

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)  
JOINT POWERS BOARD OF COMMISSIONERS MEETING  
**MINUTES**  
April 27, 2006  
EDC Office, 312 Fourth Street SW, Willmar

Present: Denis Anderson, Ron Christianson, Richard Falk, Harlan Madsen and Dennis Peterson

Staff: Kathy Schwantes, Assistant Director

Excused: Les Heitke and Steven Renquist, Executive Director

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

Secretarial: Jodie Heuring, Legal & Administrative Assistants, Inc. (LAA)

Chairperson Denis Anderson called the meeting to order at approximately 11:46 a.m.

**MINUTES—**

IT WAS MOVED BY Harlan Madsen, SECONDED BY Ron Christianson, to approve the January 26, 2006 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.

[Richard Falk joined the meeting.]

**TREASURER'S REPORT—**Kathy Schwantes briefly reviewed the new format of the financial reports.

IT WAS MOVED BY Ron Christianson, SECONDED BY Dennis Peterson, to accept the financial reports of the Kandiyohi County and City of Willmar Economic Development Commission for periods ending February 28 and March 31, 2006 as presented. All present voted in favor by roll call.

**UNFINISHED BUSINESS**

**Replacement of Operations Board Member.** Chairperson Anderson stated there has been an opening for a few months on the Joint Operations Board and asked for nominations, taking into consideration the geography of the current representation.

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

Chairperson Anderson asked **Schwantes** to contact Oliver Hagen and bring him up to date on economic development activities. **Schwantes** will prepare a letter to all candidates expressing

the EDC's appreciation of their willingness to serve the city and county and to stay involved with the EDC. Harlan Madsen believes the list of candidates previously circulated would be a good reserve list.

There was no other unfinished business.

## **NEW BUSINESS**

**Budget 2007.** Chairperson Anderson asked the board to give some guidance for the 2007 budget and reviewed the draft budget (see copy attached to the original minutes). Schwantes reported committees are starting to put together budget needs for 2007 and have been reminded some money for 2006 came from 2005 reserves and have been made aware their performance this year will be looked at carefully for the 2007 budget. Successes and plans of current committees will be key as we move into 2007. Board members expressed they need to see, from a countywide basis, where clear increments of success the EDC is having along with some tangible results from all committees and the Willmar Design Center before setting a levy limit. Richard Falk stated if the EDC was to just fund to last year's total budget of \$533,000 with no increase for any committees, it would be a 17% increase and that is too much. Chairperson Anderson stated that per Sam Modderman, Kandiyohi County Treasurer/Auditor, the levy for the EDC could be as high as \$588,000 for 2007. Schwantes reminded board members of the tentative budget schedule wherein June each committee is to do a presentation of their activities and give an idea of what will be needed for their budget. Schwantes also noted the EDC is a very frugal organization and does not spend money just because it is budgeted and that is why there were reserves. It was suggested that perhaps reserves should be taken into consideration for 2007. It was also suggested to leave the budget levy the same as 2006 and allow spending of unspent funds from the 2005 budget. A brief discussion was held about whether the Willmar Design Center should be part of the 2007 budget.

IT WAS MOVED BY Richard Falk, SECONDED BY Harlan Madsen, to offer guidance to the Kandiyohi County and City of Willmar Economic Development Commission's Joint Operations Board and its committees with a recommendation the levy remain the same as 2006, i.e., \$455,000 and use of the unused funds of 2005 budget (approximately \$45,000) for the 2007 budget with discussions to continue relating to the Willmar Design Center. All present voted in favor by roll call.

Discussion was held about concerns of spending all the reserves. It was noted that if an opportunity presents itself and there is not reserve funding, it may be possible for this board to borrow money.

Chairperson Anderson requested **Schwantes** visit with Milan Schmiesing and other EDCOB members about the 2007 budget prior to publication of the next morning's newspaper.

## **Employment Agreements.**

IT WAS MOVED BY Ron Christianson, SECONDED BY Dennis Peterson, to approve the Employment Agreement of the Assistant Director of the Kandiyohi County and City of Willmar Economic Development Commission, as presented. All present voted in favor by roll call.

The board would like to see a definition for immediate family within the policy and procedures manual. Madsen suggested **LAA** obtain copies of the definitions used by the city and county for the EDC's review.

IT WAS MOVED BY Harlan Madsen, SECONDED BY Ron Christianson, to approve the Employment Agreement of the Executive Director of the Kandiyohi County and City of Willmar Economic Development Commission, as presented. All present voted in favor by roll call.

**Resolution for Payment Authorization and Check Signing.** Schwantes briefly explained the proposed Resolution.

#### RESOLUTION

The board of Commissioners for the Kandiyohi County and City of Willmar Economic Development Commission hereby resolves that, pursuant to its Bylaws, Article VIII, Finances, Section 1, the Board of Commissioners hereby appoints and authorizes any current member of the Joint Operations Board and its Executive Director or Assistant Director to review and initial requests for payment and sign checks and notes.

IT WAS MOVED BY Richard Falk, SECONDED BY Ron Christianson, to approve the Resolution retroactive. All present, except Denis Anderson, voted in favor by roll call.

Said Resolution will be filed in the EDC's corporate record book.

**Willmar Area Development Corporation (WADC) Annual Report.** Chairperson Anderson referred board members to the WADC's annual report (see copy attached to the original minutes) and announced the annual meeting of the WADC is noon, Friday, April 28, at Blue Heron on the Green. Schwantes recognized the WADC's work with Willmar Fabrication, the GROW Minnesota campaign and MinnWest Technology Campus. The WADC also provided \$25,000 to retain Harlan Jacobs as consultant for the MinnWest Technology Campus. The WADC has been very active and the EDC appreciates its support; the WADC is a good business resource and a great adjunct for this public organization.

**Other.** Schwantes informed the board all committee minutes and board minutes are available online at [www.kandiyohi.com](http://www.kandiyohi.com) under Build a Business, About W-K Economic Dev. Chairperson Anderson asked if it is possible to have an unapproved set of minutes placed on the web site so they would be more timely.

Chairperson Anderson announced the Appreciation & Awards Reception will be held 5:30 p.m., Thursday, May 11, 2006 at the Willmar Conference Center.

There was no other new business.

**ADJOURNMENT**—There being no further business,

IT WAS MOVED BY Ron Christianson, SECONDED BY Harlan Madsen, to adjourn the meeting.

The meeting was adjourned at 12:40 p.m.

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

APPROVED 7/27/06:

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Chairperson