



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

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

## **BOARD MEETING AGENDA**

**6:30 PM, August 23rd, 2011**

Call to Order  
Introductions  
Approve Agenda/Additions

1. Consent Agenda Items
  - a. Approve Minutes of July 26, 2011 Annual Meeting
  - b. Approve Treasurer's Report and July check listing
  - c. Blandin MIRC Demonstration Project Contract

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

### **Citizens Comments**

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

### **Staff Presentations - Jacki**

2. Information Items
  - a. Planner Update
  - b. Levy Process
3. Action Items
  - a. RLF Advisory Board Recommendations
  - b.
4. Discussion Items
  - a. Board Stewardship BHAG Report
  - b. Public Process Presentation - Rick Stulz, Lac qui Parle County Attorney

Next Meeting – September 27, 2011 Appleton Civic Center

Adjourn

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

**MINUTES – ANNUAL MEETING**  
Upper Minnesota Valley Regional Development Commission  
**Maynard Events Center, Maynard, MN**  
July 26, 2011  
5:30 PM

Members Present: Gary Hendrickx, Warren Rau, Gary Johnson, Rusty Dimberg, Brett Buer, Jim Dahlvang, Scott Peterson, Harold Solem, Mark Bourne, Heather Giese, Jim Schmaedeka, Angela Doren, Mike Thein,

Members Absent: Brent Olson, Mitch Kling, Bruce Swigerd, Jeff Olson, Pam Lehmann, Juanita Lauritsen, Kathi Thymian

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

Guests Present: Mayor Richard Groothius

**Call to Order**

Chairperson Dahlvang called the meeting to order at 5:30 pm.

**Approve Agenda/Additions**

M/S/P - M. Thein, M. Bourne to approve the agenda as amended with updated Budget and the addition of 8e. Big Stone County HRA.

**1. Consent Agenda Items**

- a. Approve Minutes of June 28, 2011 Meeting
- b. Approve Treasurer's Report and June Check listing
- c. FY12 Fund Balance Designation Schedule
- d. Echo website contract
- e. Milan website update contract
- f. Meander fiscal agent and grant submission

M/S/P - W. Rau, M. Thein to approve the consent agenda items as presented.

**2. FY 2011 Work Plan, Budget and Levy (Open Public Hearing)**

Chairperson Dahlvang declared the public hearing open at 5:34 pm for the purpose of receiving public comment(s) on the FY 2012 work plan, budget, and proposed levy for taxes payable 2012.

**3. Chairman's Report**

- a. Present FY 2011 Annual Report  
The UMVRDC's FY 2011 Annual Report was presented to commissioners by Chairperson Dahlvang and Dawn Hegland. Chairperson Dahlvang asked commissioners to please read and respond at the next meeting to his letter in the annual report.

**4. Appointments**

a. Public Interest Group Representatives

The nominations received for public interest group representatives on the Commission are as follows:

- Prairie Five CAC – Bruce Swigerd
- Southwest MN WorkForce Council – Juanita Lauritsen
- Lac qui Parle County EDA – Pam Lehmann

M/S/P – H. Solem, G. Hendrickx to certify the above public interest group representatives to serve on the UMRDC for FY 2012.

b. Depository

The UMRDC currently has its funds with the Prairie Sun Bank and the proposal from the bank with the interest rates for each separate account was provided. It was also noted that the Revolving Loan Fund currently has its funds with the Farmers & Merchants Bank.

M/S/P – G. Hendrickx, A. Doren to designate the Prairie Sun Bank as the depository for the UMRDC’s FY 2012 and the Farmers and Merchants Bank as the depository for the RLF’s FY 2012.

**5. Report from Nominating Committee – Elect Chairperson**

G. Hendrickx representing the nominating committee reported that they were nominating Jim Dahlvang for chairperson.

Chairperson Dahlvang turned the meeting over to Vice Chairperson Johnson at this time. Vice Chairperson Johnson asked three times for nominations from the floor for chairperson.

M/S/P- H. Solem, R. Dimberg to cast a unanimous ballot to elect Jim Dahlvang as chairperson for FY2012.

Vice Chairperson Johnson turned the meeting over to Chairperson Dahlvang at this time.

