

**KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)  
JOINT POWERS BOARD OF DIRECTORS SPECIAL MEETING  
MINUTES  
April 8, 2021  
EDC Board Room and Via ZOOM Video Conference**

Present: Julie Asmus, George “Corky” Berg, Marv Calvin, Vicki Davis, Steve Gardner and Rollie Nissen

Joint Operations

Board Present: Art Benson, Rollie Boll, Donna Boonstra, Les Heitke and Kelly TerWisscha

Staff: Aaron Backman, Executive Director and Connie Schmoll, Business Development Manager

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

Media: Shelby Lindrud, West Central Tribune

The EDC Joint Powers Board met in a special meeting during a regular meeting of the EDC Joint Operations Board.

President Rollie Nissen declared the special meeting of the Joint Powers Board was open at approximately 11:10 a.m. and a quorum was present.

**Staff Transition Task Force.** Aaron Backman noted a task force was formed following the resignation of Connie Schmoll. The Task Force met to review and revise the Business Development Manager job description, review applications and interview candidates. Three candidates were selected to interview; one withdrew prior to being interviewed as he accepted another position. Task Force members Kelly TerWisscha, Julie Asmus and Les Heitke agreed that two great candidates, who were very qualified, were interviewed; the process was solid and everyone participated. The offer in the attached letter was extended to Sarah Swedburg pending approval by the EDC boards.

IT WAS MOVED BY Steve Gardner, SECONDED BY Corky Berg, to approve the recommendation of the Kandiyohi County and City of Willmar Economic Development Commission Joint Operations Board to approve the employment offer made to Sarah Swedburg and to adjust the 2021 budget to reflect the terms of the offer. All present voted unanimously in favor.

**Approve recommendation for Joint Operations board member.** Backman provided information on Abdullahi Awale, who is interested in serving on the EDC’s Joint Operations

Board and has been recommended by the City of Willmar. Backman noted he has invited Awale to be a guest at the boards' planning session.

IT WAS MOVED BY Vicki Davis, SECONDED BY Steve Gardner, to appoint Abdullahi Awale to the Kandiyohi County and City of Willmar Economic Development Commission Joint Operations Board for a three-year term effective January 1, 2021. All present voted unanimously in favor.

**ADJOURNMENT**—There being no other business, Chair Nissen adjourned the meeting at approximately 11:15 a.m.

  
George (Corky) Berg, Secretary

APPROVED: 4/22/2021:

  
Rollie Nissen, Chairperson



March 26, 2021

Ms. Sarah Swedburg  
704 Fourth Street SE  
Willmar, MN 56201

RE: **Business Development Manager Position**

Dear Sarah:

On behalf of the Staff Transition Task Force, I would like to offer the EDC's Business Development Manager position to you with the following terms:

1. You will be an "at will" employee and not under contract with a 90-day probationary period. Your first day of employment will be on or before May 10, 2021.
2. Annual salary will be \$73,000 prorated from the time employment begins paid on the 15<sup>th</sup> and last working days of each month.
3. Single-coverage health insurance 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.
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. 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

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exceed 160 hours. 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.

- c. 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. A sick leave bank of 40 hours will begin at the time of employment.
- d. 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.
- e. 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

Military leave up to a maximum of 120 working hours off with pay according to the terms of the Employee Handbook.

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


Final approval of the position and the above terms are subject to approval by the EDC's Joint Operations Board and Joint Powers Board.

Sincerely,



Aaron A. Backman  
Executive Director

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

 3/26/2021  
Signature/Date