



ECONOMIC DEVELOPMENT AUTHORITY AGENDA

PUBLIC MEETING ROOM

THURSDAY, FEBRUARY 17,
2022

7:00 AM

1. Call to Order
2. Approval of the Minutes
3. Routine Business: *Agenda items below are approved by one motion unless an EDA member requests separate action.*
 - A. Monthly Loan Status Report
 - B. Permit Activity Update Report
 - C. Monthly Budget Status Report
4. Public Hearing
5. Items for Discussion
 - A. Election of Officers
 - B. Annual Review of Enabling Resolution
 - C. Review & Discussion - Downtown Commercial Rehabilitation and Exterior Improvement Program
 - D. Notification of SMIF Loan to Cry Baby Craigs, LLC
 - E. MREJ Faribault MicroSummit 2022
6. Project Updates
7. Adjournment



Faribault Economic Development Authority
MEETING MINUTES

Thursday | January 20, 2022

Members Present: Dave Albers, Matthew Drevlow, Will Fort, Grant Forsythe, Janna Viscomi, Kevin Voracek and Chair Gramse

Members Absent: None

Staff Present: Community & Economic Development Director Deanna Kuennen, Community Development Coordinator, Stephanie Aman

1. Call to Order / Roll Call / Agenda Approval

Action: Chair Gramse called the meeting to order at 7:00 a.m.

Present: Albers, Fort, Forsythe, Viscomi and Chair Gramse

2. Approval Minutes

Action: Motion was made by Albers and seconded by Viscomi to approve the Minutes of November 18, 2021 presented. Motion carried on a 5/0 vote.

3. Routine Business: *Agenda items below are approved by one motion unless an EDA member requests separate action.*

- A. Monthly Loan Status Report
- B. Permit Activity Update Report
- C. Budget Status Report

Kuennen gave an update on how the reports work through the EDA.

Motion was made by Viscomi and seconded by Forsythe to receive and file the monthly status reports as presented. Motion carried on a 5/0 vote.

Commissioner Drevlow arrived at 7:13 a.m.
 Vice Chair Voracek arrived at 7:20 a.m.

4. Public Hearings

- A. None.

5. Items for Discussion

- A. Approve Service Agreement with the Faribault Area Chamber of Commerce and Tourism, Inc.

Based on the recommendation of the auditors, it has been suggested that the EDA execute a service agreement with the Faribault Chamber of Commerce / Main Street to outline the deliverables of the partnership to support annual funding. An agreement has been in place since 2017, which expired on December 31, 2021. A new agreement is being presented for consideration. This agreement is exactly the same as what has been in place, reflecting current funding levels.

A motion was made by Viscomi and seconded by Drevow to Approve Resolution 01-2022 Approve a 5-Year Service Agreement between the Faribault Economic Development Authority and the Faribault Area Chamber of Commerce / Main Street as presented. Motion carried unanimously.

- B. Review Community Profile and Available Land Inventory

Staff presented drafts of the community profile and land inventory materials that are being updated. The purpose was to show how these pieces work together and fit in with the other materials that are used to market Faribault for economic development. The EDA provided feed. Staff will continue to refine the materials and envision these being modified depending on the audience and needs.

- C. Discuss Loan Subordination Request for 206 Central

In 2017 and 2019, Ellison Investment Group, LLC received Downtown Commercial Rehabilitation Loans totaling \$36,300.00 to assist in financing the upgrade and improvement of the commercial address 206 Central Ave. Ellison Investment Group, LLC also received a forgivable HRA loan in 2017 for \$40,000.00.

On January 10, 2022, Staff received a subordination request from The State Bank of Faribault on behalf of Ellison Investment regarding a pending restructure of the first mortgage on the property. Ellison Investment Group is refinancing in the amount of a \$225,000 to a line of credit to be used to make improvements on the property located at 208-212 Central. Because there is a line of credit included as part of the refinancing, Staff does not have administrative authority to approve the request.

After some discussion regarding the use of funds and the timeline for forgiveness of current loans, a motion was made by Viscomi and seconded by Voracek to move authorize the subordination request for Ellison Investments as presented. Motion carried unanimously.

- D. Hwy 60 West (South) Master Planning

Hwy 60 West is considered a gateway to the community. The EDA has been discussing facilitating a master planning effort for this area, working with the existing property owners that would show options that can be used to market the area for development. The idea is that this would be "similar" to the study that the EDA initiated for the Farmer Seed Building, to show the redevelopment potential of the property and to market it for redevelopment.

Staff invited the property owners to a meeting held on January 10, 2022 to review the city's vision for the area as a gateway, review previous site plans that have been developed for this area, and talk about the development potential/obstacles/etc. All of the property owners attended and collectively were in agreement regarding moving forward with a master plan for the site.

No action required.

6. Updates/Project Reports

Albers announced that this is his last meeting as a commissioner with the EDA. The EDA thanked him for his service.

7. Adjourn

Action: Motion was made by Viscomi and seconded by Albers to adjourn at 8:15 a.m.

Motion carried on a 7/0 vote.

Respectfully Submitted,



Request for Action

TO: Faribault Economic Development Authority
FROM: Stephanie Aman, Economic Development Coordinator
MEETING DATE: February 17, 2022
SUBJECT: Monthly Loan Status Report

BACKGROUND:

The Economic Development Authority (EDA) has the authority to provide financial incentives to businesses growing and/or relocating to the City. The various different loan funds in the EDA's portfolio are made up of local, state, and federal dollars – all with their own set of criteria associated with each type of funding source.

Recently, Staff has been reviewing all old loan files to ensure that loan obligations have been met and loans are closed out as appropriate. The historical loan information is valuable in understanding how the EDA has assisted projects in the past, and what kinds of loans have been beneficial/impactful. This information can inform various EDA decisions as it relates to developing new loan programs and retooling existing loan programs. Cataloguing which businesses have utilized the various different programs over time is also an important data set that can be used for other purposes, such as identifying tiers of businesses to visit as part of a business retention and expansion (BRE) program.

The attached is a summary of the various City and EDA loan programs and their current available balances as of February 1, 2022.

REQUESTED ACTION:

No action required.

Discussion regarding current loan programs and how the EDA wishes to move forward with current funding and balances is agenda item 5C.

ATTACHMENTS:

1. 3A - Loan Status Reports

Agenda Item: 3A

Fund	Program Name	Available Balance	Notes
Fund 249	Minnesota Investment Fund (MIF)	\$14,126.50	2018 MN Legislature authorized one-time exception to “cash out” MN MIF funds. The cashed out funds are now part of the EDA’s program budget. Available MIF balance must follow re-use guidelines.
Fund 292	EDA Revolving Loan	\$387,353.15	
	- Commercial Development Loan Program (and Grant)	(\$287,353.15)	
	- Façade Improvement Micro Loan		
	- EDIF - Economic Development Incentive Program		New program in 2021 – dedicated \$200,000 of loan balance. One loan approved – \$100,000 for Try Star (not reflected in available balance)
Fund 243	Industrial Development Loan	\$249,735.06	Last activity was loan for Cry Baby Craig’s
TOTAL EDA LOAN FUNDS AVAILABLE		\$651,214.71 (\$551,214.71)	
Fund 290	EDA Operating Fund/Fund Balance	\$566,881.07	Includes one-time transfer of \$249,175 from 2002 land sale
			12/20/2017 – Authorized \$100,000 for the airport building demo/site prep (paid 12/2019) to support commercial development at airport
			Authorized \$150,000 forgivable loan for Daikin
			Does not include EDA Program Funds
Fund 245	Downtown Commercial Rehab & Exterior Improvement Program	\$33,549.34	Allocated Funds 2016 - \$300,000 from City Council 2018 - \$200,000 from City Council 2019 - \$200,000 from EDA 2020 - \$100,000 from EDA (total of \$200,000 identified in budget, only \$100,000 transferred) 2021 - \$0 (total of \$200,000 identified in budget, no funds transferred due to lack of program activity) 2022 – TBD (total of \$200,000 identified in budget for “downtown”)
Fund 248	Federal MIF Loan	\$628,646.91	Funds are difficult to spend. Uses must meet a national (federal) objective, public benefit standard, environmental review, Davis-Bacon, and extra business reporting requirements. The City Council may request that funds are transferred into the Small Cities Development Program (same federal objectives). This required spending plan and DEED/HUD approval

Agenda Item: 3A



Request for Action

TO: Faribault Economic Development Authority
FROM: Deanna Kuennen, Community & Economic Development Director
MEETING DATE: February 17, 2022
SUBJECT: Permit Activity Update Report

BACKGROUND:

The attached Staff Report summarizes building permits and their associated valuations as a means to track and monitor trends and activity.

REQUESTED ACTION:

No requested action.

ATTACHMENTS:

1. 3B - 1 - Memo Monthly Permit Activity Report



Request for Action

TO: Faribault EDA
FROM: Deanna Kuennen, Director
MEETING DATE: February 17, 2022
SUBJECT: Permit Activity Report

BACKGROUND:

Permit activity (building permits, etc.) is a reflection on the status of the economy. Over the last few years, the City of Faribault has seen an increase in permit activity – which translates into investment in our community. *However, COVID-19 is likely to have an impact on investment and construction activity moving forward, along with material cost increases and shortages.*

To track and follow trends, monthly permit activity reports are prepared. This information is shared on a monthly basis with the Economic Development Authority (EDA) to ensure the EDA has a pulse on the development activity occurring in the community. Trend information will also be one resource that the EDA can utilize to develop annual work plans and develop/modify programs to respond to and address business needs.

The following summarizes building permit activity:

	January	February	March	April	May	June
Total Building Permits	15					
Total Valuation	\$1,411,787.89					
Total ALL Permits*	52					
Total ALL Permits Valuation	\$1,492,107.89					
	July	August	September	October	November	December
Total Building Permits						
Total Valuation						
Total ALL Permits*						
Total ALL Permits Valuation						

**Total ALL Permit activity includes plumbing, heating, signs, electrical, etc.*



Request for Action

TO: Faribault Economic Development Authority
FROM: Deanna Kuennen, Community & Economic Development Director
MEETING DATE: February 17, 2022
SUBJECT: Monthly Budget Status Report

BACKGROUND:

The Economic Development Authority (EDA) approved a 2021 budget, levy request, and work plan. The budget is divided into "operating expenses" and "program funds." The Program Funds budget is made up of fund balance and various different one-time lump funds. These funds are targeted for specific projects based on the approved Work Plan in the categories of: Available Land, Gateways, Regionalism, Workforce/Data Analysis, and Ongoing Operations.

Attached is the Budget Status report for Fund 290 (Economic Development Authority). *This information is being provided for informational purposes.*

Budgetary items to note:

- 1 - Dues and Subscriptions paid: SMIF annual contribution, EDAM membership
- 2 - Advertising expense: Minnesota Real Estate Journal

REQUESTED ACTION:

No action required.

ATTACHMENTS:

1. January 2022 Budget Status Report

General Ledger

Budget Status

User: kcasper
 Printed: 2/2/2022 - 2:09 PM
 Period: 1, 2022



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 290	Economic Development Authority							
Dept 290-00000								
R01	Taxes							
290-00000-462-31010	Current Ad Valorem Taxes	303,623.00	0.00	0.00	303,623.00	0.00	303,623.00	100.00
290-00000-462-31020	Delinquent Ad Valorem Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-00000-462-31030	Mobile Home Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-00000-462-31035	Delinquent Mobile Home Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-00000-462-31500	PILOT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-00000-462-31550	Green Acres	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R01 Sub Totals:	303,623.00	0.00	0.00	303,623.00	0.00	303,623.00	100.00
R02	Permit & Licenses							
290-00000-462-36215	Loan Interest	383.00	30.82	30.82	352.18	0.00	352.18	91.95
	R02 Sub Totals:	383.00	30.82	30.82	352.18	0.00	352.18	91.95
R03	Intergovernmental Revenue							
290-00000-462-33402	Market Value Homestead Credit	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R03 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R04	Charges for Services							
290-00000-462-34108	Administrative Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-00000-462-34700	Application Fees	2,500.00	640.00	640.00	1,860.00	0.00	1,860.00	74.40
	R04 Sub Totals:	2,500.00	640.00	640.00	1,860.00	0.00	1,860.00	74.40
R06	Miscellaneous Revenue							
290-00000-462-36200	Other Miscellaneous Revenue	500.00	0.00	0.00	500.00	0.00	500.00	100.00
290-00000-462-36210	Interest on Investments	5,200.00	0.00	0.00	5,200.00	0.00	5,200.00	100.00
290-00000-462-36211	Interest Market Value	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-00000-462-36240	Refunds & Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R06 Sub Totals:	5,700.00	0.00	0.00	5,700.00	0.00	5,700.00	100.00
R07	Other Sources							
290-00000-462-39100	Sale of Land	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-00000-462-39200	Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	R07 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	312,206.00	670.82	670.82	311,535.18	0.00	311,535.18	99.79
	Dept 00000 Sub Totals:	-312,206.00	-670.82	-670.82	-311,535.18	0.00		
Dept 290-46500	Economic Development							
E02	Supplies							
290-46500-462-42110	General Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-46500-462-42115	Meeting	250.00	0.00	0.00	250.00	0.00	250.00	100.00
290-46500-462-42420	Minor Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E02 Sub Totals:	250.00	0.00	0.00	250.00	0.00	250.00	100.00
E03	Other Services & Charges							
290-46500-462-43030	Engineering Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-46500-462-43040	Legal Fees - Civil Process	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	100.00
290-46500-462-43080	Indirect Cost Allocation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-46500-462-43090	Expert & Professional Services	50,000.00	0.00	0.00	50,000.00	0.00	50,000.00	100.00
290-46500-462-43095	Software Maintenance & Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-46500-462-43130	EDA Program Budget	1,000,000.00	0.00	0.00	1,000,000.00	0.00	1,000,000.00	100.00
290-46500-462-43140	Training & Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-46500-462-43220	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-46500-462-43250	Other Communications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-46500-462-43310	Travel Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-46500-462-43430	Advertising - Other	50,000.00	10,000.00	10,000.00	40,000.00	0.00	40,000.00	80.00
290-46500-462-43510	Legal Notices Publishing	500.00	0.00	0.00	500.00	0.00	500.00	100.00
290-46500-462-43520	Recording Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-46500-462-43610	Insurance & Bonds	1,889.00	0.00	0.00	1,889.00	0.00	1,889.00	100.00
290-46500-462-43810	Electric Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-46500-462-43860	Storm Water Utilities	40.00	0.00	0.00	40.00	0.00	40.00	100.00
290-46500-462-44330	Dues & Subscriptions	24,000.00	4,495.00	4,495.00	19,505.00	0.00	19,505.00	81.27
290-46500-462-44370	Miscellaneous Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-46500-462-44390	Taxes & Licenses	50.00	0.00	0.00	50.00	0.00	50.00	100.00
290-46500-462-44600	Loans & Grants	75,000.00	0.00	0.00	75,000.00	0.00	75,000.00	100.00
	E03 Sub Totals:	1,226,479.00	14,495.00	14,495.00	1,211,984.00	0.00	1,211,984.00	98.82
E04	Capital Outlay							
290-46500-462-44160	Rents & Leases	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290-46500-462-45100	Land	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E04 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E06	Other Uses							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
290-46500-462-47200	Transfer Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E06 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,226,729.00	14,495.00	14,495.00	1,212,234.00	0.00	1,212,234.00	98.82
	Dept 46500 Sub Totals:	1,226,729.00	14,495.00	14,495.00	1,212,234.00	0.00		
	Fund Revenue Sub Totals:	312,206.00	670.82	670.82	311,535.18	0.00	311,535.18	99.79
	Fund Expense Sub Totals:	1,226,729.00	14,495.00	14,495.00	1,212,234.00	0.00	1,212,234.00	98.82
	Fund 290 Sub Totals:	914,523.00	13,824.18	13,824.18	900,698.82	0.00		
	Revenue Totals:	312,206.00	670.82	670.82	311,535.18	0.00	311,535.18	99.79
	Expense Totals:	1,226,729.00	14,495.00	14,495.00	1,212,234.00	0.00	1,212,234.00	98.82
	Report Totals:	914,523.00	13,824.18	13,824.18	900,698.82	0.00		



Request for Action

TO: Faribault Economic Development Authority
FROM: Deanna Kuennen, Community & Economic Development Director

MEETING DATE: February 17, 2022
SUBJECT: Election of Officers

BACKGROUND:

The EDA is a seven (7) member board originally established in May 1986 pursuant to Minnesota Statutes. Per the enabling resolution, EDA members may serve a maximum of two (2) consecutive terms (full or partial) and all terms shall expire at the first City Council meeting of January. Commissioners may re-apply for additional terms after a one (1) year absence from the EDA.

The EDA officer positions include President, Vice President, Secretary, Treasurer, and Assistant Treasurer. Annually, the EDA must elect officers for the positions of President and Treasurer/Secretary – and traditionally the EDA has also elected Vice President on an annual basis.

