ECONOMIC DEVELOPMENT (KCED)
JOINT POWERS BOARD OF COMMISSIONERS MEETING
MINUTES
October 24, 2024
EDC Board Room, Willmar and Via Zoom Video Conference

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

Staff: Patrick O’Rourke, Executive Director; Michelle Marotzke, Business Development Manager and Kelsey Olson, Marketing & Communications Specialist

Guests: Nancy Miller, owner of Vinna Human Resources; Tanna Stucky, Childcare Community Coordinator, United Community Action Partnership (UCAP)

Media: Jennifer Kotila, West Central Tribune

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

Chair Steve Gardner 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 as item 6 was to remove Aaron Backman from all bank accounts and accounts to which he had access and to change all passwords he may have had per the recommendation of the auditor.

IT WAS MOVED BY Doug Reese, SECONDED BY Vicki Davis, to approve the revised Agenda. All present voted unanimously in favor by roll call.

[Roger Imdieke joined the meeting.]

CONSENT AGENDA—Added to the Consent Agenda as item 4 under Approve is payment of the September invoice from UCAP in the amount of \$2,908.88 per the Shared Services Agreement as budgeted.; a copy of the invoice was emailed to the board; under Ratify, item 3 will be removed as it is a duplication of item 1 and items 2 and 8 will be removed for discussion.

IT WAS MOVED BY Corky Berg, SECONDED BY Julie Asmus, to approve the following revised Consent Agenda:

- Approve:**
1. Minutes of July 25, 2024 meeting;
 2. Financial reports as of July 31, August 31 and September 30, 2024, subject to audit;
 3. Payment of \$3,182 to TerWisscha Construction to reimburse it for Ryan Buer Electrical pulling electrical wires and cables at the new office; and
 4. Payment of the September invoice from United Community Action Partnership in the amount of \$2,908.88 per the Shared Services Agreement as budgeted.

Ratify following actions of the Joint Operations Board:

1. Approve a three-month deferral of all payments by Wings Gymnastics under the Kandiyohi County and City of Willmar Economic Development Commission's Revolving Loan Fund Program and to restart full payments on December 15, 2024, unless the loan is paid off before then.
2. Write off the balance owed under the Kandiyohi County and City of Willmar Economic Development Commission's Microenterprise Loan Program by La Manzanita Mexican Market, Inc. in the approximate amount of \$1,321.23 plus any accrued interest.
3. Approve a three-month deferral (October-December 2024) of principal and interest payments by Rendezvous, LLC under the Kandiyohi County and City of Willmar Economic Development Commission's Revolving Loan Fund Program and extend the maturity date of the loan by three months.
4. Approve paying \$20,000 for the first installment for improvements made to AppleTree Square per the Lease and to approve paying \$3,099.81 each month for rent plus monthly utilities.
5. Approve entering into the Professional Services Agreement with Vinna Human Resources to update the KCED Employee Handbook and to assist with human resources and employment matters and to pay the expenses incurred.
6. Cash in the Certificate of Deposit at United Prairie Bank, obtain interest rates from other financial institutions in Kandiyohi County and deposit the principal of \$40,000 in the financial institution with the highest interest rate quoted.
7. Approve a three-year loan through the Kandiyohi County and City of Willmar Economic Development Commission's Microenterprise Loan Fund Program in the amount of \$5,600 at 6.5% interest to Aesthetics by Ash, LLC, contingent upon a separate business checking account with a financial institution be opened and she receive technical assistance, including marketing and budgeting, from Southwest Initiative Foundation or Kandiyohi County Economic Development on a regular basis. The EDC will be in a second security position and file a UCC Financing Statement on inventory and equipment.
8. Approve extending the Revolving Loan Fund loan to VP Enterprises at the same monthly payment of \$555.13 and interest rate of 6.0% through December 26, 2026 when the loan will be due in full.

Receive the following Joint Operations Board/Committee/Subcommittee Minutes:

1. Joint Operations Board 7/11, 8/8 and 9/12/2024
2. Agriculture and Renewable Energy Development 7/18 and 8/15/2024
3. Broadband and Advanced Technology 8/5 and 9/9/2024
4. Business Retention and Expansion/Recruitment 6/12/2024
5. Finance 2/13, 8/13 and 9/10/2024
6. Marketing and Public Relations 7/22, 8/26 and 9/23/2024

All present voted unanimously in favor by roll call.

ITEMS REMOVED FROM CONSENT AGENDA—

As to item 2, Approve adding Childcare Collaborative Solutions Pool, to the Kandiyohi County Economic Development 2024 budget under Revenues/Grants and adding Collaborative Solutions under Expenses/Business Retention and Expansion/Childcare Initiative/Subgrants, was removed for discussion, Michelle Marotzke noted a childcare provider needed to do repairs to their home in order to continue providing childcare. The West Central Area Community Foundation was willing to provide the funding for this need, but requested the funds be disbursed through the KCED. Thus, a line was added to the 2024

budget under Revenues/Grants/Childcare Collaborative Solutions Pool where this donation and others could be noted and adding Collaborative Solutions under Expenses/Business Retention and Expansion/Childcare Initiative/Subgrants. Marotzke noted this is mainly a passthrough account.

IT WAS MOVED BY Corky Berg, SECONDED BY Julie Asmus, to ratify the addition of Childcare Collaborative Solutions Pool, to the Kandiyohi County Economic Development 2024 budget under Revenues/Grants and adding Collaborative Solutions under Expenses/Business Retention and Expansion/Childcare Initiative/Subgrants. All present voted unanimously in favor by roll call.

As to item 8, Cash in the Certificate of Deposit (CD) at United Prairie Bank, obtain interest rates from other financial institutions in Kandiyohi County and deposit the principal of \$40,000 in the financial institution with the highest interest rate quoted, Nancy Birkeland reported that Kerry Johnson of United Prairie Bank emailed her yesterday that the bank would do a 12-month CD with interest at 4.63%, which is higher than the other banks that responded to the request for CD interest rates (see attached).

IT WAS MOVED BY Roger Imdieke, SECONDED BY Vicki Davis, to approve reinvesting the principal of \$40,000 in Certificate of Deposit, Account No. XXXXXXXX9890 at United Prairie Bank for 12 months at 4.63% interest. All present voted unanimously in favor by roll call.

UNFINISHED BUSINESS—There was no unfinished business.

NEW BUSINESS

Employee Handbook and human resource matters. Chair Gardner informed the board that Vinna Human Resources has been engaged to assist the KCED with updating its Employee Handbook to comply with new laws and to clarify certain areas, and to assist with human resource matters. A copy of the Professional Services Agreement between KCED and Vinna Human Resources was emailed to the board and is included in the board packet (see attached).

Gardner Introduced Nancy Miller, owner of Vinna Human Resources. Miller highlighted several new laws that have been enacted, which need to be included in the KCED Employee Handbook. She noted the federal Fair Labor Standards Act (FLSA) needed to be evaluated as to the exempt status of all KCED employees. A new rule under the FLSA will require that Kelsey Olson be changed from a salaried employee to an hourly employee beginning January 1, 2025 and she be paid overtime for any hours worked after 40 hours. Miller has spoken with Olson about this new rule. Olson's annual salary will be divided by 32 hours and she will be paid at that hourly rate. Olson will need written permission to work any overtime for which she would receive pay at time and a half. This requirement will be included in the updated Handbook. Miller recommends benefits be included in the Employee Handbook, but a separate benefit summary handout be prepared that would include the specifics as to the benefits. It was noted that \$3,500 is included in the proposed 2024 budget amendments for Vinna Human Resources under Office Expenses/Professional Services.

IT WAS MOVED BY Julie Asmus, SECONDED BY Vicki Davis, to ratify the Kandiyohi County and City of Willmar Economic Development Commission entering into the Professional Services Agreement with Vinna Human Resources to assist with updating the Employee Handbook and to assist with human resource matters. All present voted unanimously in favor by roll call.

2024 budget amendments. Patrick O'Rourke noted he and Marotzke reviewed the 2024 budget for areas that had not been used in order to cover expenses related to leasehold improvements, moving the office, payout of vacation and sick leave to the former Executive Director, signage and advertising of the new office address. O'Rourke noted these unbudgeted expenses are now included ending with \$26,252 being covered by reserves. Marotzke noted one larger expense was payment of the second half expense for redoing the website, which did not get completed last year as budgeted. Marotzke will also be requesting reimbursement under the state grant of approximately \$9,000 for the new furniture purchased for the conference room plus a portion of the expense for her new desk as 20% or more of her time is related to Elevate. Her reimbursement request to the state for last quarter is due next week. Adoption of these proposed amendments to the 2024 budget (see attached) are being recommended by the Joint Operations Board. Marotzke noted the KCEO, Elevate and salary line items were not touched. O'Rourke noted he is not covered by the KCED's health insurance so there is a savings in that area.

IT WAS MOVED BY Doug Reese, SECONDED BY Julie Asmus, to approve the amendments as presented for the Kandiyohi County and City of Willmar Economic Development Commission's 2024 budget. All present voted unanimously in favor by roll call.

Bylaws amendment. Chair Gardner noted the current Bylaws state that notices for special meeting must be published in the official newspaper, which caused a delay in holding special meetings during the Executive Director search process. The recommendation by attorney Brad Schmidt is to amend Article III, Section 3 of the Bylaws by changing the language to what is set out in state statutes. If the language is changed, notice to local media will continue to be emailed as it currently has been. It was also noted the registered office needs to be changed in the Bylaws.

