KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
DOING BUSINESS AS KANDIYOHI COUNTY ECONOMIC DEVELOPMENT (KCED)

FINANCE COMMITTEE

MINUTES

May 13, 2025

KCED Office, Willmar, and Via Zoom Video Conference

Present: Matt Behm, Kyle Grimm, Allen Huselid, Kerry Johnson, Roland "Rollie" Nissen, Chris Radel, Nathan "Nate" Reuss and Kelly TerWisscha

Excused: Justin Schnichels

Staff: Barbara Carr, Executive Director

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

Chairperson Kerry Johnson called the meeting to order at approximately 12:00 p.m. and announced a quorum was present.

AGENDA—There were no changes to the Agenda.

> IT WAS MOVED BY Rollie Nissen, SECONDED BY Allen Huselid, to approve the Agenda as presented. MOTION CARRIED.

MINUTES—

> IT WAS MOVED BY Nathan Reuss, SECONDED BY Kelly TerWisscha, to approve the April 8, 2025 Minutes as emailed. MOTION CARRIED.

UNFINISHED BUSINESS

Aesthetics by Ash. Barbara Carr noted Ashlyn Hillenbrand of Aesthetics by Ash was to attend today's meeting, but was unable to. Her business is now operational.

Simply Shrimp. Carr noted funds have been set aside for the loan approved for Simply Shrimp. TerWisscha stated Paul Damhof is still working toward finalizing his financing. The KCED loan was approved January 14 with a closing to be held in 120 days. The committee voted an extension could be requested.

VP Enterprises. It was noted both owners of VP Enterprises have filed bankruptcy and the business is closed. Matt Behm reported the online auction on the equipment and vehicles did not meet expectations. The real estate is for sale.

IT WAS MOVED BY Nathan Reuss, SECONDED BY Rollie Nissen, to recommend to the Kandiyohi County and City of Willmar Economic Development Commission's Joint Operations Board that it write off the balance owed by VP Enterprises in the approximate amount of $13,988.41.

Review loan policies. Carr noted the Joint Operations Board approved the changes recommended by this committee to the two loan manuals.

Carr is looking at potential goals for this committee and how to support the businesses that receive loans from the KCED, parts of the county do we want to see investment in and what else would be a good investment that could support that business?

[Chris Radel joined the meeting.]

She would like to know if the funds are being utilized and distributed in the best way possible and are we having the best impact we can.

Childcare grant. Carr noted there are two childcare centers that are nearing the end of the state grant deadline of June 30, 2025. The childcare forgivable loans distributed in 2023 will receive 1099 forms at year-end. Carr plans to contact each of the providers about the end of the forgivable loan period. Yesterday, Carr met with First Children's Finance about resources it has for childcare facilities. She noted it may be interesting for this committee to hear how First Children's Finance meets with childcare providers.

NEW BUSINESS—

Bank visits and scheduled trainings. Carr indicated she is open to ideas from this committee as to trainings it would like to have. She is looking at best practices and business visits this committee can do relative to best practices. Carr met today with Kevin Wierschke of Happy Halal, which uses QR codes to do training for its employees in their native language. Happy Halal will be using the KCED's board room this Friday to interview applicants for its new facility. Carr would like to see interaction between the KCED's committees; it was suggested this could be a goal for the future.

Loan application review. Carr noted the current application form is in the meeting packets (see attached), which Carr requested the committee review for any possible changes.

Carr noted there is a nonprofit looking for funding and another business has also approached the KCED for funding. Carr was informed that a borrower of KCED loan funds must be a for-profit business and cannot be a nonprofit as defined in the loan manuals.

Elevate Community Business Academy. Reuss suggested this committee review the graduates of the Elevate program and possibly guide them as to funding. He noted several reach out to Mid-Minnesota Development Commission (MMDC) seeking grants, which MMDC does not do. Carr reported next week a workshop on Business and Financial Planning will be presented to Elevate graduates. The program has state grant funds available through the end of October 2024. It was noted each bank looks at each loan request individually. Chris Radel suggested it may be good for the KCED to have a best practices from a bank's perspective. The main thing is for a proposed borrower to have completed a business plan. Carr noted the Small Business Development Center will be using the KCED's board room for a Small Business Workshop to be held in both English and Spanish.

Other. Nissen questioned if this committee's regular meeting date should be held on a different day as today's meeting is being held after the Joint Operations Board meets. Nissen was informed that if the committee needs the board's approval for items it recommends, the committee has held special meetings in the past.