2021 EDA Officers:

President - Rod Gramse
Kevin Voracek - Vice President
Dave Albers - Secretary/Treasurer

REQUESTED ACTION:

The EDA is asked to make nominations and elect the slate of EDA officers for FY2022 via motions.

ATTACHMENTS:

1. EDA Term Limits - updated 02-07-2022

EDA TERM LIMITS

Member	Start Year / 1st Term	Full or Partial Term	End of 1st Term - January of 20xx	End of 2nd Term - January of 20xx	Notes
David Campbell	2022	Full	2028	2034	Full Term - appointed to fill Dave Albers seat at the end of Dave's first term
Matt Drevlow	2017	Full	2023	2029	
Grant Forsythe	2021	Partial	2023	2029	
Rodney Gramse	2014	Partial	2019	2025	
Will Fort	2021	Partial	2027	2033	Partial - Filled Mark Jarret's seat - MJ was appointed into a full term to fill G. Kindseth's seat, but resigned after 6 months due to conflict

Council Representative - 2021*

Kevin Voracek
Janna Viscomi
*EDA bylaws updated in 2021 to reflect that City Council appointees will fill EDA term as long as their City Council term vs. being reappointed annually

Council Representative - 2020	Council Representative - 2019	Council Representative - 2018
Kevin Voracek	Kevin Voracek	Steve Underdahl
Janna Viscomi	Janna Viscomi	Kay Duchene

****All terms expire at the first City Council meeting in January**
**EDA members per Enabling Resolution can serve a maximum of 2 terms (full or partial) and no more than 12 years
**EDA members must take a 1 year break before being reappointed after serving 2 terms

Resignations					
Matthew Carlander	2015	Partial	2017	2023	Resigned February 2021 / T Duncas to fill term
Mark Jarret	2021	Full	2027	2033	Resigned July 2021/ W Fort to fill term
Trisha Duncan	2021	Partial	2023		Resigned August 2021
Expired Terms					
Gary Kindseth	2009	Full	2015	2021	Term Expired - Served 2 Consecutive Terms
Dave Albers	2016	Full	2022	2028	1st Term Expired / Dave Campbell appointed to fill 2nd Term



Request for Action

TO: Faribault Economic Development Authority
FROM: Deanna Kuennen, Community & Economic Development Director
MEETING DATE: February 17, 2022
SUBJECT: Annual Review of Enabling Resolution

BACKGROUND:

Section 469.092, Subdivision 3 of Minnesota Statutes requires the EDA to submit to the City Council a report each year stating whether and how the enabling resolution should be modified. Under the Statute, the City Council has 30 days after receipt of the recommendation to review the enabling resolution, consider the recommendations of the EDA, and make any updates it considers appropriate. Any proposed changes must be made in accordance with the procedural requirements of section 469.093.

*Subd. 3. **Report on resolution.** Without limiting the right of the authority to petition the city council at any time, each year, within 60 days of the anniversary date of the first adoption of the enabling resolution, the authority shall submit to the city council a report stating whether and how the enabling resolution should be modified. Within 30 days of receipt of the recommendation, the city council shall review the enabling resolution, consider the recommendations of the authority, and make any modification it considers appropriate. Modifications must be made in accordance with the procedural requirements of section [469.093](#).*

Over the years, the EDA has recommended updates to the enabling resolution. These recommendations generally are to ensure that the enabling resolution is consistent with state statutes. The most recent recommendations have included clarifications to term limits and a modification to the EDA composition so that the composition is both consistent with state statutes and provides the City Council flexibility when making future appointments.

Staff has consulted with legal counsel. No issues or concerns have been identified with the current language in the Enabling Resolution, and no changes to the Enabling Resolution are recommended at this time.

REQUESTED ACTION:

The EDA is asked to review the attached Enabling Resolution and discuss any EDA proposed changes.

ATTACHMENTS:

1. 2021-082 - Amending and Restating the Enabling Resolution Establishing an Economic Development Authority for the City of Faribault

CITY OF FARIBAULT

RESOLUTION #2021-082

AMENDING AND RESTATING THE ENABLING RESOLUTION ESTABLISHING AN ECONOMIC DEVELOPMENT AUTHORITY FOR THE CITY OF FARIBAULT

WHEREAS, the City is authorized by Minnesota Statutes, Chapter 469 (the "Act") and specifically Section 469.091, to establish an Economic Development Authority (hereinafter the "EDA") to coordinate and administer economic development and redevelopment plans and programs of the City of Faribault; and

WHEREAS, an Economic Development Authority would facilitate and assist economic development in the City of Faribault by directly involving certain groups and agencies in the process; and

WHEREAS, such an Authority will increase the overall efficiency of business recruitment, to the greatest benefit of the entire community; and,

WHEREAS, a public hearing was held for the establishment of an Economic Development Authority pursuant to Minnesota Statutes prior to the adoption of Resolution 86-77, the initial enabling resolution originally adopted May 27, 1986, for the EDA and Resolution 86-77 was amended and restated on January 22, 2008, following a public hearing by Resolution No. 2008-015, and was again amended and restated on June 22, 2010, following a public hearing by Resolution No. 2010-092, and amended and restated again on June 10, 2014, following a public hearing by Resolution No. 2014-097; and

WHEREAS, the City desires to amend the enabling resolution for the EDA, as hereinafter set forth, pursuant to Minnesota Statutes Section 469.093; and

WHEREAS, a public hearing has been held for this amendment to the enabling resolution of the EDA pursuant to Minnesota Statutes Section 469.093.

NOW, THEREFORE, THE CITY OF FARIBAULT RESOLVES:

SECTION 1. APPOINTMENT OF AN ECONOMIC DEVELOPMENT AUTHORITY FOR THE CITY OF FARIBAULT, MINNESOTA

Section 1.1. Economic Development Authority Established. The Economic Development Authority for the City of Faribault, Minnesota (hereinafter the "EDA") is hereby established. The EDA shall have all the powers, duties and responsibilities set forth in Sections 469.090 to 469.108 of the Act and as said Act may be amended from time to time and all other applicable laws, except as limited by this Resolution.

Section 1.2. Purpose. The appointment of an EDA, pursuant to the provisions, restrictions and regulations contained herein, is intended to provide the City with a board comprised of representatives from both city government and private enterprise, capable of administering business incentives and other economic development measures. The EDA shall be the chief economic development agency for the City, and shall be under the authority of the City Council.

Section 1.3. Definition. An EDA is a public body corporate and politic and a political subdivision of the state with the right to sue and be sued in its own name. An EDA carries out an essential governmental function when it exercises its power, but the EDA is not immune from liability because of this.

Section 1.4. Responsibility. The EDA shall have primary responsibility for commercial and industrial development and redevelopment and the Housing and Redevelopment Authority in and for the City of Faribault shall have primary responsibility for residential development and redevelopment.

SECTION 2. COMPOSITION OF THE EDA

Section 2.1. Composition. The seven commissioners of the EDA shall be selected or appointed as follows:

- a. Two City Council members shall be appointed as commissioners by the City Council.
- b. The City Council may appoint the remaining commissioners to serve at large or from organizations which may have a role in economic development. An appointment could be from such organizations as City Commissions, the Faribault Industrial

Corporation, the School District, County, Community Board or Chamber of Commerce.

Section 2.2. Terms. Initial appointees receive terms of 1, 2, 3, 4, 5, 6 and 6 years; thereafter all terms are for six years, except as hereinafter provided. The City Council shall set the term of the commissioners who are members of the City Council to coincide with their term of office as members of the City Council. All terms shall expire at the City Council meeting at which the EDA appointments are made. Commissioners may serve no more than a maximum of two (2) consecutive terms (full or partial) and no more than a total of twelve (12) consecutive years. Commissioners may re-apply for additional terms after a one (1) year absence from the EDA.

Section 2.3. Compensation and Reimbursement. EDA members shall be reimbursed for actual expenses as determined by the City Council.

Section 2.4. Vacancies. A vacancy is created in the membership of the EDA when a City Council member of the EDA ends Council membership. A vacancy for this or another reason must be filled for the balance of the unexpired term, in the manner in which the original appointment was made.

Section 2.5. Conflict of Interest. Except as authorized in Minnesota Statutes Section 471.88, a commissioner, officer, or employee of the EDA must not acquire any financial interest, direct or indirect, in any project or in any property included or planned to be included in any project, nor shall the person have any financial interest, direct or indirect, in any contract or proposed contract for materials or service to be furnished or used in connection with any project.

Section 2.6. Removal for Cause. An EDA commissioner may be removed by the City Council as provided in Minnesota Statutes Section 469.095, subd. 5.

SECTION 3. TRANSFER OF TAX INCREMENT AUTHORITY

Section 3.1. The City shall transfer the control, authority and operation of its tax increment development plans pursuant to Chapter 462, implemented by Resolutions 85-151, 85-140, 85-22, 85-21, 85-20, 81-168, 81-5, and pursuant to Chapter 472A, implemented by Resolutions 85-141 and 83-58, located within the City, from the governmental agency or subdivision that established the project to the EDA. The City Council requires acceptance of control, authority, and operation of the tax

increment development plans by the EDA. The EDA may exercise all of the powers that the governmental unit establishing the project could exercise with respect to the project.

When a project or program is transferred to the EDA, it shall covenant and pledge to perform the terms, conditions, and covenants of the bond indenture or other agreements executed for the security of any bonds issued by the governmental subdivision that initiated the project or program. The EDA may exercise all of the powers necessary to perform the terms, conditions, and covenants of any indenture or other agreements executed for the security of the bonds when the project or program is transferred.

SECTION 4. ORGANIZATIONAL MATTERS

Section 4.1. Staffing. All required EDA staffing will be appointed by the City Administrator from the City of Faribault staff, for purposes of technical assistance, accounting, purchasing supplies, etc., as needed for the operation of the EDA.

Section 4.2. By-Laws. The EDA may adopt by-laws and rules of procedure and shall adopt an official seal.

Section 4.3. Officers. The EDA shall elect a president, a vice president, a treasurer, a secretary, and an assistant treasurer. The EDA shall elect the president, treasurer and secretary annually. A commissioner shall not serve as president and vice president at the same time. The other offices may be held by the same commissioner. The offices of secretary and assistant treasurer need not be held by a commissioner.

Section 4.4. Treasurer. The City of Faribault shall assist the official treasurer for the EDA in performing the statutory duties of the treasurer, with the City handling EDA funds and accounting through the City's financial management system.

Section 4.5. Public Money. EDA money is public money.

Section 4.6. Legal Services. The EDA shall use the services of the City Attorney for its legal needs. The City Attorney is its chief legal advisor.

Section 4.7. City Purchasing. The EDA may use the facilities of the City's purchasing department in connection with construction work and to purchase supplies, equipment or materials.

Section 4.8. Delegation Power. The EDA may delegate to one or more of its agents or employees powers or duties as it may deem proper.

SECTION 5. FINANCIAL MATTERS

Section 5.1. Budget to City. The EDA shall annually submit its budget to the City Council for approval. The budget must include a detailed written estimate of the amount of money that the EDA expects to need from the City to perform its business during the next fiscal year.

Section 5.2. Fiscal Year. The fiscal year for the EDA shall be the same as the City.

Section 5.3. Report to City. Annually, at a time and in a form fixed by the City Council, the EDA shall make a written report to the Council giving a detailed account of its activities and of its receipts and expenditures during the preceding calendar year, together with additional matters and recommendations it deems advisable for the economic development of the City.

Section 5.4. Financial Statement. The EDA's financial statement must show all receipts and disbursements, their nature, the money on hand, the purposes to which the money is to be applied, the EDA's credits and assets, and its outstanding liabilities, in a form required for the City's financial statements. The EDA shall examine the statement together with the treasurer's vouchers. If the EDA finds the vouchers are correct, it shall approve them by resolution and enter the resolution into its records.

Section 5.5. Audits. The financial statements of the EDA must be prepared, audited, filed and published or posted in a manner required for the financial statements of the City. The financial statements must permit comparison and reconciliation with the City's accounts and financial reports. The report must be filed with the state auditor by June 30 of each year. The auditor shall review the report and may accept it or, in the public interest, audit the books of the EDA.

SECTION 6. SCHEDULE OF POWERS

Section 6.1. Economic Development Districts. The EDA may establish and define the boundaries of economic development districts at any place and at any time within the City. The EDA must hold a public hearing on the matter, with notice published at least 10 days prior to the hearing in the official city newspaper. The establishment of an economic

development district must be approved by the City Council pursuant to Minnesota Statutes.

Section 6.2. Acquisition of Property. The EDA may acquire by lease, purchase, gift, devise or condemnation proceedings the needed right, title and interest in property to create economic development districts.

Section 6.3. Revolving Loan Fund. The EDA shall have the power to administer the Economic Development Revolving Loan Fund.

Section 6.4. Options. The EDA may sign options to purchase, sell or lease property.

Section 6.5. Eminent Domain. The EDA may use eminent domain under Chapter 117, or under the City Charter to acquire property it is authorized to acquire through condemnation.

Section 6.6. Contracts. The EDA may make contracts for the purposes of economic development within its granted powers. The EDA may arrange with the federal government, any of its agencies, with persons, public corporations, the state, or any of its political subdivisions, commissions or agencies, for separate or joint action, on any matter related to the EDA's powers or doing its duties. The EDA may contract to purchase and sell real and personal property. However, the EDA is not authorized to issue debt without prior Council approval.

Section 6.7. Limited Partner. The EDA may be a limited partner in a partnership whose purpose is consistent with the EDA's purpose.

Section 6.8. Rights and Easements. The EDA may acquire rights or easements for a term of years or perpetually for development of an economic development district.

Section 6.9. Receipt of Public Property. The EDA may accept land, money, or other assistance, whether by gift, loan or otherwise, in any form from the federal or state governments, or any political subdivisions or agencies thereof, to acquire and develop economic development districts.

Section 6.10. Development District Authority. The EDA may sell or lease land held by it for economic development in economic development districts.

Section 6.11. As Agent. The EDA may cooperate or act as an agent for the federal or state government, or a state public body, or an agency

or instrumentality of a government or public body, to carry out the EDA's duties, or any other related federal, state or local law in the area of economic development district improvement.

Section 6.12. Studies, Analysis and Research. The EDA may study and analyze economic development needs in the City, and ways to meet those needs.

Section 6.13. Public Relations. To further an authorized purpose, the EDA may: (1) join an official, industrial, commercial or trade association, or other organization concerned with the purpose; (2) have a reception of officials who may contribute to advancing the City and its economic development; and (3) carry out other public relations activities to promote the City and its economic development.

Section 6.14. Accept Public Land. The EDA may accept conveyances of land from all other public agencies, commissions, or other units of government, if the land can be properly used by the EDA in an economic development district.

Section 6.15. Economic Development. The EDA may carry out the law on economic development districts to develop and improve lands in an economic development district to make it suitable and available for its purposes.

SECTION 7. DEBT ISSUANCE.

Section 7.1. Debt Issuance. The EDA cannot issue debt obligations without the prior approval of the City Council.

Section 7.2. Bonds. General Obligation Bonds, Industrial Development Bonds, Tax Increment Bonds, and Revenue Bonds, whose proceeds are required for EDA approved projects, must be issued by the City Council pursuant to the City of Faribault Charter and applicable Minnesota Statutes.

Section 7.3. Pledge. All bonds issued by the City Council for the debt obligations of the EDA must be secured by the full faith, credit and resources of the City.

Section 7.4. Tax Levy. The tax levy must be certified by the City Council, and must be pledged back to the City.

Section 7.5. As Borrower and Lender. The EDA may borrow for its approved projects from the City; and, from its own proceeds, may make or purchase loans for economic development facilities which it believes requires financing.

SECTION 8. SALE OF PROPERTY

Section 8.1. Power. The EDA may sell and convey property owned by it within the city or an economic development district consistent with the requirements of Minnesota Statutes Section 469.105.

SECTION 9. ADVANCES BY EDA

Section 9.1. Advances by the EDA. The EDA may advance its general fund money or its credit, or both, without interest, for its objectives and purposes.

SECTION 10. DATE EFFECTIVE

Section 10.1. Adoption. This resolution shall be adopted upon affirmative vote of the majority of the City Council.

Section 10.2. Effect. This resolution shall be in full force upon its adoption and shall continue until such time as it may be amended or rescinded by the City Council.

Section 10.3. Conflicts. Any conflicts arising out of the conduct and operation of the EDA shall be resolved with reference to Minnesota statutes, and if there arises any conflict between this resolution and Minnesota statutes, Minnesota statutes shall prevail.

