

AGENDA
ANNUAL MEETING
Upper Minnesota Valley Regional Development Commission
Maynard Events Center, Maynard, MN
July 26, 2011
5:30 P.M.

Dawn's Cell Number: 320-808-7822

Call to Order
Introductions
Approve Agenda - Additions

1. Consent Agenda Items
 - a. Approve Minutes of June 28, 2011 Meeting
 - b. Approve Treasurer's Report and List of Bills
 - c. FY12 Fund Balance Designation Schedule
 - d. Echo Website Contract
 - e. Milan Website Update Contract
 - f. Meander Fiscal Agent and Grant Submission
2. **Open Public Hearing - FY 2012 Work Plan, Budget, and Levy**
3. Chairman's Report
 - a. Present FY 2011 Annual Report – *Handout at Meeting*
4. Appointments
 - a. Public Interest Group Representatives
 - b. Depository
5. Report from Nominating Committee - Elect Chairperson
6. Certification - Board of Directors/Election of Officers
7. **Close Public Hearing - FY 2012 Work Plan (BHAG's), Budget, and Levy**
8. Other Action Items
 - a. Committee Assignments
 - b. FY2012 RLF Loan Advisory Board
 - c. RLF Loan Advisory Board Recommendations
 - d. NADO Conference
9. Information Items
 - a. Planner Update

Next Meeting Location - Appleton Civic Center, August 23 at 6:30 p.m.
Adjourn

MINUTES

Upper Minnesota Valley Regional Development Commission

Appleton Civic Center

Appleton, MN

June 28, 2011

6:30 PM

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

Members Absent: Brett Buer, Kathi Thymian, Mitch Kling

Staff Present: Dawn Hegland, Jen Remboldt, Jenifer Fadness, Kristi Fernholz, Jacki Anderson, Barb Jordahl, Arlene Tilbury

Call to Order

Chairperson Dahlvang called the meeting to order at 6:38 p.m.

Approve Agenda/Additions

Two items were requested as additions to the agenda:

- 2e. Benson Small Cities Development Program (SCDP) Award
- 3i. UMRDC Bus Tour – July 26

M/S/P - W. Rau, B. Olson to approve the agenda with the additions.

1. Consent Agenda Items

- a. Approve Minutes of May 24, 2011 Meeting
- b. Approve Treasurer's Report and May Check Listing

M/S/P – G. Hendrickx, P. Lehmann to approve the consent agenda as presented.

Citizens Comments ~ None

ROUND ROBIN DISCUSSION

The Board had good discussions on issues they are working on in their respective counties and communities – some of which were:

- All townships and counties are dealing with wet, muddy, and/or washed out roads.
- Scott ~ Yellow Medicine Municipalities – Granite Falls passed a social host ordinance; a bid was recently approved for the sewer/water project.
- Angela ~ Big Stone County Municipalities – Ortonville is dealing with un-kept properties and the lack of funds to deal with it.

- Pam ~ Lac qui Parle EDA- the Computer Commuter will be presenting at the State Conference for Community Education.
- Brent ~ Big Stone County – Working on 5 year highway plan and all equipment purchases on hold for 1 year.
- Gary Hendrickx ~ Swift County – Still looking into savings on implementing VOIP phone system.
- Mike ~ Clara City – At the League of Minnesota Cities conference one presentation was on doing assessments on properties for snow removal; Clara City also received bond for street/sewer project \$1.8 billion at 2.8% over 15 years.
- Juanita – Workforce Council – just waiting to hear on the state shutdown and what effects will be felt.
- Bruce – Prairie Five – Also waiting on the state to see what effects a shutdown will have.
- Gary Johnson – Yellow Medicine County – If the state shuts down the county highway department will continue; food shelf will stay open; transit will run for two weeks and then be evaluated; County is discontinuing passports, sending them to post office in Granite Falls.

2. **Information Items**

a. Planner Update

Commissioners reviewed a status update on RDC activities in the last month.

b. Acronym List

Commissioners received in their packets an updated list of acronyms commonly used by the RDC.

c. Marketing Packets

Marketing packets were available for board members to take with them. These are the packets that the planners give out when they go to a city council, county board meeting, etc. to share information about the RDC.

d. Board of Directors & Officers Election

Dawn advised board members that each county should caucus prior to the annual meeting in July to select a board of director's representative as well as an alternate. She also noted that Gary Johnson and Warren Rau have served four consecutive terms therefore cannot be on the Board of Directors. UMRDC's bylaws also do not allow a public interest group representative to serve on the board of directors.

e. Benson Small Cities Development Program (SCDP) Award

Jacki informed the board that Benson was awarded an additional eight units of owner occupied rehabilitation. The application was an extension of the initial SCDP application that was awarded in 2008 which was also authored by UMRDC staff.

3. **Action Items**

a. RLF Advisory Board Recommendations

Jacki informed board members that the Loan Advisory Board had met and reviewed a new loan request to help with the purchase of the Granite Falls Dairy Queen returning it to local ownership.

M/S/P –G. Johnson, S. Peterson to approve the loan request for \$100,000 at 4% over 10 years contingent on a letter of understanding from the investors acknowledging the lenders will be paid off prior to the investors and that all parties in the application participate at the rate and terms identified in the application.

b. FY12 Levy Recommendations

Dawn shared with the board the levy breakout for the current fiscal year and a proposed levy for FY12 which included a three percent increase which is the maximum we can increase per year as stated in MN Statute. Discussion was held.

M/S/P – G. Hendrickx, P. Lehmann to recommend the inclusion of a 3% levy increase (for a total of \$264,337) in the budget for FY12 for the July UMVRDC public meeting.

Yeas :(15) Nays: (2) B. Olson, G. Johnson

c. FY12 Statement of Indirect Costs & Direct Expenses

Arlene presented to the board a working draft of the FY12 statement of indirect costs and a worksheet showing the breakdown between direct and indirect expense.

M/S/P - P. Lehmann, B. Olson to recommend the draft FY12 statement of indirect costs be presented at the annual public meeting of the RDC in July.

d. Hedgehog Grant Recommendation

Dawn asked for recommendations from the board on the Hedgehog Grant for FY12. Discussion was held.

M/S/P- B. Olson, H. Solem to recommend a 50/50 split between city sizes, to keep \$15,000 of the FY12 budget allocated for the Hedgehog Grant, and to bring reallocation requests to the board.

Yeas: (16) Nays: (1) A. Doren

Further discussion was held.

M/S/P – M. Thein, G. Johnson to increase the Hedgehog Grants to \$20,000 for FY12.

e. Staffing recommendations

Dawn shared with the board the transitioning that will be occurring in the office and the need to hire one (1) full time planner. She also shared that Barb Jordahl would be retiring next year and that the RDC will look for a replacement in April so that Barb can train the new staff in.

M/S/P – B. Olson, H. Solem to authorize the Executive Director to begin transitioning Jenifer Fadness to Planner starting July 1; reassigning responsibilities to Kristi Fernholz starting July 1 and adding her full time September 1; advertise for a new planner to manage transportation duties and some community/economic development duties.; and advertise for a new grants administration planner later this year to transition into Barb's position.

f. FY2012 Budget Recommendation

Commissioners looked over and discussed the draft FY2012 budget. Dawn advised that changes will occur due to the motion in item 3 b Hedgehog Grant changing the amounts.

M/S/P – G. Hendrickx, M. Thein to approve using the draft FY2012 budget for the public hearing at the July 26, 2011 RDC meeting noting that the Hedgehog Grant amount will increase to \$20,000.00.

g. Governmental Accounting Standards Board (GASB) #54 Policy; Resolution; FY11 Fund Balance Designation Schedule

Arlene shared with the board that the Governmental Accounting Standards Board (GASB) has implemented GASB Statement #54 to establish a new fund balance classification system. This is not a change in the way we track or manage the RDC finances. We have already been doing this but are now required to have a policy in place regarding how we will classify and designate funds. Discussion was held.

M/S/P – G. Hendrickx, J. Olson to approve the Governmental Accounting Standards Board (GASB 54) policy that defines the fund balance categories; establishes an order for use; and delegates the power to assign fund balances within the “assigned fund balance category” to the UMRDC Board of Commissioners; to adopt the GASB54 resolution implementing a new fund balance classification system according to the GASB 54 standards that will provide a reserve enabling the UMRDC to deal with unforeseen budget expenditure and revenue shortfalls; and to approve the attached UMRDC FY11 Fund Balance Designation Schedule.

h. Nominating Committee

Dawn advised the board that a nominating committee needed to be formed to nominate someone to serve as chair for FY2012. Discussion was held. Chairperson Dahlvang assigned G. Hendrickx and M. Bourne to the nominating committee.

i. UMRDC Bus Tour – July 26

Dawn shared with the board a proposed schedule for the UMRDC Bus Tour July 26 prior to the annual meeting. Discussion was held. Eight (8) board members were available to attend all day and seven (7) board members were available for half a day. Consensus was that it should be a full day and board members will meet up when available.

4. Discussion Items

a. BHAG Committee Reports

Each BHAG committee gave a report on their proposed goals for FY2012. Final copies will be included next month as they will be adopted at the annual meeting.

Adjourn

Meeting was adjourned at 8:38 pm.

Next Meeting Location

Maynard Event Center, Maynard MN, July 26, 2011 5:30 pm

APPROVED BY:

Presiding Officer

PREPARED BY:

Administrative Assistant

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Arlene Tilbury, Financial Officer
DATE: July 26, 2011
RE: Treasurer's Report – June 2011
June Check Listing

Attached is the June 2011 treasurer's report. 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 issued for the month of June 2011.

ACTION REQUESTED:

For the Commission to approve the attached UMVRDC June 2011 Treasurer's Report and also the June check listing (check #16297 through 16393) as presented.

Enc.