**6. Certification – Board of Directors/Election of Officers**

Chairperson Dahlvang asked members from each county for their nominations of board member representative and alternate for the board of directors. A short recess was taken. The nominations were as follows:

- |                       |                            |
|-----------------------|----------------------------|
| Big Stone County:     | Rusty Dimberg              |
|                       | Brent Olson – Alternate    |
| Chippewa County:      | Mike Thein                 |
|                       | Jim Schmaedeka - Alternate |
| Lac qui Parle County: | Brett Buer                 |
|                       | Harold Solem – Alternate   |
| Swift County:         | Gary Hendrickx             |
|                       | Heather Giese – Alternate  |

Yellow Medicine County:            Scott Peterson  
                                                 Mitch Kling – Alternate

**M/S/P** – A. Doren, M. Thein to certify the board of directors and alternates as presented for FY2012.

Chairperson Dahlvang called for nominations three times for Vice Chairperson and Secretary/Treasurer.

a. Vice Chairperson

**M/S/P** – M. Bourne, M. Thein to nominate and cast a unanimous ballot for Rusty Dimberg as Vice Chairperson for FY 2012.

b. Secretary/Treasurer

**M/S/P** – M. Thein, G. Hendrickx to nominate and cast a unanimous ballot for Brett Buer as Secretary/Treasurer for FY 2012.

**7. Close Public Hearing – FY 2011 Work Plan, Budget, and Levy**

Chairperson Dahlvang asked for comment(s) concerning the work plan, budget, and levy for FY 2011. No comments were received. Chairperson Dahlvang closed the public hearing at 5:52 pm.

**M/S/P** - G. Hendrickx, M. Thein to close the public hearing at 5:52pm.

Discussion was held by the board on how the levy amount is determined by the state for each county and how those percentages fluctuate.

**M/S/P** –M Thein, M. Bourne to accept and adopt the proposed budget of revenues of \$779,296 and expenses of \$772,725; levy and work plan for FY 2012.

**8. Action Items**

a. Committee Assignments

Following are the list of committee assignments:

RLF -	Harold Solem, Warren Rau, Gary Hendrickx
ATP -4/TAC	Rusty Dimberg
ATP-8/TAC	Gary Johnson, Harold Solem

BHAG Committee Structure:

	<b><u>Board Stewardship</u></b>	<b><u>Marketing</u></b>	<b><u>Community Development/Regional</u></b>
1.	Rusty Dimberg	Brett Buer	Scott Peterson
2.	Harold Solem	Brent Olson	Jim Dahlvang
3.	Warren Rau	Mike Thein	Pam Lehmann
4.	Juanita Lauritsen	Bruce Swigerd	Angela Doren
5.	Heather Giese	Gary Hendrickx	Mitch Kling
6.	Gary Johnson	James Schmaedeka	Jeff Olson
7.	Mark Bourne	Upper Sioux Community	Kathi Thymian

**M/S/P** – G. Johnson, B. Buer to appoint Commission representatives to the above committees listed.

b. FY2011 RLF Loan Advisory Board

**M/S/P** – M. Thein, R. Dimberg to approve the FY2012 RLF Loan Advisory Board as presented.

c. RLF Loan Advisory Board Recommendations

Jacki informed the UMRDC board of the recommendations from the advisory board.

**M/S/P** – G. Johnson, M. Thein to approve the Loan Advisory Board recommendations of approval of the Porter Elevator loan of \$75,000 at four percent (4%) interest over ten (10) years for equipment and fixed asset purchases.

d. NADO Conference

Dawn advised the board that she would like to attend the NADO national conference and take one board member along. Discussion was held. It was determined that up to two (2) board members may attend.

**M/S/P** – M. Bourne, M. Thein to authorize the Executive Director and up to two (2) board members to attend the 2011 NADO Annual Training Conference.

e. Big Stone County HRA

Chairperson Dahlvang advised the board that the chairperson of the Big Stone County HRA advised him that they will not pay the whole bill but that they were still willing to pay \$1,000. Discussion was held.

**M/S/P** – M. Bourne, G. Hendrickx to accept the offer of \$1,000.

Yeas: ten (10) Nays: three (3) G. Johnson, S. Peterson, B. Buer

**9. Informational Items**

a. Planner Update

Commissioners received an updated planner update in their packets.

