



Upper Minnesota Valley  
**REGIONAL DEVELOPMENT COMMISSION**  
Helping Communities Prosper

323 W. Schlieman Ave. Appleton, MN 56208 320.289.1981 www.umvrdc.org

## **BOARD MEETING AGENDA**

**June 26, 2012**

**6:30 PM**

### **Introductions**

### **Approve Agenda/Additions**

#### **1. Consent Agenda Items**

- a. Approve Minutes from May 22, 2012
- b. Approve Treasurer's Report and List of Bills
- c. Clara City Contract Extension
- d. FY13 Levy Recommendation
- e. FY13 Statement of Indirect Costs
- f. FY13 Budget Recommendation
- g. GASB #54 Policy/Fund Balance Schedule Review
- h. FY13 BHAG Recommendation
- i. Meander Fiscal Agent and Grant Application

**NOTE:** All items listed under consent agenda will be enacted by one motion. There will be no separate discussion of these items unless desired by a Commission member. That item would then be removed from the consent agenda list and considered separately.

### **Citizen Comments**

**ROUND ROBIN:** Please share any recent actions, discussions or issues from your council or board

### **Staff Presentation – Introduction of Katie Kellner, new staff member that will be assisting with financial and grant management duties**

#### **2. Information Items**

- a. Planner Update

#### **3. Action Items**

- a. RLF Recap EDA Application Authorization and Match Commitment
- b. Nominating Committee

#### **4. Discussion Items**

- a. Hedgehog Grants
- b. Bus Tour

Next Meeting Date: July 24, 2012 Annual Meeting  
Adjourn

*UMVRDC Mission Statement*

*“Enable the region to thrive through assisting local governments.”*

## **RDC BOARD MINUTES**

Upper Minnesota Valley Regional Development Commission

Appleton Civic Center - Appleton, MN

May 22, 2012

Board Members Present: Bruce Swigerd, Brent Olson, Warren Rau, Harold Solem, Gary Johnson, Scott Peterson, Juanita Lauritsen, Brett Buer, Rusty Dimberg, Angela Doren, Mark Bourne, Gary Hendrickx, Heather Giese, Jeff Olson, Jim Schmaedeka, Mike Thein

Board Members Absent: Jim Dahlvang, Kathi Thymian

Staff Present: Dawn Hegland, Jacki Anderson, Jenifer Fadness, Kristi Fernholz, Lindsey Knutson, Arlene Tilbury and Jackie Sigdahl

Guests: Deb Larson, Prairie Five Community Action Council

### **Call to Order**

Vice Chairman Dimberg called the meeting to order at 6:30 p.m.

**Introductions** none.

### **Approve Agenda/Additions**

**M/S/P** – Mike Thein, Mark Bourne made motion to approve the agenda with the addition of 3e Granite Falls EDA Technical Assistance Contract; 3f Staffing; 3g Workforce Investment Act (WIA) Support Letter; 4d RLF Recapitalization and also to remove 2d Staffing Update.

#### **1. Consent Agenda Items**

- a. Approve Minutes of April 24, 2012
- b. Approve Treasurer's Report and List of Bills
- c. Public Interest Representative – EDA
- d. Milan Comprehensive Plan Update Contract
- e. Granite Falls EDA Application Contract

**M/S/P** – Gary Johnson, Juanita Lauritsen made motion to approve Consent Agenda Items as presented.

#### **Citizens Comments** –

Deb Larson with Prairie Five Community Action Council gave a presentation on the history of Prairie Five as well as all the different programs they offer, their locations and the number of people they serve in many of their programs. They have a 15 member board made up of five public, five private and five consumer individuals. They also have 132 employees and 1,362 volunteers. They have a \$7.6 million dollar budget. Some of their programs are income based and some are not.

Here are a few statistics from 2011:

- Prairie 5 Rides – 10 buses. 679,000 miles
- Child-care: 22 counties, 2300 childcare providers
- Headstart: 26 classrooms in 14 communities. 280 qualified students.
- Senior Nutrition: 35 sites in 29 communities. 145,720 meals; 2,918 seniors in Region 6W
- Fuel Assistance: 2,204 applications, 438 households as of June 30<sup>th</sup>
- Weatherization: consists of caulking, insulation, infiltration, doors. 20-25% cost savings after work is done. No money from Dept. of Energy this year.
- Housing: SCDP – commercial. MHFA housing in all counties but Swift County
- Food Shelf – Swift/Chippewa and Canby
- Selling Centers – clothing room in LQP, Swift, Big Stone and Yellow Medicine
- Transitional Housing – counseling & budgeting
- Shelter Program
- Tax Clinic – 147 families
- SNAP – Supplemental Nutritional Program
- A total of 8,893 families were helped by a Prairie Five service in 2011

#### **ROUND ROBIN DISCUSSION:**

- *Angela, Big Stone County Municipalities:* Demolition began today on the Sunrise Motel where Kaercher Publications will be going. Bonding for street & sewer project.
- *Gary Hendrickx, Swift County:* Working with Jim Mulder on hiring process for Recorder/Treasurer and Auditor positions. Looking for new assessor – former individual is not being reappointed but is being paid through end of year. The new county-based purchasing group consists of 12 counties may increase to 14. Currently interviewing for interim director.
- *Gary Johnson, Yellow Medicine County:* Reflectivity on signage needs to be done in all 21 counties. June 19<sup>th</sup> is the grand opening of the new Fagen Museum. Several openings exist on the area aging advisory council representing this 5 county region. The Hwy 212 detour is poorly marked. Meeting in Clarkfield held – looking for a new purpose for the school building.
- *Rusty, Big Stone County Townships:* County Engineer says reflectivity of signs & GPS of sign system needs to be done. All signs & culverts will be put onto maps.
- *Brett, Dawson/Boyd Schools:* School is done next week. One more teacher is retiring. SRTS will move forward in Dawson. MN Public Radio interviewed them for the RDC's regional recruitment project that more 30-40 year olds are moving back to the rural area.
- *Harold, LQP County:* AMC in Madison on June 1<sup>st</sup>. The 212 road construction is chaos. Teamed up with Lyon County for GPS. Heating & AC project going well.
- *Brent, Big Stone County:* Audit came back at \$33,000 under budget –this was added to reserves.
- *James, Chippewa County Townships:* Road maintenance being done by gravelling roads. Using recycled concrete for 8-10 miles – makes for a good road.
- *Kathi, Ortonville School:* Not present.
- *Warren, Swift County Townships:* passed.
- *Jim, Chippewa County:* Not present.
- *Bruce, Prairie Five CAC, Inc.:* passed

- *Mark, LQP County Townships:* passed.
- *Jeff, LQP County Municipalities:* City will be working on sewer upgrades for 30 blocks.
- *Heather, Swift County Municipalities:* City of Appleton going ahead with pool project.
- *Scott, YM County Municipalities:* Water treatment project coming along well and is under budget.
- *Juanita, Workforce Council:* Working on plans for mid-year for the State.
- *Mike, Chippewa Municipalities:* Natural gas is being plowed in. The drug store is re-opening. The hardware store is being purchased locally. The grocery store is for sale. The Care Center, through donations, is installing a walking path around the center. A gazebo has also been donated and is being put up. Renovations are being made to the pool by all volunteer help - \$25,000 was raised. Three union contract negotiations are completed and went well. Through the DNR Relief Grant, \$35,000 worth of trees will be used in town. Five lots have been sold for new housing.

**Staff presentation:** Arlene Tilbury

The presentation was made on the levy process. An explanation was given on the laws concerning the yearly maximum amount as well as how the net tax capacity is established for each county. Further explanation was given on the RDC's responsibility according to MN Statute. A detailed handout was given to everyone.

**2. Information Items**

- a. Planner Update Memo: no questions/comments
- b. SRTS Planning & Implementation Funding: All plans were approved
- c. DNR Parks & Trails Future Advisory Committee: no questions/comments
- d. Staffing Update: removed

**3. Action Items**

- a. RLF Advisory Board Recommendations from May meeting

**M/S/P** – Gary Hendrickx, Gary Johnson made motion for the board to approve a \$13,000 to C & L Powder Coat amortized over 10 years at 4.5% with a shared second position blanket UCC with the behind the bank and shared 1<sup>st</sup> position on real estate both shared positions with the Southwest Initiative Foundation.

- b. Swift County Hedgehog Grant Application

**M/S/P** – Gary Johnson, Brent Olson made motion to approve \$3,500 for the Hedgehog Grant Application from Swift County. Abstaining was Gary Hendrickx.

- c. Granite Falls Grant Writing Hedgehog Request

**M/S/P** – Angela Doren, Jeff Olson made motion to approve the Hedgehog Grant Application from Granite Falls for \$4,000. Abstaining was Scott Peterson.

- d. Milan Comprehensive Plan Update Hedgehog Request

**M/S/P** – Mike Thein, Scott Peterson made motion to approve the Hedgehog Grant Application from the City of Milan for \$4,850.

e. Granite Falls Survey Contract

**M/S/P** – Harold Solem, Jeff Olson made motion to authorize the Chairman’s and/or Executive Director’s signature on the contract with the Granite Falls EDA for technical assistance.

f. Staffing

**M/S/P** – Gary Hendrickx, Mark Bourne made motion to confirm the offer of employment for Katie Kellner- Accountant Position: Planner Level IV- Step 6.

g. Workforce Investment Act (WIA) Support Letter

**M/S/P** – Gary Johnson, Mike Thein made motion to authorize the Executive Director’s signature on the electronic support letter supplied by the National Association of Workforce Boards.

**4. Discussion Items**

a. BHAG Reports Discussion

Each group summarized their strategies for the upcoming year.

Marketing: Improve recognition of the UMRDC as well as the RLF program in our region.

Stewardship: Keep the Planner Update the way it is. Discussion made on time of BHAG meetings and RDC board meeting time. After some discussion it was decided to keep the times the same as they are now, but continue to emphasize the importance of everyone attending the BHAG meetings. Would like to see the Round Robin more useful for future connections and/or opportunities for the RDC to use for potential grants, etc...