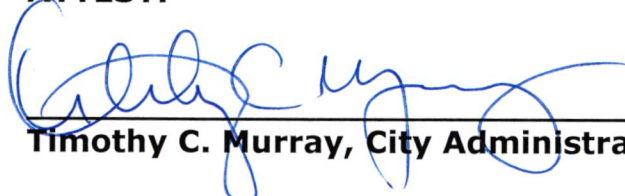
Date Adopted: April 27, 2021

Faribault City Council



Kevin F. Voracek, Mayor

ATTEST:



Timothy C. Murray, City Administrator



Request for Action

TO: Faribault Economic Development Authority
FROM: Stephanie Aman, Economic Development Coordinator
MEETING DATE: February 17, 2022
SUBJECT: Review & Discussion - Downtown Commercial Rehabilitation and Exterior Improvement Program

BACKGROUND:

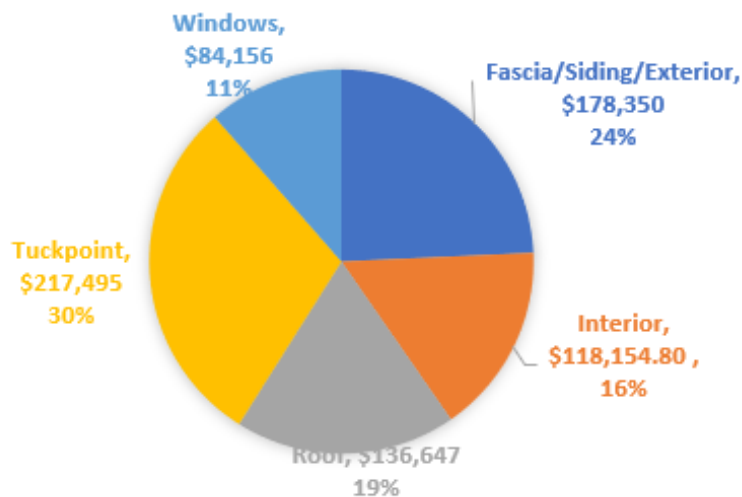
The Downtown Commercial Rehabilitation and Exterior Improvement Program was first created in late 2016 as a means to incentivize downtown property owners to make improvements to their buildings. Since its inception, almost \$775,000 has been awarded to property owners, leveraging well over \$1m in investment in the downtown. Last year the program saw very little activity, likely related to the ongoing COVID 19 pandemic. While funding has been identified for the downtown in the 2022 budget, Staff felt it was important to review the activity and use of the Downtown Commercial Rehabilitation and Exterior Improvement Program funds, and discuss potential program modifications moving forward. Reviewing program activity can provide valuable information on the use and impact of the funds, and help guide changes (if deemed necessary) to ensure that the program continues to meet the EDA's objectives.

Below is some information on how the funds have been utilized by downtown building owners over the past four years. The program guidelines have been modified at the EDA's discretion throughout the lifetime of the program.

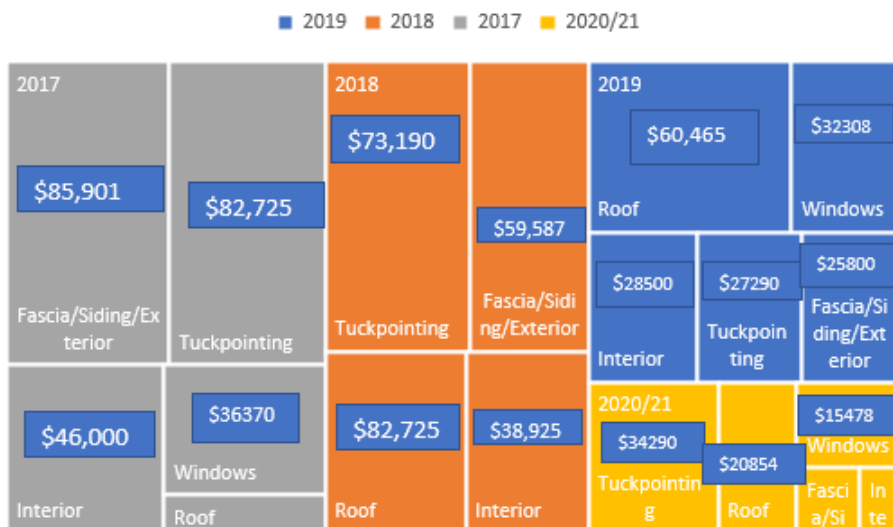
- Total Applicants Awarded Funds - 52
- Average Award - \$14,130.82
- Total Awards - \$774,236.66
- Number of Awards Paid Back - 1

The funding has been split relatively evenly over four general categories: Tuckpointing, Roof, Fascia/Siding/Exterior, Interior. Funds have been used for window improvements, but significantly less than the other categories.

USE OF FUNDS 2017-2020



USE OF FUNDS BY YEAR



REQUESTED ACTION:

Review the Downtown Commercial Rehabilitation and Exterior Improvement Program application and guidelines. Provide discussion and direction from the EDA regarding EDA Loan programs for the future.

- Does the EDA want to continue the program?
- If yes - at what level of funding?
- If yes - would the EDA want to see any program modifications which could include - eligible projects/eligibility criteria, match amounts/percentages, change in maximum award, and other.

ATTACHMENTS:

1. FINAL - 2020 Guidelines-Application - Downtown Commercial Rehabilitation Loan Program



City of Faribault – Economic Development Authority
2020 Downtown Commercial Rehabilitation & Exterior Improvement Program

Program Description

The City of Faribault is proud of its historic downtown – and the community identified downtown as a priority through the Vision 2040 efforts. To encourage property owners to invest in buildings and to help preserve and enhance economic activity in the downtown, the City of Faribault Economic Development Authority has created the Downtown Commercial Rehabilitation & Exterior Improvement Program. This program will provide assistance in the form of deferred loans to eligible applicants for the rehabilitation of commercial properties in and adjacent to the downtown Central Business District (as shown on the attached map) – *to help maintain a vibrant downtown that provides a sense of place for our community for years to come!*

For the 2020 program, \$100,000* is available on a first-come first-serve basis for eligible applicants and eligible projects.

**An additional \$100,000 has been allocated depending upon the success of the 2020 program.*

How it Works

The Downtown Commercial Rehabilitation & Exterior Improvement Program is a forgivable loan program. Eligible property owners must apply and be approved for the program **prior** to beginning any work. Loans are awarded depending on eligibility, availability of funds, and completeness of application. Only one project (building/PID) per owner at a time.

Once submitted projects are approved; the applicant pays the equity and public share of the project and the Economic Development Authority (EDA) agrees to reimburse the public share of the project cost.

- For eligible permanent exterior improvements: the following scale applies based on project type – \$15,000 maximum award per approved project; and
- A maximum of two EDA-approved projects per PID (multiple addresses per PID) for exterior projects and one EDA-approved project per PID for interior projects.

Project Type	Owner Equity	EDA Funds <i>Max. \$15,000</i>
Façade Renovation + Public Right-Of-Way Clean-Up (tuckpointing, cornice restoration, paint removal, paint application, large scale façade renovations, clean-up visible from public ROW)	50%	50%
Replacement of Windows and/or Doors	60%	40%
Awning (New, Repair, and/or Replacement)	70%	30%
Interior Improvements (health and safety violations, smoke detection system, sprinkler system, and/or elevators)	80%	20%
Roof Replacement and/or Repair	80%	20%

The applicant has one (1) year from the award date of the loan to complete the project and request payment of loan funds. All loan funds will be paid directly to the award recipient (*not* the supplier/contractor) upon receipt of contractor lien waiver or paid invoices and proof of payment at the end of the project – or based on a pre-determined disbursement plan.

** Please note: Because this is a “match” program; owner equity must be the first money in, followed by EDA funds.*

Loan Forgiveness

Loans are considered deferred – which means that over time the loans will be forgiven based on the applicant successfully completing the rehabilitation or façade project and maintaining ownership of the building for a minimum of five (5) years. If the building is sold within this time period – the loan must be repaid in its entirety.

Program Eligibility

This program is intended to help maintain a vibrant downtown that provides a sense of place for our community for years to come. This includes a focus to enhance and preserve Faribault’s historic buildings of the downtown Central Business District and adjacent commercial properties with a specific emphasis on cleaning up the parts of buildings visible from the public ROW (alleys and parking lots).

Eligible Applicants/Recipients*

1. Must own the commercial property to be improved;
2. Must have the ability to provide owner equity cash investment in the project;
3. Must be current with mortgage, real estate taxes, and insurance payments;
4. Applicants/recipients can only receive funding for one project at a time. Successful completion of a project and subject to available funding – recipients can then apply for funding for a new project.

** Please note: Any person who has defaulted on a publically funded program or is delinquent on loan payments for a publically funded program within the last two years is ineligible to receive funding.*

Eligible Properties

1. Property must be located in the designated target area as shown on the attached map (Central Business District and commercial properties immediately adjacent to the Central Business District) and must have been originally constructed prior to 1950;
2. Property must be free of existing judgements, foreclosure actions, or delinquency of payments;
3. Property must require improvements.

Eligible Improvements*

1. Permanent exterior improvements of the building to correct building code violations, including but not limited to: repair or replacement of door, window, and roof.
2. Permanent façade improvements, including but not limited to: removal of aluminum or other metal awnings, frames, or siding, awning repair or replacement, pressure washing, paint removal, painting, tuckpointing, and cornice restoration, trash enclosures and improvements/clean-up visible from public ROW.
3. Permanent interior improvements related to: correction of health and safety violations, smoke detection system, sprinkler systems, and/or elevators.

** Please note:*

- a) All projects located within the Historic Preservation District are required to obtain a Certificate of Appropriateness for any exterior work – prior to being awarded funds.*
- b) All projects must be inspected; unless otherwise noted – prior to being awarded funds.*

Ineligible Improvements

1. Improvements made prior to the award of funds and the execution of required loan documents;
2. Financing or paying off existing debt or the payment of assessment for public improvements;
3. Non-permanent improvements (lease-hold improvements);
4. Exterior improvements not meeting the guidelines, including: parking lot repairs;
5. Interior improvements other than those noted above; and
6. Exterior improvements not approved by the Heritage Preservation Commission (HPC).

How to Apply

All eligible property owners within the downtown Central Business District, and commercial property owner's immediately adjacent to the Central Business District are encouraged to apply. There is no application deadline; however, funds are limited and will be awarded to qualified applicants on a first-come, first-serve basis – and there can only be one project (building/PID) per owner at a time.

The City of Faribault's Community & Economic Development Department staff will be responsible for administering all aspects of the Downtown Commercial Rehabilitation & Exterior Improvement Program – including marketing, application intake and review, loan processing, and program compliance.

Final decisions on all program awards will be at the sole discretion of the Economic Development Authority (EDA).

Application Submission

Applications will be processed on a first-come first-serve basis, with no set application deadline date. Completed applications with application fee of \$150.00 per commercial address should be submitted to:

City of Faribault – Community & Economic Development Department
Attn: Economic Development Coordinator
208 NW 1st Avenue Faribault, MN 55021

Processing and Review of Application

Using the criteria outlined in the program's guidelines, Staff will determine project eligibility and completeness of application. Once determined eligible, an inspection of the property will be conducted to determine that the proposed improvements are necessary for the building to conform to current building code and property maintenance ordinances.

- If a project is determined to be eligible, the final project information and deferred loan request will be forwarded to the EDA for consideration at their regularly scheduled monthly meeting.
- If a project application is determined not to be eligible, the applicant will be notified including reasons as to why the application is not being forwarded to the EDA for consideration.

The project request is submitted to the EDA for considerations at their regularly scheduled monthly meetings. Any recommendations, contingencies, and/or approval is at the sole discretion of the EDA and will be determined at the time of the regularly scheduled monthly meeting. The EDA will either approve requested amount, modify loan amount or deny the request.

- Loan recipients are required to seek at least two bids for all portions of a project. The award calculations will be based on the lowest bid – any contractor may be chosen to complete the work.
- For eligible permanent exterior improvements: the program scale applies up to 50-percent of project costs – \$15,000 maximum award per approved project (maximum of 2 EDA-approved projects per PID – multiple addresses per PID); or
- For eligible permanent interior building improvements: up to 20-percent of project costs - \$15,000 maximum award per PID.

The applicant will be notified by Staff as to the status of their application via email following the scheduled EDA meeting.

Contracting Procedures and Requirements

All applicants awarded funds will be required to execute loan documents including a Promissory Note and Repayment Agreement. **Please note:** No work may begin on a project until award approval is received and all required loan documents have been executed.

No changes to the scope of the project will be allowed without the execution of a “Change Order” approved by the owner, contractor, and Community & Economic Development Staff. Furthermore – additional HPC review and approval may also be required.

Work must be completed within one-year from the date of the program award. Exceptions may be made for weather-related delays, changes in contractors for non-performance, or other natural disasters.

Loan Disbursement

The award is a deferred loan and will be forgiven after the five (5) year compliance term. Program awards will be secured with an executed Repayment Agreement and Promissory Note. Payments to the awardee will be made only after the work is completed and receipts or contractor lien waivers have been submitted.

Maximum Award Amount:

For approved exterior improvements, up to \$15,000 per approved project with a maximum of 2 EDA-approved projects per PID (multiple address per PID); or

For approved interior improvements, up to \$15,000 per PID.

When Requesting for Disbursement:

- Applicant must submit proof of work completed in order to be reimbursed. This proof must include date, description of work and materials, amount paid, payee and payer. A lien waiver is preferred, but a paid invoice with proof of payment is acceptable.
- Applicable projects must have an approved inspection of work completed before receiving disbursement. Please contact the Building Code Division at 507-333-0357 to make an appointment.

Reimbursement Disbursement Schedule for Program Award*	
Provide Receipts for Full Project Costs (Equity + EDA Funds)	EDA Funds Paid in Full to Owner
Provide Receipts for Owner Equity + ½ EDA Funds	½ EDA Funds Paid to Owner
Provide Receipts for Owner Equity + Second ½ EDA Funds	Second ½ EDA Funds Paid to Owner

* Please note:

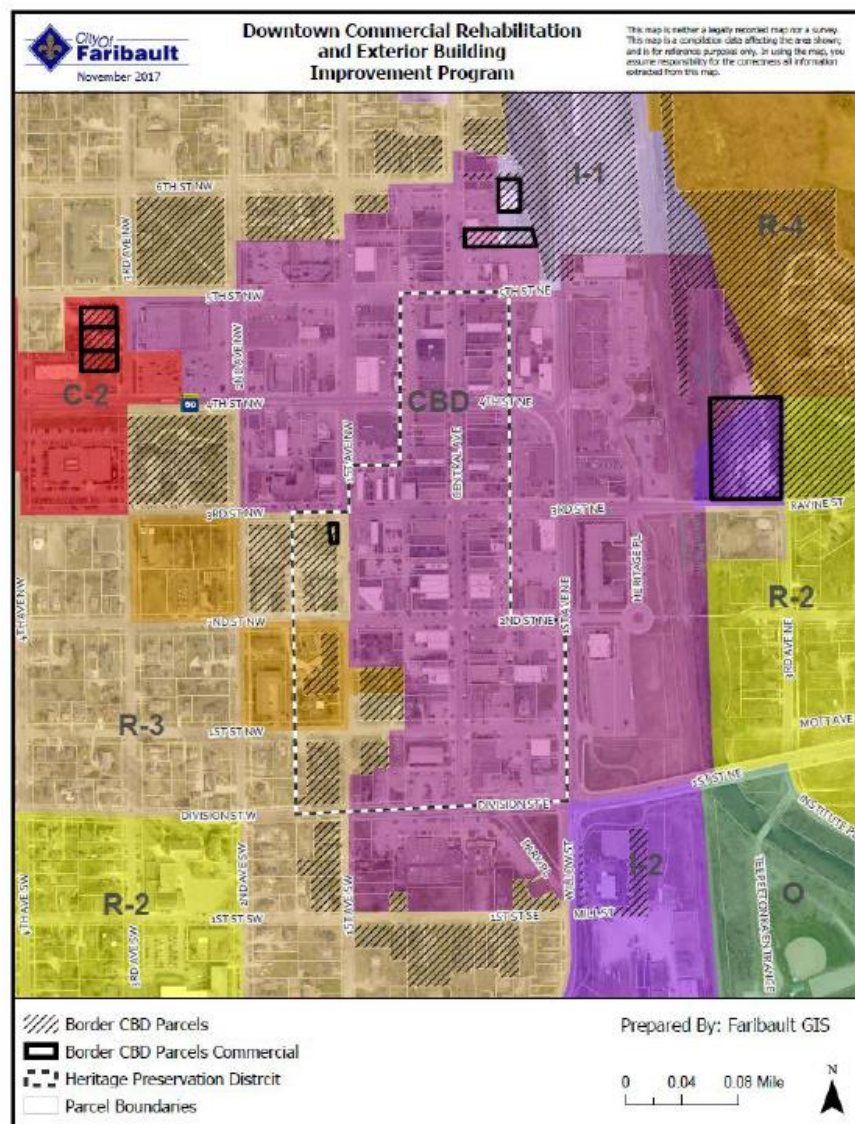
a) Funds will be disbursed on a reimbursement basis – based on submitted receipts.

b) Owners' equity must be the first funds used before EDA can release funds.

c) EDA funds will be disbursed incrementally (½) or in one-lump sum payment upon completion of project.