**Adjourn**

The meeting was adjourned at 6:35 pm.

**Next Meeting Location**

Tuesday, August 23, 2011 at 6:30 pm at the Appleton Civic Center

APPROVED BY:

PREPARED BY:

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Presiding Officer

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Administrative Assistant

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Arlene Tilbury  
Financial Officer

DATE: August 23, 2011

RE: Treasurer's Report – July 2011  
July Check Listing

Attached is the July 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 cut for the month of July 2011.

ACTION REQUESTED:

For the Commission to approve the attached UMVRDC July 2011 Treasurer's Report and also the July check listing (check #16394 through 16429) as presented.

Enc.

**UPPER MN VALLEY REGIONAL DEVELOPMENT COMMISSION  
REVENUE & EXPENSE REPORT**

Page 2

	FY12 Budget	Current	YR-To-DT	
<b>REVENUES</b>				
<b>Agency Revenues</b>				
Interest	4,000	510	510	13%
Levy	257,000		0	0%
Miscellaneous	1,000		0	0%
Certificate of Indebtedness	0		0	
Hedge Hog Grants	20,000		0	0%
Contracts & Reserve	15,000		0	0%
Reserves for new Grants Admin Staff	8,000		0	0%
<b>Economic Development/EDA</b>				
EDA Planning Grant	64,628	16,157	16,157	25%
WesMN RLF Admin	32,000		0	0%
<b>Hazard Mitigation</b>				
4 County HM Updates	31,492		0	0%
LqP Hazard Mitigation Update	5,000		0	0%
<b>Technical Assistance</b>				
Technical Assistance Potential Contracts	10,000		0	0%
Blandin Demo Community	5,000		0	0%
Blandin Marketing	7,100		0	0%
Blandin Extension	2,500		0	0%
Clara City Comp Plan (HH 4,250)	11,750		0	0%
Milan Web	600		0	0%
Commissioner's Expense	1,500		0	0%
Swift Co Emergency Operations Plan	1,000		0	0%
Transit Coordination Update	5,000		0	0%
Upper Sioux Energy Plan	9,453		0	0%
MIRC Websites - Echo/Bellingham	4,000		0	0%
<b>Grant Writing</b>				
Grant Writing Potential Contracts	4,000		0	0%
Dawson EDA Grant	4,000		0	0%
SCDP App's	6,000		0	0%
<b>Grants Admin/Management</b>				
Browns Valley HUD Grant	30,000		0	0%
Granite Falls Overall Admin	30,000		0	0%
SCDP Appleton	20,000		0	0%
SCDP Grant Benson	10,329		0	0%
Training	2,000		0	0%
SCDP Grant GF/Clarkfield	11,503		0	0%
<b>Transportation/MN DOT</b>				
Planning Grant	50,000		0	0%
Transit Coordination Update	5,000		0	0%
Prairie Waters	65,690	4,325	4,325	7%
Forecast Public Arts Grant	2,000		0	0%
Byway Interpretation - Schmidt Foundation	10,000		0	0%
Art Crawl	32,750		0	0%
	779,295	20,992	20,992	3%
<b>Pass-Thru Revenue (not included above)</b>		17,631	17,631	

	FY12			
	Budget		Current	YR-To-DT
<b>DISBURSEMENTS</b>				
Salaries/Fringe	508,065		35,128	35,128 7%
Data Acquisition	500			0 0%
Commissioner's Expense				
Per Diem/FICA	14,000			0 0%
Meeting Expense	3,000		80	80 3%
Public Officials Ins.	5,000			0 0%
Travel C&C	9,000		205	205 2%
Training	7,000			0 0%
Audit	13,000			0 0%
Hedge Hog Grants	20,000			0 0%
Computer Technical Assistance	18,000			0 0%
Contract for Services/Comm Dev	12,000			0 0%
Copy Charge/Xerox Lease	10,000		(20)	(20) 0%
Depreciation	10,000		886	886 9%
Dues	3,000			0 0%
Insurance	3,500			0 0%
Legal Fees	2,000			0 0%
Miscellaneous/Employee Morale	4,000			0 0%
Office Rent	12,210		1,017	1,017 8%
Postage	10,500		109	109 1%
Printing/Advertising	5,000		42	42 1%
RDC Marketing Items	2,000			0 0%
Registration/Training	13,000		40	40 0%
Repairs/Maintenance	1,500		90	90 6%
Software	11,000			0 0%
Sub./Publications	2,000		57	57 3%
Supplies	7,000			0 0%
Telephone	7,000		356	356 5%
Travel/Staff	25,000		456	456 2%
Art Crawl	18,450			0 0%
Tourism Trade Shows/Ads	16,000		88	88 0
	<b>TO</b>	<b>772,725</b>	<b>38,535</b>	<b>38,535 5%</b>
Revenue over (under) expense		6,570	(17,543)	(17,543)
General Checking	\$ 170,759.04			
Money Market	\$ 456,753.80			
RLF Savings	\$ 410,404.93			
Agency Auto	\$ 33,125.21			
Equipment Fund	\$ 18,587.57			
<b>UMVRDC Secretary/Treasurer</b>		<b>UMVRDC Executive Director</b>		