#1b				
Upper MN VALLEY REGIONAL DEVELOPMENT COMMISSION				
Jun-11				
				Page 2
	FY11 Current			
Agency Revenues	Budget	Current	YR-To-DT	
Interest	4,000	441	4,723	118%
Levy	249,000	129,468	246,356	99%
Miscellaneous	200		2,034	1017%
Contracts & Reserves	0		0	0%
Economic Development/EDA				
EDA Planning Grant	64,628		64,628	100%
WesMN RLF Admin	32,000	1,147	29,703	93%
Hazard Mitigation				
4-County Hazard Mitigation Updates	55,491		42,490	77%
Upper Sioux Hazard Mitigation Updates	21,607		21,266	98%
LqP Hazard Mitigation Updates	35,000		32,024	91%
Technical Assistance				
Technical Assistance Potential Contracts	0		0	
Clara City Comp Plan (4,250 HH)	3,000	4,250	10,000	333%
Swift Park Ordinance	0		1,581	
Swift County Emergency Operations Plan	0		0	
Ortonville EDA Planning	450		0	0%
Upper Sioux Energy Plan	20,000		17,453	87%
Graceville Web Site	1,600		1,456	91%
Granite Falls Strategic Planning	4,000		4,000	100%
GIS Repair	6,348		6,348	100%
Appleton CCS	2,945		3,445	117%
Benson Shared Services	3,890		3,890	100%
Blandin Extension Project	4,875		858	18%
Swift Zoning(4,000 HH)	12,000		11,192	93%
Blandin Marketing	12,500		11,863	95%
Blandin Website Projects	0		4,405	
Blandin Demo Community	5,000		10,000	200%
Grant Writing				
Potential Grant Writing Contracts	0		0	
Potential SCDP Grants	0		0	0%
Dawson DEED BDIP Grant	3,000		3,000	100%
Dawson EDA Grant Application (4,000 HH)	8,000		5,890	74%
Granite Falls Strategic Planning (2,000 HH)	4,000		0	0%
Granite Falls Bridge	4,000		2,000	50%
LqP Legacy Park Grant				
Benson SCDP Short Form Grant	1,500		3,000	200%
Benson DEED Redevelopment Grant	1,000		1,000	100%
Benson Park Ordinance and Shared service			3,440	
LqP Geothermal Energy Grant (750 HH)	1,500		1,500	100%
Grants Administration/Management				
Browns Valley HUD	55,000	3,608	46,052	84%
Granite Falls Overall Admin	37,500	6,280	31,192	83%
Maynard/Clara City SCDP	12,589		12,048	96%
Granite Falls/Clarkfield SCDP	19,000		15,734	83%
Benson SCDP	15,000	1,105	10,527	70%
Appleton SCDP	10,000	534	2,370	24%
Transportation/MN DOT			0	
Planning Grant	50,000		45,000	90%
Transit Study	4,650		6,336	136%
Transit Coordination Study Update	5,000	8,081	8,476	170%
Prairie Waters	56,500	900	69,821	124%
Forecast Public Arts Grant			1,500	
Art Crawl	29,700	425	45,560	153%
Legacy Grant - MN Historical Society	1,321		1,231	93%
Byway Legacy Interpretative Panels	37,390	300	36,187	97%
	895,184	156,540	881,578	98%
Pass-Thru Revenue (not included above)		266,263	1,519,611	

Upper MN VALLEY REGIONAL DEVELOPMENT COMMISSION

Jun-11

		Current	YR-To-DT	
DISBURSEMENTS				
Salaries/Fringe	511,200	34,114	505,517	99%
Data Acquisition	500		10	2%
Commissioner's Expense				
Per Diem/FICA	14,000	2,153	11,734	84%
Meeting Expense	3,000	244	1,488	50%
Public Officials Ins.	6,000		6,932	116%
Travel C&C	9,000	1,136	6,061	67%
Training	7,000		1,125	16%
Audit	12,000		12,477	104%
Hedge Hog Grants			0	
LqP OES Grant	750		750	100%
Dawson EDA Grant	4,000		2,000	50%
Swift Zoning	4,000		4,000	100%
Granite Falls Strategic Planning	2,000		2,000	100%
Clara City Comp Plan	4,250	4,250	6,250	147%
Computer Technical Assistance	25,000	83	14,440	58%
Contract for Services/Comm Dev	17,000	155	15,197	89%
Copy Charge/Xerox Lease	10,000	695	8,782	88%
Depreciation	10,000	845	9,173	92%
Dues	3,000		83	3%
Equipment	2,000	192	517	26%
Insurance	3,500		1,194	34%
Lease/Service Agreement	5,000	25	1,953	39%
Legal Fees	10,000		2,960	30%
Miscellaneous/Employee Morale	4,000	220	2,184	55%
Office Rent	12,210		12,200	100%
Postage	15,000	108	8,539	57%
Printing/Advertising	11,000		2,715	25%
RDC Marketing/handouts	10,000		2,935	29%
Registration/Training	13,500	313	6,947	51%
Repairs/Maintenance	1,000	167	1,175	118%
Software	3,000		466	16%
Software/Maint GIS	3,000		25	1%
Sub./Publications	2,000		1,194	60%
Supplies	8,500	104	3,237	38%
Telephone	8,000	429	6,390	80%
Travel/Staff	25,000	1,448	16,428	66%
Regional Recruitment			110	
Art Crawl	16,700	120	6,890	41%
Tourism Trade Shows/Ads	15,000	155	9,976	67%
	811,110	46,954	696,055	86%
Revenue over (under) expense	84,074	109,585	185,523	
General Checking	\$ 184,811.85			
Money Market	\$ 437,725.28			
RLF Savings	\$ 396,291.96			
Agency Auto	\$ 32,806.62			
Equipment Fund	\$ 17,701.55			
UMVRDC Secretary/Treasurer				
UMVRDC Executive Director				

Checks 16297 through 16393

JUNE 2011 CHECK LISTING

Check#	Check Date	Vendor Name	Check Amount	Description
16297	06/09/2011	A to Z Letterpress Printing	120.00	Meander Event
16298	06/09/2011	Appleton Oil Company	134.00	Car-oil change, balance & rotate tires; Van-check ignition light
16299	06/09/2011	Appleton Meat Center	151.50	Meeting Expense
16300	06/09/2011	CHIPPEWA COUNTY AUDITOR	374.87	Dental Insurance Premium - June 2011
16301	06/09/2011	CITY OF APPLETON	1,016.67	Office Rent - July 2011
16302	06/09/2011	CULLIGAN WATER CONDITIONING	220.21	Water for Office
16303	06/09/2011	Dana F. Cole & Company LLP	93.34	2011 Enrollment Fees and Flex Admin Fee
16304	06/09/2011	DAWN HEGLAND	75.00	June 2011 Cell Phone
16305	06/09/2011	DAWSON SENTINEL	31.00	Renewal
16306	06/09/2011	DONS FOOD PRIDE	16.17	Meeting Expense
16307	06/09/2011	Federated Telephone	83.00	Computer Technical Assistance
16308	06/09/2011	Mattheisen Disposal, Inc.	46.80	Dumpster Rental
16309	06/09/2011	Mediacom LLC	109.95	Internet (6-4-11 - 7-3-11)
16310	06/09/2011	Northern Star	30.00	Renewal
16311	06/09/2011	Ortonville Public School	5,000.00	BTOP Funds - 50% Allocation
16312	06/09/2011	Outdoor News Publications	154.50	Tourism Ad
16313	06/09/2011	Ruth Keller	60.00	Office Cleaning
16314	06/09/2011	Sandy Thompson	175.00	Refund Artist Registration Fee
16315	06/09/2011	University of Minnesota Morris	154.83	Contract for Services
16316	06/09/2011	Upper MN River Watershed Dist.	104,354.68	Browns Valley Diversion
16316	06/15/2011	Upper MN River Watershed Dist.	-104,354.68	Browns Valley Diversion
16317	06/09/2011	Xerox Corporation	694.83	Copy Charge - May 2011
16318	06/28/2011	Bourne, Mark L	71.14	Commissioner Payroll
16319	06/28/2011	Buer, Brett T.	79.81	Commissioner Payroll
16320	06/28/2011	Dimberg, Harold R	141.27	Commissioner Payroll
16321	06/28/2011	Doren, Angela	70.63	Commissioner Payroll
16322	06/28/2011	Giese, Heather	47.17	Commissioner Payroll
16323	06/28/2011	Hendrickx, Gary	47.17	Commissioner Payroll
16324	06/28/2011	Johnson, Gary L.	83.89	Commissioner Payroll
16325	06/28/2011	Kling, Wayne	82.87	Commissioner Payroll
16326	06/28/2011	Lauritsen, Juanita	66.55	Commissioner Payroll
16327	06/28/2011	Lehmann, Pamela G.	83.38	Commissioner Payroll
16328	06/28/2011	Olson, Brent	74.71	Commissioner Payroll
16329	06/28/2011	Olson, Jeff	71.65	Commissioner Payroll
16330	06/28/2011	Peterson, Scott	84.91	Commissioner Payroll
16331	06/28/2011	Rau, Warren	60.43	Commissioner Payroll
16332	06/28/2011	Schmaedeka, Jim	82.87	Commissioner Payroll
16333	06/28/2011	Solem, Harold	64.51	Commissioner Payroll
16334	06/28/2011	Swigerd, Bruce	70.12	Commissioner Payroll
16335	06/28/2011	Thymian, Kathi	57.88	Commissioner Payroll
16336	06/15/2011	Advocate Tribune	53.00	Renewal
16337	06/15/2011	Affordable Floor Covering	4,759.00	Appleton Owner Rehab
16338	06/15/2011	Bangsund Construction Inc.	6,101.00	Benson Owner Rehab
16339	06/15/2011	BK Plumbing & Heating	2,639.00	Benson Owner Rehab
16340	06/15/2011	Douglas Anderson	37.74	RLF Board Travel
16341	06/15/2011	Dyrdahl Lumber Co.	27,018.00	Clarkfield Owner Rehab
16342	06/15/2011	Grants Management Systems, Inc.	325.00	Maintenance and Fixed Asset Maintenance

Check#	Check Date	Vendor Name	Check Amount	Description
16343	06/15/2011	Lynn Henkelman	18,750.00	Appleton Owner Rehab
16344	06/15/2011	Josh Falness	21.42	RLF Board Travel
16345	06/15/2011	KENNETH KOENEN	30.60	RLF Board Travel
16346	06/15/2011	Louis Sherlin	53.04	RLF Board Travel
16347	06/15/2011	PRAIRIE FIVE CAC	2,660.00	Clarkfield Owner Rehab Admin \$2,017.00 and Appleton Com. Rehab Admin \$643.00
16348	06/15/2011	Select Account	7.66	June Admin Fee
16349	06/15/2011	TDS Telecom	206.43	Telephone Charges
16350	06/15/2011	Terry Overlander	21.42	RLF Board Travel
16351	06/15/2011	Thaemlitz Construction	6,325.00	Clarkfield Owner Rehab
16352	06/15/2011	Vernon Erickson	4,315.00	Benson Owner Rehab
16353	06/15/2011	Vicki Oakes	20.40	RLF Board Travel
16354	06/15/2011	Walter W. Wulff	34.68	RLF Board Travel
16355	to	16362	Void due to printer problems	
16363	06/29/2011	Bourne, Mark L	71.14	Commissioner Payroll
16364	06/29/2011	Dahlvang, Jim	76.75	Commissioner Payroll
16365	06/29/2011	Dimberg, Harold R	70.63	Commissioner Payroll
16366	06/29/2011	Doren, Angela	70.63	Commissioner Payroll
16367	06/29/2011	Giese, Heather	47.17	Commissioner Payroll
16368	06/29/2011	Hendrickx, Gary	94.35	Commissioner Payroll
16369	06/29/2011	Johnson, Gary L.	83.89	Commissioner Payroll
16370	06/29/2011	Lauritsen, Juanita	67.06	Commissioner Payroll
16371	06/29/2011	Lehmann, Pamela G.	83.38	Commissioner Payroll
16372	06/29/2011	Olson, Brent	71.14	Commissioner Payroll
16373	06/29/2011	Olson, Jeff	71.65	Commissioner Payroll
16374	06/29/2011	Peterson, Scott	84.91	Commissioner Payroll
16375	06/29/2011	Rau, Warren	120.87	Commissioner Payroll
16376	06/29/2011	Schmaedeka, Jim	82.87	Commissioner Payroll
16377	06/29/2011	Solem, Harold	193.54	Commissioner Payroll
16378	06/29/2011	Swigerd, Bruce	70.12	Commissioner Payroll
16379	06/29/2011	Thein, Mike	102.25	Commissioner Payroll
16380	06/30/2011	Bangsund Construction Inc.	21,616.00	Appleton Owner Rehab
16381	06/30/2011	Chase Card Services	7,186.73	Agency Auto Gas, Staff Travel, On Star, Equipment, Equipment Replace. Fund, Supplies, Training, Meeting Expense
16382	06/30/2011	Craig's Inc.	11,608.00	Appleton - Owner Rehab \$3,661.00 & Com Rehab \$7,947.00
16383	06/30/2011	DAWN HEGLAND	946.08	Flex \$466.08 and Dependent Care Flex
16384	06/30/2011	Goff's Electric	1,872.00	Benson Owner Rehab- \$140.00 & Appleton Owner Rehab \$1732.00
16385	06/30/2011	Great America Leasing Corp.	109.01	Postage Meter Rental
16386	06/30/2011	JENNIFER REMBOLDT	14.30	Meeting Expense
16387	06/30/2011	Jost Enterprises	12,204.00	Benson Commercial Rehab
16388	06/30/2011	Mark's Enameling	480.00	Benson Owner Rehab
16389	06/30/2011	MN NCPERS Life Insurance	32.00	July Life Insurance
16390	06/30/2011	PRAIRIE FIVE CAC	2,387.24	Local Clark. Com. Rehab Admin \$246.06; Local Clark. Own. Rehab Admin \$1,276.41; Local Ben. Com. Rehab Admin \$364.77; Appleton Com. Rehab Admin
16391	06/30/2011	Ruth Keller	60.00	Office Cleaning
16392	06/30/2011	SWIFT COUNTY HRA	10,699.00	Benson Local Own. Rehab Admin \$647.29; Benson DEED Own. Rehab Admin \$1,225.71, Appleton Own. Rehab Admin
16393	06/30/2011	USable Life	28.10	Life Insurance - July 2011

