

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION (EDC)  
DBA KANDIYOHI COUNTY ECONOMIC DEVELOPMENT (KCED)  
JOINT OPERATIONS BOARD OF DIRECTORS (OB)

**MINUTES**

May 9, 2024

Community Room, Heritage Bank, N.A., Willmar and Via ZOOM Video Conference

Present: Art Benson, Veronica Garcia, Jesse Gislason and Les Heitke (via Zoom)

Excused: Abdulcadir Gaal, Noah Hultgren and Mary Warszynski

Guest: Corky Berg, Joint Powers Board Liaison

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.

President Jesse Gislason called the meeting to order at approximately 11:02 a.m. and announced a quorum was present.

**AGENDA**—Added to the Agenda under Unfinished Business as item 1a was a furniture quote and under Reports, Childcare Program as item 3a was budget revision.

IT WAS MOVED BY Art Benson, SECONDED BY Veronica Garcia, to approve the revised Agenda and the following Consent Agenda.

**CONSENT AGENDA**

Approve: 1. Minutes of April 11, 2024  
2. Financial reports as of April 30, 2024

Accept: Committee/Subcommittee Minutes

1. Agriculture and Renewable Energy Development 3/21/2024  
2. Broadband and Advanced Technology 4/1/2024  
3. Marketing and Public Relations 3/25/2024

MOTION CARRIED.

**UNFINISHED BUSINESS**

**KCED Office Relocation Update.** Backman reported the plans (see attached) have been submitted to the city of Willmar for approval. Renovations will begin on or about June 3, 2024 so it is ready by mid-September, which would accommodate the next Elevate cohort. Backman indicated

Michelle Marotzke's husband may be able to move the office to the new location. Les Heitke suggested Willmar Public Works Department could assist with the move, if needed.

**Furniture Quote.** Backman reviewed with the board the Furniture Quote from Innovative Office Solutions (see attached). Backman and Marotzke believe the furniture related to the Elevate program can be reimbursed through a grant. Marotzke contacted the state to discuss the budget reallocation process for the Elevate program as this year the amount budgeted for administrative for rent was donated. Southwest Initiative Foundation (SWIF) has also been contacted as it has provided funds in the past. It will take approximately six weeks for the furniture to arrive once ordered, except the chairs are available now.

IT WAS MOVED BY Les Heitke, SECONDED BY Veronica Garcia, to approve the purchase of the furniture listed on the Furniture Quote from Innovative Office Solutions at an approximate cost of \$18,298.75. MOTION CARRIED.

**Executive Director Search Update.** Backman informed the board that Liza Donabauer of DDA Human Resources posted the position on April 19 and as of yesterday morning there were nine candidates who had submitted their resumes plus there are others who have indicated to Donabauer they are considering the position. Applications will close on May 19. DDA will select semi finalists the week of May 20, administer personality tests, hold a video interview and on June 10 the Joint Powers Board will hold a special meeting to select the candidates to interview. Backman noted he will not attend the special meeting on June 10.

**NEW BUSINESS**—There was no new business.

## REPORTS

**Economic Development Activity.** Backman reported Christopher Corbett was unable to attend today's meeting. The Willmar Planning Commission approved the annexation of approximately 6.6 acres of land for Vaxxinoa to add onto the west side of its building; a liquor license was approved for Rendezvous; a tax increment financing application was received for Trident Development for construction east of Walmart and south of the HRA for senior housing, 75 units for assisted living and some for memory care; approved conduit financing for Bethesda for its construction east of the current campus—dirt is being moved for Phase 1 for 120 independent living units; and a hearing for Cura will be held May 20 for the property north of the Taunton Stadium. Backman noted that with the current projects only half of the amount needed for senior housing will occur. Michelle Marotzke is working with a local transportation business that is interested in the Third Addition of Willmar Industrial Park; she is also connecting them with like businesses. Marotzke reported she has been meeting with the smaller communities in the county, introducing herself and offering the assistance of the KCED (see attached report). The Ag Committee requested she reach out to the AURI (Agricultural Utilization Research Institute) about holding one of its conferences in Willmar and it is interested. Marotzke also had a conversation with an international business that was interested in the Industrial Park, but it is locating to a nearby county. Willmar Rail Park, LLC that will use the rail spur is awaiting permission from BNSF to go ahead with construction.