## JULY 2011 CHECK LISTING

Checks 16394 through 16429

Check#	Check Date	Vendor Name	Check Amount	Description
16394	07/08/2011	Big Stone County Information Technology	3,277.00	First half of MIRC Contract
16395	07/08/2011	Dana F. Cole & Company LLP	30.94	June Flex Fee
16396	07/08/2011	Federated Telephone	1,913.50	computer technical assistance/virus protection
16397	07/08/2011	Grants Management Systems, Inc.	50.00	Technical Support
16398	07/08/2011	MID-MN DEVELOPMENT COMM	11.65	Lunch for Financial Meeting
16399	07/08/2011	The Appleton Press	3,735.14	Meander Brochures/Mis Supplies
16400	07/08/2011	Yellow Medicine County Highway Dept	211.61	Panel Posts
16401	07/08/2011	DONS FOOD PRIDE	22.32	Misc Supplies
16402	07/08/2011	Xerox Corporation	690.51	June 2011 copy charge
16403	07/08/2011	CHIPPEWA COUNTY AUDITOR	374.87	July 2011 Dental
16404	07/08/2011	Clara City Herald	17.25	Annual meeting notice
16405	07/08/2011	Grants Management Systems, Inc.	90.00	GMS Supplement Maintenance
16406	07/08/2011	City of Maynard	80.00	Annual Meeting Room Rent
16407	07/08/2011	Mediacom LLC	109.95	July 2011 Internet charge
16408	07/08/2011	Void	0.00	
16409	07/08/2011	Void	0.00	
16410	07/22/2011	Account Services Processing Center, Ref #QT164539	109.01	Postage Meter - Buyout to return
16411	07/22/2011	Chase Card Services	2,934.74	Agency Auto, On Star, Software, Supplies, Meeting Expense, Misc., Staff Travel, Int. Panels
16411		Chase Card Services	225.67	Staff Travel, Online Advert.
16412	07/22/2011	CITY OF APPLETON	1,016.67	Office Rent
16413	07/22/2011	DAWN HEGLAND	75.00	July 2011 Cell Phone
16414	07/22/2011	Douglas Anderson	41.07	RLF Board Travel
16415	07/22/2011	Drew Aslesen	840.00	Web Consultant - Meander
16416	07/22/2011	Josh Falness	23.31	RLF Board Travel
16417	07/22/2011	Louis Sherlin	57.72	RLF Board Travel
16418	07/22/2011	Mary Ann Nord	7,800.00	Consultant
16419	07/22/2011	Minnesota Chapter of APA	25.00	Job Posting
16420	07/22/2011	Montevideo Publishing	57.00	Renewal
16421	07/22/2011	Select Account	7.66	July Admin Fee
16422	07/22/2011	SOUTHWEST RDC REGION 8	40.00	Training
16423	07/22/2011	TDS Telecom	33.87	Telephone - FY11 \$33.87
16423		TDS Telecom	171.16	Telephone FY12
16424	07/22/2011	Terry Overlander	23.31	RLF Board Travel
16425	07/22/2011	USAbLe Life	28.10	Life Insurance - August 2011
16426	07/22/2011	Vicki Oakes	22.20	RLF Board Travel
16427	07/22/2011	Walter W. Wulff	37.74	RLF Board Travel
16428	07/27/2011	NCPERS Minnesota - 954400	32.00	August Life Insurance
16429	07/27/2011	Upper MN River Watershed Dist.	3,125.73	Browns Valley Diversion
			<b>\$ 27,341.70</b>	<b>Total of checks written in July 2011</b>
Brett Buer, UMRDC Secretary/Treasurer			Dawn Hegland, Executive Director	
Gray highlights are pass-thru expenses				