Check#	Check Date	Vendor Name	Check Amount	Description
			\$ 154,165.83	Total Paid in June 2011

Brett Buer, UMVRDC Secretary/Treasurer

Dawn Hegland, Executive Director

Gray highlights are pass-thru expenses

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Arlene Tilbury, Financial Officer
DATE: July 26, 20011
RE: FY12 Fund Balance Designation Schedule

The Governmental Accounting Standards Board (GASB) has implemented GASB Statement #54 to establish a new fund balance classification policy. At the June RDC meeting this policy was adopted along with the FY11 Fund Balance Designation Schedule. According to the policy that was implemented, each year at the annual meeting a new schedule will need to be reviewed by the Board to determine the sufficiency of the funds as designated. Attached is the FY 12 Fund Balance Designation Schedule that lists the fund balance categories the RDC currently has in place.

ACTION REQUESTED:

For the Commission to approve the attached UMVRDC FY12 Fund Balance Designation Schedule.

Enc.

**Upper MN Valley Regional Development Commission
FY12
FUND BALANCE DESIGNATION SCHEDULE
7/26/2011**

Non-Spendable

Fixed Assets
Inventory
Prepays
Interest Receivable
Taxes Receivable
Due from Governments

Restricted

Revolving Loan Fund - (for relending)
Browns Valley Savings
Scenic Byway Savings
Blandin Accounts
Medical Reimbursement Allocation
Flex Account

Committed

* Sick Leave Designation
** Vacation Designation
Unemployment Designation (\$10,000)

Assigned

Agency Auto Fund
Equipment Replacement Fund
Between Tax Settlements (\$100,000)

Unassigned

Fund Balance

Jim Dalvang
UMVRDC Chairman - Date

Dawn Hegland
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: Kristi Fernholz

DATE: July 26, 2011

RE: Echo Website Contract

The UMRDC received grant funds through the Minnesota Intelligent Rural Communities Project to complete a community website for the city of Echo. The contract outlines the responsibilities of each party and how the grant funds will be used. A copy of the contract is attached.

ACTION REQUESTED

Authorization to have the Executive Director sign the contract with the City of Echo for the completion of their city website using the MIRC grant.

kf

Enclosure

CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
CITY OF ECHO
FY11-20

WHEREAS, this Contract for Services is by and between the CITY OF ECHO, MINNESOTA, hereinafter referred to as the CITY, and the UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the UMRDC; and

WHEREAS, the purpose of this Contract is to provide a mutual understanding concerning the services to be rendered to the CITY by the UMRDC; and

WHEREAS, the nature of the said services is to assist the CITY in creating a city website; and

WHEREAS, the UMRDC agrees to provide professional services as required in this Contract and shall provide said services starting July 1, 2011; and

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to:

- A. Put information onto Echo's website through Gov Office website
 - 1. Work with City to get ideas, content and suggestions for the website.
 - 2. Gather information for the website.
 - 3. Enter information into the website. Information can include text (words), links to other sites, maps, digital photos, etc.
 - 4. Take custom photos of your community (approx 20)
- B. Develop of 16 pages of content + 20 business subpages including:
 - Home page
 - About your city
 - General Location
 - History
 - City Departments

Mayor and Council
Agenda and Minutes
Ordinances
Services
Organizations
Business directory
 Subpages for 20 businesses featuring businesses in your city
Recreation
Events/Community Calendar (includes subpages for each event)
Helpful Links
News
 Contact Us

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

- A. Purchase unique domain name at a cost of approx \$100/10 years.
- B. Provide information for content on the web pages, including photos of community events and business information.
- C. Contract with GovOffice to set up website and pay annual service package fee.
- D. Maintain and update the website as needed. The UMVRDC will be available to assist with updates to the website.

SECTION III. CONTRACT PERIOD

- A. Services provided under the terms of this Contract will be performed July 1, 2011 – December 31, 2011 as determined by the grant.
- B. Any additional work may be added to the contract as mutually agreed upon in writing by both the UMVRDC and CITY. All grant work must be completed by December 31, 2011.

SECTION IV. COMPENSATION FOR SERVICES

- A. The UMVRDC has received a grant from the Minnesota Intelligent Rural Community (MIRC) program. This grant will pay for the following:
 - a. GovOffice Website set up Expense for first year: \$825
 - b. UMVRDC Staff time (up to 43 hrs) to develop website: \$2580

- B. The UMVRDC agrees to perform the duties outlined in this contract. Additional services are added to this project if mutually agreed upon in writing by both the UMVRDC and CITY. Compensation to the UMVRDC would be \$60.00 per hour for additional services.
- C. The CITY agrees to choose and pay the Domain name fees (approx \$100 for 10 years)
- D. The CITY agrees to enter into a contract with GovOffice for a website. The MIRC grant will reimburse the CITY for up to \$825 for set up charges in the first year. All other expenses including the Annual Service pack will be paid by the CITY.

SECTION V. GENERAL PROVISIONS

- A. Changes in UMVRDC Services
In the event the CITY requests additional service from that described in Section I, and such services are to be completed by the UMVRDC, the UMVRDC shall be entitled to additional compensation as agreed to by both the UMVRDC and CITY. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.
- B. Liability
The CITY agrees to waive the UMVRDC and the UMVRDC's commissioners, officers, directors, employees, partners and agents of any legal liability relating to the preparation, implementation and/or enforcement of services provided and/or products/projects produced.
- C. Termination
This agreement may be terminated with or without cause by either the UMVRDC or CITY upon sixty (60) days prior written notice.

In the event of termination, the CITY shall be obligated to the UMVRDC for payment of amounts due and owing including payment for services performed or furnished to the date of termination, computed in accordance with Section IV of this Contract agreement.
- D. Severability
Any provision or part of this Contract held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the UMVRDC and CITY, who agree that the Contract shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

SECTION VI. ACCEPTANCE

The UMVRDC and CITY hereby accept this Contract for professional services.
The parties hereto have caused this Contract to be duly executed.

Executive Director
Upper Minnesota Valley
Regional Development Commission

Mayor, City of Echo

Date: _____

Date: _____

ATTEST:

City Clerk, City of Echo

Date: _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz
DATE: July 26, 2011
RE: Milan Website Update contract

The City of Milan has contacted the UMVRDC to update their website as needed. A copy of the contract is attached.

ACTION REQUESTED

Authorization of Executive Director's signature on the contract with the City of Milan.

Enc.

kf

CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
CITY OF MILAN
FY12-3

WHEREAS, this Contract for Services is by and between the CITY OF MILAN, MINNESOTA, hereinafter referred to as the CITY, and the UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the UMRDC; and

WHEREAS, the purpose of this Contract is to provide a mutual understanding concerning the services to be rendered to the CITY by the UMRDC; and

WHEREAS, the nature of the said services is to assist the CITY in maintaining the Milan Website; and

WHEREAS, the UMRDC agrees to provide professional services as required in this Contract and shall provide said services on an ongoing basis; and

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION I. DESCRIPTION OF UMRDC SERVICES

- A. Maintain Milan's website (www.milanmn.com)
1. Enter information as gathered by the City of Milan
 2. Update website as requested by the CITY, approximately 16 hours for a major update.

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

- A. Provide the UMRDC with specific information as needed to complete the UMRDC's services;
- B. The information should be gathered and given to the UMRDC shortly before each update and in digital format if possible.
- C. Compensate the UMRDC in accordance with Section IV of this Contract.

SECTION III. CONTRACT PERIOD

- A. Services provided under the terms of this Contract will be performed ongoing as necessary and as requested.
- B. The time period for this Contract may be amended upon request and signed approval by both the UMVRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES

- A. The CITY agrees to pay the UMVRDC the hourly amount as approved by the commission for Technical Assistance (currently \$60 per hour) for services provided in Section I of this Contract. In the event the hourly rate is changed, the CITY will be notified. The UMVRDC will not exceed \$1000 annually without prior approval from the CITY.
- B. Payment to the UMVRDC will be made by the CITY as follows:
 - 1. Balance will be billed shortly after each scheduled update.
- C. The UMVRDC will provide the CITY with an invoice indicating services provided and the total amount due.

SECTION V. GENERAL PROVISIONS

- A. Changes in UMVRDC Services
In the event the CITY requests additional service from that described in Section I, and such services are to be completed by the UMVRDC, the UMVRDC shall be entitled to additional compensation as agreed to by both the UMVRDC and CITY. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.
- B. Liability
The CITY agrees to waive the UMVRDC and the UMVRDC's commissioners, officers, directors, employees, partners and agents of any legal liability relating to the preparation, implementation and/or enforcement of services provided and/or products/projects produced.
- C. Termination
This agreement may be terminated with or without cause by either the UMVRDC or CITY upon sixty (60) days prior written notice.

In the event of termination, the CITY shall be obligated to the UMVRDC for payment of amounts due and owing including payment for services performed or furnished to the date of termination, computed in accordance with Section IV of this Contract agreement.

D. Severability

Any provision or part of this Contract held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the UMVRDC and CITY, who agree that the Contract shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

SECTION VI. ACCEPTANCE

The UMVRDC and CITY hereby accept this Contract for professional services. The parties hereto have caused this Contract to be duly executed.

