

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

March 23, 2017

Westby Observatory, Prairie Woods Environmental Learning Center, Spicer, MN

- Present: Fernando Alvarado, Roger Imdieke, Harlan Madsen, Rollie Nissen, Andrew Plowman and Kathy Schwantes
- Staff: Aaron Backman, Executive Director and Connie Schmoll, Business Development Specialist
- Guests: Rollie Boll, Donna Boonstra, Sam Bowen, Gary Gilman, Les Heitke, Linda Mathiasen, Bruce Peterson and Dan Tepfer
- Media: Carolyn Lange, West Central Tribune
- Secretarial: Nancy Birkeland, Legal & Administrative Assistants, Inc. (LAA)

Chairperson Harlan Madsen called the meeting to order at approximately 9:14 a.m. and declared a quorum was present.

NEW BUSINESS

Regular meeting time, date and location. Chairperson Madsen informed the board the current meeting time, date and location are 11:30 a.m. quarterly on the fourth Thursday in January, April, July and October at the EDC office.

IT WAS MOVED BY Rollie Nissen, SECONDED BY Andrew Plowman, to set the regular meeting time, date and location for meetings of the Kandiyohi County and City of Willmar Economic Development Commission (EDC) Joint Powers Board for 11:30 a.m. quarterly on the fourth Thursday in January, April, July and October at the EDC office. All present voted unanimously in favor by roll call.

Appointment of liaison to the EDC Joint Operations Board. Madsen stated the Joint Operations Board holds its meeting at 11:00 a.m. on the second Thursday of each month. A member of this board is appointed to act as liaison to the Joint Operations Board and attends those board meetings or appoints an alternate in their place. Roger Imdieke has been serving as the interim liaison and volunteered to continue.

IT WAS MOVED BY Rollie Nissen, SECONDED BY Kathy Schwantes, to appoint Roger Imdieke as the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board's liaison to the Joint Operations Board. All present voted unanimously in favor by roll call.

Appointment of representative to the Audit Committee. Madsen reported the EDC's auditor requested a member of this board serve on an Audit Committee. Aaron Backman noted there are typically only a couple of meetings with auditor Jim Ruff, which would also include himself and Nancy Birkeland. There are also two representatives from the Joint Operations Board.

IT WAS MOVED BY Fernando Alvarado, SECONDED BY Andrew Plowman, to appoint Kathy Schwantes as the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board's representative on the Audit Committee. All present voted unanimously in favor by roll call.

Election of Officers. Madsen stated he has been asked to continue as chairperson of the Joint Powers Board since he is one of only two members who have previously served on this board. Madsen noted election of officers is done annually and, typically, the chair position alternates every two years between the county and city representatives.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Kathy Schwantes, to elect Harlan Madsen as chairperson of the Kandiyohi County and City of Willmar Economic Development Commission's Joint Powers Board. All present voted unanimously in favor by roll call.

IT WAS MOVED BY Rollie Nissen, SECONDED BY Fernando Alvarado, to elect Kathy Schwantes as vice chairperson of the Kandiyohi County and City of Willmar Economic Development Commission's Joint Powers Board. All present voted unanimously in favor by roll call.


IT WAS MOVED BY Roger Imdieke, SECONDED BY Andrew Plowman, to elect Rollie Nissen as secretary of the Kandiyohi County and City of Willmar Economic Development Commission's Joint Powers Board. All present voted unanimously in favor by roll call.

IT WAS MOVED BY Kathy Schwantes, SECONDED BY Roger Imdieke, to elect Andrew Plowman as treasurer of the Kandiyohi County and City of Willmar Economic Development Commission's Joint Powers Board. All present voted unanimously in favor by roll call.

ADJOURNMENT—There being no further business, the meeting was adjourned at approximately 9:24 p.m.


Secretary

APPROVED: 4/27/2017


Chairperson