

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT OPERATIONS BOARD (OB)
FINANCE COMMITTEE
MINUTES
March 10, 2015
EDC Board Room, Willmar

Present: Matt Behm, Nick Dalton, Gary Gilman and Les Nelson

Excused: Bruce Peterson, Justin Schnichels, Jim Vrchota, Russ Weeks and Randy Zinda

Staff: Jean Spaulding, Assistant Director

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

Jean Spaulding called the meeting to order at approximately 12:07 p.m. and declared a quorum was not present.

MINUTES—The minutes of the February 10, 2015 meeting were received, but not approved.

UNFINISHED BUSINESS

Intermediary Relending Program. Spaulding distributed a PowerPoint prepared by Dave Henle that gives an outline of the United States Department of Agriculture (USDA) Intermediary Relending Program (IRP). Heritage Bank has offered to continue managing the IRP as it has in the past. Paul Pierson of the USDA has given the EDC authority to run the IRP how it wishes; thus, this committee must determine the IRP guidelines/manual and submit it to the USDA with a Work Plan Template. Spaulding has contacted the EDC's attorney and the Willmar Housing and Redevelopment Authority's (HRA) attorney relative to documents needed to transfer the outstanding loans and the IRP itself.

The committee had the following questions:

- Does Heritage Bank receive any fees for managing the program (origination or service)?
- Is there a service agreement between the HRA and Heritage Bank?
- Who does the underwriting?
- What loan application form is used?
- Should job creation and retention be included in the guidelines?
- Limit use of the funds or leave as is?
- Put a cap on the amount of loan funds that can be used for operating capital?
- Need to follow USDA guidelines for eligibility?

If Heritage Bank is not used for managing the IRP under the EDC, the participating banks could monitor the loans with a service agreement. Additional IRP funds can be applied for once the current program is depleted. Spaulding will invite Dave Henle to attend the April committee meeting to answer questions about the IRP and Heritage Bank's involvement.

NEW BUSINESS

April meeting. Spaulding informed the committee that the regular April meeting date falls after the Joint Operations Board; thus, the committee will meet on April 7.

ADJOURNMENT—There being no other business, the meeting was adjourned at approximately 1:05 p.m.

NEXT MEETING—The next committee meeting is 12 noon, Tuesday, April 7, 2015 at the EDC office.