KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC) MARKETING AND PUBLIC RELATIONS COMMITTEE

MINUTES

January 22, 2024

Prairie Woods Environmental Learning Center, Linder Treehouse, Spicer

Present:	Ben Carlson, Patrick Gilmore, Tiffany Hintz, Ann Winge Johnson, Emily Lien and Pam Rosenau
Excused:	Jesse Gislason
Staff:	Kelsey Olson, Marketing and Communications Specialist
Secretarial:	Cathy Skindelien, Legal & Administrative Assistants, Inc.

Chair Pam Rosenau called the meeting to order at approximately 12:06 p.m.

MINUTES—

IT WAS MOVED BY Ann Winge Johnson, SECONDED BY Tiffany Hintz, to approve the Minutes of the December 11, 2023 meeting as emailed. MOTION CARRIED.

ACTION ITEMS-

Election of officers.

IT WAS MOVED BY Tiffany Hintz, SECONDED BY Anne Winge Johnson to elect Patrick Gilmore as Chairperson of the Kandiyohi County and City of Willmar Economic Development Commission's Marketing and Public Relations Committee for 2024. MOTION CARRIED.

IT WAS MOVED BY Tiffany Hintz, SECONDED BY Anne Winge Johnson to elect Ben Carlson as Vice Chairman of the Kandiyohi County and City of Willmar Economic Development Commission's Marketing and Public Relations Committee for 2024. MOTION CARRIED.

Riley Kennedy is considering committee membership and will be invited to attend the February meeting.

Committee member profiles. Olson requested each member of the committee complete and return a questionnaire (see attached) for the new EDC website and submit a headshot as well.

2024 goals. The goals and strategies listed on the website, as well as a number of goal suggestions ranked in importance by a survey done at last year's planning session were presented (see attached). Olson proposed the committee set 6- and 12-month goals for 2024 along with strategies for achieving the goals. Items currently demanding attention include the new website, the rebranding launch, and implementation of ExecutivePulse. These items will become strategies for achieving the established goals; for instance, if the committee determines the number one goal is to support daily marketing needs, website creation would be listed as a strategy for achieving the goal. The pillars of the EDC's work, which includes industrial development, childcare creation, broadband accessibility, promoting agriculture innovation, business education, technical support and marketing of Kandiyohi County should be represented in the goals.

After discussion the following leading goals were established:

- Support daily marketing needs. Strategies–Website completion and launch, Customer Records Management (CRM) implementation, create and implement a rebranding launch, edit marketing materials.
- Outreach and community engagement within Kandiyohi County. Strategies-create a calendar of events for 2024, track activities through CRM, reach out to smaller communities and post their events on social media, implementation of Board expectations to include volunteer participation supporting one event per year.
- Create a strategic social media plan.
 Strategies-implement CRM functionality, create and implement a rebranding launch, develop a marketing/communications handbook, create a technical training video.
- Create awareness of EDC activities and services in the area. Strategies-Website completion and launch, create and implement a rebranding launch, edit marketing handouts.

Olson stated the EDC's mission is "to be a catalyst for economic growth of the greater Kandiyohi County area." She requested discussion regarding the creation of a mission statement for this committee, which will take place at the February meeting.

New BUSINESS-

Website update and site map discussion. Olson presented the latest website map (see attached). One change from the previous map is the deletion of Marketing 101 from the Future Businesses menu. Navigation will be based on who the user is. Olson is working with Redwood Valley Technical Solutions to write the content for the website. Success stories can be found under Future & Present Business Owners, Citizens and About Us, which will contain all of the stories found under each menu. Business Owner success stories will include Elevate graduates such as Agg Thaw (Pen) from Pen House Boba. The Citizens menu contains an "I have a dream" link, which is designed to ask the user questions about what they are looking for and then direct them to the corresponding link. Adding three dots to the end would help to convey this is an openended link. Success stories should be located at the bottom of each menu that lists it to maintain consistency. The Community Partners menu is now listed as Community Organizations, which opens up the menu for future partnerships. Olson will meet with Joanna Schrupp of MinnWest Technology Campus to determine what content she would like included under partnership examples.

Taglines discussion. In an effort to capitalize on the committee's support, knowledge and experience in writing the website content, each member was asked to complete a tagline exercise (see attached). Olson received training on ChatGPT, where she learned the tagline should be an attention grabber, while the header contains a summarized description of services. It was suggested that the header contain no more than two sentences, otherwise there is a tendency to scroll past it.

