

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 2, 2008**  
**EDC Office, Willmar**

Present: Dean Bouta, Jim Millard and Dave Sisser  
Guest: Nicole Franzwa  
Staff: Jean Spaulding, Assistant Director  
Secretarial: Allison McGeary, Legal & Administrative Assistants, Inc. (LAA)

Chairperson Jim Millard called the meeting to order at approximately 7:35 a.m.

**MINUTES—**

IT WAS MOVED BY Dean Bouta, SECONDED BY Dave Sisser to approve the minutes of the April 3, 2008 meeting as mailed or e-mailed. MOTION CARRIED.

**UNFINISHED BUSINESS—**

**Mapping service area.** Jean Spaulding stated she and Steve Renquist met with Matt Runke of Bonnema Surveys, Inc. to review requested changes and additions to the web map. Spaulding stated the EDC Joint Powers approved payment of \$3,397 to Bonnema Surveys, Inc. for creating the service providers map. Spaulding stated she has contacted Frontier and it will be sending its information directly to Bonnema Surveys, Inc. Bonnema Surveys, Inc. will be able to launch the web map two weeks after all information is finalized. **LAA** will forward the link to the task force for final review once Bonnema Surveys, Inc. has completed the web map.

**Blandin Grant application wrap up.** Spaulding distributed a copy of the final budget worksheet to be turned into the Blandin Foundation (see copy attached to original minutes) along with a narrative explaining what the task force has accomplished that will be sent at the end of May. Spaulding asked task force members to forward any additions or changes to the EDC.

**Future residential training sessions.** Spaulding stated she had a conversation with Vera Lippert, who taught the Raymond and Lake Lillian classes, regarding how the training sessions went. **Spaulding** will meet with Peg Peterson from New London and LeAnne Freeman from the Willmar Senior Citizens Center regarding the training sessions and providing the cost to advertise the training sessions. Task force members agreed the residential training sessions went well.

**Website grants.** Spaulding stated there are two companies that have not furnished the EDC with the name of the company they have contracted with to do their web design and distributed the list of website grant recipients (see copy attached to original minutes). Millard stated the task force will fund less than budgeted for website grants as some are coming in under the \$500 match. Spaulding stated the next step is to have the websites completed by the deadline of July 31, 2008. Discussion was held on various website designers chosen by grant recipients. Millard suggested the task force hire a

consultant who would be neutral on reviewing websites to make sure they function correctly. Millard stated the task force or consultant cannot judge the website design theme. Spaulding stated the website should function from a technical point and include the EDC website link, Local-e-Connected logo and paragraph on the Local-e-Connected program. Millard stated the EDC website link, Local-e-Connected logo and paragraph should be on the first page of the grant recipients website, not the contact page, for a period of one year.

**Wrap-up of coordinator.** Spaulding stated Nicole Franzwa met with herself and Allison McGeary to collect all information for record keeping purposes and is a guest at the meeting today. Task force members thanked Franzwa for her time spent as the coordinator.

**Technology Task Force future.** Millard suggested the task force continue and assist with or host seminars. Dean Bouta suggested having the BRE/R Committee or the Marketing and Public Relations Committee contact task force members annually to meet regarding mapping updates. Spaulding suggested a wrap up report on goals be completed by the task force and items that need continued funding be provided to the BRE/R Committee for its June meeting, as the 2009 budget will be reviewed by the EDC Joint Powers Board and the Operating Board on June 26, 2008. The task force suggested it meet quarterly. Members to include in quarterly meetings should include service providers and task force members, who have an interest in technology. Bouta suggested the task force be an advisory group to the BRE/R Committee on technology topics. Millard suggested the task force be changed to a committee under the BRE/R Committee. The task force reviewed its goals. Spaulding stated for infrastructure the task force met with the City of Willmar, but not Kandiyohi County about easement capacity. Spaulding suggested the task force's future role is in the communication process of infrastructure for the City of Willmar and Kandiyohi County. **Spaulding** will contact the emergency services program because of the changing technology and overlap between the city of Willmar and Kandiyohi County. **Spaulding** will set up a meeting between the task force, city of Willmar and Kandiyohi County for September and include it on all quarterly agendas.

**Future business seminars.** Millard believes attendance at the seminars was good due to the website grant being offered and suggested future seminars be more detailed to complex situations. Discussion was held on what the task force would do to help area organizations hold seminars. **Spaulding** will set a lunch meeting between Kathy Schwantes, Dean of Customized Training and Continuing Education, her staff at Ridgewater College and the task force.

Spaulding suggested the EDC website have a Local-e-Connected webpage that includes information on upcoming seminars, Local-e-Connected program, what has and is being done, information on the window clings, area providers, area website designers, website grant recipients and links to their sites and a link to the providers map. **Spaulding** will meet with LAA to review what the task force needs for a Local-e-Connected technology page. Bouta suggested either staff or the task force review business website links on the webpage quarterly. Spaulding suggested a link to website grant recipients be kept on the Local-e-Connected page for a period of one year.

There was no other unfinished business.

**NEW BUSINESS**—The task force decided to hold a wrap up meeting at 7:30 a.m., Friday, May 30, 2008 and cancel its June 6, 2008 meeting. The wrap up meeting will be preparing items to bring to the BRE/R Committee.

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, May 30, 2008**, at the EDC office, Willmar with a quarterly meeting on Friday, September 5, 7:30-9:00 a.m.

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