ACTION MEMO

TO: UMVRDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: August 23, 2011

RE: Blandin MN Intelligent Rural Community (MIRC) Demonstration Project Contract

The Blandin Foundation's MN Intelligent Rural Community (MIRC) Grant provided the RDC \$100,000 to implement projects in the region that will ultimately drive more broadband use in the region. We set up a steering committee for the project and held a stakeholder meeting last fall to get input on broadband priorities and the steering committee made the recommendation to solicit proposals for \$90,000 in projects – the UMVRDC retains \$10,000 for administrative costs of the project. In December 2010 you authorized the contracts for six demonstration projects. We had about \$4,000 left to spend and this request will expend those remaining funds.

**Steering Committee Members**

Laurie Ortega – Pioneer Library System

Kevin Beyer – Farmers Mutual/Federated Telephone

Brent Olson – Big Stone County Commissioner

Vicki Oaks – Ortonville EDA

Pam Lehmann – LqP Co EDA

Tony Ourada – Canby EDA/Chamber, business owner

Carman Mills – Adult Basic Education

Juanita Lauritsen – SW MN PIC/ Workforce Center

Joe DaVita – Montevideo Hospital

Les Heen – Pioneer Public TV

**Previous Funding Recommendations****Dawson / Boyd Schools – \$25,000**

With the coming availability of broadband technology in Lac qui Parle County, Dawson-Boyd Schools would like to connect businesses, community members, and students to produce a digitally literate community. We will achieve this by creating a Multimedia Collaboration Center, a Student Tech Team, and a hybrid (online and classroom) Teacher/Community Training Academy.

**Lac qui Parle County Economic Development Authority (EDA) – \$25,000**

The goal of the LqP Computer Commuter is to increase the digital literacy of area residents and businesses, advance our knowledge workers, promote broadband availability and digital inclusion with an innovative project offering a mobile computer lab environment open to the general public at no charge.

**Big Stone County Public Internet Project – \$6,552**

The goal of Big Stone County’s public internet access project is to provide more convenient access to government information and resources to the public. Enabling the public to access these forms, county highway project status, and GIS information online not only increases public awareness, but also gives the public a feeling of more control in their schedule and connection to our county government. By encouraging the public to find forms online, directing them to a highway project online, or pointing them to the GIS web site, we will be increasing awareness of government resources online, thus increasing public use of broadband. Having a kiosk within the courthouse will allow department workers to train county residents how to use the web site to find information, which will encourage residents to use the website from home in the future.

**Ortonville School / Ortonville Economic Development Authority (EDA) – \$10,000**

This project’s goals are to increase internet usage by giving our businesses an understanding of how it can be used and the benefits it provides; increase internet usage by locals as more discover the information that they are able to obtain; create a viable economic community and a school system that uses technology to reflect the times we live in; and involve our youth in the community’s development encouraging them to return as adults and become active members in our community.

**Johnson Memorial Health Services – \$15,000**

Home Stream demonstration project – Demonstrate the potential for using broadband-based remote support tools and enhanced family engagement to define appropriate visits/hospitalizations and to achieve increased medication adherence for better health outcomes.

**Upper Minnesota Valley Regional Development Commission (UMVRDC) – \$4,405**

Our overall goal is to assist cities in our region to have effective community websites. This project will assist two cities (Bellingham and Echo) with creating a community website.

**Final Funding Recommendation**

**Pioneer Public TV- \$4,043**

Produce video content for broadcast or web use describing the challenges facing rural areas in the availability and use of broadband technology. This video will increase inform the region’s citizens how their lives can be improved through better broadband availability. The video will be shown throughout Pioneer’s broadcast area, which includes 45 counties in western Minnesota, eastern South Dakota, and northwestern Iowa with an estimated population of 500,000. The project will be sustained by making the video available on Pioneer’s web site, shared thru links with the UMVRDC and other interested parties to support the marketing/advocacy goal as noted above.

