

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)  
JOINT POWERS BOARD OF COMMISSIONERS ANNUAL MEETING  
**MINUTES**

January 26, 2006

EDC Office, 312 Fourth Street SW, Willmar

Present: Ron Christianson, Richard Falk, Les Heitke, Harlan Madsen and Dennis Peterson

Staff: Steven Renquist, Executive Director; Kathy Schwantes, Assistant Director

Excused: Denis Anderson

Media: Bev Ahlquist, KDJS/K-95/KRVY Radio and Anne Polta, West Central Tribune

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

Vice Chairperson Harlan Madsen called the meeting to order at approximately 11:36 a.m. and welcomed Richard Falk, who is replacing Dean Shuck on the board.

**MINUTES—**

IT WAS MOVED BY Ron Christianson, SECONDED BY Dennis Peterson, to approve the October 27, 2005 meeting minutes and November 17, 2005 special meeting minutes of the Kandiyohi County and City of Willmar Economic Development Commission, Joint Powers Board of Commissioners, as mailed and e-mailed. All present voted in favor by roll call.

**TREASURER'S REPORT—**Madsen noted the year ended with revenue on hand.

IT WAS MOVED BY Dennis Peterson, SECONDED BY Ron Christianson, to accept the financial reports of the Kandiyohi County and City of Willmar Economic Development Commission for periods ending October 31, November 30 and December 31, 2005 as presented. All present voted in favor by roll call.

**ANNUAL MEETING**

**Ratification of Standing Committees.**

IT WAS MOVED BY Ron Christianson, SECONDED BY Richard Falk, to ratify the Kandiyohi County and City of Willmar Economic Development Commission's standing committees: Business Retention and Expansion/Recruitment, Agribusiness/Renewable Energy Development, Finance, Marketing and Public Relations, Tourism, Willmar Area Multicultural Market and Willmar Regional Treatment Center Reutilization. All present voted in favor by roll call.

**Ratification of Committee Members.** The board reviewed the list of committee members presented.

IT WAS MOVED BY Richard Falk, SECONDED BY Ron Christianson, to ratify the Kandiyohi County and City of Willmar Economic Development Commission's committee members as presented (see list attached to original minutes). All present voted in favor by roll call.

Madsen asked **Renquist** to thank all committee members for their community involvement and willingness to guide this board in a positive direction. Renquist stated an appreciation and awards reception will be held May 11, 2006 to which this board will be invited.

**Regular Meeting Time, Date and Location.**

IT WAS MOVED BY Ron Christianson, SECONDED BY Dennis Peterson, that the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board meet quarterly at 11:30 a.m. on the fourth Thursday. All present voted in favor by roll call.

**Ratification of Official Legal Counsel.**

IT WAS MOVED BY Ron Christianson, SECONDED BY Dennis Peterson, to ratify Dean H. Anderson, Willmar, as the official legal counsel for the Kandiyohi County and City of Willmar Economic Development Commission. All present voted in favor by roll call.

**Ratification of Official Legal Newspaper.**

IT WAS MOVED BY Richard Falk, SECONDED BY Harlan Madsen, to ratify the *West Central Tribune* as the official legal newspaper for the Kandiyohi County and City of Willmar Economic Development Commission. All present voted in favor by roll call.

**Appointment of 2006 Officers.** The board determined its chair and vice chair at its last meeting.

IT WAS MOVED BY Ron Christianson, SECONDED BY Dennis Peterson, to appoint Legal & Administrative Assistants, Inc. as secretary of the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board. All present voted in favor by roll call.

IT WAS MOVED BY Dennis Peterson, SECONDED BY Richard Falk, to appoint Larry Knutson as treasurer of the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board. All present voted in favor by roll call.

**Appointment of Liaison to EDC Operations Board (EDCOB).** Ron Christianson stated his willingness to continue as liaison to the EDCOB.

IT WAS MOVED BY Richard Falk, SECONDED BY Dennis Peterson, to appoint Ron Christianson as liaison to the Kandiyohi County and City of Willmar Economic Development Commission Joint Operations Board and all EDC board members shall serve as alternates. All present voted in favor by roll call.

## UNFINISHED BUSINESS

There was no unfinished business.

## NEW BUSINESS

[Les Heitke joined the meeting.]

**Appointment of EDCOB Replacement.** Madsen announced Jeff Welker resigned from his position on the EDCOB and moved from the area. Madsen stated action on Welker's replacement will not be taken at this meeting as a search is being conducted. Renquist suggested and the board agreed that Welker's replacement be from northern Kandiyohi County. Renquist stated he has spoken with city representatives from the northern communities to solicit recommendations and there are individuals who are interested.

**Ratification of Bylaw Amendment.** Renquist informed the board the city's method for issuing checks is for two city officials to sign all checks. Thus, Steve Okins, Willmar's Finance Officer, recommends the EDC's method of approval change. Renquist stated that for that to occur, the Bylaws must be amended to reflect the new procedure for signing checks.

IT WAS MOVED BY Les Heitke, SECONDED BY Dennis Peterson, to amend Article VIII, Finances, Section 1, of the Bylaws of the Kandiyohi County & City of Willmar Economic Development Commission to read as follows:

All requests for payments shall be reviewed and initialed by two board officers or agents as may from time to time be designated by resolution of the Board of Commissioners and all checks and notes of the board shall be signed by the designated city of Willmar officials or by such board officers or agents as may from time to time be designated by resolution of the Board of Commissioners. All checks and notes shall require the signature of two city of Willmar officials or two designated board members or agents.

and to rename the section "Requests for Payments, Checks and Notes." All present voted in favor by roll call.

**Other.** Renquist suggested a Bylaw amendment be researched and adopted relative to alternate Willmar City Council members or County Commissioners being able to fill in for an absent EDC Joint Powers Board member. Madsen stated county commissioners are required by statute to designate alternates for representation at committees. **Renquist** will contact the Willmar City Attorney, Kandiyohi County Attorney and the EDC's attorney in this regard.

Renquist presented for the board's information an Upper Southwest Central Enterprise Network Systems Analysis prepared by Cameron Macht, Regional Analyst, Minnesota Department of Employment and Economic Development, which identifies what businesses would be comparable for this area (see copy attached to original minutes).

Kathy Schwantes presented an invitation, which was also mailed, to attend the informational meeting for the Willmar Area Multicultural Market for 4:00 to 6:00 p.m., January 30, 2006 at Bethel Lutheran Church. Schwantes stated the meeting will address the who, what, when and why of the market. Discussion was held on the Erickson building and control of it. Falk

recommended the committee obtain independent representation for its discussions with the seller's realtor.

There was no other new business.

**ADJOURNMENT**—There being no further business, the meeting was adjourned at 12:21 p.m.

**NEXT MEETING**—The next regular board meeting is **11:30 a.m., Thursday, April 27, 2006**, at the EDC office.

APPROVED 4/27/06:

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Chairperson/Vice Chairperson