Executive Director
Upper Minnesota Valley
Regional Development Commission

Mayor, City of Milan

Date: _____

Date: _____

ATTEST:

City Clerk, City of Milan

Date: _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Tourism Planner
DATE: July 26, 2011
RE: Meander Fiscal Agent and Grant Application

The UMVRDC 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 UMVRDC and Meander 2012.

kf

Enclosure

FISCAL AGENT AGREEMENT

We UMVRDC hereby agree to
(fiscal agent organization)

serve as fiscal agent for Meander 2012
(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:

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: July 26, 2011
RE: Open Public Hearing - FY2012 Work Plan, Budget, and Levy

The Chairman declares the public hearing open for the FY2012 Work Plan, Budget and Levy.

ACTION REQUESTED:

For the Chairman to declare the public hearing open for the FY2012 Work Plan, Budget and Levy.

DH: jr

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: July 26, 2011

RE: Public Interest Group Representatives

We have three public interest positions on the Commission and per our bylaws these positions are considered and appointed every year. We have received all three re-nomination forms for these positions:

- Economic Development- Pam Lehmann, Lac qui Parle County Economic Development Authority Director
- Workforce – Juanita Lauritsen, SW MN Workforce Council Director
- Community Action – Bruce Swigerd, Prairie Five Community Action Council Board Member

At the June meeting I was directed to check with Kevin Beyer, General Manager for Farmers Mutual and Federated Telephone. He was concerned about his availability for attending meetings, I defined our bylaw requirements of not missing 3 consecutive or 4 in a 12 month period and am waiting to hear back from him and will report back to you at the meeting.

ACTION REQUESTED:

For the Commission to take action certifying the public interest group representatives to serve on the UMVRDC for FY2012.

DH

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: July 26, 2011

RE: Depository

The Commission should take action to designate official depositories for the next fiscal year. In the past the Commission has sometimes chosen to solicit bids from the local banks before making the decision. In recent years the difference in interest rates has been insignificant in relation to how much work and cost it is to change accounts. A proposal from our existing main bank, Prairie Sun Bank, is attached for your review. I would also point out that the RLF account is at the Farmers and Merchants Bank of Appleton.

I would recommend keeping the same accounts at their current locations.

ACTION REQUESTED:

For the Commission to designate a depository for agency funds for FY 2012.

DH: jr

Enc.



MEMBER F D I C
www.bankwithpsb.com

250 North Miles
P.O. Box 159
Appleton, MN 56208
320-289-2545
320-289-2547 FAX

240 North Second
PO Box 220
Milan, MN 56262
320-734-4444
320-734-4780 FAX

July 18, 2011

Dawn Hegland, Executive Director
Upper Minnesota Valley Regional Development Commission
323 West Schlieman Avenue
Appleton, MN 56208

Dear Mrs. Hegland:

Prairie Sun Bank's proposal to UMVRDC for the depository bank for one year would be as follows:

Account 1004046 - 0.40% APY for General Checking (fixed 1 year)
Account 2037464 - 0.80% APY for Scenic Byway (fixed 1 year)
Account 2038336 &
Account 2039208 - 1.01% APY (variable as posted) for Money Market General over \$100,000
0.77% APY (variable as posted) for Money Market General over \$20,000
0.35% APY (variable as posted) for Money Market General of \$2,500 - \$20,000

Prairie Sun Bank furnishes new checks and also waives all imaging fees. This offer is good for any or all the above accounts.

Thank you for your business.

Sincerely,

Vance Rheingans
Vice President

VR:km

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: July 26, 2011
RE: Report from the Nominating Committee - Election of Chairperson

The nominating committee members, Gary Hendrickx and Mark Bourne, have been working on getting nominations for a chairperson for FY2012. A member of the nominating committee will report the name or names of commissioners indicating a desire to serve as chairperson.

ACTION REQUESTED:

Election of chairperson for FY2012.

DH: jr

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: July 26, 2011

RE: Certification - Board of Directors/Election of Officers

Three actions need to occur with this memo:

1. Elect and certify a Board of Directors
2. Elect a Vice Chairperson from the member of the Board of Directors
3. Elect a Secretary/Treasurer from the member of the Board of Directors

Members from **each** county should caucus prior to the annual meeting for the purpose of selecting a board member representative and an alternate board member. The names of these two individuals should be presented to the Commission following the election of the chairperson. There are two individuals from the FY2011 Board of Directors that have reached their term limit for the Board: Warren Rau and Gary Johnson.

From among the members of the board of directors, nominations will be received for the position of vice chairperson and secretary/treasurer. Please remember, our bylaws do not allow a public interest group representative to serve on the board or as an officer.

I have enclosed the section of the Bylaws that pertains to the board of directors and a list of current board members and their respective terms for your review.

UMVRDC Chair & Board of Directors

Chairperson: Jim Dahlvang 2011

Big Stone County:

Rusty Dimburg 2009, 2010, 2011

Brent Olson – Alternate

Chippewa County:

Mike Thein 2011

No Alternate

Lac qui Parle County:

Brett Buer - Secretary/Treasurer 2011

Harold Solem – Alternate

Swift County:

Warren Rau 2008, 2009, 2010, 2011

No Alternate

Yellow Medicine County:

Gary Johnson –Sec/Treas. 2010, Vice Chair 2008, 2009, 2011

Scott Peterson – Alternate

ACTION REQUESTED:

For the Commission to certify board representatives from which a vice chairperson and secretary/treasurer shall be elected.

DH: jr

Enc.

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 Personnel Committee for the UMVRDC 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.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: July 26, 2011

RE: Close Public Hearing - FY2012 Work Plan, Indirect Cost Plan, Levy, and Budget

At this point, the Commission members may wish to consider closing the public hearing and take action on the work plan, indirect cost plan, levy, and budget, for FY2012.

- **Work Plan:** See attached 2012 Big Huge Audacious Goals (BHAG's)
- **Indirect Cost Plan:** See attached
- **Levy:** See attached resolution that includes the proposed 3% increase of county dollars payable. To date we have not received from the state the certification of the apportioned levies payable for 2012. Once those percentages are received, the levy will be allocated according to the net tax capacity percent determined by the Minnesota Department of Revenue and Arlene will certify the levy with the County Auditors.
- **Budget:** Attached is a copy of the proposed budget for FY2012

ACTION REQUESTED:

For commissioners to accept and adopt the work plan, levy, indirect cost plan, and budget for FY2012 and authorize the signatures on the Resolution of Authorization for county tax levies payable in 2012.

DH

Enc.

Marketing BHAG: All local units of government (LUGs) in Region 6W will know who we are and what we do

Base Camps:

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

FY2012. Year 4 of BHAG. - DRAFT

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	Maintain RDC website. Continue refining/refreshing content, adding useful information, and making the site as user-friendly as possible.	Ongoing	Weekly updates
	2	Ask cities & counties (& other identified partners such as EDAs & Chambers) to link to us on their websites. Inventory who links to us.	12 months	37 cities, 5 counties
	3	Prioritize and complete the following marketing projects in FY12:		
		Send press releases for each completed project. Send press release after annual meeting with photo of full board. Send other press releases as needed.	Ongoing	# of completed projects = # releases
		Give aways: Currently giving out notepads and pens. Research and price new give-away.	12 months	
		Email blasts - Monthly planner update e-blast goes out after every RDC meeting; staff will do additional e-blasts as needed on time sensitive information.	Monthly	at least 12
		Highlight different commissioners & staff members in newsletter & on website; identify board members in press releases.	Ongoing	4 newsletters + website
		Continue to create project profiles/case studies to include in packets and on RDC website.	Ongoing	at least 6 (every 2 months)
		Take more photos of the region, relevant events, and projects. Make "wish list" of photos needed and ask staff to take camera along when traveling in region.	Ongoing	1 great photo for each city & county
		Take/Find videos & post them on our website.	Ongoing	at least 2
		Ongoing		
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 37 communities and all county boards, townships, and school districts. Focus on project successes that the RDC has participated in. Continue using packets, customize as needed.	Ongoing	Goal to contact 37 cities, 5 counties & townships, 1 tribal nation, & 10 school districts
	2	Find ways to regularly stay in contact with each LUG. Find out how each LUG is getting our info and what their preferences are. Follow up with email, phone calls etc. Strategize how to best communicate with each city and county.	12 months	Start with calling a sample size of approx 25% of LUGs to ensure they are receiving our communication.
	3	Inventory which of our 37 cities do not have email contacts. Call those who don't and ask for an email contact person for timely information. (Would prefer 2 contacts per city.)	12 months	at least 1 email address for each of 37 cities
Strategy C.	Tactics	Timeline	Measurement	Accomplishments
Evaluate effectiveness of marketing campaign with goal of measuring 70% basecamp in 2013.	1	Strategize how best to measure basecamps. (Have used a survey in the past. How can we best get a meaningful response on surveys?)	12 months	37 cities, 5 counties
	2	Gather all readily available information that can help evaluate effectiveness of marketing campaign including: website statistics (user profiles), list of contracts, tracked contacts and meetings with LUGS.	Monthly	12 months

Community Development: Be the premier agency for community development in Region 6W.				
Base Camps: 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)?		in early 2012 determine the method of obtaining this information - consider a thrid-party survey.	
Strategy A.	Tactics	Timeline	Measurement	Accomplishments
Increase relationships with LUGs to better understand their needs and how we can assist them.	1. Survey cities and follow-up with fact sheets regarding information about the top two topics communities were most interested in. 2011 Results: - Water, Sewer & Wastewater Infrastructure - Roads, Bridges & Sidewalks	Annually	Survey completion/ response rates & was follow-up information provided?	
	2. Identify LUGs to provide "follow-up" out-reach to. e.g. graceville, website is complete, is there another opportunity to be of assistance to Graceville (i.e. website maintenance, grant writing, etc.)	Fiscal Year	Goal of reaching out to five (5) LUGs based on opportunities to "follow-up".	
	3. Staff debrief after RDC meetings on potnetial topics to follow-up on from round robin discussions.	Monthly	Did staff meet monthly to debrief?	
Strategy B.	Tactics	Timeline	Measurement	Accomplishments
Apply to state and federal agencies on behalf of community and regional projects through contracts with LUGs.	1. Connect communities to the Minnesota Small Cities Development Program promoting our grant writing and grants management services.	Spring/ Summer	Review locations of existing grants and identify areas of need. Newspaper research. Newsletter feedback. Goal of two (2) SCDP applications.	
	2. Review communities comprehensive plans (hazard mitigation) to idenfity potential grants or programs that can help them achieve their community priority goals.	Fiscal Year	Goal of six (6) connections to grants or programs to aid communities in achieving the comprehensive plan or community project goals.	
Strategy C.	Tactics	Timeline	Measurement	Accomplishments
Provide a regional format for education.	1. Host trainings and workshops. Potential topics include: B3 Benchmarking, Variance Changes and a Topic from Survey Results (e.g. wastewater).	Fiscal Year	Goal of four (4) trainings.	
	2. Convene meetings for target groups in the region, (i.e. city administrators, city staff, economic development staff/boards, etc.) to provide a forum for the discussion of common needs and issues. Keep in mind different staffing availability in small cities vs larger cities.	Fiscal Year	Meetings Coordinated or Assisted in the Coordination. Goal of two (2) meetings coordinated or assisted in the coordination of.	
Strategy D.	Tactics	Timeline	Measurement	Accomplishments
Helping our smallest cities	1. Market to all 25 cities with populations under 500 (based on 2010 Census) about why planning is valuable and how-to information so that communities can plan for success in their community. - explain why comp plans and priority lists are important.	Fiscal Year	Inquiries for assistance regarding strategic planning and success stories as a result of how-to information provided. Goal of five (5) inquiries or success stories.	
	2. Ask to do a short planning session with small cities who respond to marketing (provide additional out-reach as needed). Internal goal of completing 3 planning sessions with small communities.	Fiscal Year	Number of cities that completed a short planning session. Goal of three (3) cities to complete short planning session.	
Strategy E.	Tactics	Timeline	Measurement	Accomplishments
Ensure integration of community development projects in local and regional plans.	Identify goals in plans such as CEDS, Hazard Mitigation Plans, MN DOT Plans, Prairie Waters & Regional Tourism that are completed as a result of UMRDC projects worked on.	Ongoing	Number of UMRDC activities contracts that help achieve a goal/strategy in a regional or local plan such as those listed. Goal of ten (10) connections.	
	Communicate achievments as a result planning efforts in the region and local communities through press releases, newsletters and blogs features.	Ongoing	Promote the ten (10) connection listed above using communication tools such as blog features, newsletters and press releases.	