IT WAS MOVED BY Julie Asmus, SECONDED BY Roger Imdieke, to amend the Kandiyohi County and City of Willmar Economic Development Commission Bylaws in Article I, Section 3, by replacing 222 20th Street SE with AppleTree Square, Suite 3, 1601 Highway 12 East and amending Article III, Section 3, by striking the current language and replacing it with the following:

Section 3. Notice of Special Meetings. At least three days before any special meeting of the Board of Commissioners, notice of said meeting shall be posted on the door of the usual meeting room or mailed, emailed or delivered to each person who has filed a written request for notice of said special meetings.

All present voted unanimously in favor by roll call.

2025 appointment of Joint Operations Board members. Chair Gardner reported the terms of three Joint Operations Board members expire at year-end. Art Benson, who was a recommendation by the City of Willmar, has served three terms and cannot be reappointed. Jesse Gislason, who has served two terms and was a recommendation on behalf of the county, has declined being reappointed and Mary Warszynski, who is a county recommendation, can be reappointed for another three-year term, but has not yet indicated her willingness to continue. O'Rourke noted the City of Spicer had questions about Gislason's term on the Joint Operations Board and it was explained that he was not appointed as a representative of the City of Spicer. Replacements for these board members will be sought. Chair Gardner noted a special meeting could be held in December to make appointments, if replacements are found by then. Marotzke noted city clerks may have suggestions for residents who may be interested. Chair Gardner noted Mayor Reese is actively seeking a replacement for Benson and has asked one individual. The positions are open to anyone in the community. Suggestions on how to advertise the open positions were given; it was noted that generally a face-to-face ask is best. Board members were asked to review their contacts and forward any suggestions to Chair Gardner or Nancy Birkeland. Imdieke recommended a synopsis of expectations for being on the board be provided. Olson noted there is a document as to expectations of board members that she will

email to everyone. If the board is not successful in finding volunteers in a couple of weeks, social media may be considered.

Certificate of Deposit at Concorde Bank maturing 11/6/2024. O'Rourke informed the board that a CD at Concorde Bank is coming due on November 6, 2024 and could be reinvested. Birkeland noted the interest earned is \$1,028.38. Discussion was held. It was suggested that staff look into a portion of the EDC's funds be held in a money market account.

IT WAS MOVED BY Julie Asmus, SECONDED BY Roger Imdieke, to approve the Kandiyohi County and City of Willmar Economic Development Commission reinvest the principal and interest of \$41,028.38 with Concorde Bank in a three-month Certificate of Deposit at 4.75% interest. All present voted unanimously in favor by roll call.

Remove Executive Director from accounts. Chair Gardner reported the auditors have recommended that Aaron Backman be removed from all bank accounts and accounts to which he had access and to change all passwords he may have had to access any accounts, equipment, etc. O'Rourke noted he recently had a lengthy conversation with the auditor relative to the EDC's 2023 audit and his position.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Doug Reese, to remove Aaron Backman from all bank accounts and all accounts to which he had access and to change all passwords he may have had to access any accounts, equipment, etc., on behalf of the Kandiyohi County and City of Willmar Economic Development Commission. All present voted unanimously in favor by roll call.

REPORTS AND COMMITTEE HIGHLIGHTS

Economic Development Activity. Marotzke noted her activities are included in her written report (see attached); she highlighted a few of her activities, including the Rail Park. She is in frequent contact with the owner, Brian Miller, who is getting close to presenting his final engineering design for approval by BNSF for the rail spurs. Marotzke has spoken with BNSF and can assist with getting the site certified. The rail spur will be developed by the property owner, who is not bound by regulations required of a governmental entity. The spur will come off the main line and will hug the north edge of the property. The owner of the rail park will install a switch. As to concerns voiced to O'Rourke by Justin Pearson, Marotzke noted Miller and Pearson are working together on the engineering design so there should be no concerns for BNSF. Marotzke attended a presentation by the Community Venture Network along with Joanna Schrupp of the MinnWest Technology Campus, and was introduced to a Canadian business looking to relocate to Minnesota. She informed the individual of available property and opportunities in the county. She also spoke with another developer who has convenience stores and mentioned the KCED lot, which they stated was not big enough, but they would provide the information to others. October 15-17 Marotzke attended the annual Women in Economic Development Forum in Chicago where she met with 139 other women economic developers and site selectors. She has also had a meeting with Ridgewater College relative to a childcare program. Imdieke questioned a childcare business that is closing with short notice. Marotzke and Tanny Stucky have contacted that childcare and spoken with the leaders—it closed a preschool room a few weeks ago that only had a couple of children. Those children and staff have been shifted to other rooms. One challenge is the preschool options offered through the school districts. Stucky reported the new nature childcare at Prairie Woods Environmental Learning Center (PWELC) is not officially open yet, but is holding Forest Fridays in October. It submitted its application to the state last week and will be waiting for its license. Marotzke noted the driveway and a parking area to the Westby Observatory at PWELC need to be completed before children can start attending. PWELC received \$250,000 from the KCED through a reimbursement grant, which is also supported by Kandiyohi County. Marotzke noted Peace Lutheran

Church submitted its own grant application to the Minnesota Department of Employment and Economic Development in the 2024 round, which was not approved, but the KCED will submit another application for the church. The KCED's application will also include a request for transportation funds, mentoring and professional development opportunities for childcare providers. The application is due next Thursday.

Elevate Community Business Academy. Marotzke reported she was in Richmond, Virginia, October 9-11 attending the annual Rising Tide partner conference for the Elevate program. Also attending the conference were Scott Marquardt of Southwest Initiative Foundation (SWIF) and instructor Danny Carranza. She came away with ideas for the business assistance program for graduates. After the current class graduates, there will be over 100 graduates of the program. Marotzke is working with Jean Geselius of Ten Oaks Design Studio for a new logo for the Elevate program.

Asmus noted there are a couple of businesses that are struggling, namely, Wings Gymnastics closed and Rendezvous axe throwing. Marotzke stated the KCED is in frequent contact with Rendezvous and three-month deferrals on the KCED's loans with both businesses were ratified earlier in this meeting. Marotzke noted the Elevate program does not go through a full business plan, but an Executive Summary is done. The Small Business Development Center helps with financial projections and will ask for a copy of the business plan. Marotzke stated she is also in contact with Michael Darger, of the University of Minnesota Extension Center, who does business succession planning. Chair Gardner noted the KCED Business Retention and Expansion/Recruitment (BRE) Committee questioned if the KCED follows through with businesses. Marotzke stated Rising Tide Partners also has Sunshine Partners, which can help businesses. Loan approvals go through the KCED's Finance Committee made up mostly of local bankers; Elevate graduates may receive a lower interest rate. Marotzke noted gap financing is risky, which is the purpose of the KCED's loan programs. The Finance Committee tries to make sure there is enough collateral for the loans. Banks and SWIF are very thorough in approving their loans and all of the KCED's loans are in conjunction with another lender with the KCED often in a last security position. O'Rourke stated he plans to be actively involved in the KCED's lending, mitigate the risk as much as possible and make sure the KCED has equal collateral where it should. The board encouraged development of the business assistance program.

Marketing Activities. Olson stated she looks forward to working with the Elevate businesses on marketing assistance. She has been highlighting a business each week on the KCED's social media, which has been successful and often shared by others. Olson has increased the KCED's Facebook audience and will change her focus to growing its LinkedIn audience. Newsletters have a 40% open rate, which is very good. The "new" newsletter was sent out and resulted in many new subscribers.

Agriculture and Renewable Energy Development (Ag). Marotzke reported that Clean Chickens closed on the purchase of its property in the Willmar Industrial Park and held a ceremonial groundbreaking. Mayor Reese noted Jennie-O had a groundbreaking for its \$30 million expansion. Mayor Reese asked to be invited to any groundbreaking ceremonies. Marotzke reported KWLM will be bringing in the Linder Farm Network to host the North Star Farm Show. The Ag Committee will have a booth at the show March 18-19, 2025 at the Willmar Civic Center. Farmfest went well with the KCED sharing a booth and giveaway with the Willmar Lakes Area Convention & Visitors Bureau. The Leisure Travel Committee discussed that Farmfest is not its normal audience, but was still willing to participate. O'Rourke reported he met with the director and producer of the Lower Sioux Indian Community hempcrete production facility; it would be willing to support a hempcrete operation in Kandiyohi County. Marotzke and Olson attended the hemp open house at the Lower Sioux Indian Community. Chair Gardner reported he also toured the hempcrete operations. Marotzke indicated that once the rail park is operational, it could help any hempcrete operation. Olson noted one of the KCED's newsletters included information on the Lower Sioux Indian Community's hempcrete facility. Marotzke stated she continues to work with Niki Vandenburg, CoCEO of Dun Agro Hemp Group.

Broadband and Advanced Technology. Imdieke reported the Broadband Committee is working with two new state grants. Funds from the NTIA (National Telecommunications and Information Administration) money has been awarded, but not yet received. Gaps are in Norway Lake Township due to the sparse population. Imdieke noted that once Kandiyohi County is out of its ARPA (American Rescue Plan Act) and federal funds, the committee will need to come up with matching funds for grant applications. Marotzke has spoken with Bree Maki of the state Office of Broadband Development regarding federal funds—Digital Opportunity Funds were approved and they are working on programs.