UPDATES-

Logo approval. Olson reported the new EDC logo was approved and a new branding guide was presented to the committee (see attached).

Marketing budget. Olson reported the marketing budget discussion will be reoccurring with updates on where the money is being spent each month. In 2024 the Agriculture and Renewable Energy Development Committee will have its own marketing budget. Sarah Swedburg, former Business Development Manager at the EDC, was organizing a Farmtastic event with the Willmar Stingers and the Kandiyohi County Corn and Soybean Growers Association, but due to her resignation and lack of resources it will not take place in 2024. The Marketing Committee's budget for video production has been changed from three videos to one, with the remainder of that budget changed to video training for Olson. The budgeted video will be produced with the help of Lunar Media LLC and will focus on what the EDC does. An ad on Minnesota Public Radio will run statewide simultaneously with the rebranding launch.

ADJOURNMENT—There being no further business, the meeting was adjourned at approximately 1:16 p.m.

NEXT MEETING—The next meeting is **12 noon, Monday, February 26, 2024** in-person at the Community Room, Heritage Bank.



Committee Member Information Collection

Hello Committee Members,

The Development Commission is moving forward with our new website! You are an essential part of the work we do. The mission of Kandiyohi County Economic Development is to be a catalyst for economic growth of the greater Kandiyohi County area. Part of us meeting that mission is representing the entire county – and we want our audiences to know who you are. Please take a few minutes to complete the questionnaire below for sharing on the new site.

Please return to EDC staff or email back to <u>edc@kandiyohi.com</u> or <u>kelsey@kandiyohi.com</u>. If you have a portrait style photo you'd like to include please feel free, otherwise be aware a picture will be taken the next time your Committee meets.

1.) Name

2.) Committee Serving:

3.) When you started serving on the Committee:

- 4.) Where you live:
- 5.) Choose one of the two questions to answer:

Who you are? (What is your profession, do you serve on other boards or councils and/or what do you enjoy doing):

Why do you serve on your Committee?

If you would prefer to visit and share your answers to these questions I would be happy to take you out for a cup of coffee or tea!

www.kandiyohi.com | 320.235.7370 | 866.665.4556 | 222 20th Street SE | P.O. Box 1783 | Willmar, MN 56201

Currently listed Goals, Strategies and Mission of the MPR Committee:

Mission: To promote economic growth of the greater Kandiyohi County area

The Marketing and Public Relations Committee meets at 12 noon on the fourth Monday of each month most times at the Community Room, Heritage Bank, Willmar.

<u>Goals</u>

- 1. Create awareness of EDC activities and services in our local/regional community.
- 2. Concentrate on focus areas involving workforce training, housing and childcare.
- 3. Attract new businesses.

Strategies

- 1. Be an agent of positive messaging about our business community and economy.
- 2. Assist businesses in identifying and recruiting talent and collaborate with community partners to fill open positions.
- 3. Market our community outside of our region to attract targeted businesses.

Goal Setting MPR Survey Results

- 1.) Support daily marketing needs = Ranking 2
- 2.) Small business marketing support =2.09
- 3.) Create a strategic social media plan= 2.9
- 3.) Create promotional and informational hand-outs and flyers= 2.9
- 4.) Create awareness of EDC activities and services in the area= 3.0
- 5.) Attract new businesses= 3.09
- 6.) Attract developers and site selectors to Kandiyohi County= 3.18
- 7.) Workforce development= 3.45
- 8.) Marketing the larger Kandiyohi County region to everyone= 3.36
- 9.) Increase and diversify social media following= 3.6
- 10.) Outreach to greater Kandiyohi County= 4.27

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Goals &	Strategies	12	Months:
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Goals & Strategies On-Going:

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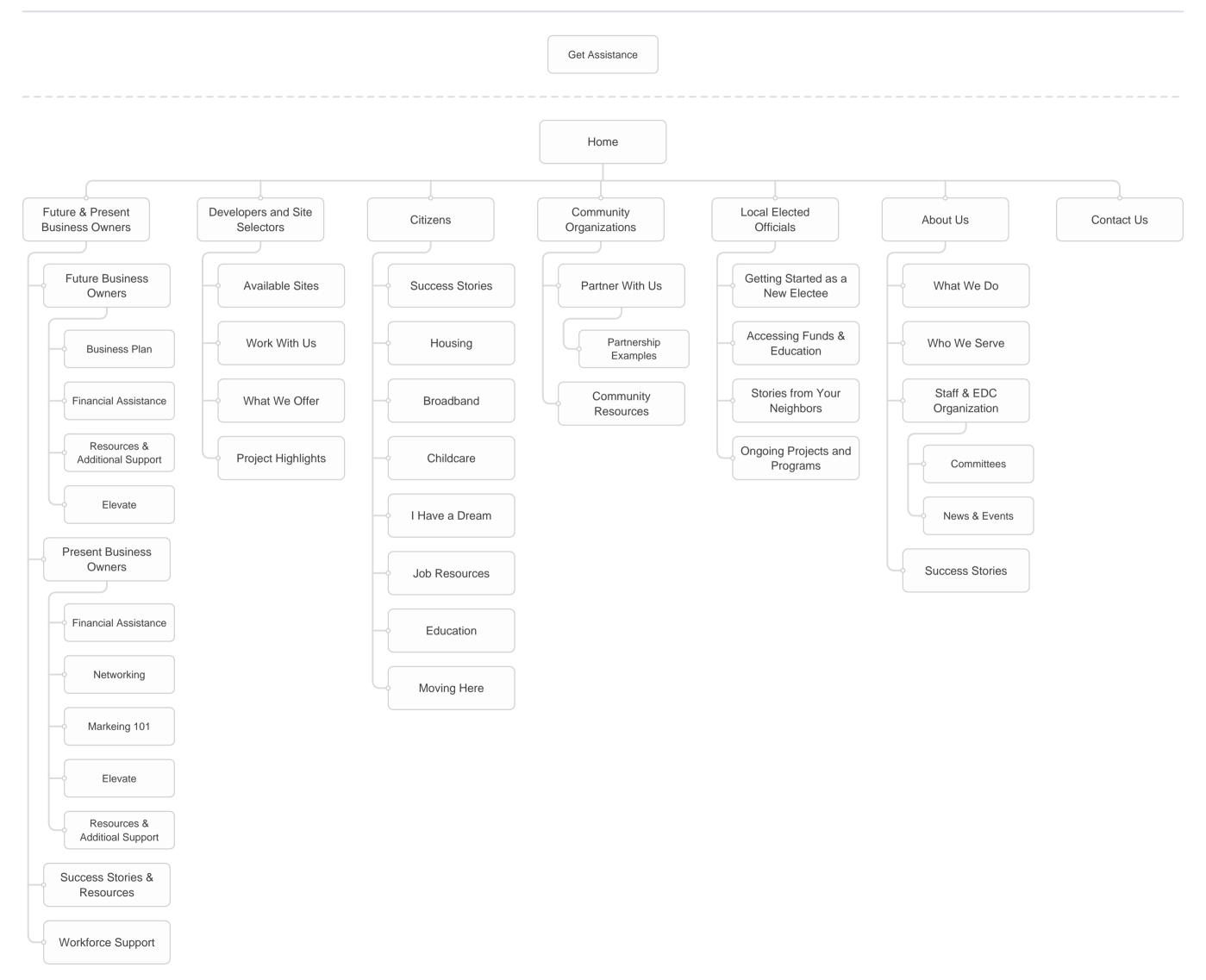
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Kandiyohi

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Kandiyohi County Economic Development Tagline Work:

<u>Write down tangibles</u> (physical things you can see and touch) that describe the work we do: Example: Housing, Child Care Center / Home

<u>Write down intangibles</u> (the things you cannot see and touch) that describe the work we do: Example: Grow, Promote

<u>Write down universal concepts</u> (feelings, actions, thoughts, ideas and notions that almost everyone can relate to, but do not mean the same to any two people, a central, unifying idea) that describe the work we do

Example: Dreams, make dreams come true, community, build bonds and relationships

<u>Write a tagline:</u> <u>Write a short sentence or statement that includes:</u> <u>Tangible + Intangible + Universal Concept</u>

Don't turn the page over until the exercise has been completed! Possible Taglines:

- Helping businesses and communities grow toward success
- Supporting you to build the business and community of your dreams in Kandiyohi County

- Connecting people and resources: You have the dream; We have the tools

-: You have the vision. We have the tools

-....- You have the vision. We have the resouces.

Other Ideas:

Kandiyohi County Economic Development Proposed Headlines and Taglines for New Website Taglines are the 'catch-phrase' of a website landing page Headlines are the quick and easy description of the service provided that webpage is about

About Us Page: Tagline: -Make your move: You are ready to make the move to Kandiyohi County. We're prepared to help you develop your business and community dream into reality.

-Make your move: Ready to make the move to Kandiyohi County? We're prepared to help you grow.