If approved by the RDC board we would pass the recommendations on to the Blandin Foundation for final approval and the RDC will issue contracts with the awardees.

**REQUESTED ACTION:**

For the Commission to approve the MIRC Steering committee’s recommendations for funding and authorize the Executive Director’s signature on the contracts.

INFORMATION MEMO

TO: UMRDC Commissioners

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

DATE: August 23, 2011

RE: Planner Update

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

**Small Cities Development Program – Jacki**

Staff have been contacted by two different communities inquiring about potential contracts to author new applications for this grant cycle. Contracts will be worked on in September with work on the application(s) to begin immediately preparing proposals for owner occupied, rental and commercial rehabilitation projects. The fall deadline for the SCDP pre-application is November 17<sup>th</sup>.

**Revolving Loan Fund – Jacki**

There has been a flurry of inquiries throughout the month of August regarding RLF funds. It is anticipated that several loan applications will be submitted for the September Loan Advisory Board meeting. The deadline for completed applications to be submitted is August 26<sup>th</sup> to be considered during the month of September. Currently there is about \$200,000 available for lending. Funds can be used for equipment, working capital or real estate purchases.

**Hazard Mitigation – Jacki**

Lac qui Parle – on Aug. 2<sup>nd</sup> the County adopted the hazard mitigation plan update. On Aug. 8<sup>th</sup> the City of Madison and on Aug. 10<sup>th</sup> the City of Bellingham adopted the plan. Plans are in the works to set up council meetings in September with the remaining Lac qui Parle cities to adopt the plan.

Swift County – The last task force meeting was held on August 11<sup>th</sup> where strategies were prioritized and the order of hazards was discussed. The Swift County Draft All-Hazard Mitigation Plan Update will be available on the UMRDC website and submitted to HSEM for review in September.

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

On August 2<sup>nd</sup>, Jacki and Kristi met with a youth group at the Upper Sioux Community to receive comments on the future of energy in the community. On August 9<sup>th</sup>, Jacki helped host a booth at the Back to School event to obtain additional feedback about the energy plan priorities through a community survey. Research and writing of the energy plan is underway.

### **Granite Falls – Arlene, Barb**

Bids were just opened for the Prentice Street Flood Wall Base with Schoep Contracting the low bidder. The purpose of the Prentice Street Flood Protection Project is to provide flood protection for Prentice Street residents while also reducing the city's reliance on massive amounts of volunteer labor required to fill sandbags during a flood.

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

Final design is being completed on the byway panels.

Kristi is attending the National Scenic Byway Conference held in Minneapolis this year from August 22 - 24.

### **Meander – Kristi, Jenifer**

The Meander brochure was mailed out to 4500 addresses. The advertising budget has been set to advertise with MPR, Star Tribune, local radio stations, local and regional newspapers, Minnesota Moments, and the SMAHC newsletter. Help distribute Meander brochures if you can!

There is also a Meander Facebook page that is updated frequently with photos and information about the Meander artists.

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

Requests for 2012 funding from the supporting counties – Chippewa, Lac qui Parle and Swift – were sent out on in early August. We are also sending information to Big Stone and Yellow Medicine Counties to update them on the program and invite them to participate.

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. Bring your family and friends!

### **Clara City Comprehensive Planning – Kristi**

The Clara City Community Survey was sent to 800 households in Mid August. The return deadline is Sept 1st. The city hopes for a 20-30% return.

### **City of Bellingham website – Jenifer**

The City of Bellingham received a MIRC grant to complete a city website. Jenifer met with the Cecily, the City's secretary, to discuss details and timeline for the project. Bellingham is very excited to have the site up and running so that they can promote their 125<sup>th</sup> anniversary in 2012. Jenifer will start work on the site as soon as she receives content and photos from Cecily.