[Stucky was excused from the meeting.]

O'Rourke stated he has a goal to visit all townships in the county and he is often questioned about when the township(s) will receive broadband.

Business Retention and Expansion/Recruitment (BRE). O'Rourke reported the BRE Committee met yesterday. He attended the International Economic Development Council (IEDC) conference in Denver where it was stated that BRE was the most important area in economic development. The KCED is offering support to businesses. He shared information he obtained from the IEDC with the committee and he has been looking at the USDA Intermediary Relending Program (IRP) where funds are provided at 1%, which can be relent at a higher interest rate. Applications are due in December and March; he may have a proposal ready for the boards to consider early next year. He left a voice mail for Jill Bengtson of the Kandiyohi County Housing & Redevelopment Authority (HRA) on the IRP funds it has for lending. Marotzke shared the HRA's IRP is for downtown businesses only. Bengtson is working on expanding the program to the entire county. Marotzke voiced a concern about the USDA giving additional funds to a county that has an under utilized fund. The demand will need to be evaluated. O'Rourke has received a couple of business updates in the smaller communities that he has been made aware of as he has visited those communities.

Finance. Marotzke reported the committee will be hosting a non-traditional lending conference on November 18. Speakers will be Selina Berning of Southwest Initiative Foundation; Christine Fischer of the Small Business Development Center; Mike Nicholas of Mid-Minnesota Development Commission and Marotzke. The KCED has not hosted a seminar like this in the last ten years. Registrations have started coming in. Marotzke will send the invitation to the boards. It will be a good networking opportunity for local lenders.

Marketing and Public Relations. Olson reported the committee has been working hard and within its budget. The committee decided to change from using Hootsuite, a social media scheduling platform, to another platform. She distributed new KCED swag to those present. She noted the paper tree was developed for Farmfest with the Willmar Lakes Area Convention & Visitors Bureau and contains seeds to plant. Manufacturing month has been a success; Olson toured many local manufacturers. She also learned about the MAP (Manufacturing and Production) class at the Willmar High School. This information will be included in the next newsletter. Information on broadband will be in the January newsletter, as well as technology then and now. The committee gave its final approval of advertising pamphlets. See her written report attached.

A short break was taken at 1:30 p.m.

[Marotzke, Olson and Kotila were excused from the meeting.]

The chair reconvened the meeting at 1:38 p.m. and the board went into a closed session pursuant to Minn. Stat. Chapter 13D.05, Subd. 3 for the purpose of holding a 60-day check-in with the Executive Director Patrick O'Rourke.

The meeting was reopened and the regular meeting was reconvened at approximately 2:44 p.m.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Julie Asmus to reconvene the meeting. MOTION CARRIED.

The board directed O'Rourke to provide his goals, which should include teamwork and communications with staff and his work production to Chair Gardner, Vice Chair Davis and Miller in the next couple of weeks.

ADJOURNMENT—There being no further business, the meeting was adjourned at approximately 2:45 p.m.

NEXT MEETING—The annual meeting is **11:30 a.m., Thursday, January 23, 2025** at the KCED Board Room and via ZOOM video conference.


Secretary

APPROVED: 1/23/2025:


Steve Gardner, Chairperson

CD Interest Rate Comparison for \$40,000
CDs with United Prairie Bank and Concorde Bank
mature 10/22 and 11/6/2024, respectively

	3 months	6 months	12 months
Bremer Bank		4.85% (8 Month)	
Citizens Alliance Bank	5.00%	4.90%	4.40%
Concorde Bank	4.75%	4.51%	4.21%
Heritage Bank		4.94%	4.49%
Home State Bank			
Lake Region Bank			
United Prairie Bank	n/a	4.27%	4.00%

United Prairie Bank current interest rate on maturing CD is 5.08%

Concorde Bank current interest rate on maturing CD is 5.10%

Vinna Human Resources
412 Litchfield Ave SW – PO BOX 1852
Willmar, Minnesota 56201

PROFESSIONAL SERVICES AGREEMENT

CUSTOMER NAME: Kandiyohi County Economic Development (KCED)

CUSTOMER ADDRESS: 1601 Highway 12 East, Unit 3, P.O. Box 1783, Willmar, MN 56201

This agreement for Professional Services ("Agreement") made **16th day of September, 2024** between Vinna Human Resources, LLC, a Minnesota Limited Liability Company ("we", "us", "our", "Company") and customer ("you", "your", "Customer", "Client") identified above.

That for and in consideration of the covenants and agreements hereinafter mentioned, to be performed by the Parties hereto, and the payment hereinafter agreed to be made, it is mutually agreed as follows:

1. SCOPE OF AGREEMENT AND COMPENSATION

This Agreement is for provision of the Services listed below. Services may be added by written amendment as provided for in this Agreement. You may purchase the Services from us in accordance with the prices set forth below.

Item	Description	Cost
Included in All Service Plans	<ul style="list-style-type: none">• Conduct initial HR Assessment• Publish monthly email newsletter	FREE
HR Policies & Procedures	<ul style="list-style-type: none">• Draft, update, review, and finalize employee handbooks• Policy and Procedure creation and/or updates	\$110/hour
HR Compliance	<ul style="list-style-type: none">• HR Help Desk• Prepare new hire paperwork and checklist in electronic files• Classify jobs and job descriptions• Draft, review, update HR forms and documents• Maintain employee files as requested and file review• Monitor compliance with federal, state, and local laws and regulations• Distribute labor law posters and guidance• Coordinate background checks and drug tests	\$110/hour
HR Benefit Management	<ul style="list-style-type: none">• Benefit planning and communication• Benefit administration and annual audit• Manage open enrollment• Maintain an employee spreadsheet to track individual employees' benefit selections• Administer benefit management software systems• Coordinate COBRA coverage	\$110/hour
HR Employee Management	<ul style="list-style-type: none">• Onboarding for new hires• Maintain current and former employee list• Create and support performance management protocols• Work directly with supervisors on employee relations and discipline• Direct HR support for employees• Conduct exit interviews and offboarding• Coordinate disputes regarding Worker's Compensation and OSHA claims• Manage unemployment claims• Manage HR software if applicable	\$110/hour

HR Strategic Services	<ul style="list-style-type: none"> • Provide executive coaching • Strategic staff planning with Executive and Leadership Teams • Management training as requested • Training evaluation and plan creation • Retention planning • Provide support for and assist with Union negotiations and grievances 	\$110/hour
Additional charges	<ul style="list-style-type: none"> • Costs of all background checks and alcohol and drug screenings • Costs of HR Software • Travel • Postage, Lodging, and Meals, • Labor Law Posters 	At Cost At Cost Stated IRS Rate At Cost At Cost

2. TERM OF AGREEMENT

This Agreement will become effective on the date specified above and shall, unless terminated as provided in this Agreement, continue in full force and effect for a period of one (1) year (the "Initial Term"). This Agreement can be canceled or terminated by either Party with a 60-day written notice for any, or no, cause.

3. INVOICES

- You may purchase the Services from us in accordance with the prices set forth in Section 1 above.
- We may, after the Initial Term of this Agreement, increase our prices by giving you not less than 30 days prior written notice. If you elect not to continue the Services at the increased prices, you may terminate this Agreement by giving us not less than 30 days prior written notice.
- Company shall submit an itemized invoice monthly, or after the Services are complete. Invoices will clearly itemize all costs and/or Services provided.
- Upon receipt of the invoice the Client shall make payment to the Company. Invoices received by the Client shall be paid no more than 30 days after receipt. We have the right to add a finance charge of 1.5% per month on unpaid amounts.

4. RIGHTS AND OWNERSHIP

- All Service Deliverables shall be delivered to the Client but shall remain the intellectual property of the Company. Company shall retain the right to all its software, intellectual property and templates that are not a project specific deliverable as well as to individual features of the Service Deliverables which Company would reasonably expect to be able to recreate in whole, or in part in other projects.
- Service Deliverables mean any report, recommendation, paper, presentation, drawing, demonstration, or other materials, whether in written, electronic, or other format that results solely from Company's Services.

5. CONFIDENTIALITY

- In the event data gathered or generated by us as a result of the Services provided in this Agreement (the "Confidential Information") is used in connection with an investigation or legal proceeding, you agree to indemnify, defend, and hold the Company harmless from any claim, suit or action, damage, judgment, cost or expense, including attorneys' fees, however caused by reason of injury sustained by any person or to any person or to property by reason of your use or the use by a designated third party of the Confidential Information. By requesting that Confidential Information be provided to you, you further warrant that the Confidential Information will not be used by you or a designated third party for unlawful employment decisions, including but not limited to unlawful termination of employment or unlawful denial of employee benefits.
- Except as otherwise provided by law, Company agrees not to disclose or otherwise disseminate non-public information the Client provided or generated as a result of the Services without the prior written consent of the Client except for the purpose of providing Services.
- If any court or regulatory order requires Company to disclose such non-public information provided that such order or demand does not by its terms prohibit such notice, Company will promptly provide notice to the Client of such order or demand and cooperate with the Client in responding to it.

- d. We reserve the right to use data and information gathered in the course of providing the Services for statistical evaluation and research. Results of this statistical evaluation and research will be disclosed only in aggregate form and such disclosures will not identify you or any individual unless prior consent has been received.
- e. The provisions of this Section will survive termination of this Agreement.