- You've got the dream. We've got the resources (or tools).

We're here to help you grow by connecting you with them.

Kandiyohi County Economic Development's (KCED) mission is to be a catalyst for economic growth of the greater Kandiyohi County area. We are the spark that propels you into action.

Header:

Whether you are a site selector or a developer, a future or current business owner, a citizen of Kandiyohi County, a local elected official, or a community organization looking to partner (link to these audience pages), we have the resources and the connections to help you grow towards success.

Developers and Site Selectors:

Tagline:

-You have the idea. We have the location.

-Driving Economic Growth, One Site at a Time: Your Premier Partner for Site Selection, Policy and Permitting Navigation

Header:

You're busy. We get it. That is why we are committed to providing you with the site information you need with a fast response time. Once you've found your location in Kandiyohi County, we will help you through the development process, from connecting you with partners to navigating you through policy and permitting processes. KCED is with you from ground to building, providing workforce and marketing support throughout your journey.

Future and Present Business Owner:

Tagline:

-Build Your Business: Whether you have a dream to start a business or a dream to grow your existing one KCED has the resources to help.

Header (takes them to another page)

Have an Idea- visit Future Business Owner

Read to Grow Your Current Business- visit Current Business Owner

Future Business Owner:

Tagline:

- From the initial brainstorm to the business launch, we are here for you with the support and resources you deserve.

Header:

-Starting a business isn't just about financial gain; it's also about personal fulfillment, the chance to make a difference, and the opportunity to bring your ideas and vision to life. There are many challenges and steps to starting a business, but each presents an opportunity for growth and learning – and we are ready to help you grow.

- Don't know where to start to make your dream become a reality? Let us help you identify the next step you are ready to take.

From securing initial funding to navigating the legal requirements to learning how to give your service a competitive marketing edge. KCED has the expertise, connections and resources to help you foster your dream into your reality.

Locally Elected Officials:

Tagline:

- Elevate Your Community, Unleash Opportunities: KCED is your guide to community leadership through data knowledge, collaborative partnership introductions, development guidance, and advocacy that you need to make the decisions that support your community's vitality and growth.

-Elevate Your Community, Unleash Opportunities: KCED is your guide to community leadership through achieving knowledge transparency to the advocacy conducted to support your community's vitality and growth.

Header:

-Embarking on public service as a locally elected official is not easy. You are navigating a political landscape of policy and permitting, budgets and infrastructure needs, and emergency preparedness while balancing the needs of your community, including housing, child care, broadband accessibility, education, and medical access, all the while building a sense of community.

-Providing you the data, collaborative partnership introductions and development guidance you need to make the decisions that support your community's vitality and growth.

Citizens:

Taglines:

-You have the questions, we have the answers.

-Fueling Progress and Growth in Your Community: advocating for infrastructure advancement, business and workforce support, child care and housing retention and creation, and celebrating your community's unique identity with you.

Header:

- KCED works for you and your community. The pillars of our work include supporting small businesses, helping new ones grow in your community, fostering agricultural innovation, and working with developers to ensure housing for a growing workforce. Navigating infrastructure advancements like transportation and broadband accessibility while ensuring you and your neighbors have the support, like access to child care that you need to grow, is important to us.

Child Care (Under Citizens)

Tagline:

- Empowering Families, Child Care Provider Businesses and Enriching Families: Your partner in supporting quality child care for strong communities and rich economies.

Header:

-Child care is a cornerstone of economic development, which is vital in fostering thriving communities and robust economies. It goes beyond being a service for families. It is a

fundamental driver of workforce participation, business productivity, and overall community well-being.

Housing (Under Citizens)

Tagline:

2

- Constructing Dreams, Building Homes: Your Gateway to Sustainable Housing and Economic Prosperity.

Header:

- Promoting housing development through community attraction and marketing, assistance in infrastructure investment and processes, support for housing initiatives, and coordination of data collection to build vital communities

KANDIYOHI COUNTY ECONOMIC DEVELOPMENT BRAND GUIDE

MISSION

The mission of the Kandiyohi County and City of Willmar Economic Development Commission is to be a catalyst for economic growth of the greater Kandiyohi County area.

VISION

To provide economic development leadership creating growth, prosperity, innovation and international competitiveness to enhance our quality of life.