**Elevate Community Business Academy.** Marotzke announced graduation for the Elevate program will be held May 17 for 4 Spanish students and 15-16 English students. Tickets are going fast as the students have a large number reserved. The ceremony will be held at the Auditorium of the MinnWest Technology Campus. Sarah Swedburg created podcasts as part of the state grant and she is working on developing business assistance services for graduates and is checking with Rising Tide Capital for any information it may have. Elevate has its own website; Olson will bring business cards with QR codes to the next board meeting. The new office in AppleTree Square will have a small space for graduates to use as a short-term incubator for a few months with a modest amount charged for rent to get them used to budgeting. Two businesses will be the maximum that can use that space at any one time. The space will include a locked file cabinet for their use. Development of the incubator and how it will be used still needs to be finalized.

**Child Care Economic Development Grant.** Marotzke spoke with SWIF about hosting an appreciation event for childcare providers this summer, possibly at The Land. Tomorrow is national Provider Appreciation Day. Marotzke announced that late Tuesday afternoon the KCED was awarded a \$500,000 Child Care Economic Development Grant for 2024-2025. The funds will be for Prairie Woods Environmental Learning Center to develop a preschool in the Westby Observatory, and the city of Atwater to develop a childcare facility in the former Kandi Works DAC building. The KCED will work on the documents needed to receive the grant. The two new programs will assist 60+ children. A press release cannot be done until the state announces the grant awards. With approval of this grant, the 2024 budget needs to be revised. The budget needs to be changed: Under income add \$500,000 new line for 2024; under BRE Childcare Initiative, add expense line items according to the state grant.

IT WAS MOVED BY Art Benson, seconded by Veronica Garcia, to approve adding \$500,000 under Income/Grants/MN Department of Employment & Economic Development/Child Care Grant and adding under Expenses for Business Retention and Expansion/Recruitment, Childcare Initiative the appropriate lines for state grant reporting. MOTION CARRIED.

Marotzke and Tanna Stucky are familiarizing themselves with the laws going through the state legislature. Some rules are related to safety and others appear to be excessive. Backman noted the House passed a law requiring prevailing wage for broadband projects using state grant funds, which is being addressed by the state lobbyist for the Association of Minnesota Counties. Senator Lang and Representative Baker are aware of the KCED's concerns relative to these proposed law changes. The state has federal funds coming, which could be a concern for the state as it could be in conflict with federal rules.

## **COMMITTEE REPORTS**

**Agriculture and Renewable Energy Development.** Marotzke spoke with Harold Stanislawski of AURI about holding a future event in Willmar, which he is in favor of doing. The Industrial Hemp Exploratory Subcommittee is meeting Monday.

**Broadband and Advanced Technology.** President Gislason reported at the last meeting the committee discussed the grants awarded in the county. Marotzke reported Vibrant Broadband is

submitting three applications in Round 10 of the state Border-to-Border Broadband Development Grant program. Marotzke has been in contact with Hometown Fiber relative to the Broadband Committee and discussed community outreach. Dave Sisser, who is on the KCED Broadband Committee also serves on the city's broadband committee. Federated Telephone Cooperative is completing its current project and will be moving to Lake Andrew Township later this year.

**Business Retention and Expansion/Recruitment.** Backman stated the committee will meet June 12 to discuss projects for 2024-2025.

**Finance.** Backman reported staff is working with a few projects that are not yet ready.

**Marketing and Public Relations.** Kelsey Olson reported the landing page for the new website has been approved. Each page will be approved as they are done. The project is moving along. The committee has approved some swag with the new KCED logo. A small batch of new business cards have been printed. The new logo and name is on the current website. Olson has been connecting with all townships to be featured on the new website. She would like to hold a marketing 101 meeting with township chairs and clerks. Olson reminded the board that she is collecting a profile of all committee and board members along with a photo for the website. Olson assisted with marketing the International Heritage Festival held in April. Plans have already started for next year and will coincide with the International Heritage Festival held at the Willmar Senior High School. Marotzke attended the Student Job Fair and Career Expo at the Willmar High School. Olson was instrumental in getting other area schools to participate in the job fair and SWIF assisting with transportation for those schools. Marotzke announced Ridgewater College had a career exploration event in which she participated. Olson and Beth Fischer of the Willmar Lakes Area Convention & Visitors Bureau (CVB) are assisting New London with its summer event. Kandi is Dandy Days will be holding a tractor pull for which Olson will assist. Olson is assisting with marketing the Elevate graduation. Manufacturing Week will be held in October. See Olson's written report for additional information.