Community Development: Strategies will be improved. CEDS survey & results will be made available. Training for communities on regional recruitment, tourism and census is an area that will be looked into.

There will be no BHAG committee meetings in June or July.

b. Annual Meeting Discussion

**M/S/P** – Mike Thein, Jeff Olson made motion to approve moving forward on the draft agenda for our annual bus tour in Swift County.

It was suggested to invite the local Benson EDA board. After a census was taken seven board members could attend the full day, three could show up around noon and the rest were unsure.

c. Hedgehog Fund Discussion

**M/S/P** - Gary Hendrickx, Mike Thein made motion to move forward and appoint a committee to meet with staff members and make recommendations by our July meeting. The committee will consist of Gary Johnson, Gary Hendrickx and Mike Thein.

d. RLF Recap

**M/S/P** – Mark Bourne, Jeff Olson made a motion of support in moving forward with the RLF Recapitalization Process in agreement that the next steps are to have staff meet with each of the county boards to request consideration of match funds and contribution to the grant writing costs. Opposing was Bruce Swigerd.

The meeting adjourned at approximately 8:30pm.

APPROVED BY:

PREPARED BY:

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Jim Dahlvang  
RDC Chairman

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Jackie Sigdahl  
RDC Administrative Assistant

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Arlene Tilbury  
Financial Officer

DATE: June 26, 2012

RE: Treasurer's Report – May, 2012  
May Check Listing

Attached is the treasurer's report for May 2012. On the bottom of the revenue report (page 2) I have added the current and year to date pass-thru revenue that is not included on the itemized revenue report. Pass-through items include things like payments to grants recipients; Meander and Tourism ads and special activities; Byway projects. At the end the disbursement report (page 3) are the agency balances for the following accounts: general checking, money market, revolving loan fund, agency auto and equipment fund. Also enclosed is the check listing that lists all checks cut for the month of May 2012.

**ACTION REQUESTED:**

For the Commission to approve the attached UMVRDC May 2012 Treasurer's Reports and also the May 2012 check listing (check #17012 through 17076) as presented.





	FY12				
	Budget	Expenses	YR-To-DT		
	Revision #2	May	July thru May		
<b>DISBURSEMENTS</b>					
Salaries/Fringe	508,000	44,518	462,522		91%
Data Acquisition	500		0		0%
Commissioner's Expense					
Per Diem/FICA	14,000	969	9,689		69%
Meeting Expense	3,000	444	1,931		64%
Public Officials Ins.	6,030		6,026		100%
Travel C&C	9,000	616	6,724		75%
Training	7,000		5,260		75%
Audit	12,000	135	11,571		96%
Hedge Hog Grants	20,000		0		0%
Computer Technical Assistance	16,000	273	5,903		37%
Contract for Services/Comm Dev	10,000	400	5,059		51%
Copy Charge/Xerox Lease	10,000	735	9,943		99%
Depreciation	11,000	921	9,296		85%
Dues	3,000		1,032		34%
Insurance	3,500		835		24%
Legal Fees	2,000		0		0%
Miscellaneous/Employee Morale	4,000		1,143		29%
Office Rent	12,210	1,017	12,200		100%
Postage	10,500	172	4,519		43%
Printing/Advertising	5,000	288	3,874		77%
RDC Marketing Items	2,000		308		15%
Registration/Training	13,000		2,821		22%
Repairs/Maintenance	2,000	120	1,539		77%
Software/GMS Maintenance-Updates	11,000	164	3,411		31%
Sub./Publications	2,000	8	1,004		50%
Supplies	7,000	427	4,757		68%
Telephone	7,500	275	6,455		86%
Travel/Staff	25,000	1,435	16,596		66%
Art Crawl	18,450	400	8,769		48%
Tourism Trade Shows/Ads	16,000	120	10,682		67%
	TO	770,690	53,438	613,867	80%
Revenue over (under) expense	949	(32,745)	(96,868)		
<b>Balances at 05-31-2012</b>					
General Checking	\$ 45,291.80				
Money Market	\$ 519,313.80				
Revolving Loan Fund	\$ 86,261.11				
Agency Auto	\$ 39,149.06				
Equipment Fund	\$ 21,637.04				
<b>UMVRDC Secretary/Treasurer</b>					
<b>UMVRDC Executive Director</b>					

## May 2012 CHECK LISTING

Check#	Check Date	Vendor Name	Check Amount	Description
15852	05/31/2012	Clemen Electric	-185.65	Lost Check
17012	05/03/2012	Arnolds's Construction	8,360.00	Appleton Commercial Rehab
17013	05/03/2012	CHIPPEWA COUNTY AUDITOR	476.37	Dental Insurance - May, 2012
17014	05/03/2012	CITY OF APPLETON	1,016.67	Office Rent - June, 2012
17015	05/03/2012	DAWN HEGLAND	75.00	May, 2012 Cell Phone
17016	05/03/2012	E&M Electric, LLP	4,717.00	Benson Owner Rehab
17017	05/03/2012	Federated Telephone	1,293.85	Spam Filter, Computer Technical Assistance, Gateway Security
17018	05/03/2012	Franz Allbert Richter	250.00	2012 Meander Brochure
17019	05/03/2012	Grants Management Systems, Inc.	125.00	Maintenance/Support
17020	05/03/2012	Grossman's Plumbing and Heating, Inc.	7,200.00	Benson Owner Rehab
17021	05/03/2012	Hawleys Inc.	9,837.00	Benson Owner Rehab
17022	05/03/2012	Headwaters Regional Development Commission	212.68	RDC Executive's Meeting
17023	05/03/2012	Mediacom LLC	199.93	Internet Charge 5-4-12 - 6-3-12
17024	05/03/2012	Healthsmart Benefit Solutions, Inc. - NCPERS MN - 954400	48.00	June, 2012 Life Insurance
17025	05/03/2012	Peg's Place	106.88	Meeting Expense
17026	05/03/2012	Richard Cook Carpentry	3,431.00	Benson Owner Rehab
17027	05/03/2012	Ruth Keller	60.00	Office Cleaning
17028	05/03/2012	SWIFT COUNTY HRA	3,650.00	Appleton Owner Rehab Admin
17029	05/03/2012	The Appleton Press	114.71	Supplies, Newsletter Paper & Tabbng
17030	05/07/2012	Appleton Oil Company	35.63	Agency Vehicle Maintenance
17031	05/07/2012	DONS FOOD PRIDE	44.63	Supplies, Meeting Expense
17032	05/07/2012	Kaercher Publications	63,973.10	Loan Closing
17033	05/07/2012	Wilcox Law Office PA	891.70	Loan Closing Fees - Kaercher Publications, Inc.
17034	05/07/2012	Xerox Corporation	810.16	Copy Charge
17035	05/17/2012	Advocate Tribune	10.40	Job Posting
17036	05/17/2012	Dana F. Cole & Company LLP	167.48	Review State Report, May 2012 Flex Fee
17037	05/17/2012	Douglas Anderson	41.07	RLF Board Meeting - 5-14-12
17038	05/17/2012	Goff Electric Inc.	196.00	Appleton Owner Rehab
17039	05/17/2012	KDIO	100.00	Advertising Meander
17040	05/17/2012	KENNETH KOENEN	33.30	RLF Board Meeting - 5-14-12
17041	05/17/2012	Louis Sherlin	57.72	RLF Board Meeting - 5-14-12
17042	05/17/2012	Michael Evenson Contracting, LLC.	12,150.00	Appleton Owner Rehab
17043	05/17/2012	Montevideo Publishing	10.65	Job Posting
17044	05/17/2012	PAUL MICHAELSON	150.00	Granite Falls Consultant
17045	05/17/2012	PRAIRIE FIVE CAC	1,855.92	Appleton Com. Rehab Admin - Local Share
17046	05/17/2012	SWIFT COUNTY HRA	4,500.00	Appleton Owner Rehab Admin - Local Share
17047	05/17/2012	Terry Overlander	23.31	RLF Board Meeting - 5-14-12
17048	05/17/2012	Walter W. Wulff	37.74	RLF Board Meeting 5-14-12
17049	05/22/2012	Buer, Brett T.	83.25	Commissioner's Payroll
17050	05/22/2012	Dahlvang, Jim	126.54	Commissioner's Payroll
17051	05/22/2012	Dimberg, Harold R	145.41	Commissioner's Payroll
17052	05/22/2012	Johnson, Gary L.	87.13	Commissioner's Payroll
17053	05/22/2012	Lauritsen, Juanita	47.17	Commissioner's Payroll
17054	05/22/2012	Olson, Brent	73.26	Commissioner's Payroll
17055	05/22/2012	Peterson, Scott	88.24	Commissioner's Payroll
17056	05/22/2012	Rau, Warren	123.21	Commissioner's Payroll
17057	05/22/2012	Solem, Harold	260.85	Commissioner's Payroll
17058	05/22/2012	Swigerd, Bruce	72.15	Commissioner's Payroll
17059	05/22/2012	Thein, Mike	94.91	Commissioner's Payroll
17060	05/22/2012	Thymian, Kathi	69.37	Commissioner's Payroll
17061	05/25/2012	C & L Powder Coating, LLC	12,099.10	Loan Closing
17062	05/25/2012	Chase Card Services	753.59	Staff Travel, Job Posting, Federal Express, Supplies
			32.40	USPS - Postage
			8.82	Staff Travel
			91.31	Postage, USPS Postage and Staff Travel
			284.69	Agency Auto
17063	05/25/2012	Employee Relations	18.00	Pre Employment Reports
17064	05/25/2012	Gateway Magazine	300.00	Meander Ads
17065	05/25/2012	Kevin Logan Consulting	120.00	Meander - Web Hosting
17066	05/25/2012	Subway	89.78	Meeting Expense
17067	05/25/2012	Swift County Monitor-News	35.00	Subscription
17068	05/25/2012	USABLE Life	36.50	Life Insurance - June 2012
17069	05/25/2012	WEST CENTRAL TRIBUNE	168.15	Subscription
17070	05/25/2012	Wilcox Law Office PA	770.90	Loan Closing Fees - C & L Powder Coating, LLC
17071	05/31/2012	Dana F. Cole & Company LLP	57.40	2012 Enrollment Fees
17072	05/31/2012	LINDSEY KNUTSON	240.00	Flex Reimbursement
17073	05/31/2012	Michael Evenson Contracting, LLC.	10,000.00	Appleton Owner Rehab
17074	05/31/2012	Ruth Keller	60.00	Office Cleaning
17075	05/31/2012	Scarcely Ltd. Inc.	2,350.00	Benson Owner Rehab
17076	05/31/2012	Upper MN River Watershed Dist.	103,905.49	Browns Valley Diversion Project
			258,769.87	Total May 2012
Brett Buer, UMVRDC Secretary/Treasurer				
Dawn Hegland, Executive Director				

Gray highlights are pass-thru expenses

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners  
FROM: Kristi Fernholz, Senior Planner  
DATE: June 26, 2012  
RE: Clara City Comprehensive Plan Contract Extension

The City of Clara City has contracted with the UMVRDC to complete a comprehensive Plan. In order to complete the original contract, the UMVRDC proposes a contract amendment to extend the contract from June 30, 2012 to October 15, 2012.