Board Stewardship: The RDC Commission will have 100% of the board members engaged in stewardship for the agency.				
Base Camps: 5-year 10-year 15-year				
Strategy A.	Tactics	Timeline	Measurement	Accomplishments
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 and includes a 1 page executive summary and revised acronym list.	
	Executive Director will meet with all NEW 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.	
	RDC staff take turns with 5-minute staff report at the board meeting	Monthly	Staff reports will be included at every meeting	
	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.	
	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.	
Strategy B.	Tactics	Timeline	Measurement	Accomplishments
To create a destination driven 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 years 1/2 of each BHAG committee rotates.	Every 2 years	BHAG committees met 3-5 times per year.	
	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.	
	Continue to implement the round robin at Commission meetings.	Monthly		
	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.	
	Continue to utilize the Planner Update to inform and educate board members about the services and projects of the UMRDC. 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.	
	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.	
	Ask Commission members to share planner update with their boards/councils and share with others: city, county, school, EDA, P5 staff, county/city staff	Monthly	Add a question on quarterly survey to see if members are reading, sharing or have suggestions for the planner update.	
Strategy C.	Tactics	Timeline	Measurement	Accomplishments
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.	
	Survey Commission members quarterly about board meetings. Review results with Chair.	Quarterly		
Strategy D.	Tactics	Timeline	Measurement	Accomplishments
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.	

**UPPER MINNESOTA VALLEY
REGIONAL DEVELOPMENT COMMISSION**

INDIRECT COST ALLOCATION PLAN

FISCAL YEAR 2012

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SECTION I

SECTION I

INTRODUCTION

I. INTRODUCTION

An updated Guide for Establishing Cost Allocation Plans and Indirect Cost Proposals for Grants and Contracts with the Federal Government, (Circular ASMBC-10), was issued by the Department of Health, Education and Welfare on April 8, 1997. This circular described the process of indirect cost allocation and guided in the preparation and submission of this cost allocation proposal. Principles for determining costs applicable to grants and contracts with state and local governments and federally recognized Indian tribal governments (OMB Circular A-87 revised August 29, 1997) was used to establish a uniform approach for determining allowable costs incurred by the Upper Minnesota Valley Regional Development Commission (UMVRDC).

BACKGROUND

The UMVRDC is the regional planning and coordinating agency for local units of government for the area comprised of Big Stone, Chippewa, Lac qui Parle, Swift and Yellow Medicine Counties in Minnesota.

The UMVRDC was established in 1974 by the Minnesota Legislature through the Regional Development Act of 1969 and was charged with the responsibility of "facilitating intergovernmental cooperation and to insure the orderly and harmonious coordination of state, federal, and local comprehensive planning and development programs for the solution of economic, social, physical and government problems of the state and its citizens..." (the Act was revised August of 1997).

The UMVRDC may consist of twenty-two (22) members; currently the membership has 20 (see Exhibit A), appointed to the UMVRDC by the local units of government in the five county area. The chairman and officers are elected by the UMVRDC and then serve as the UMVRDC Board of Directors. The UMVRDC currently has seven (7) permanent employees (see Exhibit B) supported by the various state and federal grants and contracts (see Exhibit D) along with the maximum base levy amount of \$246,337 or 103 percent of the amount levied the previous year assessed on all taxable property in the region. The UMVRDC developed the Cost Allocation Plan using allowable costs according to regulations in Federal Management Circular A-87.

PROCESS

This cost allocation plan is based on previous years' expenditures and was established in order to continue the equitable procedures for distribution of costs not directly applicable or assignable to program units. Office of Management & Budget Circular A-87 Cost Principles for state, local and Indian Tribal Governments define the Upper Minnesota Valley Regional Development Commission as a "local government".

The Department of Commerce has entered into an agreement with the U.S. Department of Health and Human Services – Program Support Center – Division of Cost Allocation Plans for "local governments". The U.S. Department of Health and Human Services agreed to review and provide comments on Indirect Plans but will not issue an indirect cost rate agreement; therefore, the UMVRDC will review this plan at its July 26, 2011 meeting (see attached certification Exhibit K). The formula for distribution of these unassignable costs will provide maximum recovery of allowable cost from revenues provided for operation of the program units within the UMVRDC.

UMVRDC COMMISSION MEMBERSHIP

BIG STONE COUNTY:

Brent Olson, Ortonville - County Board
Angela Doren, Ortonville - Municipalities
Harold Rusty Dimberg, Ortonville - Townships

CHIPPEWA COUNTY:

Jim Dahlvang, Montevideo - County Board
Mike Thein, Clara City - Municipalities
Jim Schmaedeka, Clara City- Townships

LAC QUI PARLE COUNTY:

Harold Solem, Montevideo - County Board
Jeff Olson, Dawson - Municipalities
Mark Bourne, Dawson- Townships

SWIFT COUNTY:

Gary Hendrickx, Appleton - County Board
Heather Giese, Appleton - Municipalities
Warren Rau, Appleton - Townships

YELLOW MEDICINE COUNTY:

Gary L. Johnson, Montevideo - County Board
Scott Peterson, Granite Falls - Municipalities
Mitch Kling, Granite Falls - Townships

TRIBAL COUNCIL REPRESENTATIVE:

VACANT - Upper Sioux Community

SCHOOL BOARD REPRESENTATIVES:

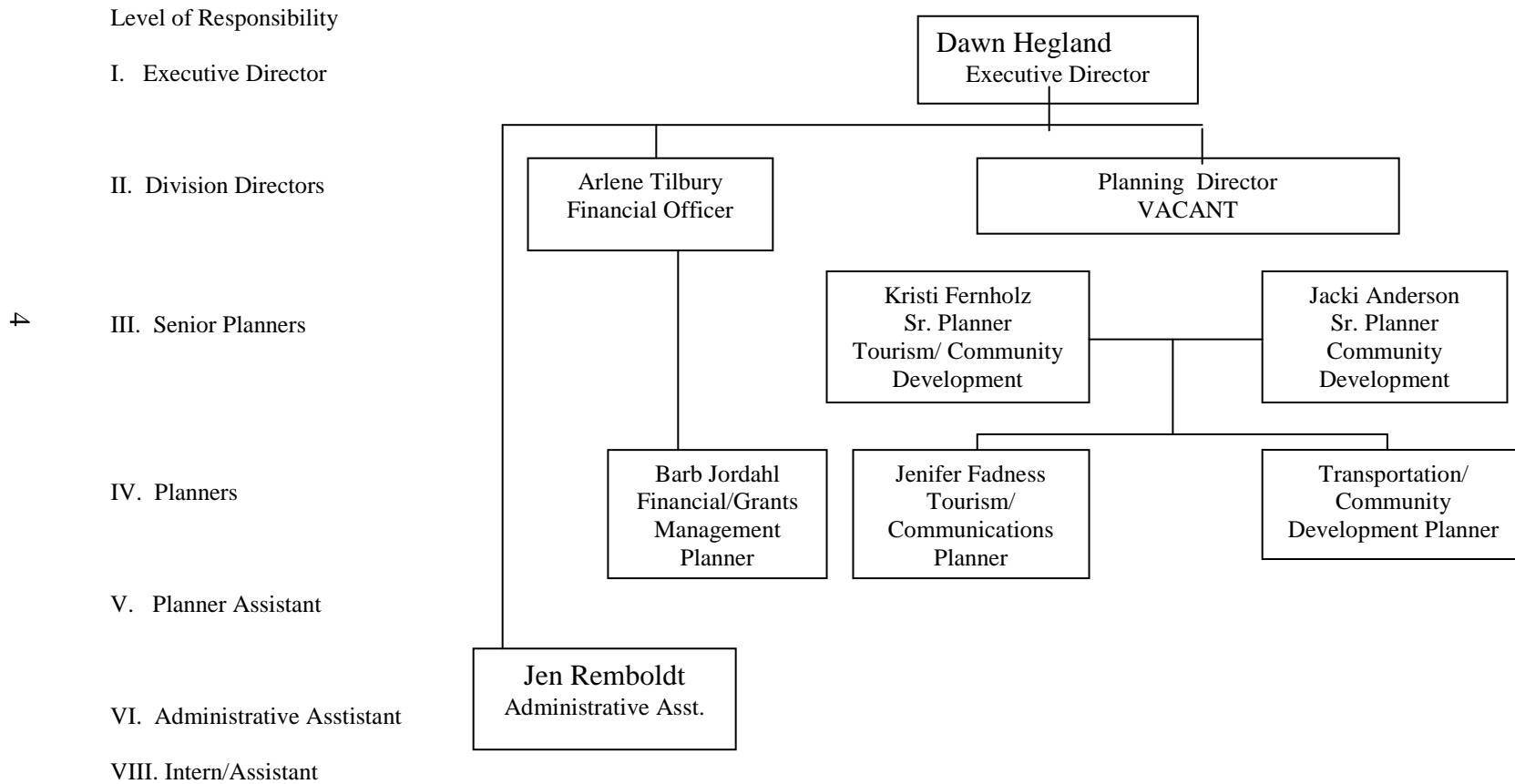
Brett Buer, Dawson - Boyd School Board
Kathi Thymian - Ortonville School Board

PUBLIC INTEREST GROUP REPRESENTATIVES:

Bruce Swigerd, Ortonville - Prairie Five CAC, Inc.
Juanita Lauritsen, Montevideo - Work Force Council
Pamela Lehman, Madison - Lac Qui Parle EDA



Staff Organizational Chart



UPPER MN VALLEY REGIONAL DEVELOPMENT COMMISSION

LIST OF INDIRECT COST ACCOUNTS
FISCAL YEAR 2012

COST ACCOUNT

Salaries
Benefits
Audit
Computer Technical Assistance
Copy Charge
Depreciation
Insurance
Legal
Miscellaneous Expense
Office Rent
Postage
Printing/Advertising
RDC Marketing Items
Registration/Training
Repairs, Maintenance
Software
Subscriptions/Publications
Supplies
Telephone
Training
Travel

EXHIBIT D

UPPER MN VALLEY REGIONAL DEVELOPMENT COMMISSION

PROJECTED REVENUE
FISCAL YEAR 2012

FUNDING SOURCE	AMOUNT
<u>Levy/Contracts/Miscellaneous:</u>	
Local Levy	\$257,000
Interest Earned/Misc.	5,000
Regional Tourism/Art Crawl	100,440
Byway-Schmidt Foundation	10,000
Grant Writing	14,000
Technical Assistance	57,903
Grants Admin/Management	103,832
Reserve	23,000
Hedgehog	20,000
<u>Federal:</u>	
Economic Development Administration	64,628
WesMN Revolving Loan Fund	32,000
Hazard Mitigation	36,492
<u>State:</u>	
MnDOT Planning/Transit	<u>55,000</u>
 TOTAL REVENUES	 \$779,296

SECTION II

DEFINITION AND ANALYSIS OF UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION COSTS

SECTION II

DEFINITION AND ANALYSIS OF UPPER MN VALLEY REGIONAL DEVELOPMENT COMMISSION COSTS

II. DEFINITION AND ANALYSIS OF UPPER MN VALLEY REGIONAL DEVELOPMENT COMMISSION COSTS

Federal Management Circular A-87 defines composition of cost as the "total cost of a grant program comprised of the allowable direct cost incident to its performance plus its allocable portion of allowable indirect costs, less applicable credits."