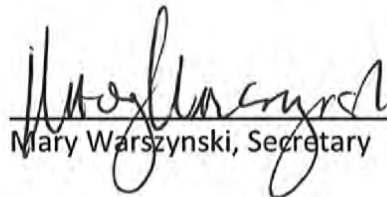
**Leisure Travel.** Olson stated the last meeting was held at Hawk Creek Country Club in Raymond. There are a lot of activities planned for this summer. Marotzke noted Sunburg Community Music is holding free workshops for all ages this summer. Sunburg will also be holding its annual Syttende Mai celebration May 19. May is bike month and the CVB is holding a photo contest; details are on the CVB website. Tourism week is May 19-25. Rebranding has also been done by Willmar Main Street and the Kandiyohi County Fair. The CVB is doing an inventory of the kiosks located around the county. Art Benson reported the Little Crow Ski Team is getting active for the season along with the Antique Car Run and other events. The Historical Society is doing a cemetery tour on May 25. Benson stated the CVB is looking for people to sign up and write a short note on what they did while visiting locations in the county. Glacial Ridge Curling continues to fund raise for a curling center; it is getting assistance to apply for grants and will set up a fund through the Willmar Area Community Foundation. Benson noted 15 schools want to come to Willmar for curling, as well as 4-H, FFA and church groups and many groups come from outside the county and 14 disabled individuals come for adaptive curling. The group was very busy this last winter. Corky Berg informed Benson that the funds from the former Kandi Works DAC were given by Kandiyohi County to the Willmar Area Community Foundation and could be applied for use by Glacial Ridge Curling.

## WHAT'S UP?

- Benson visited Heitke at Bethesda
- Berg has been busy around the county
- Backman noted the Partners in Ag Innovation Conference will be held June 18 and his retirement open house will be held June 25 at the Barn Theatre from 4-7 p.m.
- Marotzke participated in a field trip coordinated by Sara Carlson of the Willmar Area Community Foundation held for local business leaders, including the KCED, Mid-Minnesota Development Commission and Woodland Centers to look at options for the Kandi Works DAC funds; they toured a family resource center in Shakopee and a Community Outpost (COP House) in St. Cloud.
- Veronica Garcia announced Brunswick received a safety award for its Willmar location and a Cinco de Mayo celebration will be held May 18 from 11 a.m. to 7 p.m. at the Willmar Middle School.
- Olson will be celebrating her 40<sup>th</sup> birthday this weekend with an entry in the Sunburg Syttende Mai parade.

**ADJOURNMENT**—There being no other business, the meeting was adjourned at approximately 1:06 p.m.

**NEXT MEETING**—The next meeting is 11:00 a.m., Thursday, June 13, 2024 at the Community Room of Heritage Bank, Willmar.

  
\_\_\_\_\_  
Mary Warszynski, Secretary

APPROVED: 6/13/2024

  
\_\_\_\_\_  
Jesse Gislason, President

[illegible][illegible]

**NOTE:**  
1. ALL WORK DIMENSIONS INCLUDED FOR REFERENCE ONLY. ALL DIMENSIONS TO BE VERIFIED IN FIELD PRIOR TO PURCHASE.  
2. VERIFY WITH OWNER CABINET LAYOUTS AND REQUIREMENTS PRIOR TO PURCHASE.  
3. ALL BASE CABINETS 2'-0" DEEP U.O.

All design, documents and data prepared shall remain the property of TerWesche Construction Inc and shall not be copied, changed, or disclosed to any firm without written consent. TerWesche Construction Inc shall not be responsible for any alterations or revisions made by anyone other than employees of TerWesche Construction Inc.

© TerWesche Construction Inc

PROJ. NO: 24-03-050

DRAWN BY: Author

CHECKED BY: Checker

ISSUE SCHEDULE

NO.	DESCRIPTION	DATE
1 try		

REVISION SCHEDULE		
NO.	DESCRIPTION	DATE

EXISTING/DEMOLITION  
PLAN & NOTES/DIM  
PLAN

## A1.0

1601 HWY 12 E STE 2, WILLMAR MN 56201



## Furniture Quote from Innovative Office Solutions

5/8/2024

Quantity	Item	Cost per unit	Total cost	After 25% discount	Installation	Total
14	24 x 72 Cherry Top Tables	\$752.00	\$10,528.00	\$7,896.00	\$500.00	\$8,396.00
14	Chairs	\$279.00	\$3,906.00	N/A	N/A	\$3,906.00
1	Nancy's desk-sit/stand base	\$1,200.00	\$1,200.00	N/A	\$200.00	\$1,400.00
1	Michelle's office/desk & credenza	\$3,173.00	\$3,173.00	\$2,379.75	\$300.00	\$2,679.75
1	Tanna's office/panels	\$2,476.00	\$2,476.00	\$1,857.00	\$150.00	\$2,007.00
1	Kelsey's office set-up	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
					<b>Grand Total</b>	<b>\$18,438.75</b>