Loan Repayment

Deferred loan will be immediately due and payable in the event that the owner sells or otherwise transfers all of his/her/their ownership interest in the property within five (5) years of the date of the Agreement.



2020 Downtown Commercial Rehabilitation & Exterior Improvement Program – Application

Prior to submitting an application – applicants are encouraged to meet with Community & Economic Development Staff to review the program guidelines and proposed project.

Please contact Economic Development Coordinator at:
507.333.0388 or smarkman@ci.faribault.mn.us

Application Information

Applications must be submitted by the property owner(s) of the building.

Name(s) of Property Owner/Applicant			
Telephone Number:			
Email Address:			
Mailing Address:			
City:	State:	Zip:	

Property Information		
<i>This Program is open to all commercial properties within the Central Business District and commercial addresses immediately adjacent the District – as shown on the attached map.</i>		
Address(es) of Eligible Property:		
Parcel ID (PID):		
Original Year of Construction:		
Business/Occupant(s):		
Has this property previously received public financing?	Yes	No
Has the applicant defaulted on any public financing in the last two years?	Yes	No
Are there any liens or judgements on the property?	Yes	No
Are the property taxes paid/current?	Yes	No

Project Information Eligible expenses are limited to: <i>Permanent exterior improvements</i> <i>Permanent façade improvements</i> <i>Permanent interior improvements</i>	
Estimated Total Cost of proposed Rehabilitation and/or Façade Improvements: <i>(based on attached estimates)</i>	
Requested Loan Amount: <i>(based on Program scale)</i>	
Description of Proposed Improvements / Project	
Justification / Impact of Project within Commercial Business District <i>Identify how the improvement is going to positively impact the Commercial Business District. Examples: Cleaning up façade disrepair; Preserving the building's structural integrity; Creating a positive visual impact to the Downtown, Code compliance work.</i>	

Data Practices Act

The information that you supply in your application to the City of Faribault/Faribault EDA ("City") will be used to assess your eligibility for financial assistance. The City will not be able to process your application without this information. The Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) governs whether the information that you are providing to the City is public or private. If financial assistance is provided for the project, the information submitted in connection with your application will become public, except for those items protected under Minnesota Statutes, Section 13.59, Subdivision 3(b) or Section 13.591, Subdivision 2.

I/We have read the above statement and agree to supply the information to the City with full knowledge of the matters contained in this notice. I/We certify that the information submitted in conjunction with the application is true and accurate.

Property Owner/Applicant

Date

Co-Property Owner/Applicant

Date

City Staff or other authorized representative of the City shall have the right to inspect the property to be improved at any time from the date of application upon giving notice to the owner and to occupants.

I/We certify that all statements on this application are true and correct to the best of my/our knowledge. I/We understand that any intentional misstatements will be grounds for disqualification.

I/We have read the City of Faribault's Downtown Commercial Rehabilitation and Exterior Improvement Program Policy and will abide by the rules and regulations set forth in the policy adopted on May, 21, 2020.

I/We authorize program representatives the right to access the property to be improved for the purposes of the deferred loan program and to take photographs of the structure before and after rehabilitation.

I/We understand that I/we are responsible for obtaining appropriate building permits and Certificate of Appropriateness. In the case of improvements that do not require a city-issued building permit, the applicant must submit the name and state license number of the contractor completing the work and agree to an inspection of the work by a city building official.

I/We further understand that I/we will make the final selection of the improvements to be made with the loan funds and that the contract for improvements will be solely between me and the contractor(s). The administering agency will not be liable for the inadequate performance of the contractor(s).

Property Owner/Applicant

Date

Co-Property Owner/Applicant

Date

Acknowledgements	
Please initial each to confirm that you have read and understand the program policy and guidelines.	
	I/We understand that awards are based on eligibility, availability, and completeness of application – approval is at the sole discretion of the EDA.
	I/We understand that I/We can only receive one award at a time (only one project – building/PID at a time).
	I/We understand that I/we have one year from the date of the loan award to complete the project and request payment of loan funds.
	I/We understand that the loan award funds will be dispersed upon receipt of paid invoices for the project and proof of payment at the end of the project.
	I/We are the owner of the commercial property to be improved.
	I/We are current with mortgage, real estate taxes, and insurance payments.
	I/We understand that if we have defaulted on a publically funded program or have been delinquent on loan payments for a publically funded program within the last two years, I/we are not eligible for this program.
	I/We understand that the building must be free of all lien and judgments.
	I/We understand that if the building is located within the HPC district – the project must receive approval by the Heritage Preservation Commission prior to the start of work.
	I/We understand that an inspection of the property will be conducted to determine that the proposed improvements are necessary for the building to conform to current code and property maintenance ordinances.
	I/We understand that I/we will be required to sign loan documents upon award, including a Promissory Note and Repayment Agreement.
	I/We understand that the loan will be forgiven if I/we maintain ownership of the building for five (5) years.
	I/We understand that if I/we sell the building or otherwise transfer all ownership interest within five (5) years – the loan must be repaid in its entirety.

Property Owner/Applicant	Title	Date

Co-Property Owner/Applicant	Title	Date



Request for Action

TO: Faribault Economic Development Authority
FROM: Stephanie Aman, Economic Development Coordinator
MEETING DATE: February 17, 2022
SUBJECT: Notification of SMIF Loan to Cry Baby Craigs, LLC

BACKGROUND:

Southern Minnesota Initiative Foundation (SMIF) and the Economic Development Authority (EDA) of the City of Faribault entered into a Shared Collateral Agreement in October of 2019 for Cry Baby Craig's. Both entities have co-equal shares in the collateral that was available at that time to secure loans that were provided by each entity.

SMIF is notifying the EDA that they approved a loan for additional dollars to Cry Baby Craig's in the amount of \$60,000. The notification is a requirement of the loan agreement. As indicated by SMIF - the new loan will be secured with separate collateral.

REQUESTED ACTION:

No Action Required.

ATTACHMENTS:

1. SMIF Letter to EDA Cry Baby Craigs, LLC
2. Cry Baby Craigs - Shared Collateral Agreement with SMIF



SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

525 Florence Avenue • PO Box 695 • Owatonna, MN 55060-0695
PH 507.455.3215 • FAX 507.455.2098 • smifoundation.org

Southern Minnesota Initiative Foundation is an Equal Opportunity Lender

January 31, 2022

Economic Development Authority
City of Faribault

Re: Cry Baby Craig

Southern Minnesota Initiative Foundation and the Economic Development Authority of the City of Faribault entered into a Shared Collateral Agreement in October 2019 on the loans disbursed for Cry Baby Craig. We both gave Cry Baby Craig a loan for \$50,000 at that time. We both have co-equal share in the collateral that was available to us at that time. This Agreement does pertain only to the funds advanced by SMIF and EDA at that time, but we are asked per the Agreement to not make future advances without prior written consent to the other.

SMIF did approve a loan for additional dollars to Cry Baby Craig in the amount of \$60,000. Our Committee approved this loan on January 25, 2022. SMIF will be closing this loan this week.

So with this letter I am giving you written consent that we will have additional loan dollars given to Cry Baby Craig.

UPDATE: Cry Baby Craig is really exceeding our and probably your expectations. Their sales are increasing every year 30-40% for the last two years. I did have them update their financial statement because they did not show their inventory nor correct equipment amount and the dollars they put into the building for leasehold improvements. With the inventory and equipment available we are fully secured on this new loan for \$60,000 and of course both of us are fully secured on our previous loan. The bank loan they have with State Bank of Faribault does show on the Cry Baby Craig financial statement, but they have a 1st lien on the building which is under a different entity and should show on the financial statement of Matter Daddy, LLC.

Hopefully this company will be a "success story" for both of us to report.

Let me know if you have any questions.

Diane Lewis
Lending Officer/SMIF



SHARED COLLATERAL AGREEMENT

THIS AGREEMENT is made on the dates indicated below, by and between the Southern Minnesota Initiative Foundation, referred to as "SMIF" and the Economic Development Authority of the City of Faribault, referred to as "the EDA".

SMIF is the holder of a security interest in the inventory held by Cry Baby Craigs, LLC in connection with indebtedness owed to it by Cry Baby Craigs, LLC. The financing statement evidencing SMIF's liens were filed with the Minnesota Secretary of State on 10/10/2019 as Document No. 1109759300022.

The EDA is also the holder of a security interest in the inventory held by Cry Baby Craigs, LLC in connection with indebtedness owed to it by Cry Baby Craigs, LLC. The financing statement evidencing the EDA's liens were filed with the Minnesota Secretary of State on 10/24/2019 as Document No. 1113414000022.

SMIF and the EDA have agreed to a financing plan for Cry Baby Craigs, LLC whereby SMIF will be advancing to Cry Baby Craigs, LLC the amount of **fifty thousand dollars and no/100 (\$50,000.00)**. The EDA advanced to Cry Baby Craigs, LLC the amount of **fifty thousand dollars and no/100 (\$50,000.00)**, secured by the collateral as described in the financing statements referred to above. The parties to this Agreement hereto have agreed that the security interest of both SMIF and the EDA shall be co-equal in priority, despite the earlier filing on this collateral by either SMIF or the EDA. This Agreement shall pertain only to the funds advanced by SMIF and the EDA at this time, and shall not apply to subsequent loans made by either party. SMIF and the EDA agree that they will not make future advances to Cry Baby Craigs, LLC to be secured by a security position in the collateral described in the financing statements referred to above, without the prior written consent of the other.

Nothing in this Agreement shall be construed to prohibit either SMIF or the EDA from enforcing any and all rights to the collateral in the event of a default by Cry Baby Craigs, LLC on the indebtedness owing to either SMIF or the EDA; PROVIDED HOWEVER that in the event either SMIF or the EDA intend to enforce their rights in the collateral, the enforcing party shall give the other party at least 10 days advance written notice prior to taking any action to enforce their rights in the collateral. This notice shall be sent by Certified Mail, Return Receipt Requested, or hand delivered, to the parties at the addresses given below.

Southern Minnesota Initiative Foundation

By: Diane Lewis
Diane Lewis
Business Lending Director

Date: 10-10-19

Address: 525 Florence Ave
PO Box 695
Owatonna, MN 55060-0695

STATE OF MINNESOTA)
COUNTY OF Rice) ss.

This instrument was acknowledged before me on Oct. 10, 2019, by Diane Lewis, the Lending Officer of Southern Minnesota Initiative Foundation.

Kari Lyn Casper
Notary Public



Economic Development Authority of the City of Faribault

By: Rodney Gramse
By: Dave Albers

Date: 10-17-19

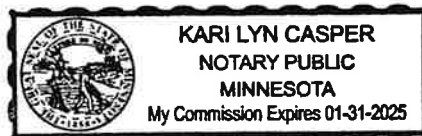
Date: 10-17-19

Address: 208 1st Avenue NW
Faribault, MN 55021
Attn: Executive Director

STATE OF MINNESOTA)
COUNTY OF RICE) ss.

This instrument was acknowledged before me on October 17, 2019, by Rodney Gramse and Dave Albers, the President and Treasurer/Secretary of the Economic Development Authority of the City of Faribault.

Kari Lyn Casper
Notary Public



This instrument was prepared by: Southern Minnesota Initiative Foundation, 525 Florence Ave, PO Box 695, Owatonna MN 55060-0695



Request for Action

TO: Faribault Economic Development Authority
FROM: Stephanie Aman, Economic Development Coordinator
MEETING DATE: February 17, 2022
SUBJECT: MREJ Faribault MicroSummit 2022

BACKGROUND:

In 2018 the EDA conducted their first Minnesota Real Estate Journal (MREJ) Micro Summit. This was memorable because it was originally scheduled to take place the day after the series of tornados that came through Faribault, causing much damage. The event was rescheduled, and was a success. The Mac Hamilton/Hillside Apartments is a direct outcome of the event, with many other leads and connections made.

The EDA opted to conduct a second Micro Summit in 2020, only to have that event postponed due to COVID-19. The event was moved to 2021, in hopes of being able to conduct the summit in-person. It was suggested by MREJ staff that we move the MicroSummit to Spring, 2022 for the best results. Faribault's MicroSummit will be held on April 28, 2022.

Staff met with the MREJ Team to review program ideas, develop a proposed agenda, and work through the requirements of the event to ensure that the content qualifies for continuing educational credits in order to boost attendance. Based on that discussion, the proposed agenda has been developed. Once reviewed by the EDA, the MREJ will begin a marketing blitz and Staff will share with our own network of brokers.

REQUESTED ACTION:

Review the attached proposed agenda. Staff seeks input on potential speakers and/or businesses.

ATTACHMENTS:

1. MicroSummit 2022 - dk

MicroSummit 2022: Historic to High-Tech

April 28, 2022 – 12:00 pm – 3:00 pm

Location: 310 Central Ave

Lunch catering from The Depot; Desserts from Crack of Dawn.

Agenda:

11:45am - 12:15pm: Catered lunch available

12:15pm – 12:30pm: Opening and Welcome

- Ryan Ernster
- Faribault EDA/Deanna
- Other

12:30pm - 1:15pm: Residential/Workforce Housing Development Panel

Suggested Panelists:

- Mac Hamilton
- MWF
- Ellison Investments

1:15pm - 2:00pm: Industrial and Talent Development Panel

Suggested Panelists:

- Woolen Mills
- Trystar
- Daiken
- South Central College

2:00 – 2:15pm: Networking Break

2:15-3:00pm: Retail/Restaurant Panel

Suggested Panelists:

- Cry Baby Craig's
- 10,000 Drops
- Crack of Dawn

3:00 Optional Events:

Downtown walking tour
Happy hour at Cry Baby Craig's

Faribault has so much to offer to help plant and grow businesses. In this MicroSummit, we will feature some up and coming businesses that have made strategic decisions to locate in Faribault's downtown, including new gathering spaces, a distillery and a specialized hot sauce manufacturer. You'll hear from housing experts – market rate and affordable - that have planted developments in Faribault, and you'll learn more about beautiful high-end housing that exists above local businesses right in downtown. We will also highlight the support systems, such as South Central College which is leading efforts to train and grow our talent pipeline. The right mix of Historic to High-tech industry employers, a well- established support network, mixed with visionaries that are striving to make the downtown a destination, Faribault is checking all of the boxes!



Request for Action

TO: Faribault Economic Development Authority
FROM: Stephanie Aman, Economic Development Coordinator
MEETING DATE: February 17, 2022
SUBJECT: Project Updates

BACKGROUND:

Project updates are attached.

Additionally, staff continue to work with local businesses to troubleshoot and determine creative solutions to staffing issues. To demonstrate how great the local and regional need is for creative solutions, staff has also attached the most recent Rice/Steele County workforce resources and job board information.

REQUESTED ACTION:

No action required.

ATTACHMENTS:

1. 6 - Project Updates
2. Rice Steele Job Board Feb 7 - 11, 2022



Discussion Items

TO: Faribault EDA
FROM: Stephanie Aman, Economic Development Coordinator
THROUGH: Deanna Kuennen, Community & Econ Dev Director
MEETING DATE: February 17, 2022
SUBJECT: Updates/Project Reports

UPDATES

Prospects/Business Updates:

Faribault Woolen Mill	Staff has kept in contact with the Faribault Woolen Mill as they pursue the implementation of their strategic plan, which includes numerous capital investments. At this time they are not in need of EDA financing, but may pursue EDA programs as they work through implementation of their plans.
Specialized Automotive Restoration / Service Project	Staff have been working with a new specialized automotive restoration/service business to connect them to possible funding sources. Improvements to the property they acquired are underway.
Food Producer	In the spring, Staff had been in contact with a food producer regarding possible expansion in Faribault. Staff prepared a proposal of possible land and financing options and will continue to stay in touch with them as they make decisions on their next steps and finalize their location. Staff and our Economic Development partners met with them to discuss incentives and financing; staff toured possible sites with them and they recently decided on a Faribault site and a purchase agreement is now in place. Staff are meeting with the prospective owners to go over site plan information as well as their build out plans to ensure a smooth transition. Staff and economic development partners will meet soon to determine incentive considerations.
Food Producer/CVN Prospect	September: Staff connected with a food producer prospect at CVN and prepared a very high level informational response; including two different sites that fit their criteria. Faribault originally made the short list of places to be considered, but other areas (states) were able to offer lower taxes and more incentives. Staff recently learned that there has been some reconsideration for Faribault and is in touch with this company.