OUR FOCUS ACTIONS

- Advocacy
- Recruitment & Retention
- Collaboration
- Education & Technical Assistance

TAGLINES & THEMES

FOCUS AREAS

- Industrial development
- Agricultural innovations
- Housing development
- Workforce development
- Childcare creation and retention
- Broadband accessibility
- Elevate Community Business Academy
- Marketing of Kandiyohi County

PRIMARY LOGO: To be used on swag and in cases when small logo use is necessary





KANDIYOHI COUNTY ECONOMIC DEVELOPMENT BRAND GUIDE

SECONDARY LOGOS





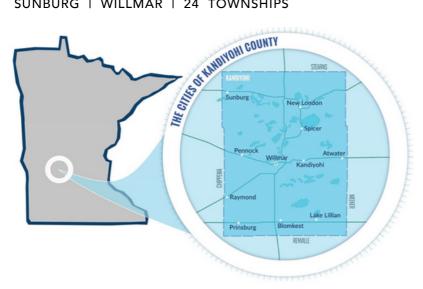


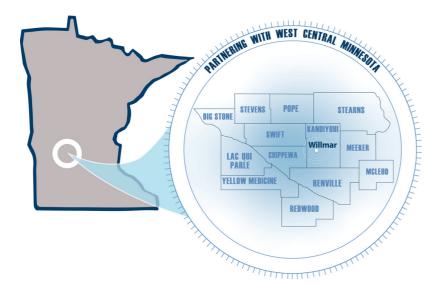


KANDIYOHI COUNTY ECONOMIC DEVELOPMENT

ADDITIONAL IMAGES

PROUDLY SERVING THESE COMMUNITIES: ATWATER | BLOMKEST | KANDIYOHI LAKE LILLIAN | NEW LONDON | PENNOCK PRINSBURG | RAYMOND | SPICER SUNBURG | WILLMAR | 24 TOWNSHIPS







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KANDIYOHI COUNTY & CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION

MARKETING CONSISTENCY: OPTION DETERMINED BY AMOUNT OF SPACE AVAILABLE

	OPTION #1: BOTH OPTIONS RIGHT JUSTIFIED ON BOTTOM RIGHT SIDE OF THE DOCUMENT	
Contact us: edc@kandiyohi.com 866.665.4556 320.235.7370 222 20th Street SE	Visit us: www.kandiyohi.com in f	Contact us: www.kandiyohi.com edc@kandiyohi.com 866.665.4556 320.235.7370
P.O. Box 1783 Willmar, MN 56201		(in f
CONTACT INFORMATION: LEF LEFT SIDE OF THE DOCUMEN	T JUSTIFIED ON THE BOTTOM	OPTION #3
Executive Director		Contact us:
Aaron Backman		www.kandiyohi.com
aaron@kandiyohi.com		edc@kandiyohi.com
aaron@kandiyohi.com Business Development Mana TBD	ger	edc@kandiyohi.com 866.665.4556 320.235.7370 222 20th Street SE P.O. Box 1783

Upon request, this information can be made available in an alternative format such as large print, digital, braille, or audio. Requests can be made by contacting the EDC.

PRIMARY COLOR PALLET

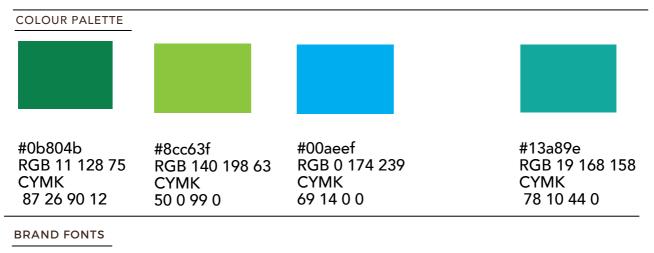


KANDIYOHI COUNTY & CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION

MARKETING CONSISTENCY: OPTION DETERMINED BY AMOUNT OF SPACE AVAILABLE

RIGHT SIDE OF THE DOCUME	NT	OPTION #2
Contact us: edc@kandiyohi.com 866.665.4556 320.235.7370 222 20th Street SE P.O. Box 1783	Visit us: www.kandiyohi.com in f	Contact us: www.kandiyohi.com edc@kandiyohi.com 866.665.4556 320.235.7370
Willmar, MN 56201		
CONTACT INFORMATION: LE	T JUSTIFIED ON THE BOTTOM	OPTION #3
	1	
Executive Director	1	Contact us:
	1	Contact us: www.kandiyohi.com
Executive Director	1	
Executive Director Aaron Backman aaron@kandiyohi.com	·	www.kandiyohi.com
Executive Director Aaron Backman aaron@kandiyohi.com Business Development Mana	·	www.kandiyohi.com edc@kandiyohi.com
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Avenir Medium - Body