### **Meetings and Conferences**

8/16/11	Chippewa County Board – Prairie Waters presentation	Jenifer, Kristi
8/17/11	Prairie Waters Board meeting	Jenifer, Kristi
8/22-24	National Scenic Byway Conference	Kristi
8/24/11	Zoning Refresher Training Slayton	Jacki
8/31/11	Prairie Waters Annual Meeting – Tokheim's	Jenifer, Kristi

**INFORMATIONAL ONLY- No Action requested**

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners  
FROM: Arlene Tilbury, Financial Officer  
DATE: August 23, 2011  
RE: Levy Process

At the annual meeting there were questions regarding how the levy percentages are determined so I put together an explanation of the process. I have attached the following information:

1. the portion of RDC statute that explains our levy authority;
2. the letter from the state explaining the levy limitations for payable 2012; and
3. the form with the percentages of the levy each county is responsible for.

Each year the county auditors supply the state dept of revenue with the total tax capacity for their county. I have verified with each of the county auditors that the numbers the state is using to calculate the split are correct. The state adds our five counties net tax capacities together for a total regional tax capacity. Each county's percentage equates to their county's total divided by the region's total. That percentage changes each and every year depending on the numbers reported by the county.

**INFORMATIONAL ONLY- No Action requested**

Enclosures

The Regional Development Act per MN Statute

**462.396 GRANTS; LEVIES; BUDGET; ACCOUNTS; AUDITS; BIDS; DEPOSITS.**

**Subdivision 1. Grant making, tax levy.**

The governor and the legislature shall determine the amount of state assistance and designate an agency to make grants to any commission created under sections [462.381](#) to [462.398](#) from appropriations made available for those purposes. Any regional commission may levy a tax on all taxable property in the region to provide money for the purposes of sections [462.381](#) to [462.398](#).

**Subd. 2. Budget; hearing; levy limits.**

On or before August 20 each year, the commission shall submit its proposed budget for the ensuing calendar year showing anticipated receipts, disbursements and ad valorem tax levy with a written notice of the time and place of the public hearing on the proposed budget to each county auditor and municipal clerk within the region and those town clerks who in advance have requested a copy of the budget and notice of public hearing. On or before September 15 each year, the commission shall adopt, after a public hearing held not later than September 15, a budget covering its anticipated receipts and disbursements for the ensuing year and shall decide upon the total amount necessary to be raised from ad valorem tax levies to meet its budget. After adoption of the budget and no later than September 15, the secretary of the commission shall certify to the auditor of each county within the region the county share of the tax, which shall be an amount bearing the same proportion to the total levy agreed on by the commission as the net tax capacity of the county bears to the net tax capacity of the region. (1) For taxes levied in 1998, the maximum amounts of levies made for the purposes of sections [462.381](#) to [462.398](#) are the following amounts: for Region 1, \$180,337; for Region 2, \$180,000; for Region 3, \$353,110; for Region 5, \$195,865; for Region 6E, \$197,177; for Region 6W, \$180,000; for Region 7E, \$180,000; for Region 8, \$206,107; for Region 9, \$343,572. (2) For taxes levied in 1999 and thereafter, the maximum amount that may be levied by each commission shall be the amount authorized in clause (1), or 103 percent of the amount levied in the previous year, whichever is greater. The auditor of each county in the region shall add the amount of any levy made by the commission within the limits imposed by this subdivision to other tax levies of the county for collection by the county treasurer with other taxes. When collected the county treasurer shall make settlement of the taxes with the commission in the same manner as other taxes are distributed to political subdivisions.

# MINNESOTA · REVENUE

JUL 25 2011

July 21, 2011

UPPER MINN VALLEY  
REGIONAL DEVELOPMENT COMM  
403 PRAIRIE AVE NE  
APPLETON, MN 56208

- Re: (1) Levy Limitations for Payable 2012**
- (2) The Form and Net Tax Capacities to Use to Apportion Payable 2012 Property Tax Levies**

The payable 2012 levy limitations for the regional development commissions have been determined and are shown on the enclosed table titled "Regional Development Commissions – Determination of Payable 2012 Levy Limitations."

The law concerning levy limitations for regional development commissions provides that the maximum amount that may be levied by each commission shall be the greater of the base amount provided in M.S. 462.396, Subd. 2 or 103% of the amount levied in the previous year. For example, if the base amount in the statute was \$100,000 and the commission levied that amount for the taxes payable year 2011, it could levy up to \$103,000 for the taxes payable year 2012. If it actually levied only \$95,000 for the taxes payable year 2011, its levy limit for the taxes payable year 2012 would be the base amount of \$100,000, which is greater than 103% of \$95,000.