**IDEAL FOR CLASSROOM, MEETING** and institutional applications, these economical flip top tables provide flexibility and convenience at an outstanding price. Featuring a quick response lever and locking casters these tables are designed so they may be nested together for easy storage. Tops are available in a variety of finishes; bases available in black and silver. Not recommended for use with 30" deep tops.

Shown: PLT2448, PBF-48  
List \$650 each

### Classroom Tables



PBF-60 List \$475



PLT2472, PBF-72 List \$752

#### Laminate Tops

Model#	Description	List
PLT2448	24" x 48"	\$225
PLT2460	24" x 60"	\$236
PLT2472	24" x 72"	\$252

#### Bevel-Edge Laminate Tops

Model#	Description	List
PLBE2448	24" x 48"	\$266
PLBE2460	24" x 60"	\$288
PLBE2472	24" x 72"	\$313

#### Bevel-Edge Laminate Top



White

#### Bases with Modesty Panels

Model #	Description	List
PBF48	for use with 48" top	\$425
PBF60	for use with 60" top	\$475
PBF72	for use with 72" top	\$500

#### Available Top Finishes



#### Available Base Finishes



#### Ganging Hardware



PLTGC \$31  
Cannot be used with  
Bevel-Edge Tops





Classroom  
chairs

140/65  
Price  
\$269  
\$299

Sale  
#299

White Supplies last

Pace  
#7854

Retail #573



# Michelle's Desk

**CHERRY | CLASSIC LAMINATE SERIES**

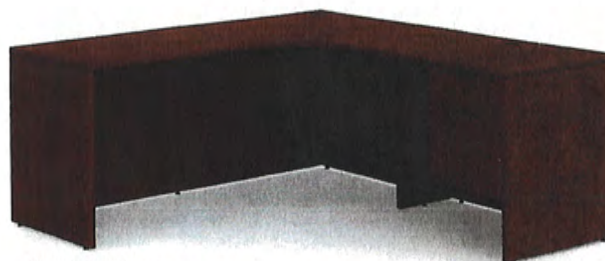
CASEGOODS



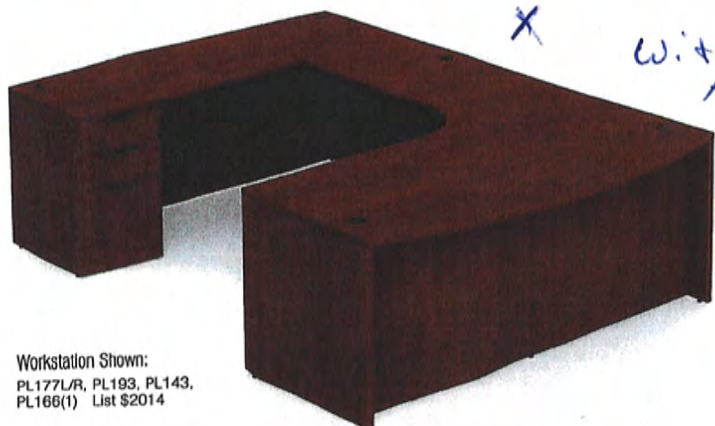
Workstation Shown: PL182L/R, PL192, PL166, PL144OH, PL44SGD List \$2078

**FOR MATCHING  
STORAGE &  
ACCESSORIES**  
SEE PAGES 15-17

Workstation Shown:  
PL177L/R, PL196, PL166  
List \$1655



Workstation Shown:  
PL182L/R, PL192, PL107  
List \$1184



Workstation Shown:  
PL177L/R, PL193, PL143,  
PL166(1) List \$2014

*X with  
Hutch*



Workstation Shown:  
PL103, PL107  
List \$790



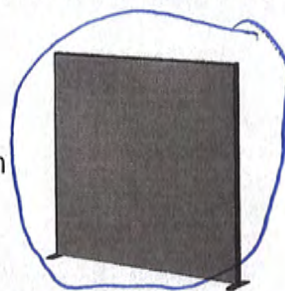
## SPACEMAX PANELS



**SPACEMAX IS AN AFFORDABLE,** heavy duty commercial grade panel system to be used as room dividers or in desk wrap applications. Easy to install, easy to reconfigure and a stylish contemporary design make SpaceMax a welcome addition to any office environment.