Agenda Item: 6

Project Singularity	A RFI came through from DEED for a project with a manufacturing company. While the preference is for an already built building, the company/site selection is open to greenfield locations if they are unable to find a suitable/desirable spec building. Staff submitted information for consideration.
Potential Food Manufacturer	Staff is working with an existing Minnesota food manufacturing company that is looking to expand their product line, and have identified a possible site for this part of their business to expand into. Staff participated in a virtual meeting with the company and partners to explore funding and incentives for the expansion. Staff continues to follow up with the company while they make a decision on the location for their project.
Potential Food Manufacturer	Staff was made aware of a regional food manufacturer that is looking to expand their product offering and had identified a possible site for their business to expand into. Staff met with company leaders to discuss location options and possible funding incentive. Staff were made aware of a potential location for lease, and have followed up with this option. Staff will continue to stay in touch with the company leaders as they decide on the location for their project.
Potential Transportation Terminal	Staff was contacted about interest in possible properties along the I-35 corridor with easy access and good visibility, to locate a transportation style business. Land owners were contacted and the business and property owners were connected. Staff will stay in touch with the business to support and assist as needed.
Potential Food Production/Restaurant Business	Staff was provided a lead for a local food production/restaurant that may be interested in opening a bricks and mortar facility to Faribault. Staff has identified possible sites for this company and the owners are exploring the sites. Staff continue to stay in touch and follow up to ensure that this business is supported and will arrange a meeting with economic development partners when the timing is right. Business owner is in conversation with the potential site and are working through logistics of a build out. Staff continue to stay in touch with the business owner. The cost of building out a commercial kitchen as well as improvements to the space is of concern to the client. Staff has identified potential resources to assist in financing capital improvement.
Potential Light Manufacturing Business	Staff attended the December CVN meeting and met with the Business Development Manager of a Minnesota based light manufacturing company that is looking to relocate their operations. A response was prepared with possible sites for this company. Staff will continue to follow up with them as they make decisions on their new location. The business is completing a campaign to raise funds, and will be making decisions on site tours in the next couple of months.

Agenda Item: 6

Potential Food Manufacturer	Staff responded for a request for information from CVN for a Minnesota based food manufacturer looking to expand operations. Staff met the president of the company at the CVN event, and followed up with their operations manager. Faribault is being considered and the company is looking at a possible site visit in the very near future. The site that was submitted to this company recently sold and Faribault does not have a building that meets the business needs. Staff has reached out to this business with a lease space that could meet their needs.
HWY 60 Project(s)	Staff has participated in a number of different meetings regarding potential development/redevelopment along the Hwy 60 W corridor. Staff will continue to be an active participant in development/redevelopment opportunities, and will bring potential projects/requests to the EDA as appropriate. October: Land has been purchased along the south side of Hwy 60 and staff has been in contact with the new owner regarding development possibilities. Conversations are ongoing.
International Manufacturer	Staff were contacted by an international manufacturing company looking for space in Faribault. Staff are working to ensure that the proper infrastructure is in place to meet their needs. The company has identified the property they think would be a good fit. Staff is providing requested information to the company, specifically regarding electrical capacity and loading dock feasibility.
Rail Property	Staff were contacted by a company seeking rail accessible property to build a facility. Information regarding accessible property and city infrastructure was provided. Staff continue to follow up to ensure the company has the information they need to determine a best fit for their business.
MISC.	1. Staff has been made aware that there are possibly two (2) distribution type of businesses seeking a location along the I-35 corridor. Currently the site selector is looking at locations further north than Faribault – but Staff has provided information on possible Faribault locations for consideration. 2. Staff has provided available land information to a Twin Cities broker working with various warehouse/distribution type businesses. Through conversations with the broker it was confirmed that there is growing demand for land outside of the metro area, and he was collecting information proactively for potential clients. Staff will continue conversations with the broker on demand and movement.

Other:

- A number of projects have been “paused” due to material costs and timelines (Example – in 2020 the lead time for a “butler building” was 16 weeks, currently the lead time is 50+ weeks.) Staff has continued to stay in contact with these developers/prospects – and will provide updates as appropriate.
- Staff participated in several Business Retention and Expansion visits in January, and were pleased to hear about potential expansion efforts. Staff will continue follow up on those expansion efforts, as well as visit other businesses in the coming months. COVID19 restrictions have made this a more difficult task.
- Staff are participating in discussions and keeping abreast of the federal funding that is being made available to businesses and communities including for downtowns and small businesses.
- Staff participated in Ehler’s 2022 Minnesota Public Finance Seminar to learn more about tax abatement and TIF and to understand fully any new reporting requirements, as well as hear how other communities are using those tools to leverage development.
- Staff were contacted by GreenSeams to put together an ag focused panel of business owners. The panel is scheduled to meet on Monday, February 14 via zoom.
- Staff participated in the Southeast Minnesota Economic Development meeting the state presented updates on Job Creation Fund and Minnesota Investment Fund programs.
- At their Winter, 2022 conference, the Economic Development Association of Minnesota (EDAM) named Deanna Kuennen the Economic Developer of the year.

Other Projects/Initiatives:

- **BDPI Grant Application – NW Water Tower**
 - Staff, in coordination with the City Engineer, submitted a \$2M grant application to help fund the construction of a water tower and associated mains, located in the Met Con Business Park. The grant has been funded. Construction will begin later this summer, with an anticipated completion date of 12/2023. The water tower project is important because it has been identified by multiple industries in this area that water flow rates are inadequate. The project will improve flow rates for existing business, and position the city to continue to attract additional industries to this area.
- **C-Alan Homes/Thompson James Group South Division/ Old Mayor Clinic Site**
 - Staff has been working with a luxury custom home builder from the Twin Cities on a proposed attached 34-unit townhome rental development on the old Mayo Clinic site (924 First Street NE). After a supportive neighborhood meeting in February, the company engaged ISG Engineering and submitted all necessary planning and zoning applications. The project has successfully completed the planning and zoning approval process, and is now preparing final drawing and finalizing funding. It is anticipated that the site improvements associated with the project will begin later this year.

Marketing:

Minnesota Real Estate Journal

- MREJ staff have suggested that we postpone the Micro Summit from this fall/winter to spring 2022. Staff have been given the date of April 28 to host the Micro Summit. Hosting the Micro Summit in the spring will provide the City with the best opportunity to attract more attendees. Based on a meeting with MREJ staff, they suggested we focus on 2-3 panels of

Agenda Item: 6

businesses that highlight some unique attributes to Faribault that others may not know and would be interesting to businesses looking to expand or move here.

- Staff met with staff from MREJ to determine how to best leverage the budget that is allocated to this marketing effort. Staff plan to implement some of the suggestions within the next few months.

- **Minnesota Marketing Partnership**

- Faribault continues to be active participants in the Minnesota Marketing Partnership (MMP). Last year Faribault elected to participate in the MMP digital marketing campaign, and now has access to all of the video and social medial materials. In addition – Staff was selected to help represent the State of MN – specifically Faribault/SE MN, with DEED and others, at the Site Selector Guild table talks. This has generated additional connections with the site selector community.
- Staff presented to the Site Selector Guild in November, as part of the MMP Leadership. Staff will highlight recent successes in Faribault, and provide an overview of the SE MN region. Staff has also been invited to participate in the December Site Selector Guild Table Talks, to discuss development opportunities in Faribault and in the region.



Rice & Steele Counties JOB SEEKER RESOURCES Week of Feb 7th – 11th, 2022

The Workforce Development FARIBAULT office

ADDRESS: 201 LYNDALE AVE SOUTH, STE #1, FARIBAULT, MN 55021

The computers in our resource area will be available for walk-in use Tuesdays, Wednesdays, and Thursdays from 8 am – 3:30 pm. If you will require assistance on the computer (ex: need help applying for Unemployment benefits), you will need to make an appointment by calling (507) 333-2088. Mondays and Fridays the resource area will be closed for walk-ins and reserved for appointments only.

NEW! The Workforce Development OWATONNA office is now open.

ADDRESS: 1850 AUSTIN ROAD, STE 102 OWATONNA, MN 55060

ARE YOU CURRENTLY RECEIVING UNEMPLOYMENT INSURANCE? You may be eligible for the Dislocated Worker program. For more information on the program and to see if you might qualify, please call Carrie at the Owatonna office **507.431.3904**. The office is open for walk-in use **Tuesdays and Thursdays, 8:30 AM to 3:30 PM**. Other times available by appointment only. Follow us on [Facebook](#), [Instagram](#), [Twitter](#), [YouTube](#), [LinkedIn](#), visit our website at: www.workforcedevelopmentinc.org for more information or call Carrie Johnson at **507.431.3904**.

Join Zoom Orientation Meeting for Dislocated Workers

If you have lost your job through no fault of your own, you may be eligible for Dislocated Worker services. We invite you to join our Owatonna, MN Dislocated Worker Career Planners for a free virtual orientation to the Dislocated Worker program via Zoom. These weekly sessions are held every Wednesday at 10am. Interested individuals only need to attend one of these free sessions to learn more about the resources available through the Dislocated Worker Program. Please join Carrie Johnson by accessing this link! <https://zoom.us/j/96249388264?pwd=OXN1SktSMGd0eE1zVTV6SjgrRTdUUT09>

CAREERFORCE Online

Job Search Appointments: In-Person, Phone, or Online

Meet in person, over the phone, or online to get help in your job search. Available services include resume reviews, mock interviewing, interest assessments, career exploration, and other job search assistance. Once registered, you will be contacted by staff to determine how you will meet. Please register at: <https://www.careerforcemn.com/locations>

Past Events: You can view our previously recorded [CareerForce workshops and classes](#) to learn how to job search, write your resume, network, use Microsoft Office, network on LinkedIn and more. Some of these classes are also recorded in Somali.

Other Online Resources

[CareerForce Online Tools](#) Access interest and skills assessments, listings of jobs currently in demand during COVID-19, a resume-builder and more.

[Northstar Digital Literacy](#) Access free online assessments and lessons on common computer, software, and technology skills, including Word, PowerPoint, email, internet, social media, and more. Strongly recommended: Career Search Skills under Using Technology in Daily Life.

[Online Job Search-Related Learning Modules](#) View eLearning classes about job search, networking, resumes and interviewing. (These are not accessible with a screen reader.)

[CareerOneStop](#) Find a broad range of job search resources on this U.S. Department of Labor website.

WDI Career Cafés

Please plan to join us each **Tuesday at 10:00 AM** for a virtual Career Café session! **What is Career Café?** Career Cafe is a relaxed, free networking group that connects you with other job seekers in the community, while teaching you job search skills. If you are motivated and want to get to work, JOIN US! Click this link to join each week's Zoom Meeting:

<https://us02web.zoom.us/j/89349787528?pwd=QzFGbjdVRGw4VWU4ZlIRaUY2RnBSUT09>

Upcoming Topics include:

- **February 8th – How to Build Rapport with the Interviewer**

WDI Essential Skills Video Library

Go to: https://www.youtube.com/channel/UC_hTZOk4QGAD07DA3d9tLXA

Building Strong Communities = Union Construction Careers - APPLY TODAY!

Start a union career as an PAID apprentice: **Laborer, Bricklayer, Iron Worker, Electrician, Insulator, Painter or Allied Tradesperson, Operating Engineer, Cement Mason or Plasterer, Sheet Metal Worker, Pipe Fitter, Plumber, Sprinkler Fitter, Boilermaker, Elevator Constructor.**

Free Virtual Info Sessions that occur every Tuesday and Thursday at 6PM and every Wednesday at 12PM

To learn more please visit:

<https://buildingstrong.org/information-sessions/>

TRAINING RESOURCES

Building Strong Communities!

Its a multi-trade apprenticeship preparatory program that focuses on preparing women, people of color, and veterans for a career in the construction industry. From a construction industry overview, craft specific curriculum, to hands on exposure to the trades, the Building Strong Community program prepares you for a financially rewarding career with endless possibilities. For more information contact: Thomas Scott: 612.379.4210 or tscott@buildingstrong.org

International Union of Operating Engineers Local 49 and Associated General Contractor of Minnesota Apprenticeship and Training Program. Operating Engineers Joint Apprenticeship Committee in Hinckley, MN will be accepting applications from qualified applicants for possible selection into its registered Apprenticeship Program. Program qualifications: High Diploma or GED, must be 18 years of age at the time of application, Valid Driver License, achieve at least a 70% score may retake the test in 7 days and Must be physically able with reasonable accommodations to perform all duties of an Apprentice Operating Engineer. Program Applications can be completed at: www.local49training.org or for more information please call Steve Tuhy at 320.385.0019

Interested in a **Career in HealthCare?** The **WDI Bridges to Healthcare** can help you get certified in any of the 3 following programs: **Advanced Nursing Assistant Certificate, Medical Assistant Certificate, or Medical Administrative Assistant Certificate.** WDI – Steele County is taking enrollments for Spring 2022, starting May 16th – August 12th. For more information, or to enroll, please reach out to Dawne Buttera, DButtera@wdimn.org

Minnesota Second Chance Coalition is accepting applications for Driver's License Reinstatement

Microgrants! To be considered for these funds you must: be a Minnesota resident, have been involved in the criminal legal system (including court, probation, or incarceration) in the last 3 years, be applying for fines and fees issued in the state of Minnesota, plan to reinstate your driver's license in the state of MN, and Have not received a previous microgrant from MNSCC in the past 36 months. Apply online here:

https://docs.google.com/forms/d/e/1FAIpQLSd8NVDNa3cxJfy7RzrN2hblVal16pJqbP59S5dT_hB9X2wXQ/viewform. If you have any questions, please contact the Microgrant Advisory Committee email at microgrants@mnsecondchance.org

Minnesota State Commercial Driver Academy (CDL). Interested in earning your Commercial Driver's License (CDL)? This is a program which can help individuals obtain their CDL license. Industry partners will interview and possibly hire successful graduates as well as provide additional training to pick up where this training left off given the academy's condensed structure. This is a great opportunity to gain access to an in-demand career that pays a living wage. For more information please visit:

<https://www.minnstate.edu/ws/cdlacademy/index.html> or contact Melanie Bersano at: 507.512.0494 or via email: mbersano@wdimn.org

Owatonna Community Education offers **free GED test preparation classes** September to May. For more information, follow this link: <https://communityed.isd761.org/adult-basic-ed/ged>

English as a Second Language is a program for adults seeking to improve reading, speaking, and writing the English language. **Owatonna Community Ed** offers **free multi-level ESL classes**. Classes typically meet four mornings a week. Classes are also available in the evening. Adults learn using both print and digital curriculum tools that help improve language skills. New language skills allow adults to make successful employment transitions, prepare for the GED, and prepare for taking college programs. <https://communityed.isd761.org/adult-basic-ed/esl-classes>

FREE I.T. SKILLS TRAINING with IBM Skills Build

IBM Skills Build offers free learning, support, and resources to foster new IT career skills through entry-level employment. Workforce Development, Inc., CareerForce, and IBM have been committed to closing the gap for career seekers and the organizations that support them through our programs and platforms for decades. Certifications: Red Hat Certified System Administrator: Level 1 (RHCSA I): 40h training + final exam Level 2 (RHCSA II): 40hr training + final exam Fortinet Network Security Expert: Level 1 (NSE 1): 1h (no final exam) Level 2 (NSE 2): 2h (no final exam) Level 4 (NSE 4): 40h + final exam Level 5 (NSE 5): 32h + final exam Level 6 (NSE 6): 62h + final exam Level 7 (NSE 7): 16h + final exam. For more information, please call and ask for **Carrie at 507.431.3904**

Explore State Government Careers Series

Held in partnership with Minnesota's Management and Budget, this series of free virtual events will showcase the 600+ current job openings in the State of Minnesota Agencies. Hear about the benefits of working in a state role, state employee's personal employment stories, and learn what can help you get hired and grow in the system. See full information [Explore Careers | CareerForce \(careerforcemn.com\)](https://careerforce.mn.gov)

Monday, February 7, 3:00 - 3:50 p.m. – Overview

Why work for the state? Agencies: Minnesota Management and Budget, Minnesota IT Services, and Department of Human Resources

Monday, February 14, 3:00 - 3:50 p.m. – Application Process

Opportunities for job seekers with specific backgrounds. **Agencies:** Department of Natural Resources, and Highway Heavy Program, a collaboration between Departments of Employment and Economic Development and Transportation

Tuesday, February 22, 3:00 - 3:50 p.m. – Now What?

What to do if you get a rejection, Connect 700 program, Veterans priority, and how to prepare for February 28th's Online Meet and Chat. **Agencies:** Minnesota Pollution Control Agency, Department of Corrections, Employment and Economic Development

Monday, February 28, 2:30 - 4:00 p.m. – Meet and Chat with State Agency Recruiters

Online, "open house", meet and greet event to ask questions about applying to their departments in private, one-to-one conversations with State Agency recruiters.

Premier Virtual software will be used. Works on a browser (Chrome, Safari, Firefox) on any mobile device or computer with internet access. Job Seekers ("Attendee") and Agencies ("Organization") can set up their event profile at [February 28 Event Portal](#) (new login required). Questions and Accessibility Contact: Liz Jennings at liz.jennings@state.mn.us or 651-259-7570

HIRING EVENTS

Teachers On Call and the Workforce Center are hosting a **virtual hiring information session** for our substitute teacher and paraprofessional opportunities in Owatonna Public Schools. This event will take place virtually on **Tuesday, February 15th from 12PM to 1PM**. During this session, you will have the opportunity to learn more about the open positions and ask any questions you have regarding these opportunities. **Register here:** <https://register.gotowebinar.com/rt/193961968582353422>

Mega Minn Virtual Job Fair – <https://megaminn.careerfair.live/>

Connect with local employers via computer, or smart device on Feb 16th from 10 AM – 2 PM, and Feb 17th from 3 PM – 6 PM.