ADJOURNMENT—There being no other business, the meeting was adjourned at approximately 12:47 p.m.

NEXT MEETING—The next regular committee meeting is **12:00 p.m., Tuesday, June 10, 2025** at the KCED Office, AppleTree Square, Suite 3, 1601 Highway 12 East, Willmar, and via ZOOM video conference.

Loan Application

KANDIYOHI COUNTY
ECONOMIC DEVELOPMENT

Check one below:

_____ **Entrepreneurs' Loan Guarantee Program**
_____ **Microenterprise Loan Program**
_____ **KCED Revolving Loan Fund**

INFORMATION ON APPLICANT

Applicant: ____

Contact/Title: ______________________________________

Legal business name, if different from Applicant: ____

Business street address and mailing address, if different: ______________________________________

____

Business Phone No. ___________________

Email of Contact: ______________________

Federal Tax ID No. ______________________

Organized as : ◯ Corporation ◯ Subchapter S ◯ Limited Liability Company

◯ Limited Liability Partnership ◯ Other ______________________________

Type of Business: ____

Date Business Established: _________________

If existing business, date Applicant acquired the business: _______________________

Business Bank: ________________________________

Account No. _________________________

No. of Full-Time Employees: _______________

No. of Part-Time Employees: __________________

INFORMATION ABOUT ALL OWNERS

Name, Address and Daytime Phone No.	% of Ownership	Officer Title in the Business	% of Time Devoted to Business	Social Security No.	Date of Birth

The fact that you have an arrest or conviction record will not necessarily disqualify you, but an inaccurate answer will probably cause your application to be turned down. If you answer "yes" to any of the following, furnish details in a separate exhibit. Include dates, location, fines, sentences, etc., whether misdemeanor or felony, dates of parole/probation, unpaid fines or penalties, names under which charged and any other pertinent information.

	Yes	No
Are you presently under indictment on parole or probation? If yes, indicate date parole or probation will expire.	☐	☐
Have you ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation? Include offenses that have been dismissed, discharged or not prosecuted. All arrests and charges must be disclosed and explained on an attached sheet.	☐	☐
Have you ever been convicted, placed on pretrial diversion or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor motor vehicle violation?	☐	☐
Are you past due on child support payments? If yes, give the number of payments past due and total amount of arrears.	☐	☐

PROJECT SUMMARY

Provide information on how your project will benefit the community and impact the local tax base.

	KCED Loan Fund	Bank	Other
Proposed Loan Amount	$	$	$
Loan term (years)			
Loan interest rate			
Annual debt service			
Type of collateral			
Security position			
Type of guarantee			

Project Financing Summary/Source and Use of Funds				
Purpose for which funds are to be used	KCED Loan	Owner Equity	Other	Total Across Rows
Property acquisition	$	$	$	$
Site improvement	$	$	$	$
Building renovation	$	$	$	$
New construction	$	$	$	$
Machinery and equipment	$	$	$	$
Working capital	$	$	$	$
Inventory	$	$	$	$
Other	$	$	$	$
Other	$	$	$	$
TOTAL	$	$	$	$

Current and Projected Employment			
Type of Employment	Existing Jobs	Employment Projections	
		First Year	Second Year

Professional/Managerial/ Technical	FT	PT	FT	PT	FT	PT
Skilled	FT	PT	FT	PT	FT	PT
Unskilled/Semi-Skilled	FT	PT	FT	PT	FT	PT
TOTALS	FT	PT	FT	PT	FT	PT

Information on Collateral Securing Loan					
	Land and Building	Machinery and Equipment Furniture and Fixtures	Inventory and Accounts Receivable	Other	Total
Estimated Value					
Prior Liens					
Difference					

Existing Business Financing Obligations as of the date of this Application (attach schedule if more space is needed)							
Name of Creditor	Original Amount and Date	Present Balance	Maturity Date	Interest Rate	Monthly Payment	Payment Status	Security

LOAN ACKNOWLEDGEMENT

I declare that the information provided in this application and on the accompanying exhibits are true and complete to the best of my knowledge. Kandiyohi County Economic Development has the right to verify any information contained in this application, including credit reports on the individuals and the business, and may contact any individuals and institutions involved with the proposed project. The lenders named herein have the right to share information with the KCED, its Finance Committee and boards as is necessary to approve the application for its loan funds.