6. COMPLIANCE WITH APPLICABLE LAW

Both parties shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the Agreement. Without limiting the generality of the foregoing, the Company expressly agrees to comply with all federal and state labor, employee benefits, and discrimination laws, regulations, and executive orders to the extent they are applicable.

7. REMEDIES

- a. If we fail to fulfill our obligations to you as specified in this Agreement, Client's sole and exclusive remedies are: (i) As soon as reasonably possible, Company will re-perform the service to the extent reasonably necessary to correct such failure, (ii) if we are unable or choose not to correct the failure through re-performance, we shall return to you the fees paid to Company for the particular service subject to the limitation contained in Section 9.
- b. The Company and Customer recognize that disputes arising under this Agreement are best resolved at the working level by the parties directly involved. The Company and Customer agree that if any conflicts arising out of or relating to this Agreement remain, those conflicts shall be submitted to non-binding mediation paid for equally between the Parties. If the dispute is not resolved through non-binding mediation, then the parties may take other appropriate action subject to the other terms of this Agreement.

8. INDEMNITY

- a. Company agrees to hold Client free and harmless from any and all claims, damages and expenses of every kind or nature whatsoever arising from our acts or omissions which result in personal injury to your employees or other third parties, providing you give us prompt written notice of any claim.
- b. Client agrees to hold Company free and harmless from any and all claims, damages and expenses of every kind or nature whatsoever arising from your acts or omissions which result in personal injury to your employees or other third parties, providing we give you prompt written notice of any claim.

9. DISCLAIMER OF WARRANTY AND LIMITATION OF REMEDIES

- a. Company warrants to the Client that the Services will be performed in a timely, workmanlike, and professional manner in accordance with generally recognized industry standards for similar services. COMPANY (i) MAKES NO WARRANTIES EXCEPT FOR THAT SET OUT ABOVE AND (ii) DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OF NON-INFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Company shall within thirty (30) days after the effective date of such termination, refund to the Client the fees previously paid by the Client as of the date of termination corresponding to the defective Services.
- b. Company and the Client agree that the liability of Company in connection with the Services provided hereunder will be limited to the actual payment received by the Company from Customer for the particular service provided giving rise to the claim. The parties agree that direct losses shall not include any third-party claims based on the Client's use of the Service Deliverables. TO THE EXTENT PERMISSIBLE BY LAW, IN NO EVENT SHALL COMPANY BE LIABLE TO ANY THIRD PARTY FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE REGARDLESS OF WHETHER SUCH DAMAGE WAS FORESEEABLE AND WHETHER OR NOT COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE.

10. TERMINATION

This Agreement may be terminated, in whole or in part, with notice as described in Section 2 or upon written notice: i) by either Party if the other Party shall fail to perform any of its obligations hereunder and shall fail to substantially remedy such nonperformance within 90 days after receiving written notice to perform; ii) by us if you have failed to pay for Services ordered by you and delivered by us within 10 days after receipt of notice of any sums past due.

11. GENERAL PROVISIONS

- a. **Controlling Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. All proceedings related to this contract shall be venued in the Kandiyohi County District Court.
- b. **Independent Contractor.** Company is an independent contractor under the terms of this Agreement, and each of the Parties shall perform its obligations hereunder as an independent contractor and not as the agent, employee of the other Party.
- c. **Assignment.** This Agreement shall not be assignable by you to any other Party except upon our written consent.
- d. **Notice.** Notices permitted or required to be given hereunder shall be deemed sufficient if given by registered or certified mail, postage prepaid, return receipt requested, addressed to the recipient at the address given above or at such other address as a Party may designate from time to time. Notices so given shall be effective when mailed.
- e. **Solicit.** During and for one (1) year after the term of this Agreement, both parties agree not to solicit the employment of, or employ the other Party's personnel, without prior written consent from the other Party.
- f. **Client Obligations.** Client will cooperate with the Company in taking actions, providing information, and executing documents, needed by Company to complete the Services described herein. The Client acknowledges that Company does not take responsibility for verifying the accuracy or completeness of information supplied by the Client's representatives and agrees that if Company receives inaccurate, incomplete or improperly formatted information, (a) Company will have no liability for relying on the same, and (b) any additional time and expense required to correct the information will be billed to Client as additional Services.
- g. **Client Delay.** Customer acknowledges that any delay by Customer may result in the Company spending additional time providing the Services thus increasing costs to the Customer and/or may result in the Company being released from an obligation or scheduled deadline.
- h. **Force Majure.** The Company shall not be responsible for delays or failures (including any delay by the Company to make progress in the prosecution of any Services) if such delay arises out of causes beyond its control. Such causes may include, but are not restricted to, acts of God or of the public enemy, fires, floods, epidemics, riots, quarantine restrictions, strikes, freight embargoes, earthquakes, electrical outages, computer or communications failures, and severe weather, and acts or omissions of subcontractors or third parties.
- i. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties hereto relating to the Services, and sets forth the rights, duties, and obligations of each to the other as of this date. Any prior agreements, promises, negotiations, or representations not expressly set forth in the Agreement are of no force and effect.
- j. **Assignment.** This Agreement shall not be modified or amended, except by written amendment signed by duly authorized representatives of the parties. The term "this Agreement" as used herein shall be deemed to include any future amendments, modifications, and additional schedules made in accordance herewith.
- k. **Waiver.** Neither waiver of any of the provisions of this Agreement shall be deemed to constitute a waiver of any other of the provisions of this Agreement, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided in this Agreement, nor shall the waiver of any default be deemed a waiver of any subsequent default.
- l. **Severability.** If any portion of this Agreement is declared by any court of competent jurisdiction to be invalid, void, or unenforceable, such decision shall not affect the validity of any other portion of this Agreement, which shall remain in full force and effect.
- m. **Counterparts.** This Agreement may be executed in several counterparts, each of which may be deemed an original, but all of which together shall constitute one and the same instrument. Executed copies hereof may be

delivered by facsimile or email of a PDF document, and, upon receipt, shall be deemed originals and binding upon the signatories hereto, and shall have the full force and effect of the original.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written. By the signature of its representative below, each party affirms that it has taken all necessary action to authorize said representative to execute the Agreement.

CUSTOMER HAS READ THIS AGREEMENT AND UNDERSTANDS THAT THE GENERAL TERMS AND CONDITIONS OF THE AGREEMENT (INCLUDING ARTICLE 9, DISCLAIMER OF WARRANTY AND LIMITATION OF REMEDIES) APPLY FULLY TO ALL DOCUMENTS MADE A PART OF THIS AGREEMENT.

AGREED TO: Kandiyohi County Economic Dev.

SIGNATURE: 

NAME: Steven J. Gardner

TITLE: Joint Powers Board Chair

DATE: 9/ /2024

ACCEPTED BY: Vinna Human Resources

SIGNATURE: 

NAME: Nancy Miller

TITLE: Owner

DATE: 9/27/24



2024 Budget

REVENUES		Jan-Sept P&L	New Budget	Change
County Tax Levy	\$ 608,056			
Fiscal Agent				
Creating Entrepreneurial Opportunities student loan program	\$ 22,000			
Grants				
Collaborative Solutions Pool				
MN Department of Agriculture	\$ 5,000			
MN Department of Employment & Economic Development (DEED)				
Child Care Grant	\$ 500,000			
Elevate Community Business Academy	\$ 119,080			
Other Grants	\$ 13,000			
Total Grants	\$ 637,080			
Insurance dividends	\$ 400			
Interest on investments				
Concorde Bank (Revolving Loan Fund savings account)	\$ 950			
Heritage Bank savings account	\$ 150			
Lake Region Bank - Microenterprise Loan account	\$ 900			
United Prairie Bank \$109,619.23 CD matures October	\$ 250			
Total Interest on investments	\$ 2,250			
Loans				
Microenterprise Loan Fund repayments interest	\$ 700			
Microenterprise Loan Fund closing fees	\$ 200			
Revolving Loan Fund closing fees	\$ 900			
Revolving Loan Fund repayments interest	\$ 6,500			
Total Loans	\$ 8,300			
Other Income				
Elevate Community Business Academy - Corporate Donations	\$ 3,000			
Reimbursements, sponsorships and in-kind contributions				
Engineering and Professional Service Reimbursement	\$ 7,000			
Farmtastic	\$ 5,500			
Workforce Events	\$ 3,500			
SWIF Contributions				
Elevate Community Business Academy	\$ 41,490			
Total Other Income	\$ 60,490			
TOTAL REVENUES	\$ 1,338,576			