**ACTION REQUESTED**

Authorization of Chairman's and/or Executive Director's signature on the contract amendment with Clara City

KF

AMENDMENT TO FY11 - 19 CONTRACT  
CLARA CITY COMPREHENSIVE PLAN

Between  
The City of Clara City  
and  
Upper Minnesota Valley Regional Development Commission

**AMEND SECTION III. Contract Period**

- A. Services provided under the terms of this Contract will be extended from June 30, 2012 to October 15, 2012.

\_\_\_\_\_  
Executive Director  
Upper Minnesota Valley  
Regional Development Commission

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Authorized Representative's Title

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Arlene Tilbury, Financial Officer

DATE: June 26, 2012

RE: FY13 Levy Recommendations

Below is the levy breakout for the current fiscal year and also a proposed levy for FY13 which includes a three percent increase (the maximum we can increase per year as stated in MN Statute). For 2013, the levy has been estimated at \$272,267 which is an increase of \$7,930. The amount paid by each county is based on the county's share of the Region's net tax capacity. The state sends out a distribution percentage breakdown usually towards the end of July and at that time I will provide you with the actual breakout as well as certify that amount with each county auditor.

		<b>FY12 Allocation</b>	<b>FY13 Estimate</b>	<b>3% Proposed Increase</b>
		\$ 264,337	\$ 272,267	
Big Stone County	11.76%	31,086	32,018	
Chippewa County	23.29%	61,564	63,400	
Lac Qui Parle County	17.74%	46,893	48,313	
Swift County	23.62%	62,436	64,314	
Yellow Medicine County	23.59%	62,357	64,223	
<b>Total</b>	<b>100.00%</b>	<b>\$ 264,337</b>	<b>\$ 272,267</b>	<b>\$ 7,930</b>

Continued on the next page is a table that shows where the levy dollars are allocated.

FY13 Levy - 3% increase

**Proposed Levy Allocation**

**FY13**  
\$272,267

**FY12**  
\$ 264,337

**FY12**  
Expense  
Thru May

<b>Expense</b>	<b>Description</b>	<b>Cost</b>		
Commissioner's Expense	Per diem, travel, meeting costs, training, insurance	39,000	39,000	25,735
Salaries/Fringe/Indirect				-
	Staff un-billable hours/Planners	55,000	-	-
	Executive Director, Financial Officer, Admin Assistant	70,000	56,000	52,404
Direct Expense	Expenses not allowed in indirect pool, ie. Dues, some travel & ad's ect.	10,000	10,000	7,834
Staff Development & Training		8,000	13,500	1,096
Hedge Hog Grants		20,000	20,000	16,350
Match				-
EDA Planning Grant		64,628	64,628	64,628
Transportation		8,824	8,824	8,824
Prairie Waters		20,000	20,000	10,000
Byway Corridor Management		6,000	15,000	2,888
Potential Grant Match Reserve		15,000	16,720	960
Miscellaneous & Overrun		5,000	5,665	4,826
				-
Projected Total Levy Allocation		321,452	269,337	195,546

(49,185)

(5,000)

I only included \$266,000 in the budget as typically we do not receive all of the levy dollars certified due to unpaid taxes.

**ACTION REQUESTED:**

For the Commission to recommend the inclusion of a 3% levy increase (for a total of \$272,267) in the FY13 budget for the July 2012 UMVRDC public meeting.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners  
FROM: Arlene Tilbury, Financial Officer  
DATE: June 26, 2012  
RE: FY13 Statement of Indirect Costs & Direct Expenses

Attached for your review is our working draft of the FY13 statement of indirect costs and a worksheet showing the breakdown between direct and indirect expense. The RDC has used the indirect cost process as a fair and equitable way of distributing expenses across agency program areas. All costs that can be identified specifically to a program area are charged directly. Expenses that are not easily identifiable with a specific program are charged to the indirect cost pool. These expenses are shared among programs that benefit by dividing the total of expenses charged to the indirect pool by the number of direct hours to establish an hourly rate. For each hour charged to a program the hourly indirect rate is also charged to that program.

Staff will continue to refine these documents and will present the revised document at the July annual meeting for approval.

**ACTION REQUESTED**

To recommend the draft FY13 statement of indirect costs be presented at the annual RDC public meeting in July.

Enclosures

51.29%  
Release/Fringe Rate

**FY13 - JULY 1, 2012 THRU JUNE 30, 2013**

**STATEMENT OF INDIRECT COSTS**

		General		Marketing	Total
		Pool		Pool	Indirect
					Cost
Salaries	110,454		12,360		
Release Time/Fringe	56,653		6,340		
	-----	167,107		18,700	185,807
Audit		12,000		0	12,000
Copy/Xerox Lease		5,000		3,000	8,000
Depreciation		11,000		0	11,000
Insurance		850		0	850
Legal		500		0	500
Miscellaneous		1,200		0	1,200
Office Rent		12,210		0	12,210
Postage		3,300		500	3,800
Printing & Advertising		500		1,000	1,500
Registration/Training		2,500		500	3,000
Repairs/Maintenance		500		0	500
RDC Marketing Item		0		1,000	1,000
Computer Tech Assist		12,000		0	12,000
Software GMS/GIS/General		7,500		0	7,500
Subscription/Publications		1,000		0	1,000
Supplies		3,820		1,000	4,820
Telephone/Internet		2,000		0	2,000
Travel		2,000		500	2,500
Web Hosting/Maintenance		1,500			1,500
		-----			
<b>TOTAL</b>		<b>244,987</b>		<b>26,200</b>	<b>272,687</b>
		=====			



## FY13 Proposed Direct/Indirect Allocation

	TOTAL	DIRECT	06/18/12 INDIRECT
<b>DISBURSEMENTS</b>	352,848	230,034	122,814
Salaries	180,981	117,988	62,993
Fringe Benefits		0	0
Commissioner's Expense			
Per Diem	13,000	13,000	0
FICA	1,000	1,000	0
Public Officials Ins.	6,000	6,000	0
Meeting Expense	3,000	3,000	0
Travel C&C	9,000	9,000	0
Training	7,000	7,000	0
Art Crawl	28,500	28,500	0
Audit	13,000	1,000	12,000
Certificate of Indebtedness Loan	0	0	0
Computer Technical Assistance	12,000	0	12,000
Contract for Services/Comm Dev	1,500	1,500	0
Copy Charge/xerox lease	10,000	2,000	8,000
Depreciation	11,000	0	11,000
Dues	3,500	3,500	0
Insurance	850	0	850
Intern	8,000	8,000	0
Legal Fees	2,000	1,500	500
Miscellaneous/Employee Morale	4,000	2,800	1,200
Office Rent	12,210	0	12,210
Postage	6,000	2,200	3,800
Printing/Advertising	5,000	3,500	1,500
RDC Marketing Item	2,000	1,000	1,000
Registration/Training	15,000	12,000	3,000
Repairs/Maintenance	2,000	1,500	500
Software_GMS/GIS/General	8,000	500	7,500
Sub./Publications	2,000	1,000	1,000
Supplies	6,000	1,180	4,820
Telephone/Internet	2,500	500	2,000
Tourism Trade Shows/Ads/Byway	15,000	15,000	0
Travel/Staff	25,000	22,500	2,500
Web Hosting/Maintenance	1,500	0	1,500
<b>TOTAL</b>	<b>769,389</b>	<b>496,702</b>	<b>272,687</b>

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: June 26, 2012

RE: FY2013 Budget Recommendations

Attached is the Fiscal Year (FY) 2013 budget. It looks pretty good for the beginning of the year. The amounts that are bolded (under Contracts and Reserves, Technical Assistance Potential Contracts, Grant writing Potential Contracts and Grants Administration) totals \$86,000 and is the amount we do not have committed contracts to cover right now at the beginning of the year. This is normal for the RDC as we develop our contracts for projects throughout the year and rarely would start a year without a shortfall. We always start out by listing that we will add funds from the reserves to balance the shortfall and this amount gets reduced throughout the year as project contracts come in.

In FY 10 through 12 we had a very minimal beginning of the year shortfall because of the large hazard mitigation grants which helped fill that gap. Below is a little history on how our budget looked at the beginning of past years and how we ended up.

	<b>Beginning shortfall</b>	<b>Ending balance</b>
<b>FY 08</b>	-105,000	+12,991
<b>FY09</b>	-124,000	+21,281
<b>FY10</b>	-25,000	+81,065
<b>FY11</b>	-30,000	+166,744
<b>FY12</b>	-44,000	Still Open
<b>FY13</b>	-86,000	

Please note that the Hedgehog information is now listed at the bottom of the expense sheet and as Hedgehog grants are awarded they will be listed each month on the treasurer's report along with the available balance for the year.

