

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
DOING BUSINESS AS KANDIYOHI COUNTY ECONOMIC DEVELOPMENT (KCED)
JOINT POWERS BOARD OF COMMISSIONERS SPECIAL MEETING
MINUTES

December 13, 2024

KCED Board Room, 1601 Highway 12 East, Willmar

Present: Julie Asmus, George “Corky” Berg, Vicki Davis, Steve Gardner, Roger Imdieke and Doug Reese

Staff: Michelle Marotzke, Business Development Manager

Media: Jennifer Kotila, West Central Tribune

Secretarial: Nancy Birkeland, Legal & Administrative Assistants, Inc.

Chairperson Steve Gardner called the meeting to order at approximately 3:01 p.m. and declared a quorum was present.

NEW BUSINESS—

Appoint members to the Joint Operations Board. Discussion was held on the individuals who have applied to be appointed to the Joint Operations Board: Dennis Baker, Marv Calvin, Willie Gonzalez, Rollie Nissen, Chuck Stranberg and John Wallin.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Corky Berg, to appoint Chuck Stranberg and Marv Calvin as the representatives on behalf of the county to serve a three-year term on the Kandiyohi County and City of Willmar Economic Development Commission’s Joint Operations Board. All present voted unanimously in favor by roll call.

IT WAS MOVED BY Julie Asmus, SECONDED BY Vicki Davis, to appoint Rollie Nissen as the representative on behalf of the city of Willmar to serve a three-year term on the Kandiyohi County and City of Willmar Economic Development Commission’s Joint Operations Board. All present voted unanimously in favor by roll call.

Chair Gardner noted he will inform all of the applicants as to whom was appointed.

[Michelle Marotzke joined the meeting.]

VP Enterprises. Chair Gardner noted that the information provided in the packet as to VP Enterprises must be returned following the meeting. Michelle Marotzke informed the board that a loan was given to VP Enterprises in 2019. Upon the EDC renewing its UCC Financing Statement, the EDC was inadvertently placed in first position for security. Marotzke noted the Subordination Agreement presented is to put Home State Bank back into first position on the security.

IT WAS MOVED BY Corky Berg, SECONDED BY Vicki Davis, to enter into the Subordination Agreement with Home State Bank and to approve the signing of the Agreement by the chair and the Business Development Manager. All present voted unanimously in favor by roll call.

[Marotzke was excused from the meeting.]

Request by Patrick O'Rourke to be paid accumulated vacation and sick leave. Chair Gardner informed the board that Patrick O'Rourke has requested the vacation and sick leave he accumulated from August 1 through December 6, 2024 be paid to him. Nancy Birkeland informed the board the gross amount would be \$7,786.68.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Julie Asmus, to approve payment of accumulated vacation and sick leave to Patrick O'Rourke in the gross amount of \$7,786.68. All present voted unanimously in favor by roll call.

Amended Agreement with Vinna Human Resources.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Corky Berg, to postpone any discussion regarding a new agreement with Vinna Human Resources. Roll call vote was taken with Julie Asmus, Corky Berg, Roger Imdieke and Doug Reese voting in favor and Vicki Davis and Steve Gardner voting against. MOTION CARRIED.

Chair Gardner noted Vinna Human Resources is updating the EDC's Employee Handbook and has handled issues with the EDC's employees. He noted that to date, \$4,581.53 has been paid to Vinna Human Resources. Chair Gardner stated the new proposed Agreement would change the cost for HR compliance, benefit management and employee management from an hourly fee to a monthly fee.

Appointment of an interim Executive Director. Chair Gardner noted there is currently one active employee and one employee who is on leave until March 2025. Tanna Stucky is under the supervision of Marotzke and Marotzke is currently doing the work of the Executive Director. Discussion was held on whether or not to appoint an interim Executive Director. Need to give her the same authorizations when Aaron left, incur expenses up to \$2500 and sign on behalf of the organization. Pay additional. Bring a person in?? Roger suggested Sarah.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Vicki Davis, to offer the interim Executive Director of the Kandiyohi County and City of Willmar Economic Development Commission an annual salary of \$95,000 during the time served. If Michelle Marotzke is appointed as the interim and if applies for the Executive Director position and is not hired for that position, her salary will return to the amount budgeted for the Business Development Manager in 2025. All present voted unanimously in favor by roll call.