Doherty Staffing Agency is hiring for Production Workers, Material Handlers, Warehouse Associates, Machine Operators, and Machinists. **Walk-ins welcome, every Tuesday during the month of February** between 9 AM and 3 PM. 146 W. Broadway, Owatonna. Earn \$16 - \$21 per hour. [Jobs in owatonna | Doherty Jobs](#)

NEW- Applications are open! AmeriCorps will once again be recruiting roughly 55 individuals to serve in the various AmeriCorps programs represented in Rice County. These include [Early Learning Corps](#), [Reading Corps](#), [Math Corps](#), [Recovery Corps](#), [Heading Home Corps](#), and [Promise Fellows](#). Links to the various program applications can be found on the sites listed above. I am also more than happy to meet with any potential members to answer questions or provide support in applying. The new term doesn't start until August 29, but it never hurts to sign up early! [Rice County AmeriCorps](#)

Become a Corrections Officer for Correctional Facilities located in Lino Lakes, Oak Park Heights, Shakopee, Stillwater, Red Wing and Faribault. \$5000 New-Hire Bonus! No experience needed. Paid Training. Apply at: www.mn.gov/doc/careers

New! Minnesota State Patrol launches 911 dispatcher hiring campaign. To learn more please click the link and play the video: <https://www.kttc.com/video/2022/01/04/minnesota-state-patrol-launches-dispatcher-hiring-campaign-2/>

OPEN POSITIONS AVAILABLE IN OWATONNA

GOVERNMENT

Steele County is hiring:

NEW Landfill Supervisor \$29 - \$41 per hour

Correctional Officer \$23 - \$26 an hour

Transport Officer \$17 an hour

Apply online at:

Highway Maintenance Technician \$20 - \$23 an hour

Custodians \$17 - \$20 an hour

RN/Family Support Educator \$29 - \$37 an hour

<https://bit.ly/3IIN9m0>

MN Prairie County Alliance is seeking an **Account Technician** – Requires Associates Degree, and must have Valid MN Drivers License. Deadline: Feb 8th Pay: \$20 - \$30 an hour.

For more info and to apply:

<https://bit.ly/33SDGDH>

City of Owatonna is looking for a new **Engineering Technician III**. For more information or to apply online Go to:

<https://www.governmentjobs.com/careers/owatonnamn>

OWATONNA - FACTORY / WAREHOUSE / MANUAL LABOR

NEW - RISE Modular is hiring several positions: **Framing carpenters, Flooring Installers, Plumber (willing to train) Journeyman Electrician, HVAC Installer, Insulator (willing to train), Sand/Painter, Finish Carpenter (trim and Cabinet installer – willing to train)** Apply online:

<https://risemodular.com/hireme/>

NEW – Crown Cork is the #1 Manufacturer of Food Cans in the World. We are hiring Preventive Maintenance Mechanics, Electrician, Machine Maintainers, Line Operators, Forklift. 12-hour shifts, 4 days on 4 days off.

Apply at www.jobs.crowncork.com

NEW – Cybex / LifeFitness is hiring for 1st and 3rd Shift Assembly, Robot Operators, Material Handling, Shipping, Receiving, Quality Technician and Engineering, Manufacturing Engineering and more!. Starting pay at \$18.50 an hour.

Apply on-line at www.lifefitness.com/careers

NEW – Piepho Roofing is now hiring **Roofers and Installers!** We specialize in roofing, but we also do siding and windows. Please call us at 507.451.1686 Monday through Friday 8 AM to 1 PM for immediate consideration.

NEW – MetroNet is looking for **Directional Drill Operators, OSP Maintenance Laborer, Fiber Techs, Underground Laborer, Quality Assurance Specialist, and Direct salespeople**. For more information, or to apply online, go to:

<https://bit.ly/3fFmBPE>

Viracon is hiring for several positions:

<https://bit.ly/319w1PT>

Manager of Engineering, Production Positions, Project Manager, Senior Buyer, Order Entry Specialist, Engineer, Collections Specialist, Night Shift Occupational Health Coordinator

Pearson is hiring for a **Full-time Temporary Production/Processing Assistant and Production Technician** Apply online at:

<https://pearson.jobs/owatonna/minnesota/usa/jobs/>

Lakeside Foods is hiring a variety of positions in food production: **Forklift operator, 2nd Shift boxer operator, 2nd shift Depal Operator, 2nd shift Mechanics, Assistant Warehouse Manager**. For a full listing, go to the following link, and pay attention to the right column, for Owatonna based jobs.

<https://www.lakesidefoods.com/careers/open-positions/>

Bushel Boy of Owatonna is hiring **Production Workers – Full and Part-time, Maintenance Technicians, Delivery Drivers**, Year-Round Indoor Work. Monday- Saturday Schedule With Overtime Available - 6am-2:30pm. Full benefits coverage including medical, dental and vision, Generous 401K, Paid time off, Life Insurance. Apply online at: <https://sites.hireology.com/rahrcorporation/jobs.html>

Advanced Coil has **2 Welder openings**. They hire through **Express Personnel**. Permanent position \$20/hour starting with a \$6 raise shortly after. They are pretty small with 10 employees but are growing.

Gopher Sport, is currently seeking **Quality Technician, Warehouse Team Members - temporary, Order Specialist, Manufacturing and Assembly Technician, and Customer Care Rep**
Apply online at: <https://www.indeed.com/cmp/Gopher-Sport/jobs>

The Retrofit Companies, Inc Apply online: <https://bit.ly/3cfXZvn>
Seeking **Master & Journeyman Electricians** and **Apprentice Electrician – Free on the job training**. Apprentice to Journeyman in as little as 4 years!

Bosch in Owatonna is urgently hiring: <https://careers.smartrecruiters.com/BoschGroup/us>
Project Buyer, 1st and 2nd Shift Full-time Warehouse Associate, 1st Shift Assemblers, Product Design Engineer, Sales Operations Supervisor, Software Architect, and Facilities Maintenance. Full benefits that start on day one. Lots of growth and advancement potential.

Daikin Applied is growing and needs people. They are currently hiring **all positions: productions, assembly, warehouse, machine operators, inventory, IT, & more**. Hiring Bonuses. Apply online at: <https://recruiting.adp.com/srccar/public/RTI.home?c=1143611&d=External>

Climate by Design International (CDI) is a thriving, family-owned business in Owatonna, MN.
Current Openings: <https://www.cdihvac.com/employment-opportunities>

- **NEW – Assistant Marketing Coordinator**
- **Assembly:** Final Production Inspection, Sheet Metal Assembler-Day Shift and Night Shift
- **Engineering;** Design Engineer, Mechanical Engineer
- **Electrical:** Electrical Panel Assembler, Electrical Test Technician, Electrical Wiring Assembler,
- **Fabrication:** Production Fabricator/Painter, Sheet Metal Fabricator-Night Shift, Welder
- **Manufacturing Support:** Shipping and Receiving Associate

Gopher Sport located at 2525 Lemond Street in Owatonna, MN is hiring for a variety of positions: For more information, or to apply online visit: <https://bit.ly/3CjCAwn>

- **Sales Account Manager**
- **Inside Sales Reps**
- **Customer Service Reps**
- **IT Director**
- **Database Marketing Analyst**
- **Warehouse Team Member**
- **Manufacturing and Assembly Technician**

Amesbury Truth, 670 24th Ave NW, Owatonna is a manufacturing plant that designs and manufactures window and door hardware, and they are search of a number of employees. For complete listing, please go to: <https://bit.ly/3Eealjs>

- **Health, Safety**
- **Sustainability Manager**
- **Maintenance Mechanic**
- **Continuous Improvement Manager**
- **Tool & Die Manager**
- **Production Supervisor**
- **Quality Engineer**
- **NEW - Human Resources Recruiters**
- **Drafters**
- **Burnishing Production**

Wenger Corporation, 555 Park Drive NW is hiring for:

<https://bit.ly/3jlwTkv>

- NEW - Driver/Installer
- Manufacturing Assembler 1st and 2nd Shift
- Part-time Seasonal Machine Operators
- Part-time Seasonal Production Welders
- Assembly, Machine Operators
- Welder-fabricator
- Digital product Manager
- NEW - Production Planning Supervisor
- 1st Shift Forklift
- Buyer
- Distribution Planner
- Distribution Warehouse Clerk– 2nd shift
- Receiving Clerk
- Sales Support
- Director of Project Engineering

Cargill. Work in our **Owatonna** facility and enjoy excellent benefits and competitive pay!!! Our diverse partnerships across a variety of industries mean countless career opportunities for you. Current Openings: **Quality Technician, Process Technician, 1st Line Production Supervisor – 3rd shift.**

Apply online:

<https://bit.ly/3DmcDMo>

The Costco Distribution Center, 3601 SW 10th Street in Owatonna is **Hiring CDL Truck Drivers and Power Equipment Operators.** Costco offers great jobs, great pay, great benefits and a great place to work.

<https://bit.ly/2Zt8JDu>

OWATONNA - MAINTENANCE / JANITORIAL

NEW – Martin Bros Distributing is hiring a **Field Service Technician.** Apply online: [Position Details - Martin Bros. Distributing](#) The Service Tech position installs, services and repairs dish machines, beverage equipment and commercial chemical dispensers for laundry at customers locations in the South-Central Minnesota area. Must be able to demonstrate mechanical ability, able to lift and/or carry up to 50 pounds occasionally and have a good Motor Vehicle Report. Must be able to respond to customer emergency service requests. A company van is provided with this position along with comprehensive training, competitive benefits and salary package.

Simply Tidy LLC, is looking for full-time **Cleaning Technicians.** We are a family friendly company. Our goal is to help you earn enough that you're not living paycheck to paycheck. We pay \$18 - \$22 / hour

<https://wootrecruit.com/simply-tidy/>

OWATONNA - RETAIL

NEW – Cabela's is hiring a **Hunting Sales Outfitter, Group Sales Manager – Boats, Camping Sales Outfitter.**

<https://www.indeed.com/cmp/Cabela's-Inc./jobs>

NEW – Aldi is hiring **Part-time Store Associates.** \$15 an hour.

<https://www.indeed.com/cmp/Aldi/jobs?q=&l=owatonna#cmp-skip-header-desktop>

NEW – CashWise Foods is hiring a **Part-time Pharmacist, Stock Clerk, Shopper, Human Resources Generalist, Guest Services Manager, Part-time Floral Clerk, Bakery Clerk, Pharmacy Clerk, Deli Clerk.** Apply Online:

<https://bit.ly/3E24VYq>

NEW: GameStop is hiring **Retail Staff – Assistant Store Manager, Senior Game Advisor, Sales Associates.** <https://careers.gamestop.com/us/en/job/Req-73272/Retail-Staff-Store-3153>

LOWES, 1280 21st Ave NW, Owatonna is hiring for multiple positions: **Part-time: Customer Service Associate, Merchandising Service Associate, Warehouse, Fulfillment Associate, Sales Specialist – Cabinets**
Apply online at: <https://indeedhi.re/3kVpbUJ>

Target, 301 Park Drive, in Owatonna, MN is hiring for a number of positions:

- **Store Management Internships**
- **Specialty Sales**
- **Front of Store /Cashiers**
- **Guest Advocate**
- **Assets Protection Team Leader**

Apply Here:

<https://jobs.target.com/search-jobs/owatonna>

OWATONNA - OFFICE/CLERICAL

NEW – Wencil Plumbing is hiring a **Part-time Office Assistant**. Monday – Friday, 12 noon to 5 PM. Phones, invoicing, scheduling, etc \$14 - \$17 an hour.

<https://indeedhi.re/34zBRv8>

NEW – Olympic Fire Protection is hiring a **Full-time Administrative Assistant**. High School or equivalent, 1 year Customer Service preferred. \$15 - \$25 an hour.

<https://indeedhi.re/3AWKCf0>

NEW – Accessible Space, Inc is hiring a **Part-time Service Coordinator**. The ideal candidate will serve as a liaison between residents and the community resources and services. Will also develop and deliver programs and services related to physical, social, and mental well-being to assist residents in maintaining the highest level of independence and self-sufficiency possible. Candidate must have Bachelor's Degree in related field. Apply online at:

<https://bit.ly/3gvgWfj>

NEW – Holland is hiring a **Part-time Office Specialist**. Hours: 5 PM to 10 PM Monday – Friday. Office and support functions. High School diploma preferred.

https://yrc.taleo.net/careersection/uhl_ext/jobsearch.ftl?lang=en&portal=34500023108

NEW – United Prairie Bank is seeking to hire: **Personal Banker, Business Banking Specialist, Market President, Mortgage Banker, Digital Marketing Specialist, Relationship Manager, and a Bank Teller** to assist customers. Apply online:

<https://bit.ly/3GfAfUj>

NEW – Hospitality House of Owatonna is seeking a **part-time Overnight Guest Advocate**. The primary function of the shelter worker is to ensure the safety of guests. Needed for Sundays, Mondays and Thursdays 8pm-5am (9hr shifts). Contact Carrie at Workforce Development 507.431.3904.

Lakeside Foods is hiring for several office positions: **Accounts Receivable, Invoicing/Inventory Associate, Human Resources Supervisor, Safety Supervisor, Assistant Director of IT, Senior Enterprise Systems Administrator**. Apply online at: [Opportunities: Careers : Lakeside Foods : Frozen & Canned Vegetables Lakeside Foods](#)

NEW – Hometown Federal Credit Union is seeking a:

Full-time Collection Representative Teller - High school diploma or GED required. One-year experience in collections or consumer lending preferred.

Branch Manager- Associate degree or equivalent from a two-year college or technical school in a business-related field is preferred. Two years of experience in a financial institution with lending experience is preferred. Minimum of two years' experience in a leadership role is preferred.

Member Services Representative / Teller. Qualifications include: GED or High School Diploma, 1-year Customer Service Experiences, 1-year Banking Environment preferred. Pay: \$13.14 - \$16.42 per hour.

Apply online at:

<https://www.indeed.com/cmp/Home-Town-Federal-Credit-Union/jobs>

NEW – Teachers on Call is hiring **Substitute Teachers, and Para-Professionals**. Free online training. Flexible schedule. Competitive weekly pay. Apply online at <https://www.teachersoncall.com> , or call 800.713.4439

NEW - Federated Insurance is Currently hiring a **Full-time Life Operations Associate** - High School diploma or GED. Minimum of one-year general business environment experience demonstrating the ability to manage multiple tasks and provide excellent customer service. <https://bit.ly/3nt9xkF>

Three Rivers Community Action is hiring a Part-time (30 hours/week), **School-based Housing Navigator**. Housing Navigators work directly in the K-12 public school system with households experiencing homelessness. Will require travel throughout the school district, as well as for meetings and training. www.threeriverscap.org/about/jobs

NEW – School District 761 is seeking a Full-time **Community Ed Secretary, Technology Specialist at Lincoln Elementary, Part-time Food Service Assistant, Early Childhood Special Educations Teacher**. Apply online at: <https://w1-6.applitrack.com/owatonna/onlineapp/default.aspx?all=1>

OWATONNA - HEALTHCARE

NEW - Owatonna Endodontics is hiring a **Full-Time Dental Assistant**. Requires High school Diploma, CPR Certification, and X-Ray Certification Preferred. Pay: \$27 - \$32 an hour. For information, and to apply online: <https://indeedhi.re/3rY6oe3>

NEW – Aspen Dental is hiring a **Full-time Dental Assistant**. Requires Dental Assistant Certification and High School Diploma. Pay: \$28 - \$33 an hour. \$5,000 sign on bonus. <https://www.indeed.com/cmp/Aspen-Dental/jobs?q=&l=owatonna#cmp-skip-header-desktop>

The Mentor Network is hiring for multiple positions: **Program Coordinator, Caregivers, House Supervisors, In Home Program Supervisor, Direct Support Professional, Program Supervisors**. Apply online at: <https://www.indeed.com/cmp/The-Mentor-Network/jobs>

Beauterre Recovery Institute - Meridian Behavioral Health is hiring **Housekeeping Staff**. Shift is 7:00 AM – 3:30 PM, with rotating weekend shifts. Also hiring **Recovery Specialist, Addiction Counseling Intern, Trained Medication Aide, Mental Health Professional and an LPN**. Apply online at: <https://www.indeed.com/cmp/Meridian-Behavioral-Health-2/jobs>

ISD 761 is hiring a **Supervisor of School Health Services** <https://bit.ly/33PHQvH>
The Supervisor of School Health Services works to identify, remove and remediate health related barriers to learning and to ensure the health and safety of students and staff. The Supervisor will plan, supervise, evaluate, and coordinate school health personnel (LPNs, RPNs and other health care professionals) and services provided for the special health needs of students at all grade levels. Provide, maintain, and monitor a district-wide system of first aid, emergency care, medication administration, and health related procedures. Organize and lead district employee wellness efforts.