Each year we prepare the draft budget and ask the RDC in June to recommend it for presentation at the public meeting as part of our RDC annual meeting in July. The RDC has the public meeting as part of the annual meeting and based on comments received (usually none) adopts it in July. It is not unusual that between now and July we might have an additional contract to add (reducing the shortfall) if that is the case staff will point that addition out either in June or July prior to the adoption process.

**ACTION REQUESTED:**

To approve using the attached draft FY 2013 UMVRDC budget for the public hearing at the July 24, 2012 RDC annual meeting.

DH

Enc

**UPPER MN VALLEY REGIONAL DEVELOPMENT COMMISSION**

**REVENUE & EXPENSE REPORT**

**FY12 - FY13 BUDGET COMPARISON**

		FY12	FY12	
		Budget	YR-To-DT	FY13
		Revision #2	July thru May	Draft
<b>REVENUES</b>				<b>Budget</b>
Agency Revenues				
Interest		4,000	4,389	4,800
Levy		257,000	120,399	266,000
Miscellaneous		1,000	540	1,000
Certificate of Indebtedness		-	-	-
Hedge Hog Grants		16,000	-	-
Dawson EDA Grant #2		4,000	-	-
Reserves for new Grants Admin Staff		7,000	-	-
Reserves & Potential Contracts		-	-	<b>62,000</b>
<b>Economic Development/EDA</b>				
EDA Planning Grant		64,628	64,628	64,628
University of MN Project		1,200	1,200	-
Revolving Loan Fund Admin		34,000	33,959	34,000
<b>4 County HM Updates</b>				
Hazard Mitigation		31,492	9,349	-
LqP Hazard Mitigation Update		6,060	3,060	-
<b>Technical Assistance</b>				
Technical Assistance Potential Contracts		3,000	-	-
Blandin Demo Community		5,000	4,681	-
Blandin Marketing		7,100	2,145	-
Blandin Extension		2,500	1,250	-
Blandin School Project		960	-	960
Clara City Comp Plan (FY11 HH 4,250)		14,750	13,135	-
Milan Web Updates		500	-	-
Graceville Web Updates			134	-
Forecast Public Arts Plan		2,000	1,500	-
Swift Co Emergency Operations Plan		1,000	809	-
Region 5 Marketing Items		1,500	-	-
Upper Sioux Energy Plan		9,453	10,000	-
MIRC Websites - Echo/Bellingham		4,000	4,505	-
Transit Coordination Update		5,800	4,543	<b>3,000</b>
Safe Routes for Schools		-	-	56,000
Swift Co Solid Waste (FY12 HH 3,500)		-	-	3,500
Milan Comp Plan Update (FY12 HH 4,850)		-	-	4,850
<b>Grant Writing</b>				
Granite Falls Byway Grant		2,000	2,000	-
Granite Falls DNR Trail		1,000	1,000	-
Dawson EDA Grant #2		4,000	4,000	-
Granite Falls SCDP		-	-	3,000
Ortonville SCDP		-	-	3,000
Granite Falls EDA App (FY12 HH 4,000)		-	-	4,000
RLF Application		-	-	5,000
<b>Grants Admin/Management</b>				
Browns Valley HUD Grant		25,000	7,893	-
Granite Falls Overall Admin		30,000	28,989	30,000
SCDP Grant Benson Short form		2,000	2,068	5,000
SCDP Grant Benson		11,256	12,920	-
SCDP Grant Appleton		20,000	12,078	9,526
SCDP Grant GF/Clarkfield		14,000	14,016	-
Dawson EDA Grant				<b>20,000</b>
Potential New Grant Admin		-	-	<b>1,000</b>
<b>Transportation/MN DOT</b>				
Planning Grant		50,000	45,000	50,000
<b>Prairie Waters</b>		65,690	49,177	69,690
<b>Byway Interpretation - Schmidt Foundation</b>		10,000	10,000	-
<b>Byway Corridor Management Plan</b>		20,000	-	24,000
<b>Art Crawl</b>		32,750	47,634	45,000
	<b>TOTAL</b>	<b>771,639</b>	<b>516,999</b>	<b>769,954</b>

		FY 12	FY 12		FY13
		Budget	YR-To-DT		Draft
		Revision #2	July thru May		Budget
<b>DISBURSEMENTS</b>					
<b>Salaries/Fringe</b>		508,000	462,522		533,829
Data Acquisition		500	-		-
<b>Commissioner's Expense</b>					
Per Diem/FICA		14,000	9,689		14,000
Meeting Expense		3,000	1,931		3,000
Public Officials Ins.		6,030	6,026		6,000
Travel C&C		9,000	6,724		9,000
Training		7,000	5,260		7,000
Audit		12,000	11,571		13,000
Computer Technical Assistance		16,000	5,903		12,000
Contract for Services/Comm. Dev		10,000	5,059		1,500
Copy Charge/Xerox Lease		10,000	9,943		10,000
Depreciation		11,000	9,296		11,000
Dues		3,000	1,032		3,500
Insurance		3,500	835		850
Intern		-	-		8,000
Legal Fees		2,000	-		2,000
Miscellaneous/Employee Morale		4,000	1,143		4,000
Office Rent		12,210	12,200		12,210
Postage		10,500	4,519		6,000
Printing/Advertising		5,000	3,874		5,000
RDC Marketing Items		2,000	308		2,000
Registration/Training		13,000	2,821		15,000
Repairs/Maintenance		2,000	1,539		2,000
Software/GMS Maintenance-Updates		11,000	3,411		8,000
Sub./Publications		2,000	1,004		2,000
Supplies		7,000	4,757		6,000
Telephone/Internet		7,500	6,455		2,500
Web Hosting/Maintenance		-	-		1,500
Travel/Staff		25,000	16,596		25,000
Art Crawl		18,450	8,769		28,500
Tourism Trade Shows/Ads		16,000	10,682		15,000
	<b>TOTAL</b>	<b>750,690</b>	<b>613,868</b>		<b>769,389</b>
<b>Revenue over (under) expense</b>		<b>20,949</b>	<b>(96,869)</b>		<b>565</b>
<b>Equipment Fund</b>			<b>Hedge Hog Fund</b>		
Anticipated FY12 Carryover		15,000			
FY13 Revenue		27,000	FY13 Revenue		20,000
FY13 Expense		(18,000)	Balance Available for FY13		20,000
Balance		24,000			
					<b>Proposed Increase</b>
<b>FY12 Levy Division</b>		<b>264,337</b>	<b>FY13 Estimated Levy Division</b>	<b>272,267</b>	<b>7,930</b>
Big Stone County	11.76%	31,086	Big Stone County	11.76%	32,018
Chippewa County	23.29%	61,564	Chippewa County	23.29%	63,400
Lac Qui Parle County	17.74%	46,893	Lac Qui Parle County	17.74%	48,313
Swift County	23.62%	62,436	Swift County	23.62%	64,314
Yellow Medicine County	23.59%	62,357	Yellow Medicine County	23.59%	64,223
Total	100.00%	\$ 264,337	Total	100.00%	\$ 272,267
					\$ 7,930

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Arlene Tilbury, Financial Officer

DATE: June 26, 2012

RE: Governmental Accounting Standards Board (GASB) 54 Policy Review:  
FY12 Fund Balance Schedule;

Last year the RDC adopted the Governmental Accounting Standards Board (GASB) GASB Statement #54 to establish a new fund balance classification system. This policy was added to the Accounting Policies & Procedures Manual. A requirement of GASB #54 is that the policy and fund balance schedule will be reviewed each year to ensure that there are sufficient unassigned general fund dollars. A copy of the policy is enclosed for your review. Also for your review is a copy of the FY12 Fund Balance Schedule.

At this time we do not see a need for any changes to the policy or the FY12 fund balance schedule.

ACTION REQUESTED:

- 1) For the Commission to approve the existing Governmental Accounting Standards Board (GASB 54) policy with no changes;
- 2) For the Commission to approve the current UMVRDC FY12 Fund Balance Schedule with no changes.

Enclosures

## GASB 54 Fund Designation

### PURPOSE

The purpose of this policy is to establish new fund balance classifications to allow for more useful fund balance reporting in compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB), to ensure the financial stability of the Upper Minnesota Valley Regional Development Commission (UMVRDC), and to provide a reserve enabling the UMVRDC to deal with unforeseen budget expenditures and revenue shortfalls.

### GENERAL STATEMENT OF POLICY

The policy of the UMVRDC is to classify its fund balances based on the nature of the particular net resources reported by the UMVRDC. Fund Balance categories will be identified according to the guidelines in Governmental Accounting Standards Board (GASB) Statement No. 54. Fund Balance categories will include Nonspendable, Restricted, Committed, Assigned and Unassigned.

### DEFINITIONS

- A. **Nonspendable Fund Balance** – represents amounts that are not in a spendable form - such as Inventory, Postage, Prepaid Expenses, Accrued Interest Receivable, Taxes Receivable, and Fixed Assets.
- B. **Restricted Fund Balance** – represents amounts that can be spent for only the specific purposes stipulated by constitution, external resource providers, or through enabling legislation- such as grants, pass-through funds etc. Restrictions may be changed or lifted only with the consent of the resource provider.
- C. **Committed Fund Balance** – represents amounts that can only be used for the specific purposes determined by the UMVRDC Board. It requires formal action by the UMVRDC Board to remove or change the constraints placed on these resources - such as amounts committed for vacation, unemployment claims, and the medical reimbursement plan.
- D. **Assigned Fund Balance** – represents amounts intended for a specific purpose. The UMVRDC may delegate the authority to assign amounts in this classification to the Executive Director and/or the Finance Director - such as between tax settlement.
- E. **Unassigned Fund Balance** – represents resources available to meet current and future years' expenditures - such as the general fund balance.

### ORDER OF RESOURCE USE

UMVRDC hereby establishes the following order for resource use: Restricted Fund Balance, Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance. Journal entries at the end of the fiscal year may be used to accomplish this.