## FEATURES

- 2 1/4" thick Aluminum frame construction provides outstanding strength and durability
- Installation and reconfigurations are quick and easy with SpaceMax's EZLOCK connection system
- Stylish contemporary design
- Stocked in upgraded designer fabric



SpaceMax's 2 1/4" Aluminum frame provides outstanding strength and durability.



Installation and reconfigurations are easy with SpaceMax's EZLOCK connection system.



Featuring a stylish contemporary trim, SpaceMax is a welcome addition to any office environment.

## Upholstered Panels

Model #	Description	List
SP6624	24"W x 66"H	\$385
SP6630	30"W x 66"H	\$421
SP6636	36"W x 66"H	\$459
SP6642	42"W x 66"H	\$501
SP6648	48"W x 66"H	\$527
SP6660	60"W x 66"H	\$609
SP6672	72"W x 66"H	\$744
SP4224	24"W x 42"H	\$340
SP4230	30"W x 42"H	\$355
SP4236	36"W x 42"H	\$378

## Glazed VIEW-through Panels

Model #	Description	List
SPG6624	24"W x 66"H	\$452
SPG6630	30"W x 66"H	\$487
SPG6636	36"W x 66"H	\$536

## Accessories

Model #	Description	List
SP2-42	2 Way Corner Connector 42"	\$72
SP2-66	2 Way Corner Connector 66"	\$104
SP3-42	3 Way T Connector 42"	\$86
SP3-66	3 Way T Connector 66"	\$132
SP4-42	4 Way + Connector 42"	\$86
SP4-66	4 Way + Connector 66"	\$132
SPCAP-24	End Cap for Panel	\$18
SPCAP-42	End Cap for Panel	\$27
SPCAP-66	End Cap for Panel	\$38
SPPC-24	End Cap for Post	\$15
SPBASE	Support Foot (Sold Indiv.)	\$57
SPWM-42	Wall Mount Kit	\$68
SPWM-66	Wall Mount Kit	\$100





**TO:** Joint Operations Board

**FROM:** Michelle Marotzke, Business Development Manager

**DATE:** April 25, 2024 Board Meeting

#### **Economic Development Activity**

- I continue to connect people with resources and information about Willmar and Kandiyohi County, including local business connections with various developers.
- Housing has been a priority as I learn about and work with several developers for different types of housing in Kandiyohi County.
- I have been in touch with an organization to host a couple of conferences in Willmar and will connect them with CVB when I have more information.
- I have completed tours of Kandiyohi, Prinsburg, and Sunburg and learned a great deal about what those communities are doing and what their needs are. I will schedule visits with the remaining communities over the next few weeks.

#### **Elevate**

- I have met with Sarah Swedburg twice to review the Elevate program and the technical tasks that happen for the successful program. She is willing to extend the existing contract to September 30, 2024. This will help us as we navigate the Executive Director search and office relocation.
- The Riding Tide Capital Partner Meeting is October 9-11 in Richmond, VA, which I will plan to attend.
- We plan to graduate 4 Spanish students and 16 English students on May 17<sup>th</sup>. Please register by Thursday afternoon as space is very limited (which is a good thing!).

#### **Child Care Program**

- We learned last week that DHS released a draft of proposed regulation changes to Family-based and Center-based child care programs. It is not likely that these changes will be implemented in the 2024 session, but they are likely to be introduced in the 2025 session. We will discuss these proposals with attendees at the May 20<sup>th</sup> RCCIP/SSP meeting.
- We are working on recognition for Provider Appreciation Day.

#### **Ag and Renewable Energy**

- We are working on the 2025 budget.
- We are firming up speakers for the rest of the year, including Zach Rada, a farm business management instructor from MN West Community and Technical College in June.
- We hope to hear from Dun Agro, Brian Miller and Simply Shrimp in the coming months.
- The Industrial Hemp Subcommittee will meet on 5/13 at 9:00 a.m.

#### **Broadband**

- We are working on the 2025 budget.
- Round 10 of Minnesota's Border to Border grant closed on May 10<sup>th</sup>. There are three known projects being submitted on the east side of the county.

#### **Finance**

- We are working on the 2025 budget.
- I am working with a new business owner who may be looking for financing additional equipment. This is expected to be ready for June's Finance Committee meeting (May's has been cancelled).