



Kandiyohi County & City of Willmar  
ECONOMIC DEVELOPMENT COMMISSION

**JOINT OPERATIONS BOARD ANNUAL MEETING  
AGENDA**

**11:00 a.m., January 11, 2018  
Board Room, EDC Office, Willmar**

11:00 **CALL TO ORDER** (7 members/4 = quorum) ..... President Donna Boonstra

11:01 **ADDITIONS OR DELETIONS TO AGENDA OR CONSENT AGENDA** ..... President Boonstra

**11:03 CONSENT AGENDA**

- Approve:
1. Minutes of December 14, 2017 meeting
  2. Financial reports as of December 31, 2017
  3. Payment of bills
    - a. James M. Ruff, Inc. for \$1,400.00
    - b. REDstar for \$2,083.32
    - c. Minnesota Counties Intergovernmental Trust of \$2,359 for liability insurance coverage

- Accept:
- Committee/Subcommittee Minutes
1. Agriculture and Renewable Energy Development 12/21/2017
    - a. Marketing Subcommittee 11/15 and 12/13/2017
  2. Broadband and Advanced Technology 12/4/2017
  3. Business Retention Expansion/Recruitment 12/1/2017

11:05 **ITEMS REMOVED FROM CONSENT AGENDA** ..... President Boonstra

**11:10 PROGRESS REPORTS**

1. Willmar/Willmar Industrial Park ..... Bruce Peterson/Aaron Backman
2. Business Visits and Meetings ..... Aaron Backman/Connie Schmoll
3. Highway 23 Coalition ..... Aaron Backman/Donna Boonstra

**11:30 UNFINISHED BUSINESS**

1. Tourism Development Funds ..... Aaron Backman/Beth Fischer
2. Natural Products Expo West 2018 ..... Aaron Backman/Connie Schmoll

**11:50 NEW BUSINESS**

1. Boards' Annual Planning Session ..... Aaron Backman
2. Auditor Selection ..... Aaron Backman

**12:15 ANNUAL MEETING**

1. Regular Board Meeting Date, Time and Location ..... President Boonstra
2. Assignment of Board Members to Standing Committees ..... President Boonstra

For information only, board members served on the following in 2017:

- Ag Committee—Rollie Boll
- Broadband and Advanced Technology Committee—Donna Boonstra
- BRE/R Committee—Bob Carlson, Les Heitke and Kelly TerWisscha
- Finance Committee—Gary Gilman and Bruce Peterson
- Marketing and Public Relations—Donna Boonstra
- Leisure Travel (CVB)—Art Benson

3. Appointment of Two Board Members to Perform  
Executive Director's Annual Review ..... President Boonstra
4. Appointment of Two Board Members to Audit Committee ..... President Boonstra
5. Election of 2018 Officers ..... President Boonstra

**12:45 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
2. Broadband and Advanced Technology ..... Donna Boonstra/Connie Schmoll
3. Business Retention and Expansion/Recruitment ..... Bob Carlson/Les Heitke/  
Kelly TerWisscha/Aaron Backman
4. Finance ..... Gary Gilman/Bruce Peterson/Aaron Backman
5. Marketing and Public Relations ..... Donna Boonstra/Aaron Backman

6. Leisure Travel ..... Art Benson/Aaron Backman

12:55 **RECOGNITION OF RETIRING DIRECTOR** ..... President Boonstra

1:00 **ADJOURNMENT**—Next board meeting **11:00 a.m., Thursday, February 8, 2018** at the EDC Office,  
222 20<sup>th</sup> Street SE, Willmar