### COMMITTING FUND BALANCE

A majority vote of the Commission is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

### ASSIGNING FUND BALANCE

UMVRDC Board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. Requested changes in assignments must be presented to the UMVRDC Board prior to any change in the designation of funds.

The Commission will endeavor to assign at least 25% of the UMVRDC's General Fund operating budget, excluding those accounts associated within the restricted category. Amounts reported as assigned should not result in a deficit in the unassigned fund balance.

Use of an existing fund balance to eliminate a budgetary deficit in the subsequent year's budget satisfies the criteria to be classified as an assignment of fund balance. The amount assigned cannot be greater than the budget deficit.

### REVIEW

Upon completion of the audit, Commission will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level to determine if further action is required.

<b>Upper MN Valley Regional Development Commission</b>	
<b>FY12</b>	
<b>FUND BALANCE DESIGNATION SCHEDULE</b>	
<b>07/26/2011</b>	
<b>Revised 10/25/2011</b>	
<b>07/26/2011 Schedule</b>	<b>10/25/2011 Revision</b>
<b>Non-Spendable</b>	<b>Non-Spendable</b>
Fixed Assets	
Inventory	Inventory
Prepays	Prepays
Interest Receivable	
Taxes Receivable	
Due from Governments	
<b>Restricted</b>	<b>Restricted</b>
Revolving Loan Fund - (for relending)	Revolving Loan Fund - (for relending)
Browns Valley Savings	Browns Valley Savings
Scenic Byway Savings	Scenic Byway Savings
Blandin Accounts	Blandin Accounts
Medical Reimbursement Allocation	
Flex Account	
<b>Committed</b>	<b>Committed</b>
* Sick Leave Designation	* Sick Leave Designation
** Vacation Designation	** Vacation Designation
Unemployment Designation (\$10,000)	Unemployment Designation (\$10,000)
	Medical Reimbursement Allocation
	Flex Account
<b>Assigned</b>	<b>Assigned</b>
Agency Auto Fund	Agency Auto Fund
Equipment Replacement Fund	Equipment Replacement Fund
Between Tax Settlements (\$100,000)	Between Tax Settlements (\$100,000)
<b>Unassigned</b>	<b>Unassigned</b>
Fund Balance	Fund Balance
Jim Dalvang	Dawn Hegland
UMVRDC Chairman - Date	UMVRDC Executive Director - Date
*	The sick leave fund will be adjusted at the end of the year by taking the applicable rate of the year end accrual listed in the year to date cost allocation report.
**	The annual leave fund will be adjusted at the end of the year by the amount listed in the year to date cost allocation report.



**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners  
FROM: Dawn Hegland, Executive Director  
DATE: June 26, 2012  
RE: FY2013 Goals (Work Plan)

Attached are the DRAFT 2013 Big Huge Audacious Goals (BHAGs). Committee members and staff met over the last few months to edit and make revisions prior to their adoption at the July annual meeting as the official FY13 UMRDC work plan.

**ACTION REQUESTED:**

Recommend the presentation of these goals, strategies and tactics as the official UMRDC work plan at the July 2012 annual meeting.

Community Development:	Be the premier agency for community development in Region 6W.					
<b>Base Camps:</b> 70% - 80% - 90% -	How do we measure these percentages? Is it our approval rating (i.e. percentage of LUGs that approve of our programs and services)?					
<b>Strategy A. Increase relationships with LUGs to better understand their needs and how we can assist them.</b>	<b>Tactics</b>	<b>Timeline</b>	<b>Measurement</b>	<b>Accomplishments</b>	<b>questions to committee</b>	
	1. Survey cities to find out what their short- and long-term project are, issues they are facing, what they are planning to do vs. what they want to-do, and how can the RDC better assist them.	Annually	Was the survey sent out? What were the response rates?			
	2. Follow up with survey results via phone, letter and in-person visits with cities	Annually	Was follow-up completed?			
	3. Through the CEDS process identify updated regional goals through a total of 5 county-wide meetings.	Fiscal Year	What are the update regional goals? Were meetings held in each county?			
	4. Communicate to LUGs the results of the county-wide meetings and how they can leverage the new CEDS goals and strategies to help themselves.	Fiscal Year As-needed	Were the letters sent out?			
	2. Continue to offer the "Smallest Cities" program for cities under 500 in population.	Fiscal Year As-needed	Was this requested from any of our smallest towns?			
<b>Strategy B. Target local units of government with opportunities that help accomplish their goals and provide opportunity for the RDC to secure enough contracts to balance the budget.</b>	<b>Tactics</b>	<b>Timeline</b>	<b>Measurement</b>	<b>Accomplishments</b>		
	1. Send out 12 grant/loan opportunities throughout the year from state, federal or local entities for communities to apply to (maybe one a month through the eblast)	Fiscal Year	How many opportunities were sent out?			
	2. Develop a comprehensive plan update proposal to be sent out to all cities/counties that have plans authored by the UMRDC.	Fiscal Year	Were the proposals sent out?			
	3. Develop 3 contracts for comprehensive planning services.	Fiscal Year	How many contracts were developed?			
	4. Provide a follow-up contact for additional services for every "plan" that the RDC completes during the fiscal year. Plans Completed:	Fiscal Year	Follow-up:			
<b>Strategy C. Provide a regional format for education.</b>	<b>Tactics</b>	<b>Timeline</b>	<b>Measurement</b>	<b>Accomplishments</b>		
	1. Host three trainings or workshops. Topics: CENSUS data, Transportation, Regional Recruitment, Chamber/Tourism Training	Fiscal Year	How much training occurred?		What types of training should the RDC consider?	
	2. Coordinate 3 ED Pro's Meetings	Fiscal Year	How many meetings were coordinated?			
<b>Strategy D. Continue to be a driver in developing regional programming, plans and platforms.</b>	<b>Tactics</b>	<b>Timeline</b>	<b>Measurement</b>	<b>Accomplishments</b>		
	Regional Trails Project	Fiscal Year	Was the regional plan completed?			
	Identify potential seed funding for the Regional Recruitment Initiative	Fiscal Year	Were seed funding opportunities identified? How many?			
	Identify funding sources and apply for funding to recapitalize the revolving loan fund.	Fiscal Year	How many sources of funding were identified and secured?			
	Expand regional art programming (more art-based projects, complimentary events, etc.)	Fiscal Year	How many events/projects?			
	Offer opportunities to increase regional tourism efforts through meetings, the RDC annual event and collaborative marketing.	Fiscal Year	How many new marketing opportunities have been created?			

**Base Camps:**

- 5-year: 70% of our LUGs
- 10-year: 80% of our LUGs
- 15-year: 90% of our LUGs

Strategy A.	Tactics	Timeline	Measurement	Accomplishments	
Continue to create marketing materials based on our brand/slogan, keeping them simple, professional and useful. Refine existing materials and digital marketing to meet our changing needs.  Marketing pieces we currently utilize: website annual report newsletter commissioner cards note pads & pens business cards brochure	1	RDC website:			
		Update staff page. Ideas: Include more than one photo; answer the question: What do you like to do when you're not working? Get input from committee on what they would like to see.	12 months	completed updates on staff page.	
		Update board page. Ideas include using map as background with each county's reps as call-outs on map. JF will talk with Vivid Image about this.	12 months	completed updates on board page.	
		Staff will review and update at least 3 sections of website in FY13.	12 months	3 sections updated	
		Make links and resources more user-friendly on our website. Idea: Create place for grants, best practices fresh ideas.	Ongoing	New section on website	
	2	Email blasts - Monthly planner update e-blast goes out after every RDC meeting;	Monthly	at least 12	
	3	Continue to create project profiles/case studies to use in packets and on RDC website.	Ongoing	at least 6 (every 2 months)	
	4	Highlight different commissioners & staff members in newsletter & on website.	Ongoing	4 newsletters + website	
	5	Send press releases, and include photos whenever possible:			
		- for every contracted project	Ongoing	# of contracts	
		- for grant writing, when \$ is awarded	Ongoing	# of grants	
		- for comp plans, when starting project	Ongoing	# of comp plans	
		- after Annual Board Meeting, along with RDC Board group photo	Aug 2012	1	
		Create boiler plate that includes board members from involved communities.	Aug 2012	Completed boiler plate.	
	6	Take more photos of the region, relevant events, and projects.	Ongoing	At least one photo per project	
		Make spreadsheet of photos needed and ask staff to take camera along when traveling in region.	12 months	New photos from at least 5 of our communities	
7	Give aways: Currently giving out notepads and pens. Research and price new give-away.	12 months	One each year		
8	Inventory and encourage cities and counties (& other identified partners such as EDAs & Chambers) to link to us on their websites.	March 2013	Updated inventory list		
Strategy B.	Tactics	Timeline	Measurement	Accomplishments	
Continue a distribution strategy with effective communication to our clients (LUGs) that is broad-based but with a focus on cities and counties. Continue outreach to townships, cities, counties, schools; and to a lesser degree, the general public.	1	Reach out to all 5 counties:			
		Send survey to county staff and follow up with phone call or emails.	12 months	5 surveys	
		Executive Director will visit each county board with updated information about the UMRDC.	12 months	5 board visits	
	2	Reach out to all 37 cities:			
		Send survey to all cities and follow up with phone call.	12 months	37 surveys	
		Visit at least 10 cities, as strategically identified by staff.	12 months	10 city visits	
	3	Reach out to townships:			
		Attend all 5 township association meetings.	12 months	5 meetings	
	4	Reach out to school districts in our region:			
		Send survey to schools and follow up with phone call or email.	12 months	10 surveys	
		Executive Director or other staff will meet with at least 3 school boards.	12 months	3 meetings	
	5	Reach out to tribal government and staff:			
		Send survey and follow up with phone call.	12 months	1 survey	
		Connect with tribal planner via email, phone calls, and personal meetings at least 3 times.	12 months	3 connections	
	6	Contact all newly elected officials. Send packet with annual report, current newsletter, and staff contact info.	January 2013	# of new elected officials	
	Strategy C.	Tactics	Timeline	Measurement	Accomplishments
Evaluate effectiveness of marketing campaign with goal of measuring 70% basecamp in 2013.	1	Complete a spreadsheet showing meaningful staff contact and meetings with each of our LUGs: 5 counties, 37 cities, 1 tribal govt., 10 school boards, 5 township assoc. annual meetings.	12 months	per LUG	
	2	Use the annual survey to ask specific questions to each of our LUGs about whether they know who we are and what we do. 5 counties, 37 cities, 1 tribal govt., 10 school boards	12 months	per LUG	
	3	Gather website statistics to evaluate the use of our website.	Ongoing	Compare with past months/years	