Signature/Title of Applicant: ______________________________ Date: __________

Signature/Title of Applicant: ______________________________ Date: __________

In addition to this Application, other documents required to close a loan:

1. Proof of loan approval by another financial entity, if any.
2. Corporate resolution for authority to sign loan documents
3. Proof of key person insurance with KCED named as loss payee
4. Proof of collateral insurance with KCED named as loss payee
5. Loan origination fee of 1% of the loan or the loan guarantee plus all costs associated with the loan
6. Voided check for the account from which loan payments will be made

Submit completed application to Kandiyohi County Economic Development (KCED)
In person at: AppleTree Square, Suite 3 | 1601 Highway 12 E.
By mail at: P.O. Box 1783 | Willmar, MN 56273
By email to: kced@kandiyohi.com
For questions, call 320-235-7370

Workshop held in ENGLISH

JUNE 10 AND 12TH 2025

NO COST

START YOUR BUSINESS SUCCESSFULLY

TOPICS

- Legal Structures and Licensing
- Personal Credit
- Financial and Business Plans
- Social Media and Marketing
- Access to Capital

WHEN & WHERE

June 10th and 12th, 2025

5:30 PM - 8:00 PM
Meal Provided

AppleTree Square, Suite 3
1601 Highway 12 East
Willmar MN

REGISTER NOW

Seating is Limited!

402-681-6820
sbdc@smsu.edu
bit.ly/3RhGoHQ

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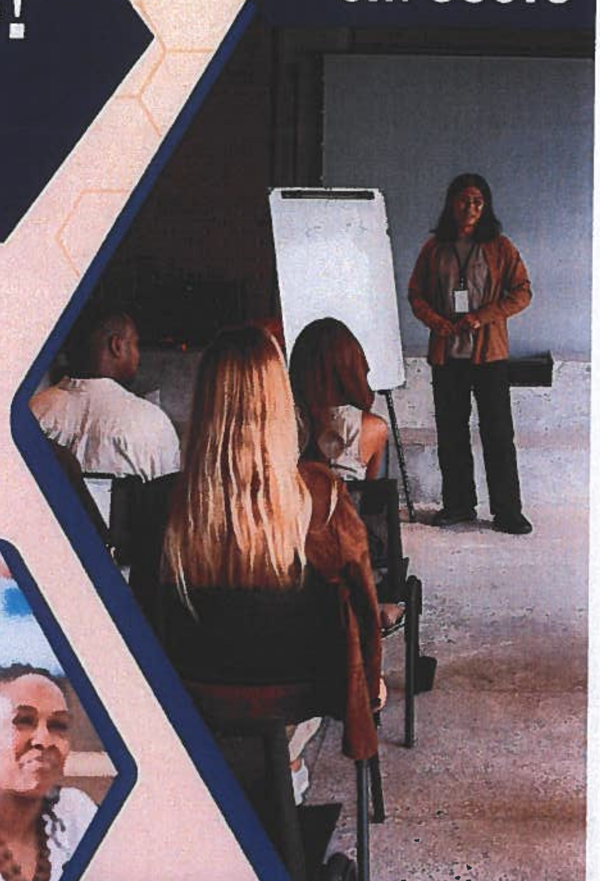
TALLER REALIZADO EN ESPAÑOL

"¡EMPIEZA TU NEGOCIO CON ÉXITO!

START YOUR BUSINESS SUCCESSFULLY

27 Y 28 DE MAYO 2025

SIN COSTO



TEMAS

- Estructuras legales y licencias
- Credito personal
- Planes financieros y de negocios
- Redes socials y marketing
- Inteligencia Artificial
- Acceso al capital

DONDE Y CUANDO

27 y 28 de mayo 2025

5:30 PM- 8:00 PM
comida proporcionada

AppleTree Square, Suite 3
1601 Highway 12 East
Willmar MN

REGISTRATE AHORA

Los asientos son limitados

402-681-6820

sbdc@smsu.edu

bit.ly/4igl5Bh

AMERICA'S SBDC MINNESOTA

POWERED BY SBA U.S. Small Business Administration

LATINO Chamber of Commerce MINNESOTA

CLUES COMUNIDADES LATINAS UNIDAS EN SERVICIO
STRENGTHENING COMMUNITIES SINCE 1981
FORTALECIENDO COMUNIDADES DESDE 1981

KANDIYOHI COUNTY ECONOMIC DEVELOPMENT

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