EXPENSES		Jan-Sept P&L	New Budget	Change
CREATING ENTREPRENEURIAL OPPORTUNITIES STUDENT LOAN EXPENSES				
Advertising/Promotions	\$ 400	\$ -	\$ 400	\$ -
Dinner Event and Silent Auction				
Advertising	\$ 700	\$ -	\$ 700	\$ -
Decorations	\$ 2,000	\$ 2,040	\$ 2,000	\$ -
Entertainment	\$ 500	\$ -	\$ 500	\$ -
Event Food and Beverages	\$ 8,000	\$ 6,422	\$ 8,000	\$ -
Silent Auction baskets/gifts	\$ 1,500	\$ 238	\$ 1,500	\$ -
Meals/Meeting refreshments	\$ 600	\$ 15	\$ 600	\$ -
Memberships/Dues	\$ 1,000	\$ 733	\$ 1,000	\$ -
Miscellaneous	\$ 1,500	\$ 522	\$ 1,500	\$ -
Supplies	\$ 500	\$ 329	\$ 500	\$ -
Transportation/Travel	\$ 200	\$ 655	\$ 200	\$ -
CEO Other	\$ -	\$ 120	\$ -	\$ -
Total CEO Loan Expenses	\$ 16,900	\$ 11,074	\$ 16,900	\$ -
Board Expenses				
Joint Operations Board (includes meals/administrative time)	\$ 4,900	\$ 3,924	\$ 4,900	\$ -
Joint Powers Board (includes meals/administrative time)	\$ 2,500	\$ 3,606	\$ 4,000	\$ (1,500)
Total Other Expenses	\$ 7,400	\$ 7,530	\$ 8,900	\$ (1,500)
Countywide Business Development				
CEO Student Program Administration	\$ 200	\$ 68	\$ 150	\$ 50
Engineering and Other Professional Services (County)				
Countywide	\$ 6,000	\$ 7,283	\$ 10,000	\$ (4,000)
Willmar Wye/Willmar Industrial Park	\$ 7,500	\$ 1,041	\$ 2,500	\$ 5,000
Entrepreneurial Technical Assistance	\$ 1,000	\$ -	\$ -	
Mowing/Maintenance of Lot	\$ 2,500	\$ 3,800	\$ 4,000	\$ (1,500)
Total Countywide Business Development	\$ 17,200	\$ 12,192	\$ 16,650	\$ 550
Economic Development Community Contributions				
Sponsor Fees				
Central MN Tour of Manufacturing	\$ 850	\$ 575	\$ 575	\$ 275
Vision 2040	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
Sponsor Fees - Other	\$ -	\$ 1,000	\$ 1,000	\$ (1,000)
Total Economic Development Community Contributions	\$ 1,850	\$ 2,575	\$ 2,575	\$ (725)
Elevate Community Business Academy				
Mileage/Travel	\$ 1,600	\$ 51	\$ 1,600	\$ -
Professional Services				
Consultants	\$ 129,270	\$ 21,294	\$ 129,270	\$ -
General Administrative Services	\$ 4,100	\$ 1,787	\$ 4,100	\$ -
Personnel	\$ 5,700	\$ 10,193	\$ 5,700	\$ -
Program Instructors	\$ -	\$ 100	\$ -	\$ -
Total Professional Services	\$ 139,070	\$ 33,374	\$ 139,070	\$ -
Supplies & Curriculum	\$ 22,900	\$ 8,507	\$ 22,900	\$ -
Total Elevate Community Business Academy	\$ 163,570	\$ 41,932	\$ 163,570	

COMMITTEE EXPENSES				
Agriculture and Renewable Energy Development				
Advertisement (Ind. Hemp Rooted magazine ad)	\$ 1,400	\$ 715	\$ 1,400	\$ -
Ag Projects (Ind. Hemp Econ. Impact Study)	\$ 5,000	\$ 147	\$ 1,000	\$ 4,000
Conferences/Seminars/Trainings (including Industrial Hemp)	\$ 3,000	\$ 100	\$ 1,000	\$ 2,000
Meals/Meeting refreshments	\$ 200	\$ 20	\$ 50	\$ 150
Mileage/Travel	\$ 1,000	\$ 682	\$ 1,000	\$ -
Farmtastic (Stingers Night)				\$ -
Stingers Package	\$ 6,000	\$ -	\$ -	\$ 6,000
Giveaways	\$ 850	\$ -	\$ -	\$ 850
FarmFest (giveaways & booth)	\$ 1,025	\$ 339	\$ 339	\$ 686
Partners in Ag Innovation Conference Sponsor & Marketing	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
Professional Services				\$ -
General Administrative Services	\$ 2,500	\$ 2,385	\$ 3,000	\$ (500)
Supplies (office or program)	\$ 300	\$ -	\$ 100	\$ 200
Total Ag Committee Expenses	\$ 22,775	\$ 5,888	\$ 9,389	\$ 13,386
Broadband and Advanced Technology				
Conferences/Seminars/Trainings	\$ 800	\$ -	\$ 100	\$ 700
Marketing	\$ 750	\$ -	\$ 100	\$ 650
Meals/Meeting Refreshments	\$ 200	\$ -	\$ 50	\$ 150
Mileage/Travel	\$ 500	\$ 129	\$ 200	\$ 300
Postage/mailling services	\$ 500	\$ -	\$ 50	\$ 450
Printing, copying & publishing	\$ 750	\$ -	\$ 100	\$ 650
Professional Services				
General Administrative Services	\$ 2,500	\$ 1,441	\$ 2,000	\$ 500
Professional Services - Other	\$ -	\$ 2,100	\$ 2,100	\$ (2,100)
Total Professional Services	\$ 2,500	\$ 3,541	\$ 4,100	\$ (1,600)
Total Broadband and Advanced Technology Committee Expenses	\$ 6,000	\$ 3,670	\$ 4,700	\$ 1,300
Business Retention and Expansion/Recruitment (BRE)				
Childcare Initiative				
Contractual	\$ -	\$ 831	\$ 1,000	\$ (1,000)
Subgrants				
Collaborative Solutions	\$ -	\$ -	\$ -	\$ -
Generations, LLC	\$ 250,000	\$ -	\$ 250,000	\$ -
Prairie Woods Environmental Learning Center	\$ 250,000	\$ 1,138	\$ 250,000	\$ -
Shared Services Agreement with UCAP	\$ 28,521	\$ 17,515	\$ 28,521	\$ -
Supplies	\$ -	\$ 240	\$ 250	\$ (250)
Travel	\$ -	\$ 299	\$ 350	\$ (350)
Total Childcare Initiative	\$ 528,521	\$ 20,023	\$ 530,121	\$ (1,600)
Highway 23 Coalition				
Conferences/Seminars/Trainings	\$ 100	\$ -	\$ 100	\$ -
General Administrative Services	\$ 500	\$ 158	\$ 250	\$ 250
Mileage/Travel	\$ 500	\$ 230	\$ 300	\$ 200
Total Highway 23 Coalition	\$ 1,100	\$ 388	\$ 650	\$ 450
Marketing	\$ 500	\$ 430	\$ 500	\$ -
Mileage/Travel	\$ 600	\$ 645	\$ 650	\$ (50)
Professional services				
General administrative services	\$ 3,000	\$ 704	\$ 1,000	\$ 2,000
Professional Services - Other	\$ -	\$ 755	\$ 1,200	\$ (1,200)
Total Professional Services	\$ 3,000	\$ 1,459	\$ 2,200	\$ 800

Workforce Development				
Career/Job Fairs	\$ 1,000	\$ 1,016	\$ 1,050	\$ (50)
Workforce Events	\$ 1,500	\$ -	\$ 250	\$ 1,250
Workforce Solutions Summit	\$ 3,500	\$ -	\$ -	\$ 3,500
Total Workforce Development	\$ 6,000	\$ 1,016	\$ 1,300	\$ 4,700
Total BRE Committee Expenses	\$ 539,721	\$ 23,961	\$ 535,421	\$ 4,300
Finance				
Meals	\$ 800	\$ 242	\$ 500	\$ 300
Mileage/Travel	\$ 150	\$ 19	\$ 50	\$ 100
Non-Traditional lender event	\$ 500	\$ -	\$ 1,000	\$ (500)
Other misc (loan filing fees)	\$ -	\$ 50	\$ 50	\$ (50)
Professional services				
General administrative services	\$ 2,000	\$ 1,251	\$ 2,000	\$ -
Legal services	\$ 300	\$ 281	\$ 281	\$ 19
Total Professional Services	\$ 2,300	\$ 1,532	\$ 2,281	\$ 19
Total Finance Committee Expenses	\$ 3,750	\$ 1,843	\$ 3,881	\$ (131)
Marketing and Public Relations				
Branding	\$ 750	\$ 606	\$ 700	\$ 50
Community events	\$ 1,200	\$ -	\$ -	\$ 1,200
Displays and giveaways	\$ 5,420	\$ 5,687	\$ 6,000	\$ (580)
Meals/Meeting refreshments	\$ 1,250	\$ 1,078	\$ 1,500	\$ (250)
Media				
Newspaper	\$ 1,200	\$ -	\$ -	\$ 1,200
Radio - MPR	\$ -	\$ -	\$ -	\$ -
Publications (Impact, visitor's guide, etc.)	\$ 850	\$ 1,340	\$ 1,340	\$ (490)
Printing, copying & publishing	\$ 500	\$ -	\$ 200	\$ 300
Video production (1 short video testimonial)	\$ 600	\$ -	\$ -	\$ 600
Media - Other (Facebook promotions)	\$ 200	\$ -	\$ 50	\$ 150
Total Media	\$ 3,350	\$ 1,340	\$ 1,590	\$ 1,760
Mileage/Travel	\$ 1,200	\$ 591	\$ 800	\$ 400
Professional services				
General administrative services	\$ 3,750	\$ 3,816	\$ 4,000	\$ (250)
Total Professional Services	\$ 3,750	\$ 3,816	\$ 4,000	\$ (250)
Subscriptions	\$ 2,600	\$ 1,434	\$ 2,200	\$ 400
Website Development/Maintenance	\$ 500	\$ 7,049	\$ 8,000	\$ (7,500)
Other	\$ -	\$ 50	\$ 50	\$ (50)
Total Marketing and Public Relations Committee Expenses	\$ 20,020	\$ 21,651	\$ 24,790	\$ (4,770)
Tourism/Leisure Travel				
CVB Tourism Partnership Agreement	\$ 25,000	\$ 18,750	\$ 25,000	\$ -
Meals/Meeting refreshments	\$ 100	\$ -	\$ -	\$ 100
Mileage/Travel	\$ 200	\$ 43	\$ 75	\$ 125
Total Tourism/Leisure Travel Committee	\$ 25,300	\$ 18,793	\$ 25,075	\$ 225
Total Committee Expenses	\$ 617,566	\$ 75,806	\$ 603,256	\$ 14,310