Timberdale Trace Assisted Living in Owatonna is seeking **Executive Director, CNAs, Part-time LPNs, and 2nd shift Care Givers, Cook – Part-time/weekends, Lifestyles Coordinator**. \$1000 Hiring Bonus. <https://www.eagleseniorliving.org/careers/timberdale-trace/>

Freedom Home Health Care is seeking **2 or 3 caregivers**. As a caregiver you will provide services including: In-home companionship, Meal preparation, Light housekeeping, Laundry, Errand services, Grocery shopping, etc. For more information: www.freedomhomecarellc.com

Benedictine Living Community offers meaningful work, great pay and flexible hours. We are now hiring **Staff Development Coordinator – RN, RNs, LPNs, CNAs, Cooks, Non-Certified Nursing Assistants, Culinary Service Aides** <https://www.benedictineliving.org/owatonna-mn/careers/>

NEW – Valleyview of Owatonna is urgently hiring Resident Assistant, and Cook. Apply at: <https://valleyviewofowatonna.com/employment/>

NEW - South Central Human Relations Center is looking for a **Director of Nursing, Patient Coordinator, Mental Health Practitioner, Children's Mental Health Case Manager, Adult Case Managers, Front Desk, Overnight Workers, Substance Use Counselor, Supportive Housing Specialist, Therapists, and Overnight Workers.** <https://schrc.com/career-opportunities/>

REM-Minnesota is in need of: <https://jobs.thementornetwork.com/us/en>
Direct Support Professionals. A Direct Support Professional (DSP) is a person who assists an individual with a disability or mental illness, to lead a self-directed life and contribute to the community. The DSP encourages attitudes and behaviors that enhance community inclusion. Employees must be 18 years of age or older. On-demand Pay Access.

BridgeWater at Owatonna is an Independent & Assisted Living community in Owatonna where we care for up to 50 elders. We are hiring **Dietary Aides/Servers.** Enjoyment of working with the elder population is a must! Previous experience working in senior care, preferred, but not required. <http://www.bridgewatermn.net/employment>

Mayo Clinic Health System in Owatonna is hiring: <https://mayocl.in/2XPvNW4>

- Full-time and part-time Patient Care Associates
- LPNs
- Ophthalmic Assistant
- Laboratory Processing Assistant
- And a number of medical professionals

Home Instead Senior Care is looking for **CAREGivers** to become part of our team and join our mission of enhancing the lives of aging adults throughout our community. Our clients reside in Owatonna, Waseca, Blooming Prairie, New Richland, Waterville and other surrounding communities. Typical schedules are built around 4-hour blocks so shift options could be 4-hours, 8-hours or 12-hours. Our morning shifts typically start around 7a, 8a or 9a. Evening shifts would normally start around 12p, 1p or 2p. So, if you are seeking part-time hours, this is a great 2nd job opportunity <https://www.homeinstead.com/location/752/home-care-jobs/>

Allina Health System is hiring: <https://www.allinahealth.org/careers>

- Multiple Full-time Patient Care Technicians.
- 30-hour part-time Mental Health PCT
- Part-time Security Officer
- Dietary Aide
- Lab Assistant
- Environmental Services Aides

Sterling Pharmacy is looking for a **Full-time Pharmacy Technician.** Must be registered with Board of Pharmacy. <https://secure2.entertimeonline.com/ta/ASTRUP.careers?rnd=XDH&%40rtm=1&JobsSearch=1>

Hy-Vee Pharmacy is seeking a -certified Pharmacy Tech, Certified Pharmacy Techs, and a Full-time Pharmacist. <https://www.hy-vee.com/careers/#/search/results?state=23&city=Owatonna&store=159>

OWATONNA - TRANSPORTATION

NationalLease is hiring is hiring a **Diesel Technician**, and a **Mobile Service Technician**. Diagnose cause and malfunction and performs repairs. Ability to handle onsite service and/or redirect the service to be performed at Rihm's shop if needed. Examines assigned vehicle to determine if further repairs are needed or recommended. <https://www.rihmleasing.com/--jobs>

SMART Transit is hiring **full time and part-time Transit Bus Drivers for Owatonna**. New wage scale in effect. Responsibilities include transporting the public, following a set schedule, and maintaining vehicle reports. Requirements include good driving record, above average communication and people skills, the ability to work independently and meet the physical demands of the job. High school diploma preferred. Must have or obtain a Class C CDL and passenger endorsement. Will train and pay to obtain endorsements if needed. Must pass all necessary MnDOT testing and requirements. Daytime and evening hours available. Excellent benefit package. Drug test/background check required. Send resume to hnewman@cedarvalleyservices.org or request an application by calling 1-855-762-7821 or visit the website at smartbusmn.org and click on Info.

POSITIONS AVAILABLE IN FARIBAULT

GOVERNMENT POSITIONS

State of Minnesota is hiring for a number of Departments. For information on these positions, please go to: <https://bit.ly/3oZvUPS>

MN School for the Deaf is hiring

- **HST/Residential Educator**
- **Recreation Program Assistant**

NEW - Faribault Prison is seeking a **Locksmith**

MN State Academies:

- **Human Services Technician / Residential Educator**
- **Special Education Program Assistant / Intervener**
- **School Information Systems Specialist**
- **Speech – Language Pathologist**
- **General Maintenance Worker**

Department of Human Services – Faribault is seeking:

- **Skills Development Specialist/Designated Coordinator**
- **Director Support Specialist – Human Services Technician**

MN School for the Blind:

- **Human Services Technician**

Rice County is hiring the following positions: <https://www.governmentjobs.com/careers/rice>

- | | |
|---|--|
| • NEW – Records Supervisor at Sheriff's Office | • FT and Part-time Emergency Communication Operator for Rice/Steele County Center |
| • Home Health Aide – Public Health | • Assistant County Attorney |
| • Correctional Officer | • Information Technology Intern |
| • Legal Assistant | |

The City of Faribault is hiring for a variety of positions:

- Library Receptionist
- IT Technician
- Parks Maintenance

Police Officer
Youth Recreation Leader

For information and to apply:

<https://bit.ly/3AEE3NQ>

FARIBAULT - FACTORY / WAREHOUSE / MANUAL LABOR

NEW - MRG Tool and Die is hiring for several positions: Equipment Maintenance Specialist, Quality Technician, and CNC Machinist.

Apply online at:

<https://www.mrgtoolanddie.com/career-opportunities.html>

NEW – Northern Tool has a number of openings:

- Assembler – 1st and 2nd Shift
- Forklift Operators – 1st, 2nd and Weekend Shifts
- Machine Operator – 1st Shift
- Paint Line Operator – 1st and 2nd Shift
- Senior Environmental Health and Safety Engineer
- Welder – 2nd Shift
- Distribution Center Lead (Fri/Sat/Sun 6 AM – 6 PM)
- Manufacturing Engineer
- Product Engineer
- Mail Order Shipper – 1st and Weekend Shifts

Apply online:

<https://jobs.jobvite.com/northerntool/search?q=faribault>

Aerotek, voted Best of Staffing is hiring Machine Operators, Framing Carpenter, Plumber, Assembler, Finish Carpenters, General Laborers, CNC Machinist – 1st shift, Maintenance Technicians.

Apply online at:

<https://bit.ly/3GbQVwt>

Crown Cork is hiring Production Workers. For more information and to apply online:

<https://crowncork.hua.hrsmart.com/hr/ats/JobSearch/search>

This position will be responsible for monitoring aerosol cans through packaging process. Candidates must demonstrate proficiency in math, and an ability to follow directions. The associate will have strong attention to detail and proficient at record keeping. Capable of working under pressure and possess the flexibility to adjust to sudden work patterns or varying schedules.

KGP Telecommunications is hiring a Accounts Payable Associate, Administrative Support – Legal, Jr Associate Attorney, Strategic Inventory Manager, and Supply Planners. Apply online:

<https://secure2.entertimeonline.com/ta/KPAY06344.careers?rnd=GJV&%40rtm=1&JobsSearch=1>

Sage Glass - Saint Gobain in Faribault, MN is hiring for the following manufacturing positions: Front End Process Technicians – Days and Night Shifts, 2nd Shift Warehouse Associate, Intellectual Property Liaison, Senior Financial Analyst, Process Technician/Operator – 3rd shift, Product Quality Engineer. For more information, call Becky at 507.339.3685 or apply online at:

<https://www.sageglass.com/en/careers>

C&S Vending - C&S Vending is hiring:

<https://csvending.com/careers/>

Vending Route Driver - \$950 each week, plus \$1,000 Bonus

Full-time and part-time Warehouse Order Selectors Pay: \$15 an hour.

Drywall Supply of Faribault is hiring Driver Helper and Class A Driver local. Full time. No weekends. Pay \$20 an hour. Physical Labor. Must speak English and have a current driver's license.

<https://www.indeed.com/cmp/Drywall-Supply-1/jobs>

Daikin Applied is the world's leading air-conditioning company. If you're looking for an engaging career and growth opportunities in a supportive environment, Daikin Applied is hiring for the following positions:

<https://www.indeed.com/cmp/Daikin-Applied/jobs>

- NEW - Production Clerk
- Assemblers
- Assembler Brazer– 2nd Shift - North
- Production Assemblers - South
- Sub-assemblers
- Warehouse Supervisor
- Warehouse Material Stock Handler – 2nd Shift - North
- Inventory Control Clerk
- Rooftop Assembler – 1st Shift
- Environmental
- Health & Safety Specialist
- Unit Clean-Up

Faribault Foods is hiring:

<https://www.faribaultfoods.com/careers/>

- 10 + Food Packaging Technicians
- Continuous Improvement Manger
- R&D Thermal Process Scientist
- Quality Assurance Technician
- Food Processing Technician
- Boiler Operator
- Production Shift Manager – 3rd shift
- Maintenance Technician

Tru Vue, Inc is hiring:

<https://bit.ly/3mkJls1>

A Full-time Quality Manager - Five years' experience in a manufacturing quality leadership role is preferred. Having a CQE certification will set you apart from other applicants. Also hiring:

10 + Glass Production Associates – Process Technicians, Maintenance Workers, Basic knowledge of English to read work instructions and communicate.

FARIBAULT - OFFICE / CLERICAL

NEW- ABC Companies is hiring a **Full-time Title Administrator**. Works in conjunction with the sales staff and management to title and register all sold and leased buses in accordance with applicable state laws. Apply online:

<https://www.indeed.com/cmp/ABC-Companies/jobs>

NEW – The State Bank of Faribault is hiring a Full-time Investment Assistant. English required. High school or equivalent. Knowledge of MS Office Suite.

<https://indeedhi.re/34njIGu>

NEW – APG / Faribault Daily News is seeking to hire a **Multi-Media Account Executive**.

<https://www.indeed.com/jobs?q&l=Faribault%2C%20MN&fromage=7&start=20&vjk=74e12792c326a510>

NEW – Edina Realty, Faribault is seeking an **Office Administrator**. Requires Bachelor's degree in Business Administration, plus 3 – 5 years experience. <https://www.indeed.com/cmp/Edina-Realty/jobs>

NEW – Southern Heights Dental Group is hiring a **Full-time Administrative Scheduling Specialist**.

Requires 1 year Dental Background Experience. Pay \$16 - \$20 an hour. <https://indeedhi.re/3IK2n3N>

NEW – Milestone Faribault is hiring a **Full-time Administrative Assistant**. Requires an AA if Office Administration or 3 year related experience. Pay: \$14 - \$17 an hour.

<https://bit.ly/3gbODSY>

Sage Glass/Saint Gobain is seeking a **Senior Financial Analyst**. Specific duties will encompass providing cost analysis, standard cost development, budgeting, forecasting, financial and cash generation analysis. This position is responsible for all aspects of cost accounting including variance analysis and month-end closing. Provide staff and SLT management, accurate and timely information, reporting that will assist

them in monitoring performance in order to reach company established goals and objectives. Complete assigned projects by the SBU Controller, CFO as required.

In addition to broad accounting knowledge, the incumbent should possess some familiarity with or have the skills and the ability to learn to become familiar with the accounting and ERP manufacturing processes systems. For more information or to apply online, go the following link:

[Senior Financial Analyst | Join us | Saint-Gobain](#)

Hometown Federal Credit Union is seeking a **Member Services Representative / Teller**. Qualifications include: GED or High School Diploma, 1-year Customer Service Experiences, 1-year Banking Environment preferred. Pay: \$13.14 - \$16.42 per hour. Apply online at:

<https://www.indeed.com/cmp/Home-Town-Federal-Credit-Union/jobs>

KGP Telecommunications is hiring for an **Account Rep, and an Accounts Payable Associate**. Please visit their website at:

<https://secure2.entertimeonline.com/ta/KPAY06344.careers?rnd=GJV&%40rtm=1&JobsSearch=1>

FARIBAULT - MEDICAL / DENTAL

NEW - Rison Homes MN, Inc is hiring **Home Health Aides full-time and part-time positions** 3p to 11p and overnight shift 11p to 7a. Responsibilities: med passing, charting, reporting, cooking meals, cleaning, bath/laundry schedules, transportation, training & meetings. For more info contact Marcia at 507-332-0547 or email risonhomesinc@gmail.com.

Monarch Health is looking for **Full-Time CNA to work a 4-week contract** making \$25/ hr!!! After your 4-week contract is complete you will be eligible for a Sign-On Bonus of \$2500 if you apply to the facility or Monarch Float Pool. **Monarch** is also looking for **Full-Time LPN to work a 4-week contract** making \$35/ hr!!! After your 4-week contract is complete you will be eligible for a Sign-On Bonus of \$3500 if you apply to the facility or Monarch Float Pool. **Monarch** is looking for **Full Time RN to work a 4-week contract** making \$45/hr!!! After your 4-week contract is complete you will be eligible for a Sign-On Bonus of \$3500 if you apply to the facility or Monarch Float Pool. [Career Opportunities - Monarch Healthcare Management \(applicantpro.com\)](#)

HealthFinders Collaborative is expanding and is seeking a **Full or Part-time Mental Health Therapists, Development and Events Manager (part-time), Director of Advancement, Licensed Dental Assistant, Somali Recovery Outreach, Part-time Resource Counsellor, Community Health Worker, Full or Part-time Staff Dentist, Director of Advancement**. For more information:

<https://healthfindersmn.org/about/careers-internships/>

Allina Health Services/Faribault – is hiring for the following positions: <https://bit.ly/3lgdnXh>

- RN Urgent Care
- Clinic Business Representative
- LPN / Medical Assistant
- CT Technologist
- Patient Care Technicians / Nursing Assistants
- Physical Therapist
- Lead Cook

Davita Inc is seeking a **Facility Administrator**, a kidney health and Dialysis Center. DaVita is a dynamic, growing and entrepreneurial company. We are seeking an ambitious, operationally focused and results-driven leader. Healthcare Experience is NOT required.

<https://careers.davita.com/job/R0193599/Facility-Administrator>

Midwest Dental is looking for an **Office Manager and Dental Assistant**.

<https://bit.ly/3lxQzZi>

FARIBAULT - RETAIL

Hy-Vee of Faribault is hiring the following positions:

<https://www.hy-vee.com/careers/#/search/results>

- Flex Workers
- Part-time Bartender
- Market Grill Cook Part-time
- Meat Clerk
- Sushi Chef
- Deli Clerk
- Bakery Clerk

Aldi, 300 Park Ave – hiring:

<https://bit.ly/31wEextr>

- Seasonal Cashiers - \$15 an hour.
- 3rd shift Full-time Warehouse Associate - Pay \$23 - 25 an hour. \$2,500 Sign on Bonus

Walmart of Faribault is hiring for a number of positions:

Apply online at:

<https://careers.walmart.com/stores-clubs/walmart-store-jobs>

- Cashiers - FT Mornings 6am-3pm FT afternoon 11am-8pm \$15/hour Fri/Sat/Sun availability
- FT Receiving Clerk (DSD) FT Mon-Sat 5am-2pm \$15/hour
- FT Seasonal Stockers \$15/hour 9am-6pm Weekends required \$15/hour
- FT Greeter/Customer Host 6am-3pm & 2pm-11pm \$15/hour
- FT Food and Consumable Associates 9am-6pm & 1pm-10pm \$15/hour
- Cart Pusher PT Thurs-Sun 1pm-10pm
- Online Grocery FT 5am-2pm \$17/hour
- Overnight Janitors \$18.50/hour
- We are currently looking for Hourly Supervisors as well.
- Stocking 2 Team Lead - Starting \$20-29/hour with work experience credits
- Overnight Clean Team Supervisor - Starting at \$22-31/hour with work experience credits

Benefits include **Free College tuition**, 401k, Medical, Vision and Dental Ins, Stock option, bonus (quarterly or annually depending on role) %10 Discount on Fresh and GM merchandise.