Board Stewardship: The RDC Commission will have 100% of the board members engaged in stewardship for the agency.					
Base Camps:					
5-year---- attendance? Participation? New project contacts identified and secured because of commission members?					
10-year					
15-year					
Strategy A.	Tactics	Timeline	Measurement	Accomplishments	Suggestions
Develop an orientation strategy for all newly appointed Commission members to make sure all commissioners have a sufficient level of knowledge and understanding of the Commission to enable them to be strong advocates of the RDC.	Update orientation manual annually. Include a 1 page executive summary, revised acronym list.	Annually	Orientation manual will be updated with new board policies.		
	Executive Director will meet with all <b>NEW</b> Commission members to review orientation packet. Have new members sit in on RDC meetings for a few months before doing the orientation.	As needed	The Exec. Dir. met with all new board members. Have an exisiting board members there to share perspective.		Need to meet with Mike, Angela, Heather, James, Kathi Should staff go meet with new board members on their own turf?
	RDC staff take turns with 5-minute staff report at the board meeting	Monthly	Staff reports will be included at every meeting		Comments?
	Annually discuss special interest group board positions and reappoint members and or solicit new members. Current positions include: Prairie 5, Workforce Council, EDA.	April/May 2010	A decision will be made by the board on whether to change or add any new public interest reps.		Small Business Development Center, Countryside Public Health, , Soil & Water Districts
	Provide orientation summary with full board each year and ask them to renew their board member commitment form.	December	Orientation summary will be provided and all members will renew their board member commitment form.		in February after new board members join
Strategy B.	Tactics	Timeline	Measurement	Accomplishments	Suggestions
To create a agenda that fully involves commissioners in policy setting and decisions and allows for the monitoring of BHAGs.	Set BHAG committees and meet prior to Commission meetings. BHAG committee meetings will rotate. Members will have 2- year terms- every 2 years1/2 of each BHAG committee rotates.	Every 2 years July 2010, 2012	BHAG committees met 3-5 times per year.		Any suggestions on the rotation?
	Commission members will report their committee discussion at RDC meetings. Staff will ask for a volunteer committee member to report.	Monthly	Board members will report to full board at each meeting.		At the beginning of each mtg designate notetaker, at the end the notetaker should summarize comments to report out.
	Continue to implement the round robin at Commission meetings.	Monthly			Any changes?
	Have presentations under the discussion portion of the agenda. This could include speakers from communities, organizations or agencies. Staff will discuss and identify potential speakers at monthly planner meetings.	As determined by staff	At least 4 presentations will be made.		SBDC, WFC/PIC, Regional Recruitment, MIRC, Businesses the RLF funded, DEED, USDA, Prairie Five, Community Corrections, Woodland Centers, Customized Training, Countryside, MnWest
	Continue to utilize the Planner Update to inform and educate board members about the services and projects of the UMVRDC. Summarize topics better. Work with staff to determine what should be an info memo vs the planner update.	Monthly	Planner update will be included each month.Provide an email version for sharing.		What can we do to make this better and more useful? Help critique qhat you qant and dpont want to see on the update.
	Monitor attendance of board members per bylaws. Ask Chair and other board members to inquire about and encourage attendance	Monthly	Members will talk to those members absent from 3 meetings. Hand out attendance sheet at each meeting.		Comments? What if they do not attend BHAG mtgs? What is a time for BHAGs that can get the most attendance?
	Ask Commission members to share planner update with their boards/councils and share with others: city, county, school, EDA, P5 staff, ounty/city staff	Monthly	Add a question on survey to see if members are reading, sharing or have suggestions for the planner update. Provide an email version for sharing.		How can we make this easier? How many do this? Should we change anything?
Strategy C.	Tactics	Timeline	Measurement	Accomplishments	Suggestions
Create a process for ongoing leadership training and assessment of Board functioning.	Implement an annual board retreat. Alternate between board leadership training and agency strategic planning	Annually	At least one board training or retreat will be held annually.		Any new ideas?
	Survey Commission members about board meetings. Review results with Chair.	Monthly			What should we be asking?
Strategy D.	Tactics	Timeline	Measurement	Accomplishments	Suggestions
Board members should identify opportunities for the RDC to work with projects in the region.	Suggestions for potential work will be shared at the round robin or directly with staff throughout the month.	Monthly	Ideas will be shared each month for staff to follow up on.		Staff have voiced a need for board members to think about ideas & opportunities for staff to followup on. Ask Chairman to remind board
	Each year prior to RDC visit with county board, have county rep work with RDC staff to develop summary of what the RDC has been up to to report out at the meeting				
	RDC rep should attend 2 city meetings in their county each year with RDC staff				

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners  
FROM: Kristi Fernholz, Tourism Planner  
DATE: June 26, 2012  
RE: Meander Fiscal Agent and Grant Application

The UMRDC has been involved in coordinating the Meander Art Crawl since 2004. Since the Meander is not a formal organization, a fiscal agent is needed to procure grant funds. A signature is needed on the grant application as well as a fiscal agent agreement.

**ACTION REQUESTED:**

Authorization of the executive director's signature on the grant application to SMAHC and the fiscal agent agreement between the UMRDC and Meander 2013

kf

Enclosure

**FISCAL AGENT AGREEMENT**

We UMVRDC hereby agree to  
(fiscal agent organization)

serve as fiscal agent for Meander 2013  
(name of organization)

to receive funds for Meander, The Upper MN River Art Crawl.  
(name of project)

Before agreeing to act as fiscal agent for any group, the following conditions must be met by the group:

1. The group must be a legitimate organization.
2. The group must draw up a specific proposal for the project and be reasonably sure of its feasibility.
3. The group must agree that this is a one time agreement and understand that UMVRDC will act as Fiscal Agent for ONLY this project.

As fiscal agent, we agree to serve as a receptacle for funds to be channeled to the UMVRDC for expenses as outlined in the grant budget. The group receiving the funds shall be responsible for spending the funds as budgeted, providing documentation for all expenses, and shall notify SMAHC and the fiscal agent UMVRDC if any changes are to be made in the budget.

\_\_\_\_\_  
Organizational Official, Title Date

\_\_\_\_\_  
Fiscal Agent, Title Date

Other conditions:

**INFORMATION MEMO**

TO: UMRDC Commissioners

FROM: Dawn Hegland, Jacki Anderson, Kristi Fernholz, Barb Jordahl,  
Arlene Tilbury, Jenifer Fadness & Lindsey Knutson

DATE: June 26, 2012

RE: Planner Update

In an effort to update the Commission on projects, staff has prepared the following brief summary of current projects.

**Hedgehog Update – Projects approved to-date:**

- \$4,000 for Dawson EDA Grant (\$8,000)
  - \$4,000 Granite Falls EDA Grant (\$8,000)
  - \$3,500 Swift County Solid Waste Plan (\$7,000)
  - \$4,850 Milan Comp Plan (\$9,700)
- Hedgehog Funds Available for FY12: \$3,650

**Meander – Kristi, Jenifer**

The 2012 Meander brochures are done! Make sure you take a bunch home with you help us distribute and spread the word!

**Revolving Loan Fund – Jacki**

Recently approved loans include: C&L Powder Coating in Echo & Merritt Construction in Canby. Approximately \$75,000 remains available for lending, if you know of someone interested in starting or expanding a business please have them contact the UMRDC for more information on how RLF funds can assist them.

**Regional Recruitment web portal – Jenifer, Dawn, Jacki**

Staff is working with Vivid Image to create a web portal for Regional Recruitment. We are reviewing a first draft. The Regional Recruitment Team will be meeting on 6/27 to view the site and make final recommendations before the site goes live.

**EDA RLF Recapitalization Application – Jacki**

Since receiving support and financial commitments from all five counties to move forward on an EDA RLF recapitalization staff will be working on the application over the next several weeks with hopes of July submission for EDA consideration.

**City of Dawson EDA Application – Jacki**

The City is working with the Army Core of Engineers (ACOE) on some potential wetland issues regarding this proposed industrial park development. EDA has provided positive feedback on the application and proposed project. An official decision cannot be made by EDA until the City and ACOE work through the wetland issues. EDA has requested a conclusion on whether or not the project can move forward by the end of June.

### **Granite Falls EDA Application – Jacki**

The City is waiting for some feasibility and engineering information needed before we can move forward on the EDA application. Engineering is anticipated to be complete by the end of June.

### **Department of Commerce EDA Planning Grant – Jacki**

EDA has requested some additional documents that have been provided to continue processing our planning grant request for FY13 – FY15 for \$193,844 for the UMRDC's economic development and revolving loan fund program.

EDA representative Dennis Foldenauer conference called with Dawn, Jacki, Jim Dahlvang and Gary Hendrickx on June 12<sup>th</sup> to review the RDC's partnership with EDA and economic development activities. EDA will provide feedback from our review which we will share with the board. The feedback from EDA will help the UMRDC improve our EDA planning through our Comprehensive Economic Development Strategy and project applications for funding.

### **Prairie Waters Regional Tourism – Jenifer, Kristi**

The Prairie Waters Annual Gathering will be held on Wednesday, July 25 from 5:00 – 6:30 p.m. at the OHV Park near Appleton. There will be 4x4 demonstrations, a short history of the park, free food and door prizes. Please join us – everyone is welcome!