Direct costs are identified as "those that can be identified specifically with a particular final cost objective" and indirect costs as "those (a) incurred for a common joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objective specifically benefited without efforts disproportionate to the results achieved."

Included in this section is a description of UMVRDC indirect costs. The UMVRDC staff uses a Grants Management Accounting (GMS) system which uses a cost allocation pool to assure grantor agencies that shared costs are charged to programs equitably, consistently and completely without arbitrary limitations.

Cost Allocation Policy - charges for the purpose of management of the agency including but not limited to the following cost accounts and not directly chargeable to one program will be accumulated in the cost pool and allocated according to the cost allocation formula.

SALARIES

Definition – Salaries are defined as wages, compensation paid for services rendered under a particular grant agreement.

EMPLOYEE FRINGE BENEFITS

Definition – Employee benefits are defined as benefits in the form of employer's share of social security contributions, pension plans, health insurance, workman's compensation, unemployment benefits.

AUDIT

Definition – A consultant for audit is defined as professional persons retained or assigned to perform in accordance with the Single Audit Act as implement by Circular A-133..

COMPUTER TECHNICAL ASSISTANCE

Definition – Professional assistance in computer technology and maintenance.

COPY CHARGE

Definition – Reproduction necessary for grant administration.

DEPRECIATION

Definition – A means of allocating the cost of fixed assets to periods benefiting from the asset use.

INSURANCE

Definition – Insurance is defined as those premiums paid which would provide coverage for property damage, liability, theft, bonds, etc.

LEGAL

Definition – Legal expenses required in the administration of grant programs.

MISCELLANEOUS EXPENSE

Definition – Miscellaneous is defined as irregular costs including but not limited to janitorial supplies, employee morale, and accounting expenses, exhibits, etc., as necessary or completion of grant agreements.

OFFICE RENT

Definition – Office services are defined as provision of office space, utilities, reception and common areas.

POSTAGE

Definition – Postage costs are defined as those costs for mailing publications, press releases, and information newsletters, etc., including charges for leasing of postage meter and mailing equipment needed to complete grant agreements.

PRINTING/ADVERTISING

Definition – Printing services, which include but are not limited to printing of annual report, letterhead/envelops, newsletter and other printing, which benefits all programs. Advertising media includes newspapers, magazines, radio and TV programs, direct mail, trade papers and the like.

RDC MARKETING ITEMS

Definition – Items with the RDC Logo and contact information promoting RDC services. (example – pens, note pads, magnets etc.)

REGISTRATION/TRAINING

Definition – Registration/Training customarily provided for employee development.

REPAIRS/MAINTENANCE

Definition – Repairs/Maintenance is defined as janitorial services, necessary maintenance, normal repairs and alternations, which are not included in rental cost.

SOFTWARE

Definition – Software is defined as costs of general software programs and accounting expenses, exhibits, etc., as necessary for completion of grant agreements. (Examples – GMS; GIS; Antivirus & spam subscription)

SUBSCRIPTIONS/PUBLICATIONS

Definition – Subscriptions/Publications are defined as those periodicals in the region and to other publications, which benefit all programs.

SUPPLIES

Definition – Office Supplies are defined as consumable materials including but not limited to pencils, paper, etc., necessary for the completion of grant agreements.

TELEPHONE

Definition – Telephone is defined as a service provided to program units for telecommunications necessary for completion of grant agreements.

TRAINING

Definition – Training customarily provided for employee development.

TRAVEL

Definition – Travel is defined as expenses for transportation, lodging, subsistence and related items.

SECTION III

COST ALLOCATION FORMULA

SECTION III
COST ALLOCATION FORMULA

III. COST ALLOCATION FORMULA

Two areas of the budget will be allocated on the basis of a cost allocation formula. These areas are the fringe benefits pool and the overhead cost allocation pool. These costs will be allocated as follows:

FRINGE BENEFITS POOL

The employee benefits pool will be comprised of fringe benefits as indicated in Exhibit G of the FY11 budget. These costs will be allocated to the program units on the basis of a percentage obtained by dividing the fringe benefits by total gross salaries. The gross salary, which has been allocated to the program units according to the time sheets, will then be multiplied by the percentage obtained using the formula to arrive at the employee benefit charge. The costs will be allocated to the program units monthly at the actual cumulative rate as calculated in the automated accounting system.

OVERHEAD COST ALLOCATION POOL

The overhead cost allocation pool will be comprised of those costs, which cannot be readily assigned to any one program unit (as indicated in Exhibit I of the budget) without cost being disproportionate to the results achieved. These costs will be allocated to the program units on the basis of an hourly rate obtained when the total cost pool is divided by the total number of hours worked. The total hours worked in each program will then be multiplied by the above hourly rate to allocate the cost pool to each program unit. The costs will be allocated to the program units monthly at the actual cumulative rate as calculated in the automated accounting system.

PROJECTS NOT ALLOWING INDIRECT COSTS

Those projects that do not allow indirect costs will be direct charged the proportionate share of eligible expenses that are included in our indirect pool. Any ineligible costs will remain in the indirect cost pool and be paid with unrestricted dollars.

SECTION IV

COMPUTATION OF COST ALLOCATION FORMULA

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION														Exhibit E			
FY12 - JULY 1, 2011 THRU JUNE 30, 2012																	
PERSONNEL COSTS WORKSHEET																	
Gross Salary	# of Workdays	Daily Rate	Annual Leave Taken	Sick Leave Taken	Special Leave Taken	Ten Holidays	Total Release Time	Char/able Salaries	FICA	Health est	Dental est	Life Ins	MRA	Increase to 7.25 Jan 1 11 PERA	Workers Comp.	Total Fringe Benefits	Estimate Total Personnel Costs
404,930	2,414	1,552	34,960	13,679	3,105	14,653	66,397	338,533	30,979	25,220	3,427	332	12,240	29,359	1,578	103,135	508,065

	FY 12	EXHIBIT F 18-Jul-11
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION		
FY12 - JULY 1, 2011 THRU JUNE 30, 2012		
STATEMENT OF RELEASE TIME AND FRINGE BENEFITS		
RELEASE TIME		
Annual Leave	\$34,960	
Sick Leave	13,679	
Special Leave	3,105	
Holidays	14,653	
		\$66,397
FRINGE BENEFITS		
FICA	\$30,979	
Health Insurance	28,979	
Incentive	0	
Medical Reimb	12,240	
Workers Comp	1,578	
PERA	29,359	
		\$103,135
TOTAL RELEASE TIME & FRINGE BENEFITS		
		\$169,532
		=====
Total Release Time & Fringe Benefits	=	169,532
Chargeable Salaries		338,533
		50.08%
Total Fringe Benefits	=	103,135
Total Gross Salaries		404,930
		25.47%

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION

FY 12

PERSONNEL COST ALLOCATION PLAN

Exhibit G
18-Jul-11

Total Chargeable Salary	Indirect	Marketing Indirect	General Fund	Economic Dev	RLF	Technical Assistance	Grant Writing	Grants Admin	Transportation	Prairie Waters	Antcrawl	Byway Schmidt	Hazard Mitigation	
67,266	26,907	673	20,180	11,435	0	0	0	0	4,709	0	0	0	3,363	0
	40%	1%	30%	17%	0%	0%	0%	0%	7%	0%	0%	0%	5%	0%
	832	20.8	624	353.6	0	0	0	0	145.6	0	0	0	104	2080
49,105	31,918	0	0	2,455	7,366	0	0	4,910	0	0	0	0	2,455	0
0	65%	0%	0%	5%	15%	0%	0%	10%	0%	0%	0%	0%	5%	0%
	1352	0	0	104	312	0	0	208	0	0	0	0	104	2080
39,298	11,789	0	0	0	0	0	0	27,509	0	0	0	0	0	0
	30%	0%	0%	0%	0%	0%	0%	70%	0%	0%	0%	0%	0%	0%
	624	0	0	0	0	0	0	1456	0	0	0	0	0	2080
33,229	0	0	0	0	0	13,292	3,323	0	16,615	0	0	0	0	0
	0%	0%	0%	0%	0%	40%	10%	0%	50%	0%	0%	0%	0%	0%
	0	0	0	0	0	832	208	0	1040	0	0	0	0	2080
41,748	0	417	0	20,874	6,262	5,845	4,175	0	0	0	0	0	4,175	0
	0%	1%	0%	50%	15%	14%	10%	0%	0%	0%	0%	0%	10%	0%
	0	20.8	0	1040	312	291.2	208	0	0	0	0	0	208	2080
5,546	0	0	1,664	0	0	0	0	3,882	0	0	0	0	0	0
	0%	0%	30%	0%	0%	0%	0%	70%	0%	0%	0%	0%	0%	0%
	0	0	99.6	0	0	0	0	232.4	0	0	0	0	0	332
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
42,775	0	428	0	14,971	0	5,561	4,278	0	0	6,416	1,711	4,705	4,705	0
	0%	1%	0%	35%	0%	13%	10%	0%	0%	15%	4%	11%	11%	0%
	0	20.8	0	728	0	270.4	208	0	0	312	83.2	228.8	228.8	2080
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
33,901	0	8,475	0	0	0	3,390	0	0	1,695	16,951	3,390	0	0	0
	0%	25%	0%	0%	0%	10%	0%	0%	5%	50%	10%	0%	0%	0%
	0	520	0	0	0	208	0	0	104	1,040	208	0	0	2,080
25,664	25,664	0	0	0	0	0	0	0	0	0	0	0	0	0
	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	2,080	0	0	0	0	0	0	0	0	0	0	0	0	2,080
338,533	96,278	9,993	21,844	49,735	13,628	28,088	11,776	36,301	23,019	23,367	5,101	4,705	14,698	0
														338,533
														11,502
														total direct hours