IT WAS MOVED BY Julie Asmus, SECONDED BY Doug Reese, to appoint Michelle Marotzke as the interim Executive Director of the Kandiyohi County and City of Willmar Economic Development Commission. All present voted unanimously in favor by roll call.

Next steps as to an Executive Director. Chair Gardner informed the board he visited with Liza Donabauer, who stated to him that DDA Human Resources would conduct another search for an Executive Director at no charge to the EDC, except for expenses. Donabauer provided a letter to the board and potential timeline (see attached). Berg reminded the board of the options given by Donabauer in her letter. Discussion was held on whether or not to use DDA for another search. Asmus stated it needs to be made clear to DDA that it needs to up its game with vetting applicants. Chair Gardner did inform Donabauer that there needs to be more transparency on DDA's process and that this board needs some involvement in knowing who all of the applicants are before DDA selects semi finalists. Davis stated the board needs to be careful in the selection process and not to rush it.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Doug Reese, to accept option 3 in Liza Donabauer's letter: "Renew the search process at a cost equal to DDA's expenses for re-advertisement," upon condition that at any time during the process the Kandiyohi County and City of Willmar Economic Development Commission Joint Powers Board can revisit options 1 and 2 given in Donabauer's letter. Roll call vote was taken with Corky Berg, Vicki Davis, Roger Imdieke and Doug Reese voting in favor and Julie Asmus and Steve Gardner voting against. MOTION CARRIED.

ADJOURNMENT—There being no other business, Chair Gardner adjourned the meeting at approximately 4:04 p.m.

NEXT MEETING—The annual meeting will be held at 11:30 a.m., Thursday, January 23, 2025 at the EDC office and via Zoom video conference.


Secretary

APPROVED: 1/23/2025:


Steve Gardner, Chairperson

December 10, 2024

Sent via email only

KCED Joint Powers Board
P.O. Box 1783
Willmar, MN 56201

Dear Chairman Gardner and Members of the Board,

I understand Patrick O'Rourke has left his position as Executive Director. I have been asked to share options for next steps as the Board moves forward.

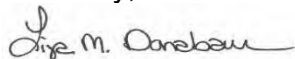
It is my intent to provide you the best advice for moving forward with this process. I therefore suggest the following options for consideration by the Board Members.

Options to consider on how to move forward:

- 1) Board to meet to determine whether to offer the Executive Director position to one of the other three finalists. This action may also include conducting a 2nd interview with selected finalists to assist the Board in its decision-making process.
- 2) Board to review semi-finalists from first search to determine whether to invite any interested candidates for a face-to-face interview. This action may also include conducting a 2nd interview with former finalists to assist the Board in its decision-making process.
- 3) Renew the search process at a cost equal to DDA's expenses for re-advertisement. Attached is a proposed search schedule for the Board's review.

I look forward to a virtual meeting to discuss these options in further detail and/or answer any questions the Board may have.

Sincerely,



Liza Donabauer
DDA Human Resources, Inc.

Att.: Proposed Search Schedule

TIMELINE FOR EDC EXECUTIVE DIRECTOR SEARCH

This timeline is tentative. The final timeline will be set after the Board's decision to proceed. The dates highlighted in yellow indicate require Board participation.

ITEM	TASK	COMPLETION DATE
Candidate recruitment	<ul style="list-style-type: none"> Post position immediately upon approval of profile Comprehensively advertise Email and phone calls to prospective candidates 	January 2, 2024- January 30, 2024
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	January 31, 2024
Personality Index	DDA will administer a work-related personality index to all semifinalists	February 16, 2024
Video interview	Each semifinalist will complete a video interview	February 16, 2024
Selection of finalists	<ul style="list-style-type: none"> Board selects finalists for interviews DDA will notify candidates not selected as finalists 	February 24, 2024 Special Meeting
Background check of all finalists	Includes: <ul style="list-style-type: none"> Criminal background: county, state, national Sex offender registry Social Security number verification Education verification Credit check 	March 10, 2024
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	March 10, 2024
Intellect profile	DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	March 10, 2024
Finalist packet	DDA will provide the Board information including: <ul style="list-style-type: none"> Summary of references Results of background checks Personality index reports Video interview Resumes, etc. 	March 11, 2024
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that Board interviews be at a special meeting	March 17, 2024 Special Meeting
Decision	Board will select candidate for offer	March 17, 2024
Offer and agreement	DDA will negotiate agreement with selected candidate	March 31, 2024
Projected start date	New Executive Director begins	April/May 2024