

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)  
JOINT OPERATIONS BOARD OF DIRECTORS (OB)  
**BUSINESS RETENTION & EXPANSION/RECRUITMENT (BRE/R) COMMITTEE**  
**TECHNOLOGY TASK FORCE**  
**MINUTES**  
**May 30, 2008**  
**EDC Office, Willmar**

Present: Dean Bouta, Charlie Oakes and Dave Sisser

Guest: Kathy Dillon

Staff: Jean Spaulding, Assistant Director

Secretarial: Allison McGeary, Legal & Administrative Assistants, Inc. (LAA)

Assistant Director, Jean Spaulding called the meeting to order at approximately 7:35 a.m.

**MINUTES—**

IT WAS MOVED BY Dean Bouta, SECONDED BY Charlie Oakes to approve the minutes of the May 2, 2008 meeting as mailed or e-mailed. MOTION CARRIED.

**UNFINISHED BUSINESS—**

**Mapping service area.** Spaulding stated she talked with Frontier and they are in the process of giving their information to the EDC. Dean Bouta stated there is DSL available by Diamond Lake and Frontier has stretched its coverage past Diamond Lake. Bouta and Dave Sisser stated when they need to find where coverage is they contact the local Frontier representative. Charlie Oakes suggested giving Frontier a two-week deadline to give the EDC its information or it will not be included on the map. **Spaulding** will notify Frontier of the two-week deadline.

**Blandin Grant application wrap up.** Spaulding stated the *Get Broadband* grant wrap-up form is brief asking what did the task force did for programing, what the results were, a short summary and a finalized budget. Spaulding stated the subcontractor hired by Blandin called to let the EDC know it was starting the survey and Spaulding expects the results to be provided soon. **LAA** will e-mail the survey results once the EDC receives it along with the first survey for comparison to the task force.

**Future residential training sessions.** Spaulding stated the intent is to meet with community education departments in Willmar and New London/Spicer and Villa Lippert with the Raymond and Lake Lillian Public Libraries and inform them of the marketing efforts and cost the task force used along with their community education booklets. This offer has been made and the EDC will wait for when a time is convenient for their programs. Spaulding stated the task force has completed the residential training sessions.

**Website grants.** Spaulding stated website invoices are coming into the EDC with the most recent one from Macht Accounting. Spaulding reported on the Marketing and Public Relations Committee marketing efforts for Raymond, which included developing a website and is expected to be completed soon. The deadline to pick a website designer was April 30, 2008, which two businesses have not done. Task force members present suggested dropping the two businesses.

**Technology Task Force future.** Spaulding went through the Technology Task Force Committee Proposal (see copy attached to original minutes). Spaulding asked **LAA** to create a survey for past business seminar attendees to find out what topics and speakers they would like to see at future seminars. Spaulding suggested the task force budget provide marketing for future seminars and Ridgewater College would host it and take on the role of coordinator. The task force would arrange presenters to eliminate paying them. Bouta stated the e-commerce seminar was successful and could have used more time on this subject. The survey should include the following questions: would you attend another seminar and what would you like to see? The task force suggested increasing the cost to \$25. Spaulding suggested the task force ask the BRE/R Committee for funding for more website grants at future seminars. Sisser suggested the task force wait for the results from the current round of website grants and decide in the fall. Spaulding suggested the task force ask for \$1,000 in funding for marketing materials, which would include brochures, mailing, e-notifications, Willmar Lakes Area Chamber of Commerce (WLACC) distributing it to their members and with its newsletter and marketing in other smaller Kandiyohi County communities. Spaulding stated the seminars are a collaborative partnership with Ridgewater College and suggested Ridgewater College provide funding as well. The task force members agreed to ask for \$3,500 in funding for the 2009 budget. Spaulding stated a letter is being sent to current task force members thanking them for volunteering on the Technology Task Force, which is done and a new group is being formed and those who would like to be a part of this new group should notify the EDC.

**Infrastructure meeting with city of Willmar and Kandiyohi County.** Spaulding stated she spoke with Bruce Peterson with the City of Willmar and is coordinating a meeting with Gary Geiger with Kandiyohi County for the fall. Spaulding stated the September agenda will include an infrastructure meeting.

**Local-e-Connected web page.** Spaulding stated the Marketing and Public Relations Committee is having Summerset Studios reformat the home page of the EDC's website to better route the links and find information easier. Millard suggested adding a site map on the home page. Spaulding informed the Marketing and Public Relations Committee the task force would like to have a technology webpage, which would include a live link from Local-e-Connected logo and information. Discussion was held on other updates needed to be completed on the EDC website.

**Proposal to BRE/R Committee.** Spaulding stated the EDC Joint Powers Board and OB will meet at 5:30-7:30 p.m., June 18, 2008 at the MinnWest Technology Campus Commons area where all committees will give a wrap up of 2007 and the first part of 2008 along with their budget request for 2009. Spaulding went through the technology task force PowerPoint slides with task force members (see copy attached to original minutes). Spaulding invited task force members to attend the meeting and share their opinions. Task force members gave suggestions for additions and changes to the PowerPoint slides.

{Kathy Dillon joined the meeting}

Spaulding introduced Kathy Dillon followed by self introductions.

**Spaulding and Millard** will finalize the PowerPoint slides. Spaulding explained how the budget planning session is done. Oakes suggested adding the Local-e-Connected logo to the slides.

There was no other unfinished business.

**NEW BUSINESS—**

**Next meeting date.** The Technology Advisory Committee will meet 7:30-9:00 a.m., September 5, 2008. Oakes declined to be a part of the new committee.

**Other.** Spaulding stated meetings will be held with Ridgewater College periodically to discuss business seminars and asked members who are interested in being a part of these meeting to contact the EDC.

Spaulding stated the EDC will be moving by August 1, 2008 to the office space across from Northern Grounds.

There being no further business, the meeting was adjourned at approximately 8:45 a.m.

**NEXT MEETING—**The next task force meeting is **7:30-9:00 a.m., Friday, September 5, 2008**, at the EDC office.

**ANNOUNCEMENT—**The committee 2009 budget presentations to the EDC's Joint Powers Board and OB is **5:30 p.m., June 18, 2008** at the MinnWest Commons meeting room, MinnWest Technology Campus, Willmar.