

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)
JOINT POWERS BOARD OF COMMISSIONERS SPECIAL MEETING
MINUTES
March 14, 2024
Community Room, Heritage Bank, N.A., Willmar and Via ZOOM Video Conference

Present: Julie Asmus (via Zoom), Corky Berg, Vicki Davis, Steve Gardner, Roger Imdieke and Doug Reese

Staff: Aaron Backman, Executive Director; Michelle Marotzke, Business Development Manager and Kelsey Olson, Marketing & Communications Specialist

Media: Jennifer Kotila, West Central Tribune

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

Chairperson Steve Gardner called the meeting to order at approximately 1:10 p.m. and declared a quorum was present.

Discussion was held on whether or not the office location options should be discussed at this meeting as it was not on the initial meeting notice. Delay until first week of April.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Corky Berg, to remove item 2, Office Location Options from the Agenda, and to hold a special meeting the first week of April. All present voted unanimously in favor by roll call.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Doug Reese, to approve the revised Agenda.
MOTION CARRIED.

Executive Director Search. The board received and reviewed responses to the Request for Proposal for an executive search firm from Baker Tilly, DDA Human Resources, Inc. and Next Move Group; and a Search Firm Matrix prepared by Backman (see attached). Backman spoke with the references for each firm and recommends that Next Group be removed from consideration.

IT WAS MOVED BY Roger Imdieke, SECONDED BY Vicki Davis, to remove Next Move Group from consideration. All present voted unanimously in favor by roll call.

[Imdieke was excused from the meeting.]

Backman provided information on Baker Tilly and DDA Human Resources, Inc. noting both firms have good references, both have worked in the Kandiyohi County area and both do video interviews with the semi finalists. Baker Tilly expects ten references for each of the finalists; its human resources markets are government and nonprofits. DDA Human Resources, Inc. is more focused on Minnesota; will focus more on the municipal side. Backman provided information on his conversations with the references for each firm. The lead for Baker Tilly would be Patricia Heminover and the lead for DDA Human Resources, Inc. is Liza Donabauer. Backman noted he liked that Next Move Group included a meal with the applicant. Board members provided information on previous interactions with both companies.

[Michelle Marotzke joined the meeting.]

Following discussion of both companies' proposals,

IT WAS MOVED BY Corky Berg, SECONDED BY Vicki Davis, to engage the services of DDA Human Resources, Inc. to assist with the search of a new Executive Director for the Kandiyohi County and City of Willmar Economic Development Commission and to add the cost of \$24,000 to the 2024 budget under Administrative Expenses/Professional Services for the search firm expense. All present voted unanimously in favor by roll call.

IT WAS MOVED BY Doug Reese, SECONDED BY Corky Berg, to approve payment of any travel expenses for any finalist, who requests reimbursement. All present voted unanimously in favor by roll call.

Backman noted the search firms have requested organizational charts for the EDC. The board reviewed the proposed organizational chart and the Administrative/Personnel chart (see attached). It was the consensus of the board that the charts are okay as presented and may be shared with the search firm. Berg noted there was a little discussion at the Joint Operations Board meeting about what happens if a new director is not hired before Backman's final day. Backman noted the chairs of both boards would be involved and when he is out of the office, the Business Development Manager is in charge of the office.

[Kotila was excused from the meeting.]

ADJOURNMENT—There being no other business, Chair Gardner adjourned the meeting at approximately 2:03 p.m.

NEXT MEETING—The next regular meeting is **11:30 a.m., Thursday, April 25, 2024** at the EDC office and via Zoom video conference.


Julie Asmus, Secretary

APPROVED: 4/25/2024:


Steve Gardner, Chairperson