

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

MINUTES

October 14, 2021

Community Room, Heritage Bank, Willmar and Via Zoom Video Conference

Present: Julie Asmus, Marv Calvin, Vicki Davis, Steve Gardner and Roland (Rollie) Nissen
Excused: Corky Berg
Staff: Aaron Backman, Executive Director and Sarah Swedburg, Business Development Manager
Media: Shelby Lindrud, West Central Tribune
Secretarial: Nancy Birkeland, Legal & Administrative Assistants, Inc.

Chairperson Rollie Nissen called the meeting to order at approximately 11:18 a.m. and declared a quorum was present.

Marketing and Communications Specialist Employment Offer. The Joint Powers Board members were present during the Joint Operations Board meeting held immediately prior to this meeting wherein Aaron Backman reviewed the hiring process for the position and the terms of the offer letter (see attached). The review committee and the Joint Operations Board unanimously recommended the hiring of Kelsey Olson of New London as the EDC's Marketing and Communications Specialist.

IT WAS MOVED BY Marv Calvin, SECONDED BY Steve Gardner, to approve the recommendation of the Kandiyohi County and City of Willmar Economic Development Commission (EDC) Joint Operations Board to hire Kelsey Olson as the EDC's Marketing and Communications Specialist at the terms outlined in the offer letter. All voted unanimously in favor by roll call.

ADJOURNMENT—There being no further business, the meeting was adjourned at approximately 11:22 p.m.

NEXT MEETING—The next board meeting is **11:30 a.m., Thursday, October 28, 2021** at the EDC Office and via ZOOM video conference.


George (Corky) Berg, Secretary

APPROVED: 10/28/2021:



Roland A. Nissen, Chairperson



September 10, 2021

Ms. Kelsey Olson
19298 Highway 9 NE
New London, MN 56273

RE: Marketing & Communications Specialist Position

Dear Kelsey:

On behalf of the Review Committee, I would like to offer the EDC's Marketing and Communications Specialist position to you with the following terms:

1. You will be an "at will" employee, not under contract, with a 90-day probationary period. Your first day of employment will be on or before November 16, 2021.
2. Annual salary will be \$51,500 prorated from the time employment begins paid on the 15th and last working days of each month.
3. Single-coverage health insurance is available prorated from the time employment begins. In 2021, the EDC is paying 89% of the approximate annual premium. You would pay the difference, which would be deducted from each paycheck. The amount of the premium will be provided for information.
4. Enrollment in PERA with the EDC contributing the employer's portion at the current rate of 7.5%.
5. Ability to participate in the Minnesota State Retirement System, such as the Minnesota Deferred Compensation Plan (MNDCP), a 457 Plan.
6. The following pursuant to the EDC's Employee Handbook:
 - a. General work day from 8:30 a.m. to 5:00 p.m., which includes a one-hour lunch period, Monday through Friday. You may be occasionally asked to work more hours than a normal work day and, thus may reduce work hours on subsequent days at your discretion.
 - b. This position is initially established for 32 hours a week and will be considered full-time for purposes of benefits. There will be an initial ramp-up of work hours during November and December of 2021 as follows:

Week of November 15 th —8 hrs.	Week of December 13 th —16 hrs.
Week of November 22 nd —8 hrs.	Week of December 20 th —16 hrs.
Week of November 29 th —12 hrs.	Week of December 27 th —32 hrs.
Week of December 6 th —12 hrs.	

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- c. Vacation for employees with less than 3 years of employment is earned at the rate of 3.67 hours per pay period (semimonthly) or 88 hours per year. Accumulated vacation shall not exceed 160 hours (end of year carryover). Upon separation, unused vacation is paid per the terms of the Employee Handbook. A vacation bank of 40 hours will begin at the time of employment.
- d. Sick leave earned at the rate of 4 hours per pay period up to a maximum of 160 hours. Upon separation, unused sick leave is paid per the terms of the Employee Handbook.
- e. Up to three working days with pay, per incident, as funeral leave for a death in the immediate family as defined in the Employee Handbook.
- f. The following paid holidays:

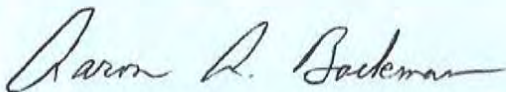
New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day

As a new employee, to qualify for the holiday benefit, you will need to work 32 hours during the week of the holiday. Military leave up to a maximum of 120 working hours off with pay according to the terms of the Employee Handbook.

- g. Time off with pay to serve on a jury according to the terms of the Employee Handbook.
 - h. Reimbursement of travel and related expenses.
- 7. Cell phone and data plan.
 - 8. Continuing education (for example, the International Economic Development Council training course on Economic Development Marketing & Attraction) as allowed within the EDC's annual budget.
 - 9. Ability to work remotely when deemed appropriate by the Executive Director.

Final approval of your hiring and the above terms are subject to approval by the EDC's Joint Operations Board and Joint Powers Board in October.

Sincerely,



Aaron A. Backman
Executive Director

This offer and terms are accepted, but signing does not constitute a contract:

Kelsey Olson

Digitally signed by Kelsey Olson
Date: 2021.09.11 19:12:33 -05'00'

Kelsey Signature/Date