	FY 12				EXHIBIT H 18-Jul-11
STATEMENT OF INDIRECT COSTS					
		General		Marketing	
Salaries	96,278	Pool	9,993	Pool	
Release Time/Fringe	48,214		5,004		159,489
	-----	144,492		14,997	
Audit		12,000		0	12,000
Copy/Xerox Lease		6,500		3,000	9,500
Depreciation		10,000		0	10,000
Insurance		3,500		0	3,500
Legal		500		0	500
Miscellaneous		1,200		0	1,200
Office Rent		12,210		0	12,210
Postage		7,000		500	7,500
Printing & Advertising		1,000		1,000	2,000
Registration/Training		2,500		500	3,000
Repairs/Maintenance		500		0	500
RDC Marketing Item		0		1,000	1,000
Computer Tech Assist		18,000		0	18,000
Software Maintenance		11,000		0	11,000
Subscription/Publications		1,000		0	1,000
Supplies		5,000		1,000	6,000
Telephone		6,500		0	6,500
Travel		2,000		500	2,500
		-----	-----	-----	
TOTAL		244,902		22,497	267,399
		=====	=====	=====	
Total Indirect Costs		267,399			
	=	-----	-----		
Total Direct Hours		11,502			
		-----	-----		
				23.25 /HR	

**UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
PROPOSED FY 12 LINE ITEM BUDGET**

	Total	General Fund	Economic Development	RLF	Technical Assistance	Grant Writing	Grants Admin	Transportation	Prairie Waters	Art Crawl	Forecast Public Arts Grant	Exhibit I 18-Jul-11
REVENUES												
Grants/Contracts	474,296		64,628	32,000	57,903	14,000	103,832	55,000	65,690	32,750	12,000	36,492
Levy	257,000	257,000										
Hedge Hog	20,000	(20,000)			10,000	10,000						
Interests/Miscellaneous	5,000	5,000										
Agency Match	0	(101,294)	64,628			0	0	16,666	20,000			
Reserve/Contracts/Loans	23,000	23,000										
Total Revenues	779,296	163,706	129,256	32,000	67,903	24,000	103,832	71,666	85,690	32,750	12,000	36,492
EXPENDITURES												
Salaries	232,262	21,844	49,735	13,628	28,088	11,776	36,301	23,019	23,367	5,101	4,705	14,688
Fringe Benefits/Release	116,313	10,939	24,906	6,825	14,066	5,897	18,179	11,528	11,702	2,554	2,356	7,361
Total Personnel	348,575	32,783	74,641	20,453	42,154	17,673	54,480	34,547	35,069	7,655	7,061	22,059
Data Acquisition	500	500										
Commissioner's Expense												
Per Diem	13,000	13,000										
FICA	1,000	1,000										
Public Officials Ins.	5,000	5,000										
Meeting Expense	3,000	3,000										
Travel C&C	9,000	8,250						300		450		
Training	7,000	7,000										
Audits	1,000	0	0	0	0	0	1,000	0	0	150	0	0
Copies/Xerox	500	75							275			
Certificate of Indebtedness Loan	0	0										
Hedgehog Grant	20,000	0										
Contract for Services	12,000	7,000	0				5,000					
Dues	3,000	3,000										
Professional Services	1,500	1,500										
Intern	0	0										
Miscellaneous	2,800	1,900	0				200	100	600			
Office Rent	0	0										
Postage	3,000	800							1,200	1,000		
Printing/Advertising	3,000	2,500										
Registration/Training	10,000	8,600	100					500				
Repairs/Maintenance	1,000	1,000						500				
RDC Marketing Items	1,000	1,000										
Subscriptions/Publications	1,000	1,000										
Supplies	1,000	320	80							400		
Telephone	500	0										
Travel/Staff	22,500	13,850	3,400			1,000	500	3,000	600	150		
Software Maint	0	0										
Tourism Trade Shows/Ads	16,000	0							16,000			
Art Crawl	18,450	0								18,450		
Total Expenses	156,750	80,295	3,580	20,453	42,154	1,000	6,700	4,400	20,175	20,600	0	0
SUB-TOTAL Personnel/Expenses	505,325	113,078	78,221	20,453	42,154	18,673	61,180	38,947	55,244	28,255	7,061	22,059
TOTAL DIRECT EXPENSE	505,325	113,078	78,221	20,453	42,154	18,673	61,180	38,947	55,244	28,255	7,061	22,059
INDIRECT EXPENSE	267,399	16,823	51,743	14,507	37,235	14,507	44,089	29,982	31,432	6,770	5,319	14,991
TOTAL EXPENSE	772,724	129,901	129,964	34,960	79,389	33,181	105,269	68,928	86,676	35,026	12,381	37,049
EXCESS OF REVENUE	6,572	33,805	(708)	(2,960)	(11,486)	(9,181)	(1,437)	2,738	(986)	(2,276)	(381)	(557)

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
Proposed FY 12 Budget

Exhibit J
18-Jul-11

		Proposed FY12 Budget							
	REVENUES								
	Agency Revenues	Subtotal							
	Interest								
	Levy								
	Miscellaneous								
	Certificate of Indebtedness								
	Hedge Hog Grants								
	Contracts & Reserve								
	Reserves for new Grants Admin Staff								
	Economic Development/EDA								
	EDA Planning Grant	64,628							
	WesMIN RLF Admin	32,000							
	Hazard Mitigation								
	4 County HM Updates	31,492							
	LqP Hazard Mitigation Update	5,000							
	Technical Assistance								
	Technical Assistance Potential Contracts	10,000							
	Blandin Demo Community	5,000							
	Blandin Marketing	7,100							
	Blandin Extension	2,500							
	Clara City Comp Plan (HH 4,250)	11,750							
	Milan Web	600							
	Forecast Planning Grant (SMAHC)	1,500							
	Swift Co Emergency Operations Plan	1,000							
	Transit Coordination Update	5,000							
	Upper Sioux Energy Plan	9,453							
	MIRC Websites - Echo/Bellingham	4,000							
	Grant Writing								
	Grant Writing Potential Contracts	4,000							
	Dawson EDA Grant	4,000							
	SCDP App's	6,000							
	Grants Admin/Management								
	Browns Valley HUD Grant	30,000							
	Granite Falls Overrail Admin	30,000							
	SCDP Appleton	20,000							
	SCDP Grant Benson	10,329							
	SCDP - Benson #2	2,000							
	SCDP Grant GF/Clarkfield	11,503							
	Transportation/MIN DOT								
	Planning Grant	50,000							
	Transit Coordination Update	5,000							
	Prairie Waters	65,690							
	Forecast Public Arts Grant	2,000							
	Byway Interpretation - Schmidt Foundation	10,000							
	Art Crawl	32,750							
	TOTAL	779,296							
	Total Amt		FY08	FY09 Amt	FY10	FY11	FY12	FY13	
	4 County Hazard Mitigation Grant	155,440		5,689	91,259	27,000	31,492		
	Blandin Demo Community	10,000				5,000	5,000		
	Blandin Marketing	25,000			0	17,900	7,100		
	Clara City Comp Plan	14,750				3,000	11,750		
	Forecast Planning Grant (SMAHC)	2,000			0	500	1,500		
	LqP Hazard Mitigation Grant	38,860		0	0	33,860	5,000		
	MIRC Web Development Grant	4,405				405	4,000		
	SCDP Appleton	34,500		0	4,072	2,500	20,000	7,928	
	SCDP Benson	35,800		1,897	8,574	15,000	10,329	(0)	
	SCDP - Benson #2	7,000				200	2,000	4,800	
	SCDP GF/Clarkfield	37,260		31	7,726	18,000	11,503	0	
	Swift Co Emergency Operation Plan	1,350			0	350	1,000		
	Transit Service Coordination Plan	20,000			2,547	18,000	9,453		
	Upper Sioux Energy Plan	30,000		0	7,617	114,178	125,128		
	Totals	416,365		7,617	114,178	156,715	125,128		

Proposed FY 12 Budget	TOTAL	DIRECT	INDIRECT	Exhibit J 07/18/11
DISBURSEMENTS	338,533	232,262	106,271	
Salaries	508,065			
Fringe Benefits	511,200	116,314	53,218	
Data Acquisition	(3,135)	500	0	
Commissioner's Expense				
Per Diem		13,000	0	
FICA		1,000	0	
Public Officials Ins.		5,000	0	
Meeting Expense		3,000	0	
Travel C&C		9,000	0	
Training		7,000	0	
Audit		1,000	12,000	
Certificate of Indebtedness Loan		0	0	
Hedgehog Grants		20,000	0	
Intern		0	0	
Copy Charge/xerox lease		500	9,500	
Computer Technical Assistance		0	18,000	
Contract for Services/Comm Dev		12,000	0	
Dues		3,000	0	
Depreciation		10,000	10,000	
Insurance		3,500	3,500	
Legal Fees		2,000	500	
Miscellaneous/Employee Morale		4,000	1,200	
Office Rent		12,210	12,210	
Postage		10,500	7,500	
Printing/Advertising		5,000	2,000	
Registration/Training		13,000	3,000	
Repairs/Maintenance		1,500	500	
RDC Marketing Item		2,000	1,000	
Sub./Publications		2,000	1,000	
Supplies		7,000	6,000	
Telephone		7,000	6,500	
Travel/Staff		25,000	2,500	
Software		11,000	11,000	
Art Crawl		18,450	0	
Tourism Trade Shows/Ads/Byway		16,000	0	
TOTAL	772,725	505,326	267,399	
EXCESS REV. OVER EXP.	6,571			

CERTIFICATION

This is to certify that:

I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief the following is true and accurate:

1. All costs included in the proposal dated 7-26-2011 to establish billing or final indirect cost rates for the period 7-01-11 through 6-30-12 are allowable in accordance with the requirements of the grant(s), contract(s), and/or cooperative agreement(s) to which they apply and the applicable federal cost principles specified below. *(Please check federal cost principle applicable.)*
 - Circular A-87, Cost Principles for State, Local and Indian Tribal Governments
 - Circular A-122, Cost Principles for Nonprofit Organizations
 - Federal Acquisitions Regulations (FAR), Part 31, Contract Cost Principles and Procedures
2. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
3. This proposal complies with the requirements and standards on lobbying costs for Circular A- 122 or FAT4 Part 3 1, where such cost principles are applicable to the award(s).
4. All costs included in this proposal are properly allocable to federal awards on the basis of a beneficial or causal relationship between expenses incurred and the agreements to which they are allocated in accordance with the applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any significant accounting changes affecting the indirect cost rate.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.) the False Claims Act (18 USC 287 and 31 USC 37291), the False Statement Act (18 USC 1001), I declare that, to the best of my knowledge, the foregoing is true and correct.