### **Granite Falls DEED Small Cities Development Program Application – Kristi, Jacki**

Staff is waiting to move forward on this grant application for commercial and housing rehabilitation until more information from the Department of Employment & Economic Development can be provided on the application process. Staff has been told by DEED that the current application will be “overhauled”, staff will attend a meeting on June 26<sup>th</sup> to gather more information and establish a new timeframe for the project.

### **Energy Forum – Jacki, Dawn**

The Energy Forum was held on Wednesday, May 23<sup>rd</sup> covering topics from funding energy efficiency projects to sustainable building practices and example projects from around the state. Several communities attended while the majority of participants were from regional agencies and organizations.

### **Minnesota Intelligent Rural Communities (MIRC) Final Project Review – Dawn, Jacki**

A final presentation from each of the MIRC projects was held on June 15<sup>th</sup>. The presentations were fabulous with many successes revealed and a few failures that taught us some important lessons. Information about each of the MIRC projects can be found on the UMRDC's website at: <http://umvrdc.org/what-we-do/programs/minnesota-intelligent-rural-communities/>

### **Swift County Solid Waste Plan - Kristi**

Kristi met with Scott Collins and Arlene Vee to start the Swift County Solid Waste Plan.

### **Clara City Comprehensive Plan - Kristi, Lindsey**

A draft version of the Clara City Comp Plan was reviewed by the Planning Commission at the beginning of June. Changes will be made and a final draft will be available for their approval in July. We are also planning a public hearing with an open house to encourage the citizens to review the plan.

### **Minnesota River Valley National Scenic Byway – Kristi**

Press releases for the geocaching project were distributed and the program began on June 9th. Check our website [www.mnrivervalley.com](http://www.mnrivervalley.com) for details.



## **Meetings and Conferences**

6/12	Swift County - Scott Collins	Kristi
6/14	Maynard, Clara City	Kristi
6/14	Scenic Byway	Kristi
6/15	MIRC Project Review	Jacki/Dawn
6/20	StrengthsFinder– Fergus Falls	All Staff
6/26	Swift County - Scott Collins	Kristi
6/26	DEED SCDP Meeting	Jacki/Katie
6/27	Regional Recruitment	Dawn/Jacki/Jenifer

**INFORMATIONAL ONLY- No Action requested**

**DISCUSSION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Jacki Anderson, Senior Planner

DATE: June 26, 2012

RE: RLF Recapitalization

You may have heard...all five counties unanimously approved their support and financial commitment for the grant writing and matching funds for an EDA recapitalization application. This is great news just knowing the support is out there. The proposed project includes:

<b>County</b>	<b>\$100,000 Match</b>	<b>% of Pop.2010</b>	<b>% of Pop.2000</b>
Big Stone	\$11,660	11.66%	12%
Chippewa	\$27,530	27.53%	26%
Lac qui Parle	\$16,060	16.06%	16%
Swift	\$21,650	21.65%	24%
Yellow Medicine	\$23,100	23.10%	22%
<b>Regional Match</b>	<b>\$100,000</b>	<b>100%</b>	<b>100%</b>
<b>EDA Request</b>	<b>\$400,000</b>		
<b>Total Recap</b>	<b>\$500,000</b>		

Staff will begin working on the application immediately. As part of the application process EDA needs a resolution from the applicant committing the match funds. Please find the resolution attached to this memo.

EDA also requires an updated RLF Plan. Staff will work with EDA staff to update the plan and will present a draft to the Loan Advisory Board July 9<sup>th</sup>. The draft plan would be submitted to EDA with the application and any changes would be communicated to the Loan Advisory Board via email and brought to the UMRDC for final action to approve the RLF Plan on July 24<sup>th</sup> at the annual meeting.

**ACTION REQUESTED:**

Authorize the Chairman and Executive Director's signature on the EDA resolution that authorizes the submission of an RLF recapitalization application and commits the \$100,000 match for 20% of the project.

**UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION**  
**EDA APPLICATION RESOLUTION**  
Submission of UMRVDC RLF Recap 2012 Application

**WHEREAS**, the Upper Minnesota Valley Regional Development Commission, herein referred to as UMRVDC authorizes the submission of a Revolving Loan Fund Recapitalization grant application to the Department of Commerce's Economic Development Administration herein referred to as EDA;

**WHEREAS**, the UMRVDC region experienced natural disasters in the spring of 2011 causing economic discomfort to areas of the UMRVDC region negatively impacting the region's economic environment;

**WHEREAS**, the magnitude of these natural disasters experienced were documented by a Presidential Disaster Declaration declaring all five of the region's counties of Big Stone, Chippewa, Lac qui Parle, Swift & Yellow Medicine Counties eligible for financial assistance;

**WHEREAS**, the UMRVDC supports a revolving loan fund recapitalization application for financial assistance to provide economic resilience for areas and industries impacted by natural disasters;

**WHEREAS**, the proposed project will add five hundred thousand dollars (\$500,000) to the UMRVDC's regional revolving loan fund with four hundred thousand being requested from EDA and one hundred thousand (\$100,000) being provided in local match;

**WHEREAS**, the UMRVDC appoints Executive Director Dawn Hegland as the Authorized Representative;

**WHEREAS**, the UMRVDC authorizes Authorized Representative Dawn Hegland to sign all application materials electronic or hard copy;

**WHEREAS**, the UMRVDC authorizes Authorized Representative Dawn Hegland to accept any award related to this project that EDA may offer;

**WHEREAS**, the UMRVDC will commit local financing of up to 20% of the total project cost in an amount not to exceed one hundred thousand dollars (\$100,000) provided from the counties of Big Stone, Chippewa, Lac qui Parle, Swift and Yellow Medicine; and

**WHEREAS**, the 20% up to \$100,000 in match is committed, segregated and restricted for the sole purpose of serving as the local share for the EDA project;

**THEREFORE, BE IT RESOLVED**, the UMRVDC authorizes the submission of a revolving loan fund recapitalization application, appoints Executive Director Dawn Hegland as the Authorized Representative in all matters related to the application, specifically to sign the application materials and accept on behalf of the UMRVDC any EDA award that may be offered, and acknowledges the UMRVDC's commitment of twenty percent (20%) up to one hundred thousand dollars (\$100,000) of local match for the project.

\_\_\_\_\_  
JIM DAHLVANG  
CHAIRMAN, UMRVDC

\_\_\_\_\_  
DATE

ATTEST:

\_\_\_\_\_  
DAWN E. HEGLAND  
EXECUTIVE DIRECTOR

\_\_\_\_\_  
DATE

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners  
FROM: Jim Dahlvang, UMRDC Chairman  
DATE: June 26, 2012  
RE: Nominating Committee

Each year the chair needs to appoint a nominating committee which has the responsibility of nominating someone to serve as chair of the UMRDC. In light of my absence at the June meeting I have appointed the following committee in advance of the meeting: Juanita, Harold, Gary Johnson.

Your committee may wish to reference the attached excerpt from the UMRDC Bylaws.

In addition Dawn has asked that the elected officials from each county caucus to nominate a member and alternate for the Board of Directors at the June meeting. From this slate of Board of Director nominees a Vice Chairperson and Secretary/Treasurer be elected at the annual meeting.

Current Officers/Board of Directors:

CHAIRPERSON

Jim Dahlvang – Chairperson FY 2011, 2012  
Secretary/Treasurer FY 2008, 2009 Vice Chairperson FY2010

VICE - CHAIRPERSON

Rusty Dimberg – FY 2012

SECRETARY/TREASURER

Brett Buer – FY2011, 2012

Big Stone County:

Rusty Dimberg– FY 2009, 2010, 2011, 2012  
Brent Olson - Alternate

Chippewa County:

Mike Thein  
Jim Schmaedeka - Alternate

Lac qui Parle County:

Brett Buer – FY2011, 2012

Harold Solem – Alternate

Swift County:

Gary Hendrickx

Heather Giese – Alternate

Yellow Medicine County:

Scott Peterson

VACANT

Chairperson and board members may serve four (4) consecutive years - see Bylaws, Article V, Section 3 (effective June, 1987)

**ACTION REQUESTED:**

To caucus and develop a list of nominations for the FY 2013 Board of Directors.

## ARTICLE V: BOARD OF DIRECTORS

Section 1. General Powers and Duties: The business and affairs of the Commission shall be managed and governed by the Board of Directors whose actions and policies are subject to the approval of the Commission. The Board of Directors is authorized to act for the Commission, provided such action shall in no manner be contrary to the provisions of Minnesota Statutes or go beyond the scope of authority granted to the Board by these Bylaws. Actions undertaken by the Board of Directors on behalf of the Commission must be approved by a 2/3 vote of the quorum of Board of Directors. The Board of Directors shall report its actions on all matters to the Commission at the next meeting of the Commission.

The Board of Directors shall function as the Budget and Personnel Committee for the UMRDC and be empowered to meet on an emergency basis to handle issues that need immediate attention.

The duties and responsibilities of the Board of Directors may be modified from time to time by the Commission.

Section 2. Membership: The Board of Directors of the Commission shall consist of one commissioner from each county, plus the chairperson of the Commission. The regional commissioners from each county shall nominate a commissioner to serve on the Board of Directors. Commissioners representing public interest groups may not serve on the Board of Directors.

Section 3. Term of Office: The term for a member of the Board of Directors shall be for one year. A commissioner shall be elected to the Board of Directors at the July meeting and may be selected to succeed himself/herself. In no instance shall a commissioner be selected to serve more than four consecutive one-year terms. If it is determined by the entire Commission that a member of the Board of Directors is not fulfilling his/her responsibilities, the entire Commission by majority vote may remove said commissioner from the Board of Directors.

Section 4. Vacancies: Vacancies on the Board of Directors shall be filled by the Commission in the same manner as commissioners are elected to the Board of Directors. If a commissioner on the Board of Directors was not re-elected to his/her local elected office, a vacancy would occur.

Section 5. Meetings: Meetings of the Board of Directors shall take place at such time, and place as deemed necessary by the Board of Directors. Notice of Board meetings shall be posted and sent to Commission members and those persons filing a written request for notification, at least three (3) days prior to the meeting. Notice of emergency meetings shall be posted with an attempt made to contact by phone, Commission members and those persons filing a written request for notification of special meetings.

Section 6. Quorum: A quorum of all meetings of the Board of Directors shall consist of

a majority of the Board of Directors.

Section 7. Salary: No salary shall be paid to directors for their service; provided, however, that a director may receive a per diem as allowed by law and expenses for each meeting of the Board of Directors attended. The payment of the per diem and allowable expenses shall be made according to a schedule established by the Commission.

Section 8. Minutes: The minutes of each Board of Director's meeting shall be prepared and distributed to all members of the Commission.

Section 9. Alternate: The commissioners from each county may nominate commissioners from their county to serve as first and second alternates for their Board of Director's representative. If a member of the Board of Directors is unable to attend a meeting due to circumstances beyond control, he/she may request his/her alternate to serve for him/her during that meeting. During that meeting, the alternate may serve as a member of the Board of Directors and have all the authority granted to the same.

## **ARTICLE VI: OFFICERS**

Section 1. Number of Officers: The officers of the Commission shall be a chairperson, a vice-chairperson, and a secretary-treasurer. The Commission may establish additional offices from time to time. The officers shall serve for a term of one (1) year and may be re-elected to succeed themselves. In no instance shall a commissioner be selected to serve an office more than four consecutive one-year terms. No two offices may be held by the same person at the same time.

Section 2. Chairperson: The chairperson shall be an elected official member of the Commission. For selecting a chairperson, a nominating committee (to consist of three persons) shall be selected one month prior to the annual meeting and this committee shall be appointed by the Commission's chairperson. The nominating committee would then be charged with soliciting the Commission members who are eligible to become chairperson to determine a list of candidates or a single candidate which would be recommended to the Commission membership at the annual meeting. At that point, the chairperson would also receive nominations from the floor for any additional candidates to be considered as chairperson for the Commission for the upcoming fiscal year. A member of the nominating committee may also be a candidate for chairperson. The chairperson shall be elected at the annual meeting of the Commission. The chairperson shall be responsible for carrying out the policy decisions of the Commission and shall have the powers and duties vested in him/her under and pursuant to the Regional Development Act of 1969, and any amendments thereto. Payment of per diem and expenses shall be made in accordance with the schedule established by the Commission.

The chairperson shall preside at all meetings of the Commission and the Board of

Directors and shall be allowed to serve as a non-voting member of any committee of this Commission unless authorized otherwise by the Commission membership.

Section 3. Vice-Chairperson: The vice-chairperson shall be elected by the Commission from the membership of the Board of Directors at the annual meeting of the Commission. The vice-chairperson of the Commission shall assist the chairperson in carrying out his/her duties and shall perform such additional duties as may be established by the Commission from time to time. In the absence of the chairperson at any meeting of the Commission or the Board of Director, the vice-chairperson shall preside. In the case of disability preventing the chairperson from carrying out his/her duties, the vice-chairperson shall temporarily take over those duties.

Section 4. Secretary-Treasurer: The secretary-treasurer shall be elected from among the members of the Board of Directors in the same manner as the vice-chairperson.

The secretary-treasurer shall issue notices of all meetings, and shall keep minutes of all meetings and maintain a record for that purpose. The secretary-treasurer shall have custody of and provide for the safekeeping of all documents of the Commission. The secretary-treasurer shall disburse the funds of the Commission as authorized by the Commission and approved by the Board of Directors and shall render to the Commission and the Board of Directors an account of transactions and of the financial condition of the Commission as required from time to time, by the Commission or the Board of Directors. The obligations of the secretary-treasurer may be delegated to the executive director.

Section 5. Bonding: All officers and employees of the Commission who handle funds of the Commission or who are custodians of property shall be bonded in the amount to be determined by the Commission. The cost of such bond or bonds shall be paid from the funds of the Commission.

Section 6. Vacancies: If a vacancy occurs in the office of the chairperson, a new chairperson shall be elected at the next meeting of the full Commission according to procedures established by these Bylaws. Such a chairperson shall serve until the succeeding annual meeting.

If a vacancy occurs in the office of vice-chairperson or secretary-treasurer, the Board of Directors shall select a successor from among its membership to serve out the existing term of such office.



## DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: June 26, 2012

RE: Hedgehog Grant Program Recommendations

In the last three years the UMRDC sets aside funds from our levy or general fund for an account that we allocate as "Hedgehog Grants". The fund is designated for projects within the region that complement goals set forth by the RDC. A project can request funds to cover a portion of the total cost of the project if the project contract is with the RDC. I have again targeted \$20,000 in our FY 2013 budget to be used for this purpose. These funds will have a separate line item in our agency budget and tracked in-house.

In FY2012 we subsidized the following work:

- \$4,000 for Dawson EDA Grant Writing (\$8,000) Jan 2012
- \$4,850 for Milan Comprehensive Planning (\$9,700) May 2012
- \$4,000 for Granite Falls EDA Grant Writing(\$8,000) May 2012
- \$3,500 for Swift County Solid Waste Plan Development (\$7,000)

Cumulatively we used \$16,350 to gain an additional \$16,350 in new revenue.

Staff and a board committee of Gary, Gary and Mike discussed what types of projects to fund. We realize there may be some political pressure to fund certain types of projects or projects in certain communities. In the end we need to consider how we can use this money to benefit the region and the RDC's sustainability. This money is coming directly from the agencies operating budget- so we need to ensure that it will generate **additional** funds to the agency in order to justify its use. Below are some concerns/comments we are still struggling with regarding the funds use and requirements.

1. We should use this fund to work on projects that have a potential to generate additional projects for the RDC. Example: if we subsidize the writing of a SCDP grant and it is successful, we will receive additional funds for the administration of the grant. If the funds can be used for any grant writing services there may be many grants we do that do not have any follow up role for our office.
2. There has been some recent discussion about what makes up a qualifying "plan". The RDC is often hired to develop a document (plan) that contains goals and strategies, usually has some form of public input and has the intent of guiding future development, processes, policy or work of a local

unit of government. The comprehensive plan is the grand daddy plan that covers a variety of topics as determined important to the governmental body. Sometimes there is the need for a separate additional “plan” that is more focused and detailed in nature but the plan still guides future development, processes, or work. Examples might be:

- Business retention and expansion plan
- Energy plan
- Solid waste plan
- Land use plan
- Broadband plan
- Marketing plan

Comprehensive and strategic plans allow our staff to be involved with the priority issues for governments. There would be lots of insight we could gain and follow-up on for future projects. These projects tend to be much larger and longer term projects (\$20,000-40,000 for a full blown plan). **It was noted that “comprehensive plans” is a broad category that covers many topic specific plans and staff will clarify this on their guidance document.**

Sometimes these plans overlap into more of a “strategic” plan. Strategic plans are shorter term than a comp plan. This type of plan just gets more detailed about the who, what, when, where, why and how to pay for the actions identified. Sometimes a comprehensive plan will contain a more detailed implementation portion that contains the more detailed strategic plan but not always.

3. Should we rank projects according to determined priority areas and goals? **Staff was directed to not score applications numerically but just provide a checklist of their eligibility for the board to consider. As long as it meets these criteria will you automatically fund it?**

<i>Criteria</i>	
Yes/No	City under 500 population
Yes/No	Has not received a Hedgehog Grant this RDC fiscal year (July-June)
Yes/No	UMVRDC proposal accepted and contract in place
Comprehensive Planning Strategic Planning Grant Writing	Eligible project area:
	Year of last contract with RDC
Yes/No	Potential for follow up contract administration
	Total contract amount <ul style="list-style-type: none"> <li>• under \$999</li> <li>• between \$1,000-2,499</li> <li>• between \$2,500- \$9,999</li> <li>• over \$10,000</li> </ul>
Yes/No	<b>RDC Recommended for funding DATE: _____</b>

4. We previously targeted our small towns for a larger share (\$10k of the \$20k available) of the funds. They have not been actively using the funds and the RDC board reallocated those funds to counties or our larger cities in FY 2011 and 2012. The committee recommended keeping the target available for smaller towns but if those funds are needed to fund another request that we would automatically convert some of them. **Once we tap into these funds how do we market the remaining funds (only for small towns or for everyone?)**

**ACTION REQUESTED:**

Discussion and guidance on the eligibility and use of the Hedgehog Fund and a recommendation to include \$20,000 again in the FY 2013 budget.

DH

**DISCUSSION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: June 26, 2012

RE: DRAFT Bus Tour July 24

Based on successful feedback from last year it was determined that the Commission would take a regional tour on the day of our annual meeting as our board retreat this year. Below is our draft agenda for the day – many of the details are still being worked out

- 9:00-9:30 Meet at Benson City Hall-Welcome from Manager/Mayor/Clerk/Council
- Rolls/coffee
  - Introduction to the day
  - Small Cities Development Program (SCDP) Projects in Swift County-Vicki Syverson
  - Hazard Mitigation Plan- Bill McGeary
  - City Of Benson Comp Plan Addendum- Rob Wolfington
- 9:30-10 Drive by commercial and Home owner SCDP rehabs in Benson
- 10-11:00 Tour Swift County Recycling Facility & Discuss Zoning Update Project
- 11-12noon Tour RLF Loans
- Erics Motorsports
  - SpecSys
- 12noon-1pm Lunch at Whistle Stop Café
- 1-1:30 Bus to Appleton
- 1:30-3:00 Tour of several possible RLF Loans TBA
- Appleton Vet
  - Appleton Building Center
  - Appleton Meat Center
  - Appleton Hardware
  - Appleton Power Equipment
- 3-3:30 Drive by commercial and home owner SCDP projects in Appleton
- 3:30-4:30 Swift County OHV Park Tour and Talk
- 4:30-5:00 Board bus and travel back to Benson

RDC Annual Meeting 5:30-6:30 at McKinney's  
Dinner to follow with Guest Speaker Jim Mulder on "Government Redesign"

**ACTION REQUESTED:**

Approve draft agenda for bus tour and RSVP to attend.

DH