



Kandiyohi County & City of Willmar
ECONOMIC DEVELOPMENT COMMISSION

**JOINT OPERATIONS BOARD ANNUAL MEETING
AGENDA**

**11:00 a.m., February 9, 2017
Board Room, EDC Office, Willmar**

11:00 **CALL TO ORDER** (7 members/4 = quorum) President Bob Carlson

11:01 **WELCOME NEW MEMBER.** President Carlson

11:04 **ADDITIONS OR DELETIONS TO AGENDA OR CONSENT AGENDA.** President Carlson

11:06 CONSENT AGENDA

- Approve:
1. Minutes of January 12, 2017 meeting
 2. Financial reports as of January 31, 2017
 3. Payment of bills
 - a. REDstar for \$1,045.42 from the Marketing and Public Relations Committee’s budget
 - b. WORKUP for \$2,250 as budgeted for membership

- Accept:
- Committee/Subcommittee Minutes
1. Agriculture and Renewable Energy Development 12/15/2016
 2. Broadband and Advanced Technology 1/9/2017
 3. Business Retention Expansion/Recruitment (BRE/R) 12/16/2016
 - a. BRE/R Vision 2040 Workforce Subcommittee 12/20/2016

11:08 **ITEMS REMOVED FROM CONSENT AGENDA.** President Carlson

11:13 PROGRESS REPORTS

1. Willmar/Willmar Industrial Park. Bruce Peterson/Aaron Backman
2. Business Retention and Expansion Grant for Diverse Businesses. Aaron Backman

3. West Central Angel Fund I. Connie Schmoll
4. Business Visits and Meetings. Aaron Backman/Connie Schmoll

11:45 **UNFINISHED BUSINESS**

1. Willmar Area Multicultural Business Center (WAM-BC) Sublease. Aaron Backman

11:50 **NEW BUSINESS**

1. Amend 2017 Budget. Aaron Backman
 - a. Add expense line items for SWIF BRE grant
 - b. Add income lines for WAM-BC rent and damage deposit
2. Replacement of EDC Server. Aaron Backman
3. Boards' Strategic Planning Session. Aaron Backman

12:15 **ANNUAL MEETING**

1. Regular board meeting date, time and location. President Carlson
2. Assignment of Board Members to Standing Committees. President Carlson

For information only, board members served on the following in 2016:

- Ag Committee—Rollie Boll
- Broadband and Advanced Technology Committee—Donna Boonstra and Linda Kacher
- BRE/R Committee—Bob Carlson and Bruce Peterson
- Finance Committee—Gary Gilman and Bruce Peterson
- Marketing and Public Relations—Donna Boonstra

3. Election of 2017 Officers. President Carlson
4. Appointment of Two Board Members to Perform
Executive Director's Annual Review. President

12:55 **COMMITTEE REPORTS** [REMINDER: UNLESS A BOARD MEMBER HAS A QUESTION OR NEEDS ACTION ON A COMMITTEE RECOMMENDATION, ONLY COMMITTEES WITH NEW INFORMATION SINCE THE MINUTES INCLUDED IN THE BOARD PACKETS SHOULD REPORT]

1. Agriculture and Renewable Energy Development. Rollie Boll/Connie Schmoll
 - a. Ag Producers' Survey Subcommittee. Rollie/Boll/Connie Schmoll

2. Broadband and Advanced Technology..... Donna Boonstra/Connie Schmoll
3. Business Retention and Expansion/Recruitment. Connie Schmoll
4. Finance. Gary Gilman/Bruce Peterson/Aaron Backman
5. Marketing and Public Relations. Donna Boonstra/Aaron Backman
6. Leisure Travel..... Art Benson/Aaron Backman

1:00 **ADJOURNMENT**—Next board meeting **11:00 a.m., Thursday, March 9, 2017** at the EDC Office,
222 20th Street SE, Willmar