Authorized Official: Jim Dahlvang, Chairman

Signature: _____

Organization: Upper Minnesota Valley Regional Development Commission

Date: _____

**UPPER MN VALLEY RDC
Proposed FY12 Budget**

	Proposed FY12 Budget	Proposed FY12 Budget
Agency Revenues		
Interest	4,000	
Levy	257,000	
Miscellaneous	1,000	
Certificate of Indebtedness	0	
Hedge Hog Grants	20,000	
Contracts & Reserve	15,000	
Reserves for new Grants Admin Staff	8,000	
Economic Development/EDA		
EDA Planning Grant	64,628	
WesMN RLF Admin	32,000	
Hazard Mitigation		
4 County HM Updates	31,492	
LqP Hazard Mitigation Update	5,000	
Technical Assistance		
Technical Assistance Potential Contracts	10,000	
Blandin Demo Community	5,000	
Blandin Marketing	7,100	
Blandin Extension	2,500	
Clara City Comp Plan (HH 4,250)	11,750	
Milan Web Updates	600	
Swift Co Emergency Operations Plan	1,500	
Forecast Planning Grant (SMAHC)	1,000	
Transit Coordination Update	5,000	
Upper Sioux Energy Plan	9,453	
MIRC Websites - Echo/Bellingham	4,000	
Grant Writing		
Grant Writing Potential Contracts	4,000	
Dawson EDA Grant	4,000	
SCDP App's	6,000	
Grants Admin/Management		
Browns Valley HUD Grant	30,000	
Granite Falls Overall Admin	30,000	
SCDP Appleton	20,000	
SCDP Grant Benson	10,329	
SCDP Grant #2 Benson	2,000	
SCDP Grant GF/Clarkfield	11,503	
Transportation/MN DOT		
Planning Grant	50,000	
Tranist Coordination Study	5,000	
Forecast Public Arts Grant	2,000	
Byway Interpretation - Schmidt Foundation	10,000	
Prairie Waters	65,690	
Art Crawl	32,750	
TOTAL	\$ 779,296	\$ 772,725
		EXCESS REV. OVER EXP. \$ 6,571

				Proposed Increase
FY11 Levy Division		256,638	*Estimated Division Potential Levy for 2012	264,337
Big Stone County	11.17%	28,661	Big Stone County	11.17%
Chippewa County	24.15%	61,989	Chippewa County	24.15%
Lac Qui Parle County	17.88%	45,885	Lac Qui Parle County	17.88%
Swift County	24.75%	63,522	Swift County	24.75%
Yellow Medicine County	22.05%	56,581	Yellow Medicine County	22.05%
Total	100.00%	\$ 256,638	Total	100.00%
				\$ 7,699

* To date we have not received the official levy division from the State.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

RESOLUTION OF AUTHORIZATION

For

COUNTY TAX LEVIES PAYABLE 2012

WHEREAS, the Upper Minnesota Valley Regional Development Commission (UMVRDC) was duly created under the provisions of the Regional Development Act of 1969; and

WHEREAS, the Regional Development Act of 1969 provides in Section 462.396, Subd. 2 for a tax levy; and

WHEREAS, the 1998 Minnesota Legislature amended Section 462.396 by passage of Laws 1998, Chapter 389, Article 3, Section 17; and

WHEREAS, the Minnesota Department of Revenue has identified the maximum payable 2012 levy limitation for the UMVRDC to be \$264,337; and

WHEREAS, the apportionment of the UMVRDC's tax to each county within the region is based on the ratio of each county's net tax capacity to the total net tax capacity for the entire region.

NOW BE IT RESOLVED, that the UMVRDC certifies the 2012 property tax levy to the counties within the region as determined by the Minnesota Department of Revenue.

BE IT FURTHER RESOLVED, that a copy of this resolution will be provided to each county auditor within Region 6W.

Adopted this 26th day of July 2011.

ATTEST:

ATTEST:

Chairperson, UMVRDC

Secretary/Treasurer, UMVRDC

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: July 26, 2011

RE: Committee Assignments

Following is a list of current committee assignments. The members serve at the Commission 's discretion and should be re-appointed each year.

Committee Assignments:

RLF -	Three members
ATP-4/TAC -	One elected official from Big Stone or Swift Counties
ATP-8/TAC -	Two county commissioners from Chippewa, Lac qui Parle, or Yellow Medicine Counties

Board Goal Committee Structure:

Board Stewardship

Rusty Dimberg
Harold Solem
Warren Rau
Juanita Lauritsen
Heather Giese
Gary Johnson
Mark Bourne

Marketing

Brett Buer
Brent Olson
Mike Thein
Bruce Swigerd
Gary Hendrickx
James Schmaedeka

Community Development/Regional

Angela Doren
Scott Peterson
Pam Lehmann
Mitch Kling
Jim Dahlvang
Jeff Olson
Kathi Thymian

ACTION REQUESTED:

To appoint Commission representatives to the above committees. The Commission should also decide whether or not it wishes to pay per diem for said committee assignments.

DH

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Jacki Anderson, Senior Planner
DATE: July 26, 2011
RE: FY12 Revolving Loan Fund (RLF) Loan Advisory Board Membership

It was requested that current members who did not wish to continue their membership on the Loan Advisory Board to inform staff by July 18th. No resignations were received.

The Loan Advisory Board is made up of the following representatives:

- 5 – County Commissioners (one from each county)
- 5 – Economic Development (ED) Representatives (one from each county)
- 3 – UMVRDC Representatives (one will serve as the chairman and only votes when a tie occurs)
 - ❖ FY11 Representatives were: Gary Hendrickx (Chairman), Harold Solem & Warren Rau

FY12 Loan Advisory Board Members:

UMVRDC
3 Representatives

Swift County
Doug Anderson – County Commissioner
Laura Vaala – ED Rep.

Yellow Medicine County
Louis Sherlin – County Commissioner
Paul Wilson – ED Rep.

Big Stone County
Walt Wulff – County Commissioner
Vicki Oakes – ED Rep.

Lac qui Parle County
Terry Overlander – County Commissioner
Josh Falness – ED Rep.

Chippewa County
Kenneth Koenen – County Commissioner
Gene Schwitters – ED Rep.

ACTION REQUESTED:

Approve the FY12 Loan Advisory Board representatives.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Jacki Anderson, Senior Planner
DATE: July 26, 2011
RE: Loan Advisory Board Recommendations

The Loan Advisory Board reviewed a new loan request to help the Porter Elevator with equipment purchases for the rebuilding of the feed mill that burned down in March 2011.

Bruce Tetrick, Porter – Porter Elevator

The loan request is for \$75,000 to assist with the purchase equipment for the feed mill being rebuilt. The project financing proposal is a combination of local bank participation, owner investment and UMRDC RLF funds.

Recommendation: The Loan Advisory Board recommended approval of the Porter Elevator loan of \$75,000 at 4% over 10 years for equipment and fixed asset purchases.

ACTION REQUESTED:

Approve, modify or deny the recommendations of the Loan Advisory Board.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: July 26, 2011

RE: NADO Conference

This year we once again joined the National Association of Development Organizations (NADO). We hadn't been members for the last few years and we were the only RDC in MN that was not a member.

NADO worked very hard last year for all RDC's across the country to get an increase of \$10,000 annually to our EDA planning grant. They are continuing to work very hard now to reauthorize the EDA and transportation bills with increased opportunities and potential funding for RDCs.

NADO plans several conferences a year and I would like to attend this falls training conference plus bring the Chairperson. Jim is unable to attend and I would like to have another RDC Officer attend with me if interested. The conference is October 8-11 in Miami Beach, Florida.

The current budget has adequate funding for a Commissioner to attend in addition to myself.

ACTION REQUESTED:

To authorize the Executive Director and a Board Officer to attend the 2011 NADO Annual Training Conference.

DH

INFORMATION MEMO

TO: UMRDC Commissioners

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

DATE: July 26, 2011

RE: Planner Update

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

Revolving Loan Fund – Jacki

Currently there is approximately \$200,000 available for lending. Funds can be used for equipment, working capital or real estate purchases. Recent loans have been approved at interest rates of 4-5%. Please feel free to contact staff for more information about the UMRDC's revolving loan fund.

Hazard Mitigation – Jacki

Lac qui Parle – a public hearing will be held August 2nd at 10:15am to review and adopt the plan recently approved by FEMA. Staff will begin making arrangements to attend a meeting in each LqP city for review and adoption of the county plan.

Swift County – Staff will meet with the Swift County Engineer and Zoning Administrator July 18th to review hazard mitigation strategies. A fourth and final hazard mitigation meeting is being scheduled for Thursday, Aug. 11th from 10-12 in the Benson City Council Chamber to finalize mitigation strategies and review the implementation chapter of the plan.

Upper Sioux Community (USC) Energy Plan – Kristi, Jacki

Jacki and Kristi met with USC staff on July 13th to discuss the final steps for completing USC's energy plan. Although the state government shutdown has created a delay in receiving the reports from completed energy audits, the committee decided to continue with gathering the community feedback. Some of the next steps will include meeting with the elders and youth to get feedback/ideas on potential energy strategies for the community. A booth will be set up at USC's "back to school night" on Aug 9th to provide an opportunity to draw additional awareness to energy efficiency and conservation and the development of the energy plan. A questionnaire will also be prepared for community members to provide feedback on the plan strategies or present new ideas for the community to consider regarding energy efficiency and conservation.

County Survey – Jacki

As a follow-up to the city survey staff attempted to survey county departments/staff regarding county planning needs and priorities. The survey was flop overall and only had 4 responses and not all those that responded answered every question. The responses we did receive were thoughtful and mainly revolved around hazard mitigation assistance. As there is not enough

information to present, results will not be put in a formal presentation. If you have any questions please feel free to contact staff.

Granite Falls – Arlene, Barb

As part of the city’s ongoing flood mitigation efforts, the Ladner house on Prentice Street was moved to a farm north of Renville. The City Council will soon be calling for bids for construction of the flood barrier as part of the Prentice Street flood protection project.

Minnesota River Valley National Scenic Byway (MRVSB) – Kristi, Jenifer

Kristi wrote a successful grant to the Carl and Verna Schmidt Foundation for \$10,000 to allow the byway to continue work on the interpretive panel projects. The byway will use these funds to complete the current interpretive panel project on the U.S. - Dakota War of 1862 and to write additional grants for additional interpretative panel projects. The money will be used for staff time to coordinate these projects.

The Legacy grant that the byway had received for the U.S. - Dakota War of 1862 interpretative panels had all funds expensed by June 30, 2011. The project is 95% complete and the 10 panels are currently in the process of being fabricated. The rest of the project will be funded with Schmidt grant mentioned above.

Meander – Kristi, Jenifer

The Meander website is updated with the new information: www.artsmeander.com

Prairie Waters Regional Tourism – Jenifer, Kristi

The Prairie Waters Annual Gathering will take place on Wednesday, August 31 from 5:00-7:00 p.m. at Tokheim Stoneware near Dawson. We would love to see members of the RDC Board attend this meeting and show support for tourism and economic development in the region.

We are sending out request letters to counties and cities for 2012, and Kristi will be scheduling meetings so that we can share what Prairie Waters has been working on, and what our plans are for 2012.

Clara City Comprehensive Planning – Kristi

The task force met to review the final draft of the survey and approved to send out the week of July 25th.

Meetings and Conferences

7/18/11 Meander steering committee meeting Kristi

INFORMATIONAL ONLY- No Action requested