Kwik Trip, Faribault is seeking Food/Guest Service coworkers, Food Product Demonstrators, Assistant Manager, Retail Bakery

<https://www.indeed.com/cmp/Kwik-Trip/jobs>

POSITIONS AVAILABLE IN NORTHFIELD

GOVERNMENT POSITIONS

The City of Northfield is recruiting for a Part-time Communications Intern, and a Full-time Engineering Intern.

<https://www.ci.northfield.mn.us/jobs.aspx>

NORTHFIELD - FOOD SERVICE

Café Bon Appetit at Carleton College in Northfield, MN is hiring for the following food service positions:

<https://careers.compassgroupcareers.com/main/jobs?location=carleton%20college>

- Grill Cooks, Utility Staff (Bussing, Dishwasher, etc)
- Full-time Cashier/Front of House
- Catering Attendants (part-time & flexible hours)
- Full-time Line Servers

Must be fully COVID and Flu vaccinated, pass a background check. It's a fun, vibrant company with competitive pay scales, and great benefits. Full-time positions are unionized. For more information, contact Katie at 507.222.4066.

NORTHFIELD - HEALTHCARE

Schieck Orthodontics is hiring an **Orthodontic Clinic Assistant**. Hours may range from 27-36 hours/week (3-4 days/wk). Required education - High school graduate or equivalent. Preferred experience in healthcare and/or customer service. Pay \$18 - \$21 an hour. Mail your resume and cover letter to 1531 Clinton Lane, Northfield, MN 55057.

Laura Baker Services has a few openings:

Apply online at: [Employment – Intellectual Disability Services | LBSA \(laurabaker.org\)](https://laurabaker.org/employment)

- Asleep Overnight
- Awakes Overnights
- Household Director
- LPNs with \$1500 Sign-on Bonus
- Direct Support Professional

Secure Base Counseling Center is hiring a **Mental Health Behavioral Aide, Mental Health Practitioners, Client Care Assistant – Intake Specialist**. This position is daytime hours and no weekends! Possibility of working from home! Apply online: securebasecounselingcenter.com

The Northfield Retirement Community is hiring a **Nursing Assistant – Registered or Non-Registered, Staffing Assistant, Housekeepers, Resident Aides, Resident Aide Floats, Memory Care Resident Aide, Servers, Events Coordinator, Nursing Assistants, Cooks, RNs, LPN, & more**. For more info:

<https://northfieldretirementcommunity.applytojob.com/apply>

Monarch Healthcare Management

<https://indeedhi.re/3nukdzX>

Is hiring for a number of positions:

- NEW – Assisted Living Bath Aide
- NEW - Nursing Assistant in Training
- Certified Nursing Assistants, Trained Medication Aide, RNs
- Culinary Services Cook and Aide
- Housekeeping Aide
- Therapeutic Rec Assistant
- Corporate Nursing Leader

Three Links is hiring a **Administrator, Home Health Aids, Basic Care Aides, Housekeeping Assistants, Nurses – LPN or RN, Culinary Assistants, CNAs, PCA, Full-time and Part-time flexible schedule**. Apply online: <https://bit.ly/3Jh2ZPA>

Northfield Hospital is hiring the following positions:

<https://bit.ly/2ZYUI0x>

- Admissions Representatives
- NEW – Front Office Coordinator
- Endoscopy Tech/Scheduler
- NEW - Admissions Representatives
- American Sign Language Interpreter
- Athletic Trainer
- CT Technologist
- Certified Nurse Midwife
- Clinic Radiology Technologist
- Community Paramedic or EMT
- Environmental Services
- CNAs, LPNs
- Home Health Aide
- Athletic Trainer Certified

NORTHFIELD - OFFICE / CLERICAL

NEW – Healthy Community Initiative is hiring an **HCI Project Manager, Mobile Home Rehabilitation Coordinator, Administrative Assistant, TORCH Specialist, AmeriCorps Positions**.

<https://healthycommunityinitiative.org/about/careers-internships/>

NEW – Holden Farms is hiring a **Full-time Receptionist/Administrative Assistant**. Requires High School diploma, 1 year customer service preferred. Pay: \$31K - \$39.6 K per year.

<https://www.indeed.com/cmp/Holden-Farms/jobs?jk=449d745c973e9c2c&start=0&clearPrefilter=1>

Carleton College is hiring a for a number of positions:

- Assistant Director of International Student Life
- Maintenance Plumber
- Enterprise applications Support Specialist
- Academic Advisor
- Director Office of Health Promotion
- Apply on Website:
- Director of TRIO/SSS
- Network Administrator
- Custodian
- COVID-19 Program Assistant
- Events Coordinator
- Security Officer

[Jobs at Carleton – Carleton College](#)

Post Consumer Brands is hiring a **Human Resources Coordinator**. This includes recruitment and onboarding, creation and maintenance of personnel records, report generation in our HRIS system and general administrative support. This position also spends half days at the front desk receiving visitors and answering calls and questions.

<https://indeedhi.re/3AZzRID>

Randy's Foods is Hiring an **Office Manager**. Payroll, A/R, A/P, reconciliations, customer service. Must know QuickBooks, Word, Excel, Good communication Skills. Monday – Friday 8 AM to 5 PM. Send resume' to info@randysfoods.com, or apply in person at 1910 5th Street NW, Faribault.

Clean River Partners is hiring a **Part-time Administrative Assistant**. Flexible hours. Task oriented, strong written and verbal communications, admin skills, and organized. Send resume and cover letter to: kristi@cleanriverpartners.org.

HomeTown Federal Credit Union is hiring a **Part-time Member Services Rep**. Qualifications High school or equivalent (Preferred), Customer service: 1 year (Preferred), Banking: 1 year (Preferred)

<https://www.indeed.com/cmp/Home-Town-Federal-Credit-Union/jobs>

St. Olaf College is seeking a **Part-time Administrative Assistant**, working an average of 15.5 hours per week, with the hours to be worked between Monday-Friday, 8:00AM - 5:00PM. Also, a **Full-time Coordinator, Student Records in the Registrars office**. Pay: \$17.75 - \$20 an hour. Apply online at:

<https://www.indeed.com/cmp/St.-Olaf-College/jobs>

YMCA of Northfield is hiring several positions: <https://northfieldymca.org/employment>

- Program Director – Youth Development
- Build and Grounds Director
- Aquatic Coordinator
- Certified Grounds Seasonal
- Member Services Front Desk
- Child Watch Staff
- Trainers and instructors

NORTHFIELD - MAINTENANCE / JANITORIAL

NEW – Holden Farms is seeking a **Mechanic Technician**. **Hours:** Monday-Friday 7:00 a.m.-4:30 p.m. (Times may vary based on business needs; opportunities for overtime) Weekends as needed (Mandatory during manure pumping application times). **Compensation:** Based on knowledge and experience.

Essential Job Functions: Maintain and repair Holden Farms equipment including, but not limited to; semi tractors, semi-trailers, row crop tractors, medium trucks, heavy duty trucks, front end loaders,

skidders, manure pumping equipment, turkey handling equipment, flatbed trailers, lawn mowers, ATVs, power washers, propane heaters and boar bots. **For more information, or to apply**, please send your resume to careers@holdenfarms.com or call Brenna at 507-301-0669.

YMCA of Northfield is hiring several positions:

<https://northfieldymca.org/employment>

- Build and Grounds Director
- Program Director – Youth Development
- Shuttle Bus Drive
- Custodial Staff
- Child Watch Staff
- Member Services Front Desk
- Wellness Center Attendant
- Personal Training
- Custodial Staff

NORTHFIELD - RETAIL

ALDI – is hiring **Warehouse Stockers**. 30-35 hours per week. **Starting Wage:** \$25.00 per hour (inclusive of \$2.00 per hour premium pay for all hours worked between October 25, 2021 and January 2, 2022).

Weekend Premium: Weekend premium pay of the hourly rate plus \$1.00 will be paid for hours worked on Sunday.

<https://www.indeed.com/cmp/Aldi/jobs>

NORTHFIELD - FACTORY / WAREHOUSE / MANUAL LABOR

NEW – McLane Company, Northfield is hiring for several positions:

- Truck Driver Trainee
- Talent Sourcer
- Billing Specialist
- Transportation Coordinator
- Transportation Supervisor
- Senior HR Representative
- Sanitation Teammate
- Distribution Supervisor
- Warehouse Selector
- Warehouse Receiver
- Apply online at:
<https://www.indeed.com/cmp/Mclane-Company/jobs>

NEW – Sheldahl / Flextronics is hiring for several positions:

<https://flex.com/careers>

- Customer Service Representative
- Production Supervisor and Project Manager
- Master Scheduler
- Quality Technician and Quality Supervisor
- Lamination Operator

NEW – ALLFLEX has a number of open positions for a **Process Engineer – Wet Room**, and a **Process Engineer Laser and Drill**. For full listing and job descriptions, please go to the following link:

<https://www.allflexinc.com/job-listings/>

NEW – Post-Consumer-Brand is hiring for a **Manufacturing Production Worker**, **Production Planner**, **Quality Food Safety Technician**, an **Operations Supervisor**, **Maintenance Reliability Engineer**, **Human Forklift Operator**, **Research and Development Technici**

<https://bit.ly/2ZQuoG0>

Aurora Pharmaceutical of Northfield is hiring:

<https://aurorapharmaceutical.com/careers/>

Full-time Pharmaceutical Production Technician, Quality Assurance Manager, and Engineer

NORTHFIELD - TRANSPORTATION / DRIVING

NEW - Lakes Gas, 7765 Hazelwood Ave, Northfield is hiring a **full-time Driver**. Heavy lifting required. Must possess or obtain a Class B-CDL. (willing to train) Tanker and HazMat endorsements are required. Must have good driving record, pass DOT Physical and Drug Test. Skills test will be given. \$3000 Hiring Bonus. Apply at:
www.lakesgas.com/about-us/join-our-team

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kpurscell@wdimn.org

507.431.3903

ADDITIONAL JOB SEARCH RESOURCES

Click the links below to see updated job lists for the local area. You may need to add a location or zip code. On some sites, you may also list the distance you are willing to travel and the type of job you are looking for. Be sure to follow all the steps to fill out and submit an online job application.

CAREER ASSESSMENTS

[Personality Hacker](#)

[Holland Code Career Test](#)

[Career Cluster Interest Survey](#)

[Personality Assessment](#)

[Interest Assessment](#)

[Assess Your Skills](#)

[Myers Briggs Assessment](#)

[Work Values](#)

[Leadership Compass](#)

[MnCareers Interest Assessment | CAREERwise](#)

[Education \(minnstate.edu\)](#)

CAREER EXPLORATION & JOB OUTLOOK

[My Skills My Future](#)

[DEED Career and Education Explorer](#)

[Minnesota Careers and Industries](#)

[Minnesota Jobs Outlook](#)

[Occupational Employment Statistics](#)

[Returning to Your Career: A Guide to Coping with Career Transition Stress](#)

[Career One Stop](#)

[My Next Move](#)

SALARY INFORMATION

[Find salaries](#)

[Salary Calculator](#)

[Paycheck Estimator](#)

[MN Salaries](#)

JOB LISTING SERVICE PROVIDERS

[Career Builder](#)

[CareerOneStop](#)

[Federal Job Postings](#)

[Indeed](#)

[MinnesotaWorks.net](#)

[MCN Job Board, PollenMidwest, and Idealist](#)

[for MN Nonprofit Job Opportunities](#)

[Job Openings with the State of Minnesota](#)

[Minnesota Cities Career Opportunities](#)

[Minnesota Jobs](#)

[Simply Hired](#)

[Job Market Data, Career Pathways info](#)

<https://workforcedevelopmentinc.org/resources/>

[and Link Up](#)

ATTEND A CAREER FAIR - [Local Job Fairs/ Hiring Events](#)

RESUMES & COVER LETTERS

[Resume Writing](#)

[Resume Best Practices](#)

[Resume Templates/ Samples](#)

[Cover Letter Tips](#)

[Cover Letter Outline](#)

JOB INTERVIEW

[Interview Tips](#)

[Common Interview Questions](#)

[The Toughest Questions](#)

[Reasons You Didn't Get Hired](#)

[Thank You Notes](#)

APPLICATIONS, REFERENCES & PORTFOLIOS

[Guidelines for Applications](#)

[References](#)

[Portfolios](#)

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NETWORKING

[Forum of Executive Women](#)

[Networking Tips](#)

[Make a List of Contacts](#)

[Prepare Elevator Speech](#)

[Social Media](#)

[Informational Interviews](#)

DEALING WITH JOB TRANSITION

[Job Transition Tips](#)

[Activities Checklist](#)

[Stress Management During Job Search](#)

SMALL BUSINESS/ SELF-EMPLOYMENT

[Small Business Administration](#)

[SCORE](#)

FACING UNEMPLOYMENT OVER 50 - [Obstacles and Opportunities](#)

VETERANS

[Employment Programs](#)

TRAINING

[Careerwise](#)

[My Skills My Future](#)

[Returning to School as an Adult](#)

[MN Colleges and Programs](#)

[How to Fill out FAFSA](#)

FREE ONLINE TRAINING

[IBM Skillsbuild](#)

[Computer/ Microsoft](#)

[Typing Lessons](#)

[Typing Lessons/ Games](#)

[Typing Lessons/ Games](#)

[Home | Northstar Digital Literacy](#)

[\(digitalliteracyassessment.org\)](#)

[Digital Learning Tools and Lessons](#)

[Excel Spreadsheets](#)

[edX Courses by Harvard & MIT](#)

[Khan Academy Courses, Lessons & Practice](#)

[Financial Literacy: Money Smart](#)

[CareerForce Resume, Interview, Job Search](#)

[Workshops](#)

UNEMPLOYMENT INSURANCE - [MN U.I.](#)

VOLUNTEERING

[How Volunteering Can Help You Get a Job](#)

[https://www.unitedwaysteelecounty.org/](#)

[https://www.ricecountyunitedway.org/](#)

WHEN YOU GET THE JOB

[Salary Negotiations](#)

[How to Succeed on the Job](#)

CAREER PATHWAY VIDEOS

[CareerOneStop](#)

[Careers Out There](#)

[CAREERwise](#)

[YOUiversityTV](#)

ACCESS TO REFURBISHED COMPUTERS

[PCs for People](#)

Community Resources

[United Way Community Resources](#)

[Tri-CAP Community Resources](#)

Public Service

Idealist.org

<http://www.idealist.org>

Minnesota Council of Nonprofits

<http://www.minnesotanonprofits.org>

Medical

Mayo Clinic Jobs

<https://jobs.mayoclinic.org/>

Manufacturing and Trades

Manufacturing Jobs.com

<http://www.manufacturingjobs.com>

Information Technology (IT)

Dice.com

<https://www.dice.com>

Computer Jobs.com

<https://www.computerjobs.com>

Part Time/Work from Home

Flexjobs.com

<http://www.flexjobs.com>

Rat Race Rebellion

<http://ratracerebellion.com>

General

Indeed

<https://www.indeed.com>

Minnesota Works

<https://www.minnesotaworks.net/>

OTHER SUPPORT SERVICES

MNsure Navigation Questions!

Health Access MN provides information and assistance with MNsure insurance coverage. If you have questions or would like information, [Medical Coverage Options](#) or please contact our intake line at **507-589-8649** or via email at info@healthaccess.mn

Childcare Assistance: Offering free tools and resources to help families find the quality childcare and early education programs their children need to succeed in school and life.

<https://www.parentaware.org/#/>

<http://www.mnprairie.org/229/Child-care-assistance-CCAP>

MFIP/DWP/SNAP ET:

<https://applymn.dhs.mn.gov/online-app-web/spring/public/process-login?execution=e1s1>

Refugee and Immigrant COVID-19 Help line

Multilingual navigators and the Minnesota Resettlement network can answer and help with questions in your language about: staying safe during COVID-19, COVID-19 testing/vaccine, quarantine, isolation, safety, and support when a person has COVID-19 and COVID-19, and safety at work. They can also assist with household needs and navigating health care services and programs, basic needs, employment, and help for kids struggling in school. Please call the Statewide help line at: **651-318-0989** Monday through Friday, from **9AM-5PM**

HACER- Advocacy and Community Empowerment Through Research

HACER is a resource line where Spanish speaking individuals can get signed up for COVID vaccination clinics. All specialists working on the line **(651)401-0013** are fully bilingual and are constantly updating resources to make sure they are providing the most accurate assistance.

HACER es una linea de ayuda que ofrece asistencia en su registro de la vacuna contra el Covid-19 y information sobre este y otros temas relacionados. Llame al **(651)401-0013**. Los especialistas bilingues estan capacitados para cualquier pregunta o informacion que usted necesite saber sobre el Covid-19.

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