The law provides that the secretary of each regional development commission must certify to the county auditor of each county within the region the county's share of the commission's tax for the next taxes payable year. The apportionment of the commission's tax to each county within the region is to be based on the ratio of each county's net tax capacity to the total net tax capacity for the entire region. The net tax capacity numbers to be used are those for the previous levy year, excluding powerline credit, tax increment, and fiscal disparity contribution net tax capacities.

The form for you to use in determining the apportionment of your commission's payable 2012 property tax levy is enclosed. It is titled "Certification of Apportioned Levies – Payable 2012." When your region has determined its levy for payable 2012, you should complete the form for your commission and send copies of it to the county auditors of the counties within your region. The copy received by each county auditor should have his/her county's name and share of the commission's levy highlighted. In this respect, it will serve as the certification to the county auditors of your commission's payable 2012 property tax levy.

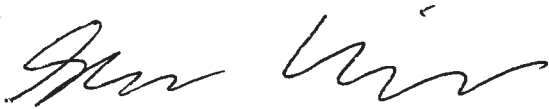
*continued...*



The Southwest Regional Development Commission is allowed to levy an additional amount (in effect a special levy) not to exceed \$232,080 annually to retire its remaining debt in connection with the Prairie Expo project in the city of Worthington. This amount is in addition to its levy limit for operating purposes. If bonds or other obligations are issued to retire the debt sooner, this additional levy would be used to pay the debt service on the bonds or other obligations. This additional levy is also to be apportioned to the counties in the region. If this levy is to pay the debt service on bonds issued, it should be apportioned and certified separately from the remainder of the district's levy. (Laws 2002, Chapter 390, Section 22)

If you have any questions concerning this letter, the levy limit determination, or the levy apportionment form, please contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Shawn Wink".

**Shawn Wink**

Tel: (651) 556-6095

Email: [shawn.wink@state.mn.us](mailto:shawn.wink@state.mn.us)

Enclosures



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 from C&L Powder Coat, LLC to expand the business from part-time to full-time.

Chris & Lisa Borning – Owners C&L Powder Coat, LLC

The loan request is for \$50,870 to assist with new equipment purchases for the business expansion. The project financing proposal is a combination of bank participation, owner investment and UMRDC RLF funds.

**Recommendation:** The Loan Advisory Board recommended approval of the C& L Powder Coat loan of \$50,870 at 4% amortized over 10 years with 5 year balloon for equipment and fixed asset purchases.

Also discussed was the potential of an RLF application in September that exceeds the current \$100,000 lending limit established in the RLF plan. To authorize lending more than \$100,000 for any one application EDA approval is needed. The potential request discussed was upwards of \$300,000. The loan advisory board did not feel comfortable with such a large request. The direction from the advisory board was recommended that staff request a one-time lending limit waiver of up to \$150,000 in the event the loan application for more than \$100,000 comes in for consideration. In the past EDA requests for things like lending limit waivers have taken several months, so the board would like to find out from EDA if such a request would be authorized by EDA. Otherwise it was the feeling of the board that staff and applicant time would not need to be spend on preparing an application for such a large request.

**Recommendation:** The Loan Advisory Board recommended putting in a formal request to EDA for a one-time lending limit waiver of up to \$150,000.

ACTION REQUESTED:

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

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: August 23, 2011

RE: Board Stewardship BHAG

The Board Stewardship BHAG Committee will be meeting prior to the Commission meeting. Members of the committee will provide an oral report on their committee meeting at the full Commission meeting. Members of the committee are Rusty Dimberg, Harold Solem, Warren Rau, Juanita Lauritsen, Heather Giese, Mark Bourne and Gary Johnson.

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: August 23, 2011

RE: Public Process Presentation

At a previous meeting it was suggested we look for a presenter that could share information about the parliamentary procedure and specific areas that are often done incorrectly or new areas that are emerging ( ie; electronic communication and the open meeting law). Harold recommended their county Attorney Rick Stulz. Rick has agreed to spend about an hour with us talking about the public process. Please come with your questions and be prepared to spend some time thinking about how to apply what we learn.