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ABCDEFGHIJKLMNOPQRSTUVWXYZ

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Century Gothic Bold strictly for use in EDC logo text Avenir Heavy - Headings abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

6:17 PM 01/04/24 Accrual Basis

Kandiyohi County and City of Willmar EDC Profit & Loss Budget Performance December 2023

	Dec 23	Jan - Dec 23	Annual Budget
Committee Expenses			
Ag/Renewable Energy Development			
Conferences/Seminars/Trainings	0.00	2,033.80	3,000.00
Total Ag/Renewable Energy Development	0.00	2,033.80	3,000.00
Broadband & Advanced Technology			
Marketing	0.00	115.97	750.00
Total Broadband & Advanced Technology	0.00	115.97	750.00
Marketing and Public Relations			
Branding	552.00	4,333.99	600.00
Community Events	0.00	479.25	1,200.00
Displays and giveaways	6.00	3,002.96	2,750.00
Meals/Meeting refreshments	97.09	1,407.21	800.00
Media			
Advertisements	1,084.50	1,841.50	3,100.00
Printing, copying & publishing	0.00	490.00	1,500.00
Media - Other	0.00	530.00	
Total Media	1,084.50	2,861.50	4,600.00
Mileage/Travel	55.69	674.46	1,200.00
Professional Services			
General administrative services	1,179.08	4,666.21	4,500.00
Total Professional Services	1,179.08	4,666.21	4,500.00
Subscriptions	97.08	4,228.82	4,210.00
Website Development/Maintenance	99.00	6,794.00	13,468.00
Other	0.00	0.00	400.00
Total Marketing and Public Relations	3,170.44	28,448.40	33,728.00



2024 Budget	
REVENUES	
Other Income	
Farmtastic	\$ 5,50
EXPENSES	
COMMITTEE EXPENSES	
Agriculture and Renewable Energy Development	
Advertisement (Ind. Hemp Rooted magazine ad)	\$ 1,40
Stingers Package	\$ 6,00
Giveaways	\$ 85
FarmFest (giveaways & booth)	\$ 1,02
Partners in Ag Innovation Conference Sponsor & Marketing	\$ 1,50
Fotal Ag Committee Expenses	\$ 10,77
Broadband and Advanced Technology	
Marketing	\$ 75
Fotal Broadband and Advanced Technology Committee Expenses	\$ 75
Business Retention and Expansion/Recruitment (BRE)	
Marketing	\$ 50
Fotal BRE Committee Expenses	\$ 50
Marketing and Public Relations	
Branding	\$ 75
Community events	\$ 1,20
Displays and giveaways	\$ 2,90
Meals/Meeting refreshments	\$ 1,25
Media	
Newspaper	\$ 1,20
Radio - MPR	\$ 2,52
Publications (Impact, visitor's guide, etc.)	\$ 85
Printing, copying & publishing	\$ 50
Video production (1 short video testimonial)	\$ 60
Media - Other (Facebook promotions)	\$ 20
Total Media	\$ 5,87
Mileage/Travel	\$ 1,20
Professional services	
General administrative services	\$ 3,75
Total Professional Services	\$ 3,75
Subscriptions	\$ 2,60
Website Development/Maintenance	\$ 50
Fotal Marketing and Public Relations Committee Expenses	\$ 20,02

ONLINE BUSINESS SEMINAR



23 FEB 2024

Business Workshop

This seminar will provide you brilliant and new insight about building your own business.

Register Now www.kandiyohi.com

Event Detail

Time and Place :

23 February 2022 10 AM until 3 PM Online Meeting Room

Topic :

Start Your Own Business











KANDIYOHI COUNTY ECONOMIC DEVELOPMENT

WHAT WE DO

SERVING GREATER KANDIYOHI COUNTY



Mission: To be a catalyst for economic growth of the greater Kandiyohi County area

What does the FDC do?

We advocate for communities to support sustainable economic growth



We recruit businesses and new industries while supporting established ones through customized assistance



We provide education, financial, and technical assistance to local businesses and entrepreneurs



We build collaborative relationships with site selectors, developers and government entities to help processes operate smoothly

Executive Director Aaron Backman aaron@kandiyohi.com

Our Focus Areas:

- * Industrial development
- * Agricultural innovations
- * Housing development
- * Workforce development
- * Childcare creation and retention
- * Broadband accessibility
- * Leader in the Highway 23 Coalition
- * Elevate Community Business Academy
- * Marketing of Kandiyohi County

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