EMPLOYEE COMPENSATION				
Executive Director				
Director's salary	\$ 128,128	\$ 93,908	\$ 122,658	\$ 5,470
Director's health insurance	\$ 15,500	\$ 8,137	\$ 8,137	\$ 7,363
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	\$ 9,802	\$ 7,184	\$ 9,383	\$ 419
Director's pension (PERA) employer rate is 7.5%	\$ 9,610	\$ 7,043	\$ 9,199	\$ 411
Total Executive Director's Compensation	\$ 163,040	\$ 116,272	\$ 149,378	\$ 13,663
Business Development Manager's position				
Business Development Manager's salary	\$ 82,900	\$ 49,000	\$ 84,000	\$ (1,100)
Business Development Manager's health insurance	\$ 6,100	\$ 5,656	\$ 6,100	\$ -
Business Development Manager's payroll taxes	\$ 6,342	\$ 3,749	\$ 6,426	\$ (84)
Business Development Manager's PERA	\$ 6,218	\$ 3,675	\$ 6,300	\$ (83)
Total Business Development Specialist's Compensation	\$ 101,559	\$ 62,080	\$ 102,826	\$ (1,267)
Marketing & Communications Specialist				
Marketing & Communications Specialist's salary	\$ 56,774	\$ 42,580	\$ 56,774	\$ -
Marketing & Communications Specialist's payroll taxes	\$ 4,343	\$ 3,257	\$ 4,343	\$ (0)
Marketing & Communications Specialist's PERA	\$ 4,258	\$ 3,194	\$ 4,258	\$ (0)
Total Marketing & Communications Specialist's Compensation	\$ 65,375	\$ 49,031	\$ 65,375	\$ (0)
BlueCross Dental Plan	\$ -	\$ 1,038	\$ 1,350	\$ (1,350)
BlueCross Vision Plan	\$ 493	\$ 141	\$ 180	\$ 313
Employee workers' compensation insurance	\$ 1,000	\$ 433	\$ 1,000	\$ -
Total other employee compensation	\$ 1,493	\$ 1,612	\$ 2,530	\$ (1,037)
Accrued vacation and sick exp				
Exec. Dir. Vacation/sick leave payout	\$ -	\$ 14,063	\$ 14,063	\$ (14,063)
Payroll Taxes	\$ -	\$ 949	\$ 949	\$ (949)
Total Employee Compensation	\$ 331,468	\$ 244,006	\$ 335,121	\$ (3,653)
ADMINISTRATIVE EXPENSES				
Geofencing for conferences	\$ 800	\$ -	\$ -	\$ 800
MCIT property/casualty insurance	\$ 5,700	\$ 4,998	\$ 5,700	\$ -
Meals not for a committee	\$ 1,200	\$ 1,088	\$ 1,200	\$ -
Memberships, dues, subscriptions				\$ -
Community Venture Network (CVN)	\$ 2,125	\$ 2,125	\$ 2,125	\$ -
EDAM membership	\$ 695	\$ 770	\$ 770	\$ (75)
Greater Minnesota Partnership	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
Highway 23 Coalition membership	\$ 250	\$ 250	\$ 250	\$ -
Industrial Hemp Association	\$ 325	\$ 325	\$ 325	\$ -
Local organizations	\$ 900	\$ 1,385	\$ 1,385	\$ (485)
MAPCED membership	\$ 625	\$ 625	\$ 625	\$ -
MN DEED Marketing Partnership dues	\$ 700	\$ 715	\$ 715	\$ (15)
Subscriptions	\$ 1,100	\$ 778	\$ 1,100	\$ -
Other - IEDC	\$ -	\$ 328	\$ 328	\$ (328)
Total Memberships, dues, subscription	\$ 8,220	\$ 8,801	\$ 9,123	\$ (903)
Professional services				\$ -
Accountant fees	\$ 500	\$ 275	\$ 500	\$ -
Auditor	\$ 13,600	\$ -	\$ 13,600	\$ -
Bookkeeping fees	\$ 7,500	\$ 7,248	\$ 7,500	\$ -
Executive search firm	\$ 24,000	\$ 24,000	\$ 24,000	\$ -
Legal fees	\$ 600	\$ 163	\$ 600	\$ -
Professional Services - Engan/Best Western	\$ -	\$ 2,511	\$ 2,511	\$ (2,511)
Total Professional Services	\$ 46,200	\$ 34,197	\$ 48,711	\$ (2,511)

Travel, conference, school	\$ 15,000	\$ 15,691	\$ 16,000	\$ (1,000)
Virtual meetings & promotions	\$ 600	\$ 395	\$ 900	\$ (300)
Total Administrative Expenses	\$ 77,720	\$ 65,170	\$ 81,634	\$ (3,914)
OFFICE EXPENSES				
Bank Fees	\$ 100	\$ 32	\$ 100	\$ -
Cleaning person	\$ 2,500	\$ 1,602	\$ 3,250	\$ (750)
Depreciation - furniture & equip.	\$ -	\$ -	\$ -	\$ -
Equipment maintenance and rental				
Software, including Executive Pulse (CRM Annual Fee)	\$ 2,800	\$ 2,787	\$ 2,800	\$ -
Technology maintenance contract for server and computers	\$ 9,000	\$ 8,056	\$ 9,000	\$ -
Other - Backes/Coordinated	\$ 1,000	\$ 1,648	\$ 1,700	\$ (700)
Total Equipment Maintenance & Rental	\$ 12,800	\$ 12,491	\$ 13,500	\$ (700)
Furniture and equipment				
Xerox lease	\$ 5,500	\$ 3,981	\$ 5,500	\$ -
Furniture and equipment - Other	\$ 2,000	\$ 20,314	\$ 21,500	\$ (19,500)
Total Furniture and Equipment	\$ 7,500	\$ 24,295	\$ 27,000	\$ (19,500)
Office equipment and miscellaneous	\$ 1,500	\$ 1,783	\$ 2,000	\$ (500)
Postage, mailing service	\$ 500	\$ 439	\$ 500	\$ -
Printing, copying and publishing	\$ 500	\$ 1,321	\$ 1,800	\$ (1,300)
Professional services:				
Engineering and other services	\$ -	\$ 310	\$ 500	\$ (500)
General administrative	\$ 53,000	\$ 39,356	\$ 53,000	\$ -
Planning session facilitator	\$ 3,500	\$ -	\$ -	\$ 3,500
Vinna Human Resources	\$ -	\$ -	\$ 3,500	\$ (3,500)
Total Professional Services	\$ 56,500	\$ 39,666	\$ 57,000	\$ (500)
Rent and storage unit	\$ 25,500	\$ 18,720	\$ 26,870	\$ (1,370)
Rent (water cooler, post office box)	\$ 300	\$ 294	\$ 300	\$ -
Sales Tax Return	\$ -	\$ 5	\$ 5	\$ (5)
Supplies	\$ 4,500	\$ 5,753	\$ 6,000	\$ (1,500)
Telephone/Telecommunications	\$ 6,700	\$ 4,703	\$ 6,700	\$ -
Office Expenses	\$ -	\$ 4,495	\$ 5,195	\$ (5,195)
Total Office Expenses	\$ 118,900	\$ 115,599	\$ 150,220	\$ (31,320)
TOTAL PROGRAM EXPENSES	\$ 1,352,574	\$ 575,884	\$ 1,378,826	\$ (26,252)

AMENDED BYLAWS
OF
KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION

ARTICLE I.
The Commission

Section 1. Establishment. The Commission was established by Minnesota Legislative Statute, Kandiyohi County and city of Willmar Resolution.

Section 2. Name of Commission. The name of the Commission shall be the “Kandiyohi County and City of Willmar Economic Development Commission”, hereafter called Commission.

Section 3. Registered Office. The registered office of the Commission shall be 222 20th Street SE, Willmar, Minnesota.

ARTICLE II.
Board of Commissioners

Section 1. Appointment of Commissioners. The property and business of the Commission shall be managed by its Board of Commissioners. The number, qualifications, terms and powers of the Board shall be provided for by the procedures and in the manner as provided for in the Joint Powers Agreement between the city of Willmar and county of Kandiyohi, and by the amendments thereto that may be hereafter adopted.

Section 2. Removal. Board members may be removed by the appointing board or boards for inefficiency or neglect of duty, or misconduct in office, a board member may be removed by the governing body that approves said member. The board member must be given a copy of the charges at least 10 days prior to a hearing at which the board member has the opportunity to be heard in person, or by counsel. When charges in writing have been preferred against a board member, pending final action thereon the governing body, who approved said member, may temporarily suspend the board member. If it is found that those charges have not been substantiated, the board member shall immediately be reinstated to the board. When any board member is removed, a record of the proceedings, together with the charges and findings thereon, shall be filed.

Section 3. Meetings and Notice. The Board of Commissioners shall meet quarterly, on the fourth Thursday of each third month. No notice, either to old or new members of the Board of Commissioners shall be required for such meeting or for any regular meeting of the commissioners fixed from time to time by resolution of a majority of the Board of Commissioners. Other meetings of the Board of Commissioners may be held upon the call of the chairman or any commissioner. Neither the business to be transacted at nor the purpose of any meeting need be specified in the notice of such meeting.

- a. Remote Communication. Meetings of the Boards may be held by means of remote communication as provided below:
 - i. Meetings of the Boards may be held solely by one or more means of remote communication, so long as statutory notice provisions are followed and minutes of the meeting are produced and if notice of the meeting is given to every participant entitled to vote, and if the number of participants with voting rights participating in the meeting is sufficient to constitute a quorum at a meeting. Participation in a meeting by remote communication constitutes presence at the meeting in person.
 - ii. A Board member not physically present in person at a meeting of the Board may, by means of remote communication, participate in a meeting held at a designated place. Participation in a meeting by that means constitutes presence at the meeting in person.
 - iii. In any meeting of the Boards held solely by means of remote communication under paragraph (a), or in any meeting of the Board held at a designated place in which one or more parties participate by means of remote communication under paragraph (b):
 - (1) The Commission shall implement reasonable measures to verify that each person deemed present and entitled to vote at the meeting by means of remote communication is a proper participant; and
 - (2) The Commission shall implement reasonable measures to provide each person participating by means of remote communication with a reasonable opportunity to participate in the meeting, including an opportunity to:
 - (a) read or hear the proceedings of the meeting substantially concurrently with those proceedings;
 - (b) if allowed by the procedures governing the meeting, have the person's remarks heard or read by other participants in the meeting substantially concurrently with the making of those remarks; and
 - (c) if otherwise entitled, make motions and vote on matters submitted to the Boards.

Section 4. Quorum. At all meetings of the Board four members of the commission shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of a quorum of the commissioners present at any meeting in which there is a quorum shall be the act of the Board of Commissioners.

- a. Substitution of Members. In the event that a duly appointed member will be absent from a regular or special meeting of the Board of Commissioners, that appointed member is authorized to appoint an alternative elected representative from that appointed member's governing body to attend the regular or special meeting in the

place of the appointed member, and said alternative elected representative shall serve in the full capacity as the appointed member who is absent.

Section 5. Order of Business. The Board of Commissioners may determine the order of business at their meetings.

Section 6. Duties. All commissioners shall perform the duties of a commissioner, including duties as a chairperson, co-chairperson or member of a standing or special committee of the Board.

ARTICLE III. Meetings

Section 1. Place. All meetings shall be held at the registered office of the Commission or at such place designated by the Board of Commissioners.

Section 2. Annual Meetings. An annual meeting shall be held in January of each year.

Section 3. Notice of Annual or Special Meetings. ~~Public notice stating the place, day and hour of the annual or special meetings shall be published in the official newspaper of Kandiyohi County. In the case of adjournment of a meeting from time to time, no further notice of the adjourned meeting shall be necessary (if an announcement is made at the meeting where the adjourning is held specifying the place, day and hour of the adjourned meeting).~~

At least three days before any special meeting of the Board of Commissioners, notice of said meeting shall be posted on the door of the usual meeting room or mailed, emailed or delivered to each person who has filed a written request for notice of said special meetings.

Section 4. Manner of Voting. The voting on all questions coming before the Commission shall be by roll call and the yeas and nays shall be entered upon the minutes of such meeting.

ARTICLE IV. Powers of Commissioners

Section 1. Other Powers. In addition to the powers and authorities conferred upon it by these Bylaws, the Board of Commissioners shall have the power to do all lawful acts necessary and expedient to the conduct of the business of this Board of Commissioners.

ARTICLE V. Officers

Section 1. Officers. The Board of Commissioners, at its first meeting of each fiscal year, shall elect the following officers by a majority vote:

- a. a chairperson, who must be a member of the Board of Commissioners;
- b. a vice chairperson, who must be a member of the Board of Commissioners;
- c. a secretary, who need not be a member of the Board of Commissioners;
- d. a treasurer, who need not be a member of the Board of Commissioners; and

All officers shall hold office until their successor is elected, notwithstanding any earlier termination of their office or as a commissioner.

Section 2. Other Officers. The Board may appoint such other officers and agents as it shall deem necessary who shall hold their offices for such terms and exercise such powers and perform such duties as shall be determined by the Board.

Section 3. Terms of Office. The officers of the Commission shall hold office for one year or until their successors are chosen and qualify in their stead. Notwithstanding an earlier termination of their office as commissioners, any officer elected or appointed by the Board of Commissioners may be removed by the affirmative vote of any majority of the whole Board of Commissioners with or without cause.

Section 4. Salaries. There shall be no salaries paid to the officers, agents or commissioners of the Board, except that the Board shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and disbursements in furtherance of the purposes set forth in the enabling resolution of the Board.

Section 5. Duties.

- a. Chairman. The chairman shall:

- (1) be the chief executive officer of the Board;
- (2) preside over all meetings of the Commissioners;
- (3) have general active management of the affairs of the Board and shall see that all orders and resolutions of the Board are carried into effect;
- (4) execute all bonds, mortgages and other contracts; and
- (5) be an ex officio member of all standing committees and shall have the general powers and duties of supervision and management usually vested in the office of chairman of a joint powers board.

- b. Vice Chairman. The vice chairman shall, in the absence or inability of the chairman, perform the duties and exercise the power of the chairman and shall perform such other duties as the Board of Commissioners shall prescribe.

c. Secretary. The secretary shall:

- (1) attend all sessions of the Board of Commissioners;
- (2) record all votes and the minutes of all proceedings in a book kept for that purpose;
- (3) perform like duties for the standing committees when required;
- (4) give or cause to be given notice of all meetings of the Board of Commissioners, and shall perform such other duties as may be prescribed by the Board of Commissioners or chairman under whose supervision he/she shall be; and
- (5) be sworn to the faithful discharge of his/her duty.

d. Treasurer. The treasurer shall:

- (1) be sworn to the faithful discharge of his/her duty;
- (2) have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements and books belonging to the Board and shall deposit all monies and other valuable effects in the name and to the credit of the Board, in such depositories as may be designated by the Board of Commissioners;
- (3) disburse the funds of the Board as may be ordered by the Board making the proper vouchers for such disbursements and shall render to the chairman and commissioners at the regular meetings of the Board or whenever they may require it, an account of all transactions as treasurer of the financial condition of the Board;
- (4) pursuant to Minnesota Statutes § 469.096, Subd. 6, give bond to the state conditioned for the faithful discharge of official duties. The bond must be approved as to form and surety by the Board and filed with the secretary. The bond must be for twice the amount of money likely to be on hand at any one time, as determined at least annually by the Commission provided that the bond must not exceed \$300,000. The bond premium shall be paid by the Board.

Section 6. Notes and Bonds. None of the officers of the Board shall sign any notes or bonds for others.

Section 7. Vacancies. Any office which becomes vacant by reason of death, resignation, retirement, disqualification, removal from office or otherwise, may be filled by a majority vote of the commissioners then in office, although less than a quorum, choosing a successor or successors, who shall hold office for the unexpired term in respect of which such vacancy occurred.

Section 8. Executive Committee. The Board of Commissioners may, by unanimous affirmative action of the entire board, designate three or more of its number to constitute an

executive committee which to the extent determined by unanimous affirmative action of the entire board shall have and exercise the authority of the board in the management of the business of the Board. Any such executive committee shall act only in the interval between meetings of the Board and shall be subject at all times to the control and direction of the Board.

ARTICLE VI. Personnel

Section 1. Executive Director. The Commission shall employ an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the Board. The compensation of the Executive Director shall be determined by the Board. The duties of the Executive Director shall be as set forth in the Board's Policies and Procedures Manual and/or Personnel Manual.

Section 2. Additional Personnel. The Board may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Board.

Section 3. Board Members. If any board member applies for a paid position with the Kandiyohi County and City of Willmar Economic Development Commission, that board member must resign from this Board.

ARTICLE VII. Committees

Section 1. Standing Committees. The chairman may establish standing committees and appoint chairpersons, as needed, subject to the approval of the Board of Commissioners.

Section 2. Special Committees. The chairman may establish special committees and appoint chairpersons, as needed, subject to the approval of the Board of Commissioners.

Section 3. Composition and Duties. The composition and duties of the standing and special committees shall be as set forth in the Policies and Procedures Manual of the Board.

Section 4. Economic Development Operations Board. The Board shall establish an Economic Development Operations Board as provided for in paragraph 12 of the Joint Powers Agreement.

ARTICLE VIII. Finances

Section 1. Requests for Payment, Checks and Notes. All requests for payments shall be reviewed and initialed by two board officers or agents as may from time to time be designated by resolution of the Board of Commissioners and all checks and notes of the board shall be signed by

such board officers or agents as may from time to time be designated by resolution of the Board of Commissioners. All checks and notes shall require the signature of two designated board members or agents.

Section 2. Fiscal Year. The fiscal year of the Board shall be the calendar year.

Section 3. Financial Statement. The Board's detailed financial statement must show all receipts and disbursements, their nature, the money on hand, the purpose of which the money on hand is to be applied, the Board's credits and assets, and its outstanding liabilities in a form required for the county's financial statements. The Board shall examine the statement together with the treasurer's vouchers. If the Board finds that the statement and vouchers are correct, it shall approve them by resolution and enter the resolution in its records.

Section 4. Directors' Annual Statement. The Board of Commissioners shall at each annual meeting and when otherwise called for by the vote of the commissioners, present a full and clear statement of the business and condition of the Board.

Section 5. Inspection of Books. Commissioners shall be permitted to inspect the financial records of the Board at all reasonable times.

ARTICLE IX. Amendments

These Bylaws may be amended or altered as provided for in paragraph 11 of the Joint Powers Agreement.

ARTICLE X. Dissolution

Upon the dissolution of the Board, the Board of Commissioners shall, after paying or making provision for the payment of all of the liabilities of the Board, distribute the remaining assets, one-half to the county of Kandiyohi, and one-half to the city of Willmar, both in the state of Minnesota.

ARTICLE XI. Liability

There shall be no personal liability upon commissioners or members of the Board for obligations of the Board. There shall be no personal liability upon the commissioners for the good faith exercising of their official duties.

ARTICLE XII.

Funds

The funds of the Board shall be deposited in a bank or financial institution within the county of Kandiyohi, state of Minnesota, as may be established by the Board of Commissioners from time to time.

ARTICLE XIII.

Parliamentary Commission

The current edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority where applicable and where there is no conflict between said rules and the Bylaws and enabling resolution of the Commission.

As amended by the Board of Commissioners on July 28, 2022.

George "Corky" Berg, Secretary



TO: Joint Powers Board

FROM: Michelle Marotzke, Business Development Manager

DATE: October 24, 2024 Board Meeting

- We are pretty well settled in at the new space, it is very comfortable and most everything is put in its spot. An open house will be on October 14th, the same day as the Willmar Lakes Area Chamber of Commerce has planned a ribbon cutting.

Economic Development Activity

- Brian Miller, owner of Willmar Rail Park was in Willmar on September 25th to visit with his engineering firm and KCED. He also met with Representative Baker, who expressed interest in the project at a meeting the previous day. We also met with Christopher Corbett to review the project and ask a few questions about ordinances and platting processes.
- I attended the Brookshire/Community Venture Network meeting in Lakeville on September 20th where I met with several developers from throughout Minnesota. Three of them were a potential fit for Willmar's Rail Park or Industrial Park and all three have received a follow-up email that included information with Willmar's general economic information (transportation infrastructure, workforce, etc.) as well as maps of the area. I also spoke with a representative who could be interested in the KCED lot by Ridgewater College. She shared that they would do traffic counts and see if development is feasible in that area. A follow-up email was sent with a map of the area.
- Kandiyohi County's Transportation Economic Development (TED) grant to fill a 2.5-mile gap between highways 12, 71, and 5 was submitted on September 9th (the deadline). We were able to secure several letters of support and help put together statistical data needed to complete the grant application.
- The Minnesota Association of Professional Economic Developers (MAPCED) annual meeting was held in Hutchinson on September 27th. Patrick and I attended as members of the organization. We also enjoyed a tour of Hutchinson High School's TigerPath, led by Miles Seppelt (Executive Director of the Hutchinson EDA). Willmar Senior High School has the Manufacturing and Production (MAP) program that is further explained in the latest KCED newsletter.
- I will attend the Women's Economic Development Conference, hosted by Area Development, on October 15-17. This is a conference that my predecessors, Connie Schmoll and Sarah Swedburg, attended each year. I look forward to some continuing education and networking with site selectors from around the United States.

Elevate

- We are at 20 students for the Fall 2024 cohort (losing just one student so far). I help instructors and students as needed, including ensuring the classroom is set up and curriculum is updated.
- We are meeting at the AppleTree Square classroom and the students and instructors are enjoying having dedicated space that is "theirs". Many thanks to Cathy for helping set up and tear down.
- Danny Carranza, lead Elevate instructor, and I will attend Rising Tide's Partner Conference in Richmond, Virginia on October 9th-11th. The cost of this is covered by our partnership with Southwest Initiative Foundation (SWIF). Scott Marquardt will also attend as SWIF holds the license for this program.
- The next quarterly report for our Small Business Assistance Partnership grant from DEED is due on 10/30. I am working toward having this submitted before leaving for the Partner Conference in Richmond, Virginia on October 9th.
- I am working on developing 6 storytelling podcasts and completing the education podcasts that Sarah and I did two years ago. This is part of developing the Business Assistance Services program for Elevate graduates and is part of the grant's workplan.

Child Care Program

- The quarterly report for our Child Care Economic Development grant from DEED is due on October 15th. I am working to complete this before leaving on October 9th.
- Prairie Woods Environmental Learning Center had their annual "Prairie Under the Stars" fundraiser on September 5th and raised over \$81,000 for their nature preschool. This will be used to help transform the Westby Observatory into the main building for the preschool, develop a new driveway for dropoff/pickup, and add playground equipment that meets the State's requirements. Their reimbursement requests have been paid from Kandiyohi County's contribution of \$35,000 (awarded to each project for the DEED grant).
- Generations in Atwater continues to move forward and is in the process of design for renovating the former DAC building into four specialized family child care units. They have not requested reimbursement yet, but I expect that to come quickly once their design is complete and they have completed the bidding process. The City of Atwater continues to be supportive of this project through an EDA loan and possible tax abatement.
- The new Child Care Economic Development grant round is open and proposals are due on October 31st. I am working with a few projects that may result in an application. Where possible, I am encouraging the organization to submit their own application as the reporting requirements take a significant amount of time. However, we also want to support projects that may not be able to complete an application on their own and will do so as needed.

Ag and Renewable Energy

- The Ag Committee met in September and heard from Becky Wierschke from Clean Chickens/Happy Halal. The company recently closed on two parcels in Willmar's Industrial Park and looks forward to developing a goat and sheep slaughterhouse. They will also process value-added chicken products but no live chickens will be on the premises.
- The Ag Committee recommended having a booth at the Northstar Farm Show on March 18th and 19th. The cost is \$600 and will come out of the Ag Committee's budget. The show is being hosted by KWLM, Linder Farm Network, and Big Country. They are bringing it back after having a hiatus for several years. The goal will be to share KCED's support of agriculture in Kandiyohi County and recruit new committee members.

Broadband

- It was decided that the NTIA grant application for \$5 million was not feasible. A lot of great ideas came out of the development process and we hope to move some of that work forward, including a county-based Digital Opportunity Plan. We have a USDA grant application submitted and waiting for a response, and there may be other funding opportunities as the State ramps up its BEAD programs through the Office of Broadband Development.
- Round 10 of Minnesota's Border-to-Border grant round should be announced soon. Vibrant submitted applications for three townships: Kandiyohi, Genessee, and Lake Lillian.

Finance

- Two loan requests will come before the Finance Committee on October 8th. One is through the Microloan program for Aesthetics by Ash in Atwater and the other is through the Revolving Loan Fund program for Simply Shrimp. Please see the Finance Committee minutes for further information.
- An existing loan had the balloon payment come due and has requested to extend the loan. Please see the Finance Committee minutes for further information.
- A Non-Traditional Lender Meeting is being planned for November 18th. The location and details have not yet been determined. Speakers will include Christine Fischer from the Small Business Development Center, Selina Berning from Southwest Initiative Foundation (including Sharia lending), and Nate Reuss from Mid-Minnesota Development Commission. Lenders in Kandiyohi County will receive an invitation to attend with the goal of learning about lending partnerships for gap financing. The event has a budget of \$500.

Joint Powers Board Update

10.24.2024 Marketing and Communications Update

- Website updates and improvements continue to happen on the child care, broadband and community pages.
- Preparation for our Open House and Elevate Graduation
- We've moved signage and communications were sent out; this included social media posts and the publication of the 'New News Newsletter' which went out to all KCED contacts and the Economic Development Association of Minnesota (EDAM) contacts. We got great review from economic development peers on our site!
- The fall 2024 newsletter was published with a manufacturing theme to support Minnesota Manufacturing Month/Week. It had a 40% open rate which is strong and consistent with past publications.
- New staff headshots were coordinated and applied to newly ordered business cards.

Social Media:

- Business of the Week continues to be popular. Businesses get a lot of social media coverage with our posts being shared throughout social media.
- Reach of 4.7k on Facebook and nearly 500 on LinkedIn

Other Projects:

- The marketing budget continues to be reviewed with costs being cut in our social media platforms and subscriptions which will save KCED nearly \$2,000 a year.
- The document "Economic Development Marketing and Priorities" was reviewed and a report of key notes and takeaways developed for discussion with the Marketing and Public Relations Committee. One such take-away was a need for a monthly analytic reports of our website. The first one was developed for the MPR Committee to be held next Monday.
- Quotes are being gathered for office and door window decals.

Outreach:

- A tour of manufacturers occurred at a number of businesses including Jennie-O, West Central Steel, Marcus Construction, JMD Manufacturing and Simply Shrimp as well as an interview with Versa-Cap to highlight for Manufacturing Month.

- Manufacturing Week by the Central Minnesota Manufacturing Association (CMMA) occurred on September 30th - October 5th. We featured a Kandiyohi County Manufacturer each day.
- Business of the Week Highlights on social media brought KCED to Main Stream Boutique, PrimeRose Boutique, Apol's Harley Davidson, Heida's Woodwork, Paw's Floral and Wick's Meet Shoppe.
- Met with Teacher Mike Krueker at Willmar Highschool about the Manufacturing & Production Careers in your Community (MAP) program, shadowed